



## Council Policy

# Human Resources Operational Policy

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Adoption Date:  
Adoption Reference:  
Review Date:  
Maintained By:  
Document Reference:

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## Objective

- To ensure equitable and uniform application of the provisions of remuneration, benefits and assistance to Shire of Jerramungup (Shire) personnel.
- To maintain a competitive position in the labour market place.
- To provide a comfortable, safe, and attractive working environment for Shire personnel.

## Scope

The following policy statement provides direction and sanction in terms of the delivery of remuneration, benefits, and assistance to Shire personnel. This policy applies to permanent and casual employees employed by the Shire of Jerramungup.

## Policy Statement

### Superannuation

The Shire of Jerramungup will make superannuation contributions ~~up to 9%~~ in accordance with the *Superannuation Guarantee Administration Act 1992* and the *Superannuation Guarantee Charge Act 1992*.

Payments made by the Local Government in excess of the amount prescribed in the *Superannuation Guarantee Administration Act 1992* and the *Superannuation Guarantee Charge Act 1992* (as varied from time to time) will be contingent upon employees making their own contributions up to 6%. The Shire of Jerramungup will contribute at the rate of 1.5:1 of employees contribution up to a maximum of 18%.

If there is any future increase in the mandatory superannuation contribution rate, this may be absorbed against the maximum contribution available.

### Conference and Training Expenses

All reasonable travel and accommodation expenses will be provided for staff attending conference and training seminars as follows:

- Hotel/Motel accommodation and meal expenses being subject to CEO/Executive Officer approval and provided for in conference/training budget. A daily meal allowance of up to \$65 per day for meals taken outside of accommodation is payable upon declaration of expenditure.
- A daily allowance of \$110.00 per day being provided for staff choosing not to stay in hotel/motel accommodation and being provided for in conference/training budget.
- Travel costs for private vehicle usage will be recouped based on fuel use plus 20%. Use of fleet vehicles is preferred.

### Workplace Agreement & Awards

Outside Staff: Workplace Agreement making processes will be negotiated between executive management and staff and outcomes of negotiations with details of agreed position (or otherwise) are to be submitted to Council for final sanction.

Inside Staff: The Local Government Industry Award 2010 applies to all inside staff employed by the Shire of Jerramungup. To maintain a competitive position in the labour market, the following percentage increases apply to the award base rates:

Level	Indicative Positions	Percentage Above Award
1	Traineeship	10 - 20%
2	Traineeship	10 - 20%
3	Customer Service Only	15 - 25%
4	Payroll - (CS / Records / Building TP Admin)	15 - 25%
5	Branch Librarian	15 - 25%
6	Rates / Accounts Officer / Ranger Reserves Officer	15 - 25%
7	Executive Secretary	25 - 35%
8	Qualified Senior Finance Officer	35 - 45%
9	Manager	35 - 45%
10	Senior Manager	35 - 45%
11	Executive Manager	35 - 45%

#### **On Call and Callouts for Emergencies**

An Employee directed by the Employer to be available for duty outside of the Employee's ordinary working hours shall be on call. An Employee on call must be able to be contacted and immediately respond to a request to attend work.

On Call Allowance – Where the Employee is On Call, the Employee shall be paid an On Call Allowance each day equivalent to:

- One hour at the Standard hourly rate for an Employee On Call Monday to Friday inclusive;
- One and one half hours at the Standard hourly rate if required to be On Call on a Saturday;  
or
- Two hours at the Standard hourly rate if required to be On Call on a Sunday or public holiday.

Call Out – an Employee who is on call and in receipt of an On Call Allowance shall be paid at the appropriate overtime rate for time required to attend work. Actual time worked will be deemed to apply from the time the Employee leaves home.

Remote response - an Employee who is in receipt of On Call Allowance and available to immediately:

- respond to phone calls or messages;
- provide advice (phone fixes);
- arrange call-out/rosters of other Employees;
- remotely monitor and/or address issues by remote telephone and/or computer access

shall be paid the applicable overtime rate for the time actually taken in dealing with each particular matter.

An Employee remotely responding shall be required to maintain and provide to the Employer a time sheet of the length of time taken in dealing with each matter remotely for each day commencing from the first remote response. The total overtime paid to an Employee for all time remotely responding in any day commencing from the first response shall be rounded up to the nearest 15 minutes.

### Fire Training Minimum Standards

To ensure the health and safety of employees and volunteers who conduct fire operations for the Shire of Jerramungup, the following minimum training competencies apply to attend the fire ground from the 2017/18 fire season;

Position	Induction	Introduction to Fire Fighting	Bush Fire Fighting	Fire Control Officer	AIIMS
Volunteer Brigade Members	✓	✓	✓		
<a href="#">Volunteer Brigade Members over 60 years of age</a>					
Shire of Jerramungup Employees	✓	✓	✓		
Fire Control Officers	✓	✓	✓	✓	✓
Chief and Deputy Chief Fire Control Officer	✓	✓	✓	✓	✓

### Staff Residing in Private Accommodation

Staff residing in private accommodation in Bremer Bay will receive a \$70 per week reimbursement.

Staff residing in private accommodation in Jerramungup will receive a \$35 per week reimbursement.

### Relocation Expenses

Relocation expenses may be reimbursed to new staff as follows:

- Being limited to removal expenses only.
- Being supported by proof of expenditure.
- Limit of \$3,000.
- Repayable in full if resignation occurs within 2 years of appointment.

### Senior Staff

For the purposes of Section 5.37 of the Local Government Act 1995, the positions of Chief Executive Officer, Deputy Chief Executive Officer and Executive Manager Infrastructure Services are designated as Senior Officer positions.

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## Tertiary Qualifications

Assistance will be provided to staff wishing to pursue tertiary qualifications on the following basis, on approval of the Chief Executive Officer:

- The courses must be relevant to and assist in achieving the objectives and key responsibility areas of either the employee's current position description or to that of a position where the employee could naturally progress to, within the Shire of Jerramungup, as agreed by the Chief Executive Officer.
- Assistance will be provided based on recoup of course fees only. Textbooks, software, and other course aids will be the responsibility of the staff member. Course fees will be paid on the production of evidence that the subject has been passed.
- Staff will be provided with time off based on one study revision day on the day immediately before the examination and for the duration of the examination and related travel time where the examination is conducted locally.
- Tertiary qualification assistance will be limited to one completed degree and/or postgraduate qualification.

## Uniform Allowance

Council provides funds in each year's budget for the purchase of staff uniform and personal protective equipment. This policy forms the basis for the allocation of these funds. This policy will not override any contractual obligations that the Council may have entered into with particular staff.

Where sufficient budget exists the following table establishes Council policy in relation to the purchase of uniform and safety equipment for Council staff.

All depot staff are encouraged to adopt the 'long and long' principle whereby long shirts and pants are to be worn at all times. The Shire understands that some positions may require a relaxation of the 'long and long' principle. In the instance whereby an employee chooses to wear a short form of clothing, basic training will be provided on sun exposure and why long PPE is important.

	Issue or Allowance of Uniform Per Annum				
	Administration Staff	Directly Employed Library Staff	Cleaners	Depot Based Staff (Permanent)	Depot Based Staff Casual
Uniform from corporate provider on commencement	\$500	\$250			
Thereafter to maintain annually	\$450	\$200			
Trousers Annually			1	3	2
Specified Shirts Annually			2	5	2
Hi-Visibility Jacket	1*		1	1	1
Safety Boots <\$200 replace on wear and tear	1*		1	1	1

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Safety Sunglasses or \$150 max contribution to prescription safety glasses per year				Y	Y
Other PPE relevant to duties as required	Y	Y	Y	Y	Y

\*Only for administration staff that physically attend a worksite.

### Use of Council Motor Vehicles

The use of Shire Motor vehicles is subject to users maintaining the vehicle in a clean and orderly manner and adherence at all times to insurance policy requirements. Misuse, abuse, or neglect of vehicles or non-compliance with insurance conditions may result in private use rights being withdrawn.

- **Senior Staff (5.37 of the Local Government Act 1995)**  
Use as stated within employment contract.
- **Other staff**  
Commuting use of a vehicle. When on leave, cars shall be returned to the car pool for general use. Cars will only be made available for commuting use when a genuine operational need for a vehicle exists within the position description.

### Allowances and Deductions

Annual Perth CPI adjustments will be applied, from June 2010 onwards, to the following allowances and charges (all denoted by an asterisk above):

- Relocation Expenses
- Uniform Allowance

### Novated Leases for Cars

Employees may elect to enter into one novated lease through a third party provider, per year, for a car using salary sacrifice provisions, providing that;

- the rules of the Australian Taxation Office continue to recognise novated leases.
- there is no financial impost on the Shire of Jerramungup, other than normal administration costs related to payroll processing;
- the employee provides written confirmation from a certified financial planner or certified public accountant, to the satisfaction of the Chief Executive Officer, that they understand and acknowledge the financial ramifications of entering into the novated agreement; and
- the employee takes 100% responsibility for all associated payments, including any that may be outstanding following departure of the employee from the Shire of Jerramungup.

### Salary Sacrificing

Employees may request approval for one fringe benefit tax free item per year to be purchased through salary sacrifice provisions providing that;

- the rules of the Australian Taxation Office recognise the item as being allowable as a non fringe benefit taxable item;

- there is no financial impost on the Shire of Jerramungup, other than administration costs related to payroll processing;
- for any item costing \$5001 or more that the applicant provide written confirmation from a certified financial planner or certified public accountant, to the satisfaction of the Chief Executive Officer, that they understand and acknowledge the financial ramifications of the salary sacrificing arrangement;
- the employee takes 100% responsibility for all associated payments, including any that may be outstanding following departure of the employee from the Shire of Jerramungup; and
- The Shire of Jerramungup is repaid in full within 12 months.

This policy is additional to any salary sacrifice provisions relating to additional Superannuation payments.

## Legislative and Strategic Context

The Shire's Strategic Plan 2009-2014 provides the enabling framework within which this procedure operates.

## Review Position and Date

Chief Executive Officer to review on or before 30/6/2011

CEO Authorisation: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_