

ADMINISTRATION POLICY No 8

Human Resources – Remuneration, Subsidies and Other Work Arrangements

Policy Objective:

1. To ensure equitable and uniform application of the provisions of remuneration, benefits and assistance to Shire of Jerramungup (Shire) personnel.
2. To maintain a competitive position in the labour market place.
3. 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, contract and casual employees employed by the Shire of Jerramungup.

Policy Statement:

1. Superannuation

The Shire of Jerramungup will make statutory superannuation contributions in accordance with the *Superannuation Guarantee Administration Act 1992* and the *Superannuation Guarantee Charge Act 1992*.

The Shire of Jerramungup also offers additional superannuation payments through a co-contribution scheme. Payments made 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 \$1.50 : \$1.00 of the employee's contribution up to a maximum of 9% additional Council contribution.

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

2. Conference and Training Expenses

All reasonable travel and accommodation expenses will be provided for staff and an accompanying partner 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 \$75 per day for meals taken outside of the accommodation venue 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 when a pool vehicle is not available will be reimbursed in accordance with the applicable award or enterprise bargaining agreement.
- If staff choose to stay for additional days for personal reasons then the travel allowances will only be paid one way.

3. Enterprise Bargaining Agreements & Awards

Outside Staff: Enterprise Bargaining 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 labor market, the following percentage increases apply to the award base rates:

Level	Indicative Position	Current Minimum Award Hourly Rate (Aug 2016)	Base Hourly Rate Percentage Above Award
1	Traineeship	\$18.93	10 - 20%
2	Traineeship	\$19.56	10 - 20%
3	Customer Service Only	\$20.31	15 – 30%
4	Branch Librarian	\$20.61	15 – 30%
5	Payroll Officer / Finance Officer	\$21.90	15 – 30%
6	Rates Officer	\$23.70	15 – 30%
7	Executive Assistant	\$24.11	25 – 35 %
8	Qualified Senior Finance Officer	\$26.06	35 – 50%
9	Manager	\$27.87	35 – 50%
10	Senior Manager	\$30.47	35 – 50%
11	Executive Manager	\$34.35	35 – 50%

4. Flexible Work Arrangements

The Shire of Jerramungup acknowledges the many mutual benefits of providing flexible working arrangements for staff.

Where an employee requests a flexible working arrangement, it will be given due consideration, and where practicable, accommodated in a spirit of collaboration and cooperation by managers and employees, and in accordance with the provisions of the relevant Industrial Instrument and objectives of the Equal Opportunity Act 1984.

Subject to maintaining operational requirements and customer service effectiveness the following flexible arrangements are available for employees:

- 1) A regular rostered day off will be made available to full time permanent staff.
 - a. Works Department Roles – 1 rostered day off per fortnight

b. Administration Roles – 1 rostered day off per month

2) Job sharing

3) Part-time work

4) Flexible work hours, flexi-time and time off in lieu for Executive level staff*

5) Telecommuting

*Time off in lieu for Executive level (contract) employees is not granted on an exact time for time basis and is intended to provide Executive level employees with fair and reasonable access to time off in recognition of additional productive effort involving working beyond standard weekly hours, weekends and public holidays. The time in lieu may be taken for whole or half day absences and may be taken in conjunction with approved leave. Executive level staff may utilise flexible hours for absences less than half a day.

Time off in lieu for Executive staff is limited to 10 days per annum and no more than 2 per month unless extenuating circumstances exist and are approved by the CEO.

In all cases the accurate recording of working hours is essential to the fair and equitable operation of flexible working arrangements. Employees are to ensure their timecard is completed correctly to maintain the integrity of flexible working arrangements.

5. 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	✓	✓	✓		
Volunteer Brigade Members over 60					
Shire of Jerramungup Employees	✓	✓	✓		
Fire Control Officers	✓	✓	✓	✓	✓
Chief & Deputy Chief Fire Control Officer	✓	✓	✓	✓	✓

6. Staff Residing in Private Accommodation

Staff residing in private accommodation in the **Bremer Bay townsite** will receive a \$70 per week staff housing allowance.

Staff residing in private accommodation in the **Jerramungup townsite or rural areas** will receive a \$35 per week staff housing allowance.

7. 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 \$4,000.
- Repayable in full if resignation occurs within 2 years of appointment.

8. 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, Manager of Development and Works Manager are designated as Senior Officer positions.

9. 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

10. Uniform Allowance – Administration Staff

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. Any unspent allowance will not accumulate year to year.

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

Issue or Allowance of Uniform Per Annum					
	Admin Staff	Directly Employed Library Staff	Cleaners	Depot Based Staff (Permanent)	Depot Based Staff (Casual)
Uniform from corporate provider on commencement	\$552	\$250			
Thereafter to maintain annually	\$497	\$200			
Specified Trousers Annually			1	3	2
Specified Shirts Annually			2	5	2
Hi-Visibility Jacket / Jumper	1*		1	1	1
Safety Boots <\$200 replace on wear & tear	1*		1	1	1
Safety Sunglasses or \$165 max contribution to prescription safety glasses per year				Y	Y
Sunscreen Lotion (minimum SPF 15+)				Y	Y
Other PPE relevant to	Y	Y	Y	Y	Y

* Only for administration staff that physically attend a worksite.

11. Use of Council Motor Vehicles

The use of Shire 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 the employment contract

- **Other Staff**

Vehicles will only be made available for commuting use when a genuine operational need for a vehicle exists within the position description, such as being required to respond to after-hours callouts on a regular basis. When on leave, vehicles shall be returned to the car pool for general use.

12. 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.

13. 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.

14. Payment while performing Volunteer Emergency Callouts

It is Council policy that where an employee is a member of a local volunteer emergency service organisation listed below and they are called out to respond to an emergency event they will be paid for all ordinary hours which are missed as a result of that callout. Payment will be subject to the departure from work being approved by the employee's supervisor.

Employees called out after hours will also be able to claim any missed ordinary work hours to ensure they receive a 10 hour break between the conclusion of the callout and the commencement of regular work activities.

This policy applies to Shire employees who are members of:

1. St John Ambulance
2. Local Bushfire Brigades
3. Local DFES Volunteer Emergency Services