



Council Policy

Operational Human Resources

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Document Control

Revision No.	Status	Date	Remarks
01	Adopted	15 May 07	Adopted by Council Item 14.2.1.
02	Updated	21 Aug 07	Adopted by Council Item 14.2.1.
03	Amendment	19 Aug 08	Adopted by Council Item 14.5.1.
04	Amendment	16 Sep 08	Adopted by Council Item 14.5.1.
05	Formatting Only	10 Jul 09	Paragraph numbering and table of content.

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1.0 Objective

- To ensure equitable and uniform application of the provisions of remuneration, benefits and assistance to City of Albany (City) personnel.
- To maintain a competitive position in the labour market place.
- To provide a comfortable, safe, and attractive working environment for City personnel.
- To define the organisational structure and mode of governance to be used in achieving strategic objectives.

2.0 Scope

The City of Albany has developed a suite of Human Resource Guidelines and Procedures that focus on the areas of recruitment, induction, performance management, performance appraisal, organisational development and occupational safety and health.

To assist with the implementation of these guidelines and procedures the following policy statement provides direction and sanction in terms of the delivery of remuneration, benefits, and assistance to City personnel.

Definition of delegation to the Chief Executive Officer in terms of demarcation of senior staff, organisational structure, strategic development, and mode of governance is also provided for in this policy.

3.0 Policy Statement

3.1 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 Director approval and provided for in 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 \$75.00 per day (tied to Schedule 1 Clause 9 of the Public Service Award 1992) being provided for staff choosing not to stay in hotel/motel accommodation and being provided for in training budget.
- Travel costs for private vehicle usage will be recouped based on fuel use plus 20%. Use of fleet vehicles is preferred if available.

3.2 Collective Agreement Making

Collective 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.

3.3 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 \$4,380*.
- Repayable in full if resignation occurs within 2 years of appointment.

3.4 Senior Staff

For the purposes of Section 5.37 of the Local Government Act 1995, the positions of Executive Director of Development Services, Executive Director of Corporate and Community Services, and Executive Director of Works and Services are designated as Senior Officer positions.

3.5 Strategic Functions

The City's organisational structure comprises four divisions being:

- General Management Services
- Development Services
- Works and Services
- Corporate and Community Services

Any change to this structure is subject to Council approval.

Acting within this structure, the Chief Executive Officer is directed and has delegated authority to achieve the strategic objectives of the Council as provided for in the City of Albany Corporate Plan – or any other strategic document as Council so decides subject to:

- Resources to meet these objectives being provided by Council in its Annual Budget deliberations and strict compliance being observed with those budgets.
- The maintenance and observance of any long-term financial plans that Council may choose to adopt from time to time.
- The observance of policy and delegation constraints as adopted by the Council from time to time.
- The observance of all relevant statute, regulations, ordinances, and industrial awards.
- The observance and heed of legal advice received from the City's solicitors.

3.6 Tertiary Qualifications

Assistance will be provided to staff wishing to pursue tertiary qualifications on the following basis:

- 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 would naturally progress to, within the City of Albany, 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 diploma, degree, and/or postgraduate qualification.

3.7 Uniform Allowance – Administration Staff

The Chief Executive Officer will decide upon the scope and style of the corporate uniform after consultation with staff. Where personnel are compelled to wear uniforms 100% of the cost will be provided. For voluntary users, the City will contribute 50% of the costs of the uniform up to a maximum of \$250*. Should voluntary users resign within six months of receipt of uniform and subsidy, 50% repayment to the City will apply.

3.8 Corporate Dress Code

The City's North Road Administration Offices are a "business casual" corporate dress environment. Business casual is more professional than casual and appearance should always be neat and respectable.

For men business casual means no ties, trousers or tailored business shorts (not jeans or khakis) with belts, shirts with collars (Polo neck shirts are not appropriate), socks, and shoes. For women business casual means pants or tailored business shorts (not jeans or khakis) or skirt (length appropriately at or just above the knees), blouse or sweater, flat or low heeled shoes (thin straps and/or high heel shoes are not appropriate).

More generally, business casual means wearing:

- Clothes that are not too revealing, too tight, or too baggy,
- Clothes that cover you appropriately,
- Clothes that are ironed or unwrinkled,
- Shoes that are polished,

- Accessories that are understated; and
- Wearing the issued name plate.

3.9 Use of Council Motor Vehicles

The private use of Council 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.

3.9.1 CEO and Executive Directors

Unrestricted private use of a vehicle. Officers to provide for their own fuel when on leave.

3.9.2 Managers

Private use other than on leave when cars shall be returned to the car pool for general use. Cars will only be made available when a genuine operational need for a vehicle exists within the position description.

3.9.3 Level 7/8 Officers

Private use other than on leave when cars shall be returned to the car pool for general use. Cars will only be made available when a genuine operational need for a vehicle exists within the position description. A charge of \$18.75* per week deducted from salary is payable for private use.

3.10 Use of Council Mobile Phones

Council mobile phones may be used for occasional personal purposes provided the cost of such use is reimbursed by the employee, and does not interfere with the employees' work obligations

Those who use mobile phones for electronic mail, internet, or other available electronic services are expected to do so at their own cost and responsibly, including compliance with state and federal laws, policies and procedures of Council, and with normal standards of professional and personal courtesy and conduct.

3.11 Allowances and Deductions

Annual CPI adjustments will be applied, from June 2008 onwards, to the following allowances and charges (all denoted by an asterisk above):

- Relocation Expenses
- Uniform Allowance
- Private use of vehicles weekly salary deductions

3.12 Professional Rewards Program

A \$2000 per annum accumulating service allowance will be payable after 4 years continuous service for eligible employees for the purpose of:

- Legitimate professional development or training activities.
- Other authorised work related expenses declared FBT exempt by the Australian Tax Office.
- Repayment of outstanding Higher Education Contribution Scheme (HECS) debts.

3.12.1 Eligibility

- Positions classified levels 6 to 9.
- Contract positions with salary levels similar to levels 6 to 9
- Possession of or significant and active demonstrated progress towards a tertiary qualification indicated in the position description as a desirable or essential requirement of the position.
- Membership of a professional development organisation relevant to the aims and objectives of the position description.

3.12.2 Non-eligibility

- Level 6 to 9 positions that have been classified for reasons outside of those provided for in the alignment provisions of the award. That is, salary in compensation of overtime, maintenance of level in a new position after a previous position has been made redundant.
- Any position considered ineligible by the Chief Executive Officer from time to time because of poor performance, inappropriate workplace behaviour, or other prevailing circumstances.

3.12.3 Professional Benefits Program Commencement

- Existing employees from 1 April 2005.
- New employees from commencement date.

3.13 Sponsorship of Overseas Employees (Migration Act 1958 Section 457 Business Sponsorship Visas)

3.13.1 Health Insurance Coverage

- Employees recruited through the Migration Act 1958 section 457 Business Sponsorship visa process are required as a condition of employment to ensure that they secure private health insurance coverage for the primary applicant and family as per the following: Health insurance is a mandatory requirement for any applicant recruited under the 457-visa process and the applicant's accompanying family members.
- Health insurance payments may be contributed through the City of Albany's payroll deduction system.

- Health insurance coverage must include private hospital coverage and top level outpatient coverage.
- Any 'excess' and 'gap' payments resulting from hospitalisation and medical treatment are the responsibility of the sponsored employee, including those payments incurred by the accompanying family members.

Applicants must demonstrate to the Chief Executive Officer's satisfaction that they are aware of the waiting periods as outlined by the health insurance fund of their choice.

3.13.2 Income Protection Insurance:

Successful applicants employed through a Migration Act 1958 section 457 Business Sponsorship visa process are required as part of the recruitment process to secure income protection insurance coverage to the Chief Executive Officer's satisfaction.

At a minimum the insurance must cover any accidental injury or disease that incapacitates the sponsor employee to the point that all other entitlements are exhausted, such as personal and annual leave as provided in their conditions of employment with the City of Albany.

Income protection insurance may be purchased through the City of Albany's payroll deduction system.

3.13.3 Repatriation expenses

The Chief Executive Officer is delegated to authorise, as a last resort, payment of up to a maximum of \$2,500 per person for repatriation costs associated with the relocation of a sponsored employee and any sponsored dependents.

One-way ticket(s) to the country of origin is the only eligible repatriation expense covered by this policy. The City of Albany will not accept any other expenses related to the repatriation of sponsored employees or their sponsored dependents.

3.14 Novated Leases for Cars

Employees may elect to enter into one novated lease, per year, for a car using salary sacrifice provisions, providing that:

- the rules of the Australian Taxation Office continue to recognise novated leases for cars as being allowable as non fringe benefit taxable items;
- there is no financial impost on the City of Albany, 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 City of Albany.

3.15 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 City of Albany, 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 City of Albany; and
- The City of Albany is repaid in full within 12 months.

This policy is additional to any salary sacrifice provisions relating to additional Superannuation payments that the employee may elect to make through the provisions of City of Albany Union and Employee Collective Agreements.

4.0 Legislative Context

- Local Government Act 1995 (WA)
- Superannuation Guarantee (Administration) Amendment Regulations 2005 (Cwth)
- Workplace Relations Amendment (Work Choices) Act 2005 (Cwth)
- Workplace Relations Act 1996 (Cwth)
- Superannuation Guarantee (Administration) Act 1992 (Cwth)
- Race Discrimination Act 1975 (Cwth)
- Disability Discrimination Act 1992 (Cwth)
- Human Rights and Equal Opportunity Act 1986 (Cwth)
- Equal Opportunity for Women in the Workplace Act 1999 (Cwth)
- Age Discrimination Act 2004 (Cwth)
- Industrial Relations Act 1979 (WA)
- Minimum Conditions of Employment Act 1993 (WA)
- Long Service Leave Act 1958 (WA)
- Workers Compensation and Injury Management Act 1981(WA)
- Industrial Training Act 1979 (WA)
- Occupation Safety and Health Act 1984 (WA)
- Equal Opportunity Act 1984 (WA)
- Migration Act 1958

5.0 Review Position and Date

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

6.0 Associated Documents

- Council Strategy Human Resources
- Council Guidelines Human Resources
- Council Procedures Human Resources
- Council Guidelines Mobile Phones
- Union Collective Agreements