

## ADMINISTRATION POLICY No 2

### Staff Subsidies

It is Council policy that the following staff subsidies will be provided subject to the specified conditions:

#### 1. Telephones

Where a telephone service is provided at an employee residence the following shall apply:

- a) Works Manager - Rental and 2/3 metered calls.
- b) Any other employee desiring the installation of telephone facilities in a Council owned residence shall first apply in writing for the authority of the Council. Authority may be granted by the Council, at its discretion, having regard for the merits of the application. In all such cases, the applicant shall be responsible for all charges associated with such a telephone service.

#### 2. Gas, Electricity, etc.

All employees residing in Council owned residences will be responsible for costs associated with the consumption of gas, electricity and heating oil with the exception of the Chief Executive Officer, Deputy Chief Executive Officer, Works Manager and EHO/Building Surveyor whose utility benefits will be subject to their negotiated employment contracts.

#### 3. Housing Rentals

Rental for employee housing shall be the subject of review at the time of compilation of the Budget in each year.

#### 4. Relocation Expenses

On production of paid accounts, reasonable relocation expenses shall be paid as follows:

- a) Works Manager - 50% upon completion of six months satisfactory service, subject to negotiation.
- b) Environmental Health Officer/Building Surveyor – 50% upon completion of six months satisfactory service, subject to negotiation

#### 5. Housing Bonds

A refundable bond of \$200 shall be placed on all Council owned residences, with the exception of administrative staff. Such bonds may be lodged by way of not more than four (4) equal instalments, by way of fortnightly pay-sheet deduction.

#### 6. Superannuation

- Council will contribute at the rate of 1.5:1 of employee's contribution (for Full Members) up to a maximum of 18%;
- That Full Membership be available to all permanent employees upon application to the scheme.

## **7. Goods and Services Tax and Fringe Benefits Tax**

That Council shall be responsible for the Goods and Services Tax and Fringe Benefits Tax applicable to the any of the above subsidies provided to senior staff.