

## POL 0002: Staff Entitlements

### **Purpose**

This policy details benefits and entitlements for Shire of Esperance (Shire) Employees in line with the current Enterprise Agreement. The Chief Executive Officer will ensure the development of Management Practices to guide the detailed operational instruction.

### **Scope**

This Policy applies to all Shire of Esperance employees.

### **Definitions**

N/A

### **Practice**

#### Annual Leave

Full-time employees are entitled to five weeks (25 days) of annual leave per 12 months of completed service. Part-time employees are entitled to this leave on a pro-rata basis.

#### Long Service Leave

Employees are entitled to 13 weeks Long Service Leave after 10 years of continuous service, and another 13 weeks for every 10 years of continuous service thereafter.

Employees are able to access pro-rata Long Service Leave (9.1 weeks) after 7 years of continuous service.

#### Administration Staff Rostered Day Off (RDO)

A rostered day off is available to be taken in each 4-week cycle for administration staff, in line with clause 7.19 of the Enterprise Agreement, which equates to 13 rostered days off per calendar year.

#### Staff Uniforms

Unless otherwise negotiated in salary considerations, provision of recognised uniforms to staff members is as follows -

1. Permanent employees be offered an annual uniform allowance for an approved staff uniform as per the Corporate Uniform Management Practice.
2. Employees claiming a uniform allowance will be obliged to wear them for working purposes whilst in the employ of the Shire.
3. Permanent part-time employees are offered a pro-rata uniform allowance.
4. Employees will be responsible for any costs above their allocated allowance.
5. Compulsory uniforms for specified work areas will be issued at no cost to the employee.

## UV PPE & Clothing

### Clothing Protection

Shire outside employees working in an environment exposed to UV rays will wear the following protective clothing and personal protective equipment at all times, when working during daylight hours -

1. Long sleeved Shirts (50+UPF).
2. Long trousers or long shorts.
3. Sun protective hats.
4. Wrap sunglasses (dark safety glasses AS1337).
5. Broad spectrum Sunscreen SPF 30+ or above.

### Supply of Personal Protective Equipment (PPE)

Supplied on an individual needs basis -

1. Safety Glasses/Over glasses/Goggles;
2. Sun protective hats;
3. Hard Hats;
4. Hearing Protective Muffs;
5. Hearing Protective Plugs;
6. Dust Masks;
7. Gloves;
8. Safety Footwear;

and any other safety equipment recommended by WorkSafe WA.

### Employee Study Assistance

The Shire encourages employees to pursue professional/personal development by enhancing skills, qualifications and knowledge required to -

1. Meet the key responsibilities of their position.
2. Achieve the Shire's strategic and operational objectives.
3. Maximise personal and professional potential.
4. Reduce personnel turnover and maintain high morale levels through providing satisfying and challenging professional growth opportunities.
5. Enable the Shire to continually improve the level of advice and standard of service provided to the Esperance community.

All permanent employees who are undertaking studies relevant to their Shire role and responsibilities are eligible for consideration for study assistance. Permanent part-time employees are eligible for consideration on a pro-rata basis.

A maximum of \$4,500 per annum may be paid by the Shire for approved training or education. For qualifications relevant to an employee's position which are greater than the annual training allowance, the Shire may contribute up to 75% of the course cost, subject to CEO approval. The CEO may approve up to 100% contribution for qualifications essential to an employee's role, including continuous professional

development requirements. Note: travel and accommodation are considered separately to these limits.

### Staff Travel Allowance

Staff attending conferences, training courses and workshops/seminars will be paid appropriate allowances to cover reasonable costs and expenses. Allowances and reimbursements for meals will be paid as per the Staff Training and Travel Management Practice.

All travel, accommodation and conference/training registration fees are arranged by Shire staff with additional incidental costs and general expenses reimbursed on production of receipts. Petrol costs when using Shire vehicles are to be booked against corporate fuel card.

### Staff Access to Bay of Isles Leisure Centre

In order to promote physical activities which will contribute to productivity in the workplace, full-time and permanent part-time Council employees may use the Bay of Isles Leisure Centre facilities free of charge (other employees may be considered at the Chief Executive Officer's discretion).

The free use of the facilities includes -

1. Gym and aquatic area;
2. One free personal fitness assessment each financial year; and
3. Free crèche during crèche opening hours while the employee is using the facilities,

but does not include activities where an additional fee is charged, such as group fitness sessions, use of pool inflatables or birthday parties.

### BOILC Staff Access to Bay of Isles Leisure Centre

All casual and permanent staff at the Bay of Isles Leisure Centre (BOILC) are offered free access to the Centre's facilities, including access to group fitness sessions, provided their attendance does not prevent members of the public from accessing them.

This is in line with industry standards and supports staff to maintain accreditations related to their roles.

### Employee Assistance Program

The Shire will provide access to an Employee Assistance Program (EAP) for up to six counselling sessions, at no cost to the employee.

Employee assistance programs are confidential counselling services made available to employees. All referrals are actioned by Human Resources but counselling outcomes remain confidential between employee and EAP provider.

## Employee Relocation Expenses

Employees who are permanent full-time or on fixed term contracts of at least three years may be considered for the Shire's relocation allowance.

The Shire may, at the Chief Executive Officer's discretion, reimburse all, or part, of the removal expenses incurred when an employee relocates from another area of Western Australia, or other state of Australia, as a result of accepting a position with the Shire.

The Chief Executive Officer may approve the costs of relocation as follows –

1. Cost of removal of personal effects within Western Australia will be limited to \$8,250.
2. Cost of removal of personal effects from outside Western Australia will be limited to \$13,500.

If the employee does not provide two (2) years continuous satisfactory service to the Shire, they will be required to reimburse the Shire as follows -

1. 100% of the removal costs should the staff member leave within twelve (12) months; and
2. 50% of the removal costs should the staff member leave within two (2) years.

The Chief Executive Officer may approve a housing benefit for employees relocating to Esperance of either –

1. A 50% rental subsidy to a maximum of \$200 per week; or
2. A contribution towards a mortgage payment, paid as an allowance, to a maximum of \$200 per week (gross).

These options are to be available for a maximum of six months from the commencement of employment.

## Staff Salary Packaging

Salary packaging is a process whereby existing salary is renegotiated by an employee, with the approval of the Shire, into a combination of "cash" and benefits, to provide a higher nett salary for the employee.

Council's salary packaging program is designed to assist staff to effectively structure their remuneration package, and must be at nil cash cost to the Council.

The components of salary packaging are -

1. The Benefits payable;
2. The FBT and GST payable, where applicable;
3. All other government taxes, levies and/or duties; and
4. Any abnormal costs associated with the implementation or operation of the salary packaging program.

## What can be packaged?

Any earnings that are not subject to superannuation such as leave loading, overtime, casual payments and higher duties allowances may not be packaged.

The following items are available for packaging -

1. Superannuation
2. Laptop/Notebook/PDA/Portable Printers
  - a. employees may salary sacrifice the cost of one laptop/PDA/portable printer per FBT year (1 April to 31 March) and be exempt from FBT.
3. Relocation expenses not provided by the Shire, subject to;
  - a. Expenses applicable for the employee and their immediate family;
  - b. the removal or storage commencing no later than twelve (12) months after the employee commences employment with the Shire.
4. Employee leasing arrangements
  - a. In circumstances where the Shire leases a property on behalf of a staff member, the rental reimbursements may be deducted from the employee's salary.
5. Novated car leases
  - a. a Novated Lease is a tripartite agreement between the employee, the employer and a financier. Firstly, an employee enters into a finance lease and then by way of a Novation Agreement, transfers the lease to his/her employer. The employer undertakes to meet the lease rentals whilst the employee remains employed by the employer.
  - b. Council is prepared to accept a prior novated lease that a new employee has with another employer.

.....End.....

**Document Information**

|                      |                         |
|----------------------|-------------------------|
| Responsible Position | Manager Human Resources |
| Risk Rating          | Low                     |

**Referencing Documents**

- *Local Government Act 1995*
- *Shire of Esperance Enterprise Agreement 2022*
- *National Employment Standards (NES)*

**Revision History**

| Date     | Version | CM Reference | Reason for Change   | Resolution # | Next Review |
|----------|---------|--------------|---|--------------|-------------|
| Mar 2010 | 1       |              | New policy  | O0310-1426   | Mar 2012    |
| Jul 2010 | 2       | D12/76       |   |              | Jul 2012    |
| Oct 2010 | 3       |              |   | O1009-1325   | Oct 2012    |
| Oct 2015 | 4       |              | Removal of old practices, change Director titles and insertion of a relocation clause to assist with housing rental for 6 months as per current practice. | O1015-019    | Oct 2017    |

|          |    |               |  |           |          |
|----------|----|---------------|--|-----------|----------|
| Jun 2018 | 5  | D16/29065     | Minor rewording. Include 'Shire pay for up to 3 counselling sessions' and allow for 5 RDOs to be accrued. Refer to staff training and travel management practice for travel allowance. | O0618-022 | Jun 2020 |
| Feb 2020 | 6  |               | No change, laid on table for further discussion  | O0220-046 |          |
| Apr 2020 | 7  | D16/29065[v2] | Change from Human Services to Human Resources.   | O0420-109 | Apr 2022 |
| Nov 2021 | 8  | D16/29065[v3] | Biennial review, no change.  | O1121-202 | Nov 2023 |
| Jun 2022 | 9  | D16/29065[v4] | Include provisions for high level qualifications.  | O0622-148 | Jun 2024 |
| Mar 2023 | 10 | D16/29065[v5] | Adjust relocation allowances and remove procedural information.  | O0323-052 | Mar 2025 |
| Nov 2023 | 11 | D16/29065[v6] | Remove requirement for CEO to ensure interstate attendance is reported in HR report. Add UV & PPE section.   | O1123-189 | Nov 2025 |