

Council Policy

Human Resource Management



POLICY OBJECTIVES

For Council to set a clear framework for the structure of Human Resource Management and ensure a clear understanding for all.

POLICY SCOPE

This policy applies to all Councillors, the Chief Executive Officer (CEO) and Senior Employees.

The CEO is expected to manage the implementation of the provisions of this policy for all employees.

POLICY DETAIL

The Council and the Shire are committed to establishing a respectful, harmonious, and effective working relationship between the Councillors and employees of the Shire of Narembeen.

Whilst the provisions of the Local Government Act 1995 provides that the CEO is the primary point of contact between Elected Members and the Administration, the CEO has delegated that communication may also be channelled through the Senior Employees of the Shire. Where possible Councillors should refrain from communicating with other employees regarding the operations of the Shire without the express permission of the CEO.

Council understand that they only directly employ the CEO and that the CEO is responsible for the recruitment, retention, and management of all other employees. By way of this Policy, Council set the below parameters as a framework for the CEO to establish human resource management practices within.

Senior Employees

The following positions are classified as Senior Employees for the purposes of Section 5.37 (1) of the Local Government Act 1995.

- Executive Manager Corporate Services
- Works Manager

Acting CEO and Acting Senior Employee Roles

In the absence of the Chief Executive Officer for a period of five (5) consecutive working days or greater, the Council adopts the position that the Executive Manager Corporate Services (EMCS) is to assume the role of 'Acting Chief Executive Officer'. Council will review this position if the CEO's period of absence is planned to be or is more than 30 days.

The remuneration to be paid to the Acting Chief Executive Officer will be decided by agreement between the Chief Executive Officer and the Shire President up to 100% of the CEO's normal cash salary depending on the duties and responsibilities to be conferred upon the Acting CEO. In the event that the CEO's absence is unplanned, or an appointment is to be paid to an individual other than the EMCS the determination of the pay rate for the Acting period will be decided upon by Council at their next ordinary meeting, a back pay for the period will be authorised by the Shire President if required.

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If a senior employee is absent for a period of five (5) consecutive working days or greater the CEO has the authority to appoint someone to act in their role. The CEO has the authority to make the decision of how much the Acting Senior Employee will be remunerated up to a maximum of 100% of the usual officer's salary.

Council draws the differentiation between "Acting" and higher duties, such that to be acting the employee must be performing all duties associated with the higher level including all delegations and authorisations assigned to that position. If the employee is only performing a portion of the duties associated with the higher level then this will be considered higher duties and the CEO must set a suitable salary increase tied to the number or level of duties that will be performed.

Superannuation

Council sets a maximum contribution for all Superannuation contributions for current and future employees of the statutory Superannuation Guarantee Contribution plus up to 5% as a co-contribution matching an employee's contribution. i.e. the additional 5% is conditional on the employee matching it with a 5% contribution.

Council reserve the right to reserves the right to alter this position for the CEO and Senior Employees if otherwise negotiated during the contract development process.

Milestones

Any employee who serves ten or more continuous years and 10 years thereafter will be provided with a gift to the value of \$100 and will be invited to a meal after an Ordinary Meeting of Council.

The Council will maintain a separate Council Policy relating to Gratuity Payments to Finishing Employees ending their employment with the Shire with a substantial length of service and exemplary record.

Removal Expenses

Council will cover new employees' removal expenses up to the following

- Chief Executive Officer - up to a maximum of \$6,000
- Senior Employees - up to a maximum of \$4,000
- Other staff – up to a maximum of \$ 2000

The amounts payable for the relocation of a CEO or Senior Employee to Narembeen may be amended or negotiated with the preferred applicant and any modifications will be reflected in the contract of employment.

Actual amounts and payment conditions for other staff will be determined by the CEO

If the employee voluntarily leaves or is dismissed by the Shire before they have completed 12 months of continuous service, they will be expected to repay removal expenses.

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The below stated percentage (%) amounts will be taken from the employees' final pay or if greater than the final pay then invoiced to the employee upon them giving notice:

<u>Employee leaving within:</u>	<u>Removal expense to be reimbursed:</u>
First three (3) months of employment	100%
First three to six (3-6) months of employment	75%
First six to nine (6-9) months of employment	50%
First nine to twelve (9-12) months of employment	25%

Staff Functions

Functions with staff will be managed by the CEO within budgetary constraints. Council acknowledges professional boundaries with staff must be maintained and that they must refrain from attending staff functions unless invited to attend by the CEO.

Other HR Matters

The CEO is empowered by Council to manage the day to day operations of the Shire including the management of employees within set budgetary constraints. Council entrusts the CEO to establish suitable executive policies and procedures to manage human resource matters and ensure the Shire operates in an efficient and equitable manner.

The areas under the management of the CEO include but are not limited to:

- Allowances, including but not limited to, housing, uniform, gym membership etc.
- Professional Development including training, conferences, accommodation, study, and study leave related to the employee's role with the Shire
- Occupational health and safety policies and procedures to meet the obligations under the Occupational Safety and Health Act (WA) 1984
- Hours of work, rostered days off and leave
- Staff Grievance and management frameworks
- Higher Duties
- Employee onboarding and termination

DEFINITIONS

CEO – the Shire of Narembeen's Chief Executive Officer or an officer subsequently delegated to manage this function by the Chief Executive Officer.

Council – the Shire of Narembeen Council

Councillor – a person duly elected to the office of Councillor on a Council by way of a free election

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RELATED LEGISLATION

Local Government Act 1995 Division 4 Section 5.36, 5.37, 5.40, 5.41
Occupation Safety and health Act (WA) 1984
Fair Work Act 2009

OTHER RELATED POLICIES/KEY DOCUMENTS

Policy 4.3.17 Severance pay policy
Policy 4.3.20 Sexual harassment
Policy 4.3.22 Gratuity payments
Policy 4.3.22 Drug and alcohol – fitness for work

DELEGATED AUTHORITY

NA

REVIEW DATE

December 2021

HISTORY

Adopted: 10 November 2020	MIN: 7125/20
Reviewed:	MIN:
Reviewed:	MIN: