

Council Policy: Employee Payments

Purpose & Scope

To provide a framework for remuneration, superannuation, and additional payments to award or contract for terminating employees.

Strategic Objectives

- SCP 1 - Achieve a comprehensive, cost effective waste management service across the region
- SCP 5 - Develop a strong and capable organisation, a productive and capable team and deliver responsible financial management

Relevant legislation

- Local Government Act 1995 Section 5.50
- Local Government (Administration) Regulations Regulation 19A.
- Local Government Industry Award 2020
- Fair Work Act 2009 (Commonwealth)
- Superannuation Guarantee (Administration) Act 2009 (Commonwealth)

Policy

Payment

- Pay, superannuation, entitlements, allowances, and work-related expenses should be paid in accordance with the above legislation, WMRC policies and employment contracts.

Pay Review

The WMRC is required to ensure that salaries comply with the Fair Work annual wage review and minimum Local Government Industry Award rates. Annual salary adjustments are subject to the approval of Council and should consider:

- annual inflation, based on the March quarter change in the CPI for Perth as published by the Australian Bureau of Statistics
- comparison to similar jobs in the labour market
- the ability of the WMRC to pay.

Employees can progress within or to a higher level as their skills, experience and responsibilities develop. Level changes are subject to CEO approval and depend upon satisfactory performance as measured by annual performance and development review.

Superannuation

The WMRC is required to contribute the below proportion of each employee's ordinary time earnings to an eligible superannuation fund of the employee's choice:

Employees may make voluntary contributions to a superannuation fund through salary sacrifice.

Financial Year	Contribution
2020/2021	9.5%
2021/2022	10.0%
2022/2023	10.5%
2023/2024	11.0%
2024/2025	11.5%
2025/2026 onwards	12.0%

Contributions are matched, dollar for dollar, up to a maximum of 6% of ordinary time earnings. Voluntary contributions of 5% and above should be supported by a WMRC contribution of 6%.

Overpayments

There is a shared responsibility on the part of the employee and the WMRC to effectively resolve and recoup overpayments.

Additional Payments to Award or Contract for Terminating Employees

An additional payment may be paid to an employee, who is not the CEO, at the sole discretion of the WMRC upon the employee's resignation, completion of contract, retirement due to ill health, or to the employee's beneficiaries following the employee's death.

The value of a payment should not exceed \$5,000 except where the additional payment is part of an agreed voluntary severance by resignation. In other circumstances, the WMRC is required to give local public notice in relation to the payment.

Severance or redundancy payments should comply with:

- Any federal or state award or industrial agreement applicable to the employee.
- Any applicable provisions within the employee's contract of employment.
- Any applicable award or order made by a federal or state industrial tribunal arising from the circumstances of that employee being specifically brought before that tribunal, subject to any right of appeal.
- Where the Council so agrees, any recommendation made by Fair Work Australia or the Western Australian Industrial Relations Commission arising from the circumstances of that employee being specifically brought before that tribunal.

Training & Development

Payment of professional fees, subscription fees, study leave, or training costs may be covered by the WMRC subject to prior agreement with the CEO.

Gifts

The WMRC may present an employee with a gift valued at \$300 or less. If the value of the gift is higher, local public notice should be given.

Adopted / Modified

This policy is required to be reviewed every 3 years

	Meeting Date	Resolution #	Implementation Responsibility
Council Adoption	03/12/2020	Item 10.6	Manager Finance & Governance