



Salary System Administration Policy

Version: 1; Adopted: 23 November 2018

1. Intent

This policy aims to provide a framework that ensures a widely understood and pragmatic approach to salary administration.

The objectives of this policy are to:

- Ensure adherence to the requirements of the Local Government (State) Award 2017 (the Award), other applicable industrial instrument(s) and legislative obligations.
- Create a clear link between council's strategic and operational objectives and the work undertaken by employees to increase the efficiency and effectiveness of service delivery.

2. Scope

This policy applies to permanent and temporary employees employed under the Award.

3. Framework

Council's salary administration framework comprises the description of work, job evaluation, salary and progression, as defined. Recognition and reward are managed separately.

3.1. WORK

The position description provides meaningful, measurable and widely understood job-holder accountabilities. Additionally, the position description describes the knowledge, skills, experience, qualifications, attributes and capabilities required to consistently perform the job to the standard required.

3.2. EVALUATION

The job evaluation tool will allow a systematic comparison between jobs to assess their relative worth, ensure internal relativity and demonstrate the relationship between the job characteristics and the requirements of the Award.

Council uses the Award Skill Descriptors as their means for job evaluation.

3.3. SALARY

The salary scale represents base rates of pay, with the minimum amount payable for a particular role(s) at each level of the organisation. Salary is based on full-time hours. The salary scale will also show the monetary value of progression.

3.4. PROGRESSION

Progression will be based upon the acquisition and use of skills and behaviours (attributes) the employee is required to apply on the job as defined in their Position Description.



4. Accountabilities

4.1. GENERAL MANAGER

- Ensure the framework promotes and champions the intent and objectives of this policy.
- Ensure managers and supervisors support, manage and consistently apply this policy and its associated procedure.

4.2. MANAGERS/SUPERVISORS

- Understand this policy and its associated procedure.
- Make available information, education and support regarding the policy and its associated procedure.
- Apply the policy and associated procedure fairly, reasonably and consistently, including contributing to the development of position descriptions and evaluation of positions.

4.3. EMPLOYEES

- Understand this policy and its associated procedure.
- Seek information, guidance and support where necessary, to understand the policy and associated procedure.
- Genuinely and respectfully participate in the salary progression process.

4.4. HUMAN RESOURCES

- Provide information, guidance and support to management and employees.
- Administer the process with respect to record keeping.

4.5. CONSULTATIVE COMMITTEE

- Provide a forum for consultation between Council and employees that encourages a free and open exchange of views with respect to the salary system.

5. Linkages

5.1. APPLICABLE LEGISLATION

This policy is to be read in conjunction with the following:

- Local Government Act (1993) NSW
- Local Government (State) Award 2017
- Anti-Discrimination Act 1977 (NSW)
- NSW Industrial Relations Act 1996

5.2. RELATED POLICIES AND PROCEDURES

Please refer to the following policies/procedures:

- Salary System Administration Procedure
- Performance Development Support & Management Policy and associated procedure
- Employee Contribution & Development Plan

6. Review

This Policy will be reviewed every 3 years or as required in the event of legislative changes. Any amendment to the Policy must be by way of a Council Resolution or the approval of the General Manager.

6.1. POLICY AMENDMENTS

Version	Date Approved	Resolution No	Description of Changes
V1	23 November 2018	219/18	

