

EMPLOYMENT

STATUS: **City Policy** - *A policy that is developed for administrative and operational imperatives and has an internal focus.*

Developed by the Policy Committee and/or the administration and adopted by Council.

**RESPONSIBLE
DIRECTORATE:** Office of the CEO

OBJECTIVE: To support the City's role as an employer of quality staff and the provision of a quality working environment.

STATEMENT:

The City recognises the importance of an effective staff in meeting its community's expectations, the City's strategic objectives, and statutory obligations of the Council.

In achieving this, the following will apply:

Recognition of Legislative Requirements

- 1 The City recognises its legal obligations under the Equal Employment Opportunity Act 1984 (as amended) and will actively promote equal employment opportunity based solely on merit to ensure that discrimination does not occur on any grounds.
- 2 The City recognises its responsibility to ensure the occupational health and safety of all employees and others affected by the City's activities, including contractors, Councillors and volunteers. The City will work with its employees through an OHS consultative committee to ensure that this occurs.

Payments on Severance or Redundancy

Finalisation of voluntary severance and redundancy (involuntary or voluntary) packages is at the absolute discretion of the Chief Executive Officer, except in the case of any officer on an employment contract, in which case the terms of the contract will apply.

- 1 In the event of redundancy, the City may pay a member of staff a payment up to a maximum of 20% over the agreed level according to the relevant Award, Enterprise Bargaining Agreement or other document current at the time of redundancy.

In the case of a voluntary severance pay package, the offer will be based on a maximum amount of \$50 for each year of service to a total maximum of \$1,000.

Such payments will be based on the following criteria:

- (a) The employee has been in the employment of the City or its predecessors for a continuous period of over ten years; and
 - (b) in the preceding three years the employee's annual performance reviews record that the employee has performed at a level considered commendable or outstanding;
- 2 Where voluntary severance applies, a payment additional to ordinary entitlements will be made of two weeks pay for each completed year of services and pro-rata long service leave for employees who have worked in excess of 5 years.
 - 3 For the purposes of calculating annual salary, the cash component will be adjusted to recognise motor vehicle usage in accordance with the Mercer Cullen Egan Dell formula, where this applies.

Organisational Requirements

- 1 All staff holding the position of Director are considered to be senior employees in accordance with S 5.37 of the Local Government Act 1995 (as amended).
- 2 A corporate staff uniform will be worn by all staff who have direct and frequent contact with the public and any other staff as the Chief Executive Officer may from time to time nominate. The specific details of the uniform and uniform requirements will be as determined in the corporate procedures manual.. The uniforms will comply with the Australian Taxation Office's requirements in relation to Fringe Benefits Tax.

Provision of Vehicles

The City may provide vehicles as part of a salary package in order to provide for more effective service to the community and to assist in the recruitment process.

This policy should be read in conjunction with the City's Asset Management Strategy, as approved by the Chief Executive Officer from time to time, which determines the procedures and operating guidelines covering vehicle purchase and usage.

The provision of vehicles to officers for private use as outlined in this policy is not intended to affect pre-existing contracts.

Notwithstanding the specific contracts negotiated with individual officers, the City reserves the right to use its vehicles as it deems appropriate to meet its obligations. If any action is taken which alters the contractual agreement between an officer and the City, in relation to the use of a vehicle, suitable compensation may be negotiated.

The City retains the right to revoke the use of a vehicle if an officer fails to meet the terms and conditions of this policy and the operating guidelines and procedures set by the City.

The Council will incorporate a vehicle replacement fund within each year's annual budget sufficient to enable replacement of vehicles. The Chief Executive Officer may approve the trade of vehicles in accordance with the City's Vehicle Acquisition and Disposal Schedule.

Vehicle Standards

Staff vehicles will be provided in accordance with contractual arrangements.

Other officers to whom a vehicle is assigned will utilise a vehicle best suited for the purpose, as approved by the Chief Executive Officer.

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| Amendments: | CJ213-06/99, CJ001-02/01, CJ121-06/02, C212-09/03 CJ213-09/03, CJ206-10/05, CJ207-10/07 |
| Related Documentation: | Staff Induction Manual; Local Government Act 1995 Equal Employment Opportunities Plan Equal Opportunity Act 1984 Occupational Health & Safety Manual Asset Management Strategy |
| Issued: | October 2007 |