

POLICY:Document1	EMPLOYEE BENEFITS
POLICY NO:	2.2
SECTION:	ADMINISTRATION
COUNCIL MEETING HELD:	15 AUGUST 2008
DATE TO BE REVIEWED:	AUGUST 2009

Service Pay

Less than two years	Nil
Two to four years	\$20 per week
Four to seven years	\$30 per week
Seven years and over	\$40 per week

This allowance is to be granted to all Shire employees however, those that are employed on a permanent part-time basis, the service pay will be applied on a pro-rata basis.

The provision of Service Pay does not apply to Council's Executive Management Team. The Service Pay Policy is to be reviewed annually during Council's Budget deliberations.

Housing Incentive Payments

Housing Incentive Payments be granted to all Shire Employees not residing in accommodation provided by Council at the rate of \$60.00 per week. Housing Incentive Payments provided to employees engaged on a permanent part-time basis will be applied on a pro-rata basis.

Council will provide a subsidised rent for Council housing with both rental subsidies and incentives subjected to an annual review by Council.

Superannuation Contributions

That Councils contribution for Superannuation be as follows:-

- That Council contributes 7% of an employees gross pay (excluding allowances) to those employees contributing a percentage of their own gross pay to the WA Local Government Superannuation Voluntary Scheme.
- Contributions to the Compulsory Occupational Superannuation Scheme will be at the rate set from time to time in line with the Superannuation Guarantee Component (SGC), currently representing 9% of an employee's gross salary (excluding allowances).

Removal/Relocation Expenses

That Council, in an effort to encourage quality staff to the Shire of Yilgarn, contributes to removal/relocation expenses up to a maximum of \$2,000.00. Reimbursement of the removal/relocation expenses will be as follows:-

- 50% of the cost being repaid to the employee after 6 months of service.
- The balance to be repaid following 12 months service.

In respect to prospective employees that will be negotiating a Contract with the Shire of Yilgarn, Council reserves the right to negotiate individually with the prospective employee regarding removal/relocation expenses.

Purchase of IT Equipment

The Shire of Yilgarn supports staff in their purchase of a Notebook PC, Handheld PC or Mobile Telephone through salary sacrifice in accordance with Australian Tax Office requirements. Salary cannot be sacrificed to purchase desktop Personal Computers or peripherals such as monitors, scanners, etc.

Staff Training

That Council allows appropriate accommodation (including meals) and travel expenses to be incurred by Staff when attending Training Seminars and Courses. Accommodation is to be arranged only by the relevant Department Manager. Payment for private accommodation shall not be granted unless approved by the Chief Executive Officer.

Retirement Seminars:

Within 24 months of an employee approaching retirement, application may be made to the employees' appropriate Manager for the employee to attend a seminar on retirement planning at shared cost.

Council's contribution may be to a maximum of \$500.00.

Office Uniform Policy

To maintain Council's corporate image administration staff are encouraged to wear a uniform. To support the wearing of uniforms Council will contribute up to \$400 per employee per year. Any additional uniform cost is to be incurred by the employee.