
Human Resources Policy

CONTROL:

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Responsible Officer:	Chief Executive Officer
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1. INTRODUCTION

1.1 PURPOSE:

To provide information and guidance to Council and staff on various human resources matters which are not provided for or mandated in legislation, awards or workplace agreements.

1.2 POLICY OBJECTIVES:

To ensure that Council maintains a consistent approach to human resources matters that are not otherwise mandated.

1.3 COMMENCEMENT OF POLICY:

This Policy will commence on adoption. It replaces the following policies:

- Human Resources Policy
- Training and Development Policy;
- Staff Christmas Presents Policy;
- Employees Improvement Taskforce Policy;
- Employee Assistance Service Policy;
- Immunisation for Employees Policy;
- Part of Birdsville's Races Policy for Friday Day-off;
- other Human Resources policies of Council (whether written or not).

1.4 SCOPE:

This policy applies to all Council employees.

2. POLICY

2.1 POLICY STATEMENT:

In order for Council to be considered an employer of choice for employees looking to work in a remote area such as Diamantina Shire, Council provides various incentives, over award payments and employment conditions which aid in the attraction and retention of suitably skilled staff.

Council acknowledges that the cost of living is high in remote areas. This combined with the isolation creates a unique set of circumstances only found within this shire.

This policy provides further guidance to staff in the administration of human resource matters.

3. STANDARDS AND PROCEDURES

3.1 AWARD

All Council employees are employed under either the Queensland Local Government Industry (Stream A) Award – State 2017, the Queensland Local Government Industry (Stream B) Award – State 2017, or the Queensland Local Government Industry (Stream C) Award – State 2017, except for senior executive staff who are employed under employment contracts.

3.2 OVER AWARD PAYMENTS

3.2.1 WAGES/SALARY

- All Council employees will be paid an over award payment equivalent to 20% of their base award salary/wage. The Chief Executive Officer may increase the percentage of this over award payment for a position that has a history of being hard to fill with a suitable applicant where the 20% over award payment has been offered.
- The over award payment will be considered part of the ordinary salary/wages of the employee for superannuation, overtime and leave. A wages schedule showing the weekly wages including the 20% over award is attached as Appendix A.
- The over award payment will be considered to compensate employees for not being paid allowances payable under clause 13 of the awards except for the following allowances which will continue to be paid where relevant:
 - Leading Hand allowance (Stream B Division 2 Section 5 Clause 13.11; Stream C Division 2 Section 1 Clause 13.17; Division 2 Section 2 Clause 13.12)
 - Construction, reconstruction, alteration, repair and/or maintenance work (Stream B Division 2 Section 5 Clause 13.2)
 - Construction/on site allowance (Stream C Division 2 Section 1 Clause 13.7; Division 2 Section 2 Clause 13.4)
 - First-aid allowance (Stream A Division 2 Section 1 Clause 13.1; Stream B Division 2 Section 5 Clause 13.9; Division 2 Section 7 Clause 13.2; Stream C Division 2 Section 1 Clause 13.12; Division 2 Section 2 Clause 13.9)
 - Live Sewer Allowance (Stream B Division 2 Section 5 Clause 13.12; Stream C Division 2 Section 2 Clause 13.13)
 - Work under extraordinarily difficult or unpleasant conditions (Stream A Division 2 Section 1 Clause 13.7)
 - Work under unpleasant conditions (Stream C Division 2 – Section 1 Clause 13.29)
 - Tool Allowance (Stream B Division 2 Section 5 Clause 13.21; Stream C Division 2 Section 1 Clause 13.25; Division 2 Section 2 Clause 13.25)

- The over award payment will be considered to compensate employees for not being paid meal allowance in accordance with Stream A Division 2 Section 1 Clause 13.4, Stream B Division 2 Section 5 Clause 16.2 (c), Stream C Division 2 Section 1 Clause 13.18, Division 2 Section 2 Clause 13.16.
- Council may use the over award payment to compensate employees for various other award conditions. The specific award conditions that the over award payment compensates for will be negotiated with each individual employee in their employment contract.
- Council reserves the right to reduce or increase the amount of the over award payment by adjusting the percentage of the payment. Where the amount is to be reduced, staff will be provided with 3 months' notice of the change.

3.2.2 CAMP ALLOWANCE

Camp allowance is paid to employees to compensate them for the inconvenience of living away from their usual residence and where they have to provide their own bedding, share amenities and are responsible for cleaning the accommodation before and/or after occupation. All employees will be paid a camp allowance of \$45/night when they spend the night in a Council camp, SES Dongas or vacant housing. The Camp and accommodation allowance as per Stream A Division 2 Section 1 Clause 32; Stream B Division 2 Section 5 Clause 35; Stream C Division 2 Section 1 Clause 33; Stream C Division 2 Section 2 Clause 34 will be absorbed under this allowance and will not therefore be separately paid.

For clarity, an Inter-town allowance will be paid under the Travel and Related Expenses policy where employees stay in Spa View Units, Birdsville Lodge, Birdsville Caravan Park or any other motel style accommodation.

In accordance with the above clauses of the Award employees will be paid camp where they have returned home overnight in their own vehicle but do not absent themselves from the job for any of the ordinary working hours. Where employees use (with approval) a Council vehicle to return home they will not be paid camp allowance for that night.

Council will pay for travel to and from camps on rostered start up and finish days, all other travel to and from the camps is in the employees own vehicle and time, unless it is for approved work purposes.

3.2.3 CONSTRUCTION ALLOWANCE

Construction, reconstruction, alteration, repair and/or maintenance work (Stream B Division 2 Section 5 Clause 13.2) and Construction/on site allowance (Stream C Division 2 Section 1 Clause 13.7; Stream C Division 2 Section 2 Clause 13.4) will be paid to all employees employed under Stream B Section 5 and Stream C Section 1 and 2 respectively when working ordinary hours. The weekly allowance nominated in the award shall be divided by the normal ordinary hours worked and paid for each ordinary hour that the employee is at work. It will not be paid on public holidays or while the employee is on leave including but not limited to personal, annual, long service leave.

3.2.4 ON CALL ADDITIONAL PAYMENT

This section will apply to all employees and will replace the relevant sections of Stream A, Stream B and Stream C which relate to On call additional payment or where the Award is silent regarding on call additional payments as it relates to that section of the Award.

Where an employee is instructed to be available on call, outside ordinary or rostered working hours the employee will be paid, in addition to their ordinary weekly rate of pay, an amount in accordance with the following in lieu of the amount stated in the Award, or where the Award is silent:

(i) where the employee is on call during any day or night outside their ordinary working hours, Monday to Friday: \$20.00 for each day and/or night during which the employee remains on call; and

(ii) where the employee is on call during any day or night outside their ordinary working hours on a Saturday: \$30.00 for each day and/or night during which the employee remains on call; and

(iii) where the employee is on call during any day or night outside their ordinary working hours on a Sunday: \$40.00 for each day and/or night during which the employee remains on call; and

(iv) where the employee is on call during any day or night outside their ordinary working hours on a public holiday: \$40.00 for each day and/or night during which the employee remains on call.

Employees required to remain on call must be able to be contacted and be able to respond within a reasonable period of time.

An employee shall not be considered to be on call due solely to a customary arrangement whereby the employee returns to the employer's premises outside ordinary hours to perform a specific job or task.

3.2.5 RENT SUBSIDY

- All permanent full time or part time employees will be entitled to a rent subsidy under the following conditions:
 - Full time employees renting a Council owned dwelling will receive up to a maximum of a 57.5% subsidy on the rent stipulated in the current Council Fees and Charges or the rent calculated using the Community Housing Rent Calculation Tool (ERCT) for the relevant dwelling type;
 - Full time employees renting a privately owned house will be eligible for a reimbursement of 57.5% of the rent paid up to a maximum of 57.5% of the rent stipulated in the current Council Fees and Charges for a non-furnished one bedroom unit. This will not be paid until proof of tenancy is provided to the satisfaction of the CEO;
 - Employees that own the house they live in will be eligible for a reimbursement of 57.5% of the rent stipulated in the current Council Fees and Charges for a non-furnished one bedroom unit. This will not be paid until proof of ownership is provided to the satisfaction of the CEO;
 - Where employees share a house with other adult tenants, the relevant subsidy will be pro-rated. If you rent a house and there are 2 other tenants in the house, you would receive one third of the applicable rent subsidy;
 - If two employee's share a non-council house, their name must be on the RTA tenancy forms for them to each be eligible for a rent subsidy;
 - Part-time employees will receive a pro-rata rent subsidy based on their ordinary hours.
 - Casual employees are not eligible for rent a subsidy.

3.3 LOCALITY ALLOWANCE

All Employees will be paid the Locality Allowance in accordance with Division 2 – Section 1 – Schedule 2 of the Award.

Employees will be paid the full rate if the employee satisfies the CEO that they have a dependant and one-half the rate if they do not have a dependant.

One-half of the full rate shall be paid to an employee, even though that employee has a dependant child, whose spouse or de facto spouse lives with the employee and –

- Is also an employee; or

- Is employed by a corporation sole, statutory corporation, board, authority or other body constituted under any Act, and is eligible to receive a locality allowance as a result of that employment.
- The criteria used to establish whether a person is a dependant is: a spouse, defacto spouse or child (under the age of 21) who earns less than the national minimum wage as published (currently \$727.50/week) and permanently resides in the shire with the employee. Where a child is attending boarding school, their principle place of residence must be the employees residence in the shire. The CEO may, at their discretion, ask for proof of principle place of residence. Where a child is temporarily (a minimum of 8 weeks) residing in the shire and is attending school either in person or by distance education the employee will be eligible for the allowance.
- Superannuation will be paid on the Locality Allowance.
- The Locality Allowance is not considered to be part of an employee's ordinary salary/wages and will not be used in the calculation of overtime
- The relevant allowance will be paid on a pro-rata basis for part-time staff and paid on an equivalent hourly rate for casual staff.
- The Divisional and district parities allowance payable, as per clause 13.1 of Stream B Division 1 and Stream C Division 1 is to be absorbed into the Locality Allowance and will therefore not be separately paid.

3.4 WIFI IN CAMPS

- Council will provide free use of WIFI in Council mobile camps.

3.5 WEATHER OBSERVATION ALLOWANCE

Council is contracted as a Cooperative Observer by the Bureau of Meteorology to take the weather observations at the Bedourie Police Station site and Eyre Creek Bedourie (when in flood). These observations are scheduled to be taken at 9 am, 7 days per week.

- The Bureau pays Council a set fee per observation, currently \$12.47.
- The employee taking the daily observation will be paid an allowance equivalent to that paid by the Bureau to Council for each daily observation taken during normal working hours and on Saturday and Sunday. A roster of employees shall be developed so that an employee completes all readings for the week. By nominating for the roster, employees agree that no overtime or minimum call-out period will apply to readings taken on a Saturday, Sunday or public holiday.

3.6 REX GROUND HANDLING ALLOWANCE and REX ONCALL ALLOWANCE

Council is contracted by Regional Express Holdings Limited to provide ground handling services for each REX flight. Staff undertaking this responsibility as part of their normal duties will be paid as follows:

- If the duties are undertaken entirely within the employees ordinary working hours then a \$50 allowance will be paid on top of their ordinary earnings.
- If the duties are undertaken partly within their ordinary working hours, or are contiguous from their normal finish time then they will be paid at the appropriate ordinary and overtime rates, in accordance with the award, for all time worked and receive the \$50 allowance.
- If the duties are undertaken outside their ordinary working hours then the appropriate overtime rates will be paid for a minimum of three hours regardless of the number of hours worked and an on call allowance of \$18.62 will be paid.

3.7 UNIFORM

- Council provides a Corporate Uniform and Personal Protective Equipment (PPE) in accordance with Council's Uniform Policy.

3.8 LEAVE

3.8.1 Long Service Leave

- Employees who commenced service with Council after 26 January 2021 shall accrue long service leave at the rate of 1.3 weeks on full pay for each year of continuous service and a proportionate amount for an incomplete year of service.
- Employees employed prior to 26 January 2021 will start to accrue long service leave at the rate of 1.3 weeks on full pay for each year of continuous service and a proportionate amount for an incomplete year of service from 26 January 2021.
- Any long service accrued with Council prior to 26 January 2021, will accrue at the rate specified in the appropriate award.
- Employees who complete 10 years of continuous service are entitled to long service leave as accrued.
- Council acknowledges the valuable contribution of long term employees. An employee who has more than 7 but less than 10 years continuous service is entitled to a proportionate payment of the long service upon termination of employment.
- The payment stipulated above does not apply where the termination of employment was for reasons relating to the employee's conduct, capacity or performance.

3.8.2 Annual leave

- For each completed year of employment Council will provide a full-time employee with a total of 6 weeks annual leave. For employees engaged under Stream A Division 2 Section 1 (Administrative, technical, community service, supervisory and managerial services) 217.5 hours (7.25hrs x 30 days) will accrue each year. For all other full-time employees 228 hours (7.6hrs x 30days) will accrue each year.
- Part-time employees receive the relevant pro-rata amount of annual leave based on their normal hours worked.
- The additional leave will compensate staff for the time/distance to travel when on recreational leave and to/from medical appointments in other towns.
- Rostered Day's Off will accrue while Annual leave is taken. This means that it will require 7.63hrs or 8hrs to take one day of annual leave, depending on the employee's ordinary working hours.
- Staff (except those still within their probation period) may access leave when it has been accrued and in minimum amounts of 4 hours.
- Except in exceptional circumstances, a Leave Application Form must be submitted for approval at least two weeks prior to the commencement of leave.
- Annual leave will be paid in advance at the request of the employee in accordance with clause 19 of the Awards, although the payment will only be to the end of the last full pay period of the leave. For example if the last three days of the employees leave falls into a new pay period this will not be paid until the normal pay day for this pay period.
- Council may direct an employee to take a specified amount of annual leave at a prescribed time when:
 - Work arrangements dictate;
 - There is an annual close down;
 - The employee has accrued more than two years annual leave entitlement
- Council will endeavour to provide the employee with a minimum of four weeks notice of a direction to take leave other than an annual closedown where a minimum of 90 days will be provided.
- Where an employee has been undertaking higher duties they must return to their substantive position for at least two days before taking annual leave.

- For the avoidance of any doubt, the entitlement to annual leave loading under clause 19 of the award is provided to compensate staff for a lost opportunity to work overtime.

3.8.3 Authorised Unpaid Leave (Leave without pay)

- Leave without pay will only be considered for approval when all other available accrued leave entitlements have been used. Leave without pay must be applied for on the Leave Application Form and approved by the appropriate Manager. Where an employee is absent from work without approved leave, they will be considered to be absent without leave.
- All applications for extended periods of leave without pay will be considered on their merits.
- A period of LWOP will not count as service for the purposes of accruing annual leave, personal/carer's leave, or calculating redundancy pay which is based on years of continuous service with the employer.
- Superannuation will not be paid during periods of Leave without Pay.
- Where an employee is on Leave without Pay immediately prior to a Public Holiday, the employee will not be paid for the public holiday as the employee's ordinary hours are considered to be zero at that time.

3.8.4 Unauthorised Unpaid Leave

- Where an employee is absent from work without authorisation this will be designated as Unauthorised Unpaid Leave in the payroll system.

3.8.5 Personal Leave

- Paid personal leave is available to an employee, other than a casual employee, and covers:
 - Sick leave
 - Carer's leave
- Employees who commenced service or existing employees who continued service with Council after 26 January 2021 shall accrue personal leave at the rate of 15 days for each year of service and a proportionate amount for an incomplete year of service.
- Any personal leave accrued with Council prior to 26 January 2021, will accrue at the rate specified in the appropriate award.
- Employees shall be eligible for a payout of their accrued and entitled personal leave balance, excluding any leave transferred from previous employment, upon termination of employment as per the following table.

Years of Service	Percentage of accrued and entitled Leave Balance to be paid out
5 – 10	20%
11 – 15	30%
16 – 20	40%
21 plus	50%

- The payment does not apply where the termination of employment was for reasons relating to the employee's conduct, capacity or performance.
- For clarity, the accrued personal leave balance will be the total accrued less the total taken, while employed by Diamantina Shire Council.
- The payment shall be made at their Ordinary rate of pay.

3.8.5.1 Sick Leave

- Sick Leave is available to an employee when they are absent due to personal illness or injury.
- Sick leave is generally not available to travel to or attend appointments. It will only be approved where a medical certificate is produced to the satisfaction of the CEO.
- Where an employee has exhausted all accrued personal leave and they are absent from work because of an illness and a medical certificate is provided in accordance with section 41 of the Industrial Relations Act 2016, annual or long service leave may be applied for. A leave application form to this effect has to be completed by the employee upon their return to work and approved by their supervisor. It will be at the Managers discretion whether to approve the application for annual or long service leave. If the employee does not have sufficient accrued annual or long service leave the employee will be considered to be on Authorised Unpaid Leave for the duration of the absence.
- Where an employee applies for personal leave due to illness during a resignation or termination notice period, they MUST have a medical certificate including for periods of less than 2 days.
- Where an employee has shown a pattern of absenteeism, or regular single-day absences, they may be placed on a managed sick leave program where medical certificates are required for all absences, including less than 2 days.

3.8.5.2 Carers Leave

- Carer's Leave is available to an employee for the purposes of caring for an immediate family or household member:
 - a) who is sick and requires the employee's care and support; or
 - b) who requires care due to an unexpected emergency.

Employees applying to access Carers Leave must produce a medical certificate or statutory declaration evidencing that the member of their immediate family or household is ill with an illness requiring care by another person.

The employee must also give their supervisor—

- (a) notice of the intention to take carer's leave; and
- (b) the name of the person requiring care and the person's relationship to the employee; and
- (c) the reason for taking the leave; and
- (d) the period the employee estimates the employee will be absent; and
- (e) if the reason for taking the leave is because an unexpected emergency has arisen—the nature of the emergency.

3.8.6 Portability of Personal Leave

Credit shall be allowed at the commencement of an employee for personal leave accumulated with a previous local government employer or employers provided that:

- The employee's service has been continuous; and
- The employee at the time of engagement produces a certificate from the previous employer certifying the amount of sick leave accumulated to the employee's credit.

Continuous service is defined to include service with an employer or with more than one employer which has been continuous except for the employee having been dismissed or stood down, or by the employee having terminated their own service with the employer, provided that the employee shall have been re-employed by that employer or some other employer within a period not exceeding the combination of any period of unused annual leave when the employee ceased employment with their previous employer, plus a further period of four weeks; and

Employer means a local government or local authority.

3.8.7 Bereavement and Compassionate Leave

The entitlement to Bereavement and Compassionate Leave is in accordance with the Industrial Relations Act 2016 s47 and s48.

3.8.8 Cultural Leave

The entitlement to Cultural Leave is in accordance with the Industrial Relations Act 2016 s51.

3.8.9 Emergency services leave

Council staff who are volunteer members of an emergency service organisation, or are seconded by an authorised member of an emergency service organisation, will be paid their normal ordinary hours when they are absent from work on an official emergency services activation to respond to an emergency within the shire or immediate vicinity. I.e. if the employee would have normally worked a 10 hour day then the employee would be paid as if they had worked the 10 hours. There is no payment for weekends or days off. Emergency Service Organisations include Queensland State Emergency Service, Queensland Rural Fire Service or as a volunteer driver for Queensland Ambulance Service.

3.9 PUBLIC HOLIDAY

For employees in Stream A Division 2 Section 1 (Administrative, technical, community service, supervisory and managerial services) Council will pay 7.63hrs on public holidays to allow for RDO accrual of 0.38 hour.

For all other employees Council will pay 8hrs on public holidays to allow for RDO accrual of 0.4 hours

All employees who do not ordinarily work Monday to Friday each week (including all employees on a 10/4 roster) are entitled to either payment for each public holiday or a substituted day's leave.

3.10 SHOW HOLIDAY

Council will apply each year to have Melbourne Cup Day recognised as a Special holiday under the Holidays Act 1983. As a special holiday under section 4 of the Holidays Act 1983 it will be a bank holiday not a public holiday.

For employees in Stream A Division 2 Section 1 (Administrative, technical, community service, supervisory and managerial services) Council will pay 7.63hrs on public holidays to allow for RDO accrual of 0.38 hour.

For all other employees Council will pay 8hrs on public holidays to allow for RDO accrual of 0.4 hours

3.11 ROSTERED DAYS OFF

- Council operates a Rostered Days Off (RDO) system for all full-time staff. All employees work a 19 day month, accruing either 0.38 or 0.4 hours per day to enable a paid RDO to be taken on the 20th day.
- RDO's will accrue on Public Holidays with employees being paid either 8hrs or 7.63 hrs in accordance with the employee's ordinary hours of duty stated in clause 15 of each section of the Awards.
- RDO's shall be taken on a staggered basis for office staff, visitor information centre, workshop and town crews.
- Between April and October each year tourism staff will be required to bank their RDO which is to be taken during the closedown in the Christmas period.
- Staff may be required to move the normal day that their RDO is taken on to better align with local community events and work priorities.
- Council retains the absolute discretion at all times, to amend, cancel or discontinue the RDO system where the efficient delivery of work is being compromised.

3.12 WORK CYCLES

- Council's Road Construction, Road Maintenance and Civil/Multiskill crews will work a 10 day on 4 off roster given the significant travel distances experienced between depots and job sites. Council will make every effort to plan work rosters around the various events held in the shire to ensure staff have time off to attend. Events include the Betoota, Birdsville and Bedourie Race meetings, Bedourie Camel Races, camp drafts, gymkhanas, rodeos and bronco branding.
- Other work cycles may be negotiated on a case by case basis given work requirements and personal requirements of employees.
- Employees who supervise employees whose ordinary hours are a 38 hour week or a 152 hour work cycle, are required to work the same hours as the employees they supervise in accordance with clause 15.1(e) of the Local Government Industry Award (Stream A) – State 2017. As it is necessary to calculate an hourly rate for the purpose of calculating ordinary weekly wages as well as overtime, the divisor used to calculate this hourly rate will be 36.25.

3.13 OVERTIME

Unless overtime is allowed for in a roster or is directed to be worked by your supervisor, all overtime must be applied for and approved prior to it being worked using the Overtime Request Form. Council reserves the right to not pay overtime where the appropriate approvals have not been sought and obtained.

A supervisor may recommend ongoing overtime for an employee for a period of up to six months. This must be approved by the relevant Manager and the CEO. The approval will expire after six months and a new request must be submitted for approval if required.

3.14 CLOSE DOWN ARRANGEMENTS

- As a minimum, Council will close down all operations from Christmas Day to New Years Day inclusive. This may be for an extended period at the discretion of the CEO.
- Normal pay days will apply during the close down, any changes will be at the discretion of the Chief Executive Officer.
- Council will close down Works operations for an extended period generally from the week prior to Christmas through to the last week in January.
- Council will determine the close down periods for all areas of Council in September of each year and issue a memo to all staff.

3.15 STAFF CHRISTMAS PARTY

- Council will host a staff Christmas party every year on a day agreed by Council.
- The day of the Christmas party will be considered a normal work day and staff will be entitled to claim an ordinary days pay. Prior supervisor approval must be obtained for any claims above the ordinary hours of 7.63 or 8.
- All Council staff must attend unless they are on approved leave. Non-attendees will be considered to be on leave without pay and will not receive a gift.
- Staff may leave the party after speeches and gifts have been presented.
- The immediate family of the employee are invited to attend. Immediate family will include children, siblings, parents and grandparents.
- Contractors who have regularly worked with staff are invited to attend.
- The following staff are eligible to receive a gift to the value of approximately \$100:
 - permanent fulltime or part-time; and
 - casuals, if they have worked over 100 hours during the current calendar year, regardless of whether they are currently engaged. Other Casual staff are not eligible to receive a gift.
 - part-time or full-time Maximum Term staff, if they have worked during the current calendar year regardless of whether they are currently engaged.
- Eligible staff must attend the Christmas party or be on authorised leave to receive a gift.

3.16 EDUCATION SUPPORT FOR CHILDREN

Employees with children attending years 8 - 12 either by distance education or through boarding school may be eligible for financial support. The child's principle place of residence must be the employee's residence in the shire. The CEO has the absolute discretion to decide the eligibility of each claim for financial assistance and the amount.

Boarding School

Council will pay up to 50% of boarding fees, not already subsidised by government incentives/subsidies, up a maximum of \$750 per term per child (\$3,000 per annum). The payment will be made directly to the boarding school on presentation of an appropriate invoice. The Fringe Benefit Tax of 47% will be paid for by Council.

Distance Education

Council will pay up to a maximum of 50% of distance education fees up to a maximum of \$750 per term per child (\$3,000 per annum). The payment will be made directly to the Distance Education provider on presentation of an appropriate invoice. Any Fringe Benefit Tax will be paid for by Council.

3.17 IMMUNISATION

Council will meet the cost of influenza vaccinations for those staff, and their household family residing permanently in the shire that are ineligible for a free vaccination.

Council will meet the cost of other vaccinations for staff where the duties of their position may put them at risk.

3.18 TRAINING AND DEVELOPMENT

Council is committed to the continual improvement of staff skills and encourages attendance at training seminars and the use of in-house training options. As a guide, Council attempts to spend approximately 4% of its pure wages and salary expense on staff training. The Training and Other Events Policy provides guidance to employees regarding the management of attendance at training and other events.

3.19 EMPLOYEE ASSISTANCE PROGRAM

Council is committed to assisting employees to resolve problems that negatively affect their lives and have a corresponding effect on their work. A counselling service will be provided by Council to help provide psychological wellbeing for staff and their immediate dependants while working with Council.

3.20 PARAPLEGIC BENEFIT FUND

Council will maintain membership of the Paraplegic benefit fund.

3.21 CORPORATE BUPA MEMBERSHIP

Council will maintain corporate membership of BUPA to assist with the cost of health insurance premiums for staff.

3.22 PROBATION PERIOD

Council applies a six month probation period to all new employees. During the six months the employee's performance will be monitored. At the discretion of the Chief Executive Officer and the relevant Manager, an employee's probation period may be shortened if satisfactory performance is achieved.

3.23 PERFORMANCE REVIEW SYSTEM

- Council is committed to assisting employees to maintain and improve their performance through effective and ongoing support systems and counselling when required. Performance management is aimed at ensuring that employees are treated fairly, are encouraged to perform at their optimum level and are provided with every opportunity to meet the standards required in their work areas.
- Annual Performance Reviews will be conducted in April and May with each employee using the Annual Performance Planning and Review form. The outcome of the annual performance review will be used when determining eligibility for the Bonus Payment.

3.24 EMPLOYEE BONUS SCHEME

As an incentive for staff to perform well in their job and to continue their employment with Council, Council has introduced a bonus scheme which will operate under the following arrangements:

- In July, each year, as part of the budget process, Council will set the budget for the Employee Bonus Scheme. The budget will be subject to Council meeting its revenue and expenditure performance goals from the proceeding financial year and will take into account the future financial position of Council and may change from year to year.
- Council retains the absolute discretion at all times, to amend, cancel or discontinue the Bonus Scheme, in part or in its entirety, without compensation, at any time. All employees will be informed if any such decision is taken. If the Bonus Scheme is amended, cancelled or withdrawn completely during the term of the scheme, DSC may exercise its discretion to make a pro-rata Bonus payment to affected employees.
- Payment of the bonus is subject to the terms and conditions outlined below.

3.26.1 Possible Bonus

- Council employees may be eligible for a bonus up to a maximum of 10% of their gross base annual salary (award rate without Councils over award payment). Bonus payments will only be calculated on the employee's gross base annual salary as at 30 June. Any other employee entitlements or benefits (including, but not limited to overtime payments, shift allowances, payment for accrued long service leave and annual leave, superannuation contributions, allowances, reimbursement for expenses etc) will not be included for the purposes of calculating an employee's Bonus payment entitlement.
- Council employees in the Administrative, technical, community service, supervisory and managerial services section of Division 2 are currently entitled to some annual increments under the Award. The amount of any increment an employee receives under the Award will be taken into consideration when determining an individual's bonus payment.

3.26.2 Eligibility

- The payment applies to permanent staff who have been in Council employment for a minimum of twelve months continuous service as at the last day of each financial year.
- Permanent part time staff are paid the bonus on a pro-rata basis in line with their ordinary hours as a percentage of normal full time ordinary hours.
- Other employees may, under exceptional circumstances, and at the discretion of the Chief Executive Officer, be eligible to participate in the bonus scheme.
- Employees must achieve at least a Good/Competent performance rating at their Annual Performance Review to be able to participate in the scheme. Employees will be ranked as either:

- 1 (Unsatisfactory - ineligible for a bonus);
- 2 (Improvement needed - ineligible for a bonus);
- 3 (Good/competent);
- 4 (Highly Effective); or

5 (Outstanding).

- Employees who resign or are terminated during the year are not eligible for the bonus scheme.

3.26.3 Calculation of Bonus Payment

- One-half of the total bonus budget will be allocated to payment of a Loyalty Bonus. If an employee has completed a full year of employment as at the last day of the financial year they will be eligible. The amount will be calculated by dividing the budget by the number of eligible employees.
- One-half of the total bonus budget will be allocated to payment of a Performance Bonus. An assessment of each employee's entitlements to a bonus payment will be made by the Management Team, usually in June of each year.
- The Chief Executive Officer, in consultation with the management team, retains the absolute discretion to determine the value of the performance bonus payment for each employee taking into consideration:
 - the outcome of the employees performance review
 - the total budget allocated for the Bonus Scheme
 - the maximum payment of 10% of gross base annual salary
- If an employee is entitled to a bonus, any debts owing to Council at the time (eg Rent) will be deducted from the bonus before payment is made.
- If an employee is entitled to a bonus and has any outstanding RTA Breach Notices from Council, the bonus payment will not be made until the breaches are rectified.

3.26.4 Payment of Bonus

- All employees will be advised in writing as to whether they are entitled to receive a bonus payment.
- Any employee who has been assessed as being entitled to receive a bonus payment will generally receive the bonus payment by the end of July.
- Bonus payments are stated as gross amounts. Tax will be deducted according to ATO legislation and the net amount will generally be deposited into relevant employees' bank accounts, by electronic funds transfer, in the pay period immediately following the decision to pay a bonus payment.

3.26.5 Confidentiality

- It is a condition of each employee's participation in Council's Bonus scheme that all details of the scheme are kept confidential. Any breach of this confidentiality requirement may result in the relevant employees' bonus being withdrawn, or other disciplinary action being taken.

3.27 TERMINATION of EMPLOYMENT

- Notice of Resignation by employee will be in accordance with Clause 9 Termination of Employment in Division 1 – Provisions with common application of each award except in the case of:
 - employees covered by 9.2(b) where Council will require two weeks notice as agreed between Council and the employee in the Letter of Offer; and
 - employees covered by 9.2(a) with less than one year of service where Council will require two weeks notice as agreed between Council and the employee in the Letter of Offer.

- For all other employees Council will require the same notice as required of the employer in accordance with s123 of the *Industrial Relations Act 2016*.

- Summary of notice of termination required:

Classification of Employee	Notice Required
All Operational Services	2 weeks as agreed in Letter of Offer
All Tour Guides	2 weeks as agreed in Letter of Offer
All Engineering on or below C7	2 weeks as agreed in Letter of Offer
All Building Trades	2 weeks as agreed in Letter of Offer
All Administration employees on or below Level 3, year 2	2 weeks as agreed in Letter of Offer

Classification of Employee	Notice Required
Other employees with less than one year service	2 weeks as agreed in Letter of Offer
Other employees with more than one year but not more than 3 years	2 weeks
Other employees with more than 3 years, but not more than five years	3 weeks
Other employees with more than 5 years	4 weeks

- Annual leave, Long Service Leave or TOIL or any part thereof must not be considered as or nominated as notice for the purpose of giving notice of termination of employment. Eg Employees cannot give 2 weeks notice and request to take the last 2 days as annual leave.
- All employees must complete a Notice of Resignation Form.
- All employees are to participate in an Exit Interview with their supervisor and fill in an Exit Interview form.
- All employees must return all Council property including PPE, keys and uniforms supplied by Council

3.28 GIFTS

- Employees will be eligible for a gift on their resignation in accordance with the following table:

Term of Service	Maximum Value of Gift	Maximum Value of Farewell Event
5 – 7 years	\$300	To be determined by Council
7 – 10 years	\$400	To be determined by Council
Greater than 10 years	\$500	To be determined by Council

- The Chief Executive Officer retains the absolute discretion to determine the value of the gift and may take into consideration any Council debts, disciplinary actions outstanding at the time of resignation etc.

4. REFERENCE AND SUPPORTING INFORMATION

4.1 DEFINITIONS

To assist in interpretation, the following definitions shall apply:

Word / Term	Definition
Council	means Diamantina Shire Council.
Employee	for the purpose of this policy means any full time, temporary or casual employee
Immediate family	a child, ex-nuptial child, stepchild, adopted child, foster child, ex-foster child, parent, grandparent, grandchild or sibling of the employee or employee's spouse.

Stream A	Queensland Local Government Industry Award (Stream A) – State 2017
Stream B	Queensland Local Government Industry Award (Stream B) – State 2017
Stream C	Queensland Local Government Industry Award (Stream C) – State 2017
Supervisor/manager	means the person who is responsible for day-to-day supervision of the employee.

4.2 RELATED POLICIES, LEGISLATION AND DOCUMENTS:

Links to supporting documentation
Queensland Local Government Industry Award (Stream A) – State 2017
Queensland Local Government Industry Award (Stream B) – State 2017
Queensland Local Government Industry Award (Stream C) – State 2017
Council Fees and Charges
DSC Form - Exit Interview
Leave Application Form
DSC Form – Notice of Resignation
Overtime Request Form
DSC Form - Performance Review Form
DSC Form – Probation Review Form
Training and Other Events Policy
Travel and Related Expenses Policy

4.3 VERSION CONTROL:

Previous Version Number	Adopted/Approved Date
Version 1 Original	July 20 2015, Minute No. 2015.07.20-OM-20
Version 2	August 17 2015, Minute No. 2015.08.17-OM-7
Version 3	July 18 2016, Minute No. 2016.07.18-OM-7
Version 4	May 15 2017, Minute No. 2017.05.15-OM-7
Version 5	August 21 2017, Minute No. 2017.08.21-OM-20
Version 6	August 20 2018; Minute No. 2018.08.20-OM-10
Version 7	Minute No. 2020.05.18-OM-19
Version 8	Minute No. 2020.11.16-OM-5
Version 9	Minute No. 2021.04.12-OM-12

Appendix A - Wages Schedule

Wages Schedule	
(Effective from 1 September 2020)	
Award Level Description	Weekly \$ including 20% above Award payment
<i>Qld Local Government Industry (Stream A) Award - State 2017, division 2, section 1</i>	
Administrative Level 1, year 1 20	986.40
Administrative Level 1, year 2 20	1,015.80
Administrative Level 1, year 3 20	1,045.20
Administrative Level 1, year 4 20	1,045.20
Administrative Level 1, year 5 20	1,071.00
Administrative Level 1, year 6 20	1,086.50
Administrative Level 2, year 1 20	1,116.00
Administrative Level 2, year 2 20	1,148.40
Administrative Level 2, year 3 20	1,178.40
Administrative Level 2, year 4 20	1,178.40
Administrative Level 3, year 1 20	1,211.40
Administrative Level 3, year 2 20	1,211.40
Administrative Level 3, year 3 20	1,239.30
Administrative Level 3, year 4 20	1,253.40
Administrative Level 4, year 1 20	1,278.60
Administrative Level 4, year 2 20	1,311.00
Administrative Level 4, year 3 20	1,343.40
Administrative Level 4, year 4 20	1,343.40
Administrative Level 5, year 1 20	1,377.00
Administrative Level 5, year 2 20	1,410.00
Administrative Level 5, year 3 20	1,410.00
Administrative Level 6, year 1 20	1,469.40
Administrative Level 6, year 2 20	1,526.40
Administrative Level 6, year 3 20	1,596.00
Administrative Level 7, year 1 20	1,596.00
Administrative Level 7, year 2 20	1,644.60
Administrative Level 7, year 3 20	1,644.60
Administrative Level 8, year 1 20	1,692.60
<i>Qld Local Government Industry (Stream B) Award - State 2017, Division 2, Section 4</i>	
Hospitality Worker, level 2	1,015.80
Hospitality Worker, level 3	1,045.20
Hospitality Worker, level 5	1,148.40
<i>Qld Local Government Industry (Stream B) Award - State 2017, Division 2, Section 5</i>	
Operational Services Level 1, first six months 20	1,015.80
Operational Services Level 1, after first six months 20	1,015.80
Operational Services Level 2 20	1,045.20
Operational Services Level 3 20	1,045.20
Operational Services Level 4 20	1,071.00
Operational Services Level 5 20	1,086.50
Operational Services Level 6 20	1,116.00
Operational Services Level 7 20	1,148.40
Operational Services Level 8 20	1,178.40
Operational Services Level 9 20	1,211.40
<i>Qld Local Government Industry (Stream B) Award - State 2017, Division 2, Section 7</i>	
Introductory Tour Guide 3 Months 20	941.44
Introductory Tour Guide 3 to 6 Months 20	969.38
Tour Guide, Level 1 20	1,045.20
Tour Guide, Level 2 20	1,086.60
Tour Guide, Level 3 20	1,148.40
<i>Qld Local Government Industry (Stream C) Award - State 2017, Division 2, Section 1</i>	
Building worker, Level 1 (a), new 20	941.44

Wages Schedule	
(Effective from 1 September 2020)	
Award Level Description	Weekly \$ including 20% above Award payment
Building worker, level 1(b), after 3 months 20	969.38
Building worker, level 1(c), after 12 months 20	969.38
Building worker, level 1(d) 20	997.33
Building worker, level 2 20	1,021.55
Building tradesperson, level 1 20	1,086.60
Building tradesperson, level 2 20	1,116.00
Building tradesperson, level 3 20	1,148.40
<i>Qld Local Government Industry (Stream C) Award - State 2017, Division 2, Section 2</i>	
C10 40% Apprentice 20	414.83
C12 55% under 17 yrs 20	533.16
C10 55% Apprentice 20	570.39
C12 65% 17-18 yrs 20	630.10
C12 75% 18-19 yrs 20	727.04
C10 75% Apprentice 20	814.95
C12 85% 19-20 yrs 20	823.98
C10 80% Adult Apprentice 20	829.66
C10 84% Adult Apprentice 20	871.14
C14 Engineering/Manufacturing employee - level I 20	941.44
C13 Engineering/Manufacturing employee - level II 20	941.44
C12 Engineering/Manufacturing employee - level III 20	969.38
C10 90% Apprentice 20	977.94
C11 Engineering/Manufacturing employee - level IV, Laboratory tester 20	997.33
C10 Engineering/Electrical/Manufacturing tradesperson - level I 20	1,037.07
C9 Engineering/Electrical/Manufacturing tradesperson - level II 20	1,065.02
C8 Engineering/Electrical/Manufacturing tradesperson - special class level I 20	1,095.45
C7 Engineering/Electrical/Manufacturing tradesperson - special class level II 20	1,124.63
C6 Advanced engineering/electrical Tradesperson - level I 20	1,186.73
C5 Advanced engineering/electrical tradesperson - level II 20	1,219.65
C4 Engineering associate/Laboratory technical officer - level I 20	1,250.70
C3 Engineering associate/Laboratory technical officer - level II 20	1,314.04
C2 (a) Leading technical officer 20	1,345.71
C2 (b) Principal technical officer 20	1,402.22