



2.10 – CONDITIONS OF EMPLOYMENT POLICY

1. INTRODUCTION

The purpose of this policy is to provide a workplace free of discrimination with fair and equitable conditions of employment that attract and retain appropriately skilled staff and promote learning, transparency and a high level of ethics.

2. POLICY OBJECTIVE

To ensure that Norfolk Island Regional Council adheres to best practices in all aspects of the workplace.

3. POLICY SCOPE

This policy highlights the principles of conditions of employment adhered to across the Norfolk Island Regional Council, for both indoor and outdoor staff; ranging from recruitment and selection, training and development, discipline and post-employment.

4. DEFINITIONS

Nil.

5. LEGAL AND POLICY FRAMEWORK

Fair Work Act 2009 (Cth)

Local Government Act 1993 (NSW)(NI)

Norfolk Island Regional Council Model Code of Conduct

Work Health and Safety Policy

Norfolk Island Regional Council Equal Employment Opportunity Management Plan 2016-2020

6. IMPLEMENTATION

6.1 Communication

A copy of this Policy is to be displayed at all work sites throughout the Council area.

The policy is to be made available to all staff via Council's internet and a printed copy to employees if they do not have access to the internet.

6.2 Associated Documents

Procedures will be developed to sit under this policy covering all aspects of conditions of employment within Norfolk Island Regional Council.

7. POLICY

Norfolk Island Regional Council will address the matter of Employment Conditions in a systematic manner by:

- Ensuring the recruitment and selection of staff is based on merit with proper regard for the principles and objectives of equal employment opportunity (EEO).
- Maintaining an effective salary system that achieves maximum internal equity between positions, rewards the acquisition of skills and performance, at the same time, ensuring salary levels attract and retain skilled staff.
- In accordance with the *Local Government Act (NSW) (NI) 1993* sub-section 344 (1) (b) which states that Council is “to promote equal employment opportunity for women, members of racial minorities and persons with disabilities in councils”. In accordance with Section 345 of this Act Council is also to “prepare and implement an equal employment management plan”.
- Providing organisational development programs that contribute to achieving corporate objectives.
- Providing a consistent procedural basis for all employment related issues to be considered.
- Instilling a high level of ethics and transparency into all activities and decision-making.
- Maintaining programs that meet all statutory employment requirements.

8. REVIEW AND VERSION CONTROL

Policy Number	2.10		Responsible Officer	Executive Manager Governance and Human Resources
Effective Date	21 March 2018		Next Review Date	2021
Version Number	Version	Resolution No.	Effective Date	Version description
	V1	2018/41	21 March 2018	Developed and Adopted