



Policy

Human Resources – Employment Conditions

Approved by Council: 21/08/2019

This policy outlines essential human resources conditions at Council, to complement the *Local Government (State) Award*.

Safety

Teamwork

Accountability

Respect

Background

Complementary or additional benefits to the *Local Government (State) Award* (the Award) are outlined within this policy to provide certainty and consistent application to all staff of Council.

Policy statement

Council acknowledges that its staff are an integral part of operations and its success as an entity. In addition to provisions of the Award, the following matters relating to employment conditions are Council policy.

- **Nine-day fortnight**

All full-time staff are entitled to participate in a rostered day off ('RDO') system of working hours, granting one working day per fortnight absence on accumulated time.

Council's customer service levels will not be diminished or affected by the participation of staff in the nine-day fortnight arrangement.

- **Salary System**

Council endorses the Salary System requirements of the *Local Government (State) Award* which provides for a Salary System that sets out the system, design rules and salary structure applicable for all staff (excluding the General Manager).

- **Progression Steps**

In accordance with clause (ii) of Part 7 of the Award, the salary system shall have a structure that complements the entry level rates of pay and skill descriptors in the Award by identifying grades. Each grade shall have a minimum entry level and four (4) skill steps as detailed in the table below:

Grade	Entry	Skill Step 1	Skill Step 2	Skill Step 3	Skill Step 4	Total Spread
1 to 21	Award and Salary System minimum	5%	4%	3%	4%	16%

Contact officer

Human Services Manager

Related documents

Policies

N/A

Procedures

Human Resources Procedures Handbook

Legislation

Local Government Act 1993

Other

Local Government (State) Award

Office use only	File no.: 172/13	Next review date: 2 years	
Version	Purpose and description	Date adopted by Council	Resolution no.
1.0	Replacement to supersede 10 previous policies revoked at the 21/082019 Council meeting.	21/08/2019	60/19

To be revoked