



## EMPLOYEE RELATIONS POLICY

### Summary:

The purpose of this policy is to provide clear direction on a number of employment conditions and benefits which are detailed in Council's Procedures and Protocols.

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<b>Approved By</b>	Council
<b>Endorsed By</b>	Council
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<b>Department</b>	HR & Workforce Development
<b>Policy Custodian</b>	Manager HR & Workforce Development
<b>Superseded Documents</b>	Personnel Files Protective Clothing & Equipment First Aid Child Protection Bullying and Harassment Drugs Alcohol and Medication in the Workplace Fraud and Corruption Prevention Workplace Surveillance Grievances and Disputes Social Media Internet, Email and Computer Usage Gifts and Benefits Education Support/Training Expenses Home Based Work/Flexible Working Immunisation Outdoor Staff Clothing Corporate Uniform and Dress Code Recognition for Services Secondary Employment Nine Day Fortnight Work Closedown (Christmas) Exit Interview

## Related Legislation

The NSW Local Government (State)  
The State Records Act  
Workplace Health & Safety Act  
Workplace Health & Safety Regulation  
The Ombudsman Amendment Act  
The Commission for Children and Young Persons (Care and Protection Act)  
Child Protection Act  
The Local Government Act  
The Local Government Regulations  
Environmental Planning and Assessment Act  
ICAC (NSW)  
Public Interest Disclosures Act  
Industrial Relations Act  
Crimes Act (NSW)  
Government Information (Public Access) Act  
Ombudsman Act  
State Records Act  
Code of Conduct  
Gifts and Benefits  
The Workplace Surveillance Act

## Delegations of Authority

Manager HR Workforce Development

### 1. Overview

This Policy outlines a number of employment conditions and benefits which are detailed in Council's Procedures and Protocols. Council acknowledges that a number of conditions involve compliance with relevant legislation.

### 2. Policy Objectives

To ensure legal and regulatory compliance, a safe workplace, provision of good quality working conditions, staff motivation and performance, a well-qualified workforce and proactive observance of quality standards, Council will maintain operating procedures and protocols on the following:

- Personnel Files
- Protective Clothing & Equipment
- First Aid
- Child Protection
- Bullying and Harassment
- Drugs Alcohol and Medication in the Workplace
- Fraud and Corruption Prevention
- Workplace Surveillance
- Grievances and Disputes
- Social Media
- Internet, Email and Computer Usage
- Gifts and Benefits
- Education Support/Training Expenses
- Home Based Work/Flexible Working
- Immunisation
- Outdoor Staff Clothing
- Corporate Uniform and Dress Code

- Recognition for Services
- Secondary Employment
- Nine Day Fortnight
- Work Closedown (Christmas)
- Exit Interview

### 3. Scope

Council will comply with the provisions of:

- The NSW Local Government (State) Award (for Staff Salaries and Benefits, Workplace Bullying and Harassment, Grievance and Disputes);
- The State Records Act 1998 (as amended) (with respect to the storage of Personnel and Recruitment Files);
- The Workplace Health & Safety Act 2011 & Workplace Health & Safety Regulation 2017 (as amended) and relevant Australian Standards (with respect to Protective Equipment and Clothing, First Aid, Workplace Bullying & Harassment, Drugs Alcohol and Medication in the Workplace);
- The Ombudsman Amendment (Child Protection and Community Services) Act 1998 No148 (as amended), The Commission for Children and Young Persons (Care and Protection Act) 1998 No157 (as amended), Child Protection (Working with Children) Act 2012 No51 (as amended) (with respect to child protection);
- The Local Government Act 1993 (as amended);
- The Local Government Regulations 2005 (as amended);
- Environmental Planning and Assessment Act 1979 (as amended);
- ICAC 1988 (NSW) (as amended);
- Public Interest Disclosures Act 1994 (as amended);
- Industrial Relations Act 1996 (as amended);
- Crimes Act 1900 (NSW) (as amended);
- Government Information (Public Access) Act 2009 (as amended);
- Ombudsman Act 1974 (as amended);
- State Records Act 1998 (as amended);
- Code of Conduct (with respect to Fraud and Corruption Prevention);
- Gifts and Benefits
- The Workplace Surveillance Act 2005 (as amended) (with respect to Workplace Surveillance).

### 4. Accountability, Roles & Responsibility

The Chief Executive, Manager HR & Workforce Development, Executive Management Team and Managers are responsible for the development, approval and maintenance of procedures/protocols that support the Council's Policies.

### 5. Related Documents, Standards & Guidelines

As above – Section 3.

### 6. Version Control & Change History

Version	Date	Modified by	Details
V1.0	22/5/19	Council	Adoption of Original Policy