



# EMPLOYEE BENEFITS & CONDITIONS



## Working at the Shire of Denmark

Located on the stunning South Coast of Western Australia approximately 50km west of Albany and 400km south of Perth, the Shire of Denmark boasts some of WA's most magnificent coastlines and natural attractions.

The Shire of Denmark is an Equal Opportunity Employer which has a team-oriented and highly motivated workforce providing quality services and facilities to residents and visitors to the Shire. In 2019, Council received a Gold Volunteer Employer Recognition Award for supporting employees volunteering in the local emergency services and in 2018, Council was recognised for its contribution in a peer support program receiving the LG Professionals WA Honours Award.

While most conditions of employment are covered in the Letter of Appointment and/or Employment Contract, all other governing matters fall within the Local Government Industry Award 2020 (Industrial Agreement), Shire of Denmark (Outside Workers) Agreement 2023, Minimum Conditions of Employment Act and Council's adopted Code of Conduct.

## Contact Us

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*The Shire of Denmark respectfully acknowledges the Minang and Bibbulmun people of the Noongar nation who have cared for these lands and waters around Denmark (Kwoorabup) for thousands of years. The Shire pays its respects to Minang and Bibbulmun Elders past, present and emerging, and extends those respects to all First Nations people living, working or visiting in our Shire.*



## The Shire of Denmark offers the following benefits to employees:

### **Work in a Shire with a magnificent coastline and natural attractions**

Tall forests merge onto pristine white beaches in Denmark with a mild climate year-round.

### **Career in Local Government**

There are currently 138 Local Governments in WA. A role working in local government provides many opportunities for training, development and exposure to a variety of areas.

### **Smoke Free Environment**

The Shire Administration Offices, Depot, Library, Recreation Centre and all work places including vehicles are smoke free. Designated areas are available for people to smoke.

### **Lunch Room Facilities**

All Shire work-sites have dedicated lunch room facilities.

### **Equal Opportunity**

Council's Equal Employment Opportunity goals are designed to provide an enjoyable, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

### **Employee Incentive Scheme**

Employees are able to participate in a reward scheme which enables employees to nominate co-workers to receive a \$50 voucher for recognition and appreciation of those who strive for excellence and live our values.

### **Recognition of Employees/Gratuity Payments**

A Certificate of Appreciation will be presented to an employee by the CEO at a Shire function for employees who achieve 10 years of continuous service with the Shire. After 20 years of service, an employee will receive a gift and after 25 years an employee's name will be displayed on the Honour Board.

### **Social Club**

All employees and their partners are able to join the Shire Social Club. The Social Club organises a variety of functions and events.

### **Library Facilities**

The Shire's Public Library offers a number of services. Such as an online library service or story time for children.

### **Proactive Safety Management**

Safety is important to the Shire. All necessary PPE is supplied to ensure the safety of all employees.

### **Safety Representatives and First Aid Officers**

The Shire has fully trained safety representatives who make up the Workplace Health & Safety Committee. Employees can nominate to be trained to become a First Aid Officer.

### **Clothing Allowance/Uniforms**

All permanent inside employees are entitled to a clothing allowance toward corporate clothing. On commencement with the Shire, employees are entitled to a \$400 allowance and \$350 allowance each subsequent financial year thereafter. Outside staff receive a clothing allocation supplied by the Shire.



## Health & Well-Being:

### **Providing for a Healthy Lifestyle**

The Shire promotes a healthy lifestyle by offering a subsidised gym membership at the Denmark Recreation Centre. A range of equipment is available to suit all users and fitness classes to suit all ages.

Free Yoga classes held in the Reception Room at the Admin Offices once a week between 8am - 9am either Thursdays or Fridays.

### **Health Risk Assessments**

A variety of programs are regularly carried out by the Shire, including Full Health Assessments.

### **Skin Cancer Screenings**

Skin checks are scheduled annually and offered to all employees.

### **Flu Vaccinations**

Annual flu vaccinations are offered free of charge to all employees.

### **Individual Ergonomic Assessments**

The Shire offers individual assessments on workstations to make recommendations to improve ergonomics tailored to the needs of the individual.

### **Employee Assistance Program**

The welfare of employees is a high priority to the Shire which offers an employee assistance program. It provides a professional confidential counselling service for employees and immediate family members.

### **Onsite Information Sessions, Workshops and Presentations**

As part of the health and well-being program, the Shire occasionally holds information sessions, workshops and presentations on various topics from injury prevention to ergonomics.

### **Private Health Care**

Members of HIF may be entitled to more discounts through the Shire's corporate membership. This can be deducted through the payroll system. Members of Local Government Professionals WA can access a Corporate Health Plan discount for HBF members.

### **Yoga**

The Shire offers a free yoga class each week, Friday's 8am – 9am.

### **Surf's Up**

Being less than 10 minutes from wonderful Ocean Beach, you can start the day with a refreshing surf or swim before you start work.

### **Walk or Ride**

Being within walking distance of town and great tracks and trails, you can easily find your 30 minutes a day by either riding to work or taking a leisurely stroll on your lunch break.

### **Golf or Tennis at Lunchtime**

The Shire Administration office is conveniently located next door to the Denmark Country Club which has an 18-hole golf course and tennis club.



## Professional & Personal Development:

**THE SHIRE OF DENMARK IS COMMITTED TO ALLOCATING A PORTION OF ITS ANNUAL BUDGET TOWARD PROFESSIONAL DEVELOPMENT.**

### **Training and Development**

To maximise the potential and skills of its employees, the Shire of Denmark is committed to supporting employees training and education and providing professional development opportunities to employees as appropriate and encourages Senior Employees attendance at State and National Association Conferences. Memberships to LG Professionals and similar organisations are encouraged and can be paid for by the Shire on request.

### **Study Assistance**

The Shire can provide assistance for study towards a formal qualification. Study leave and monetary assistance is subject to the Shires Staff Study Support Standard.

### **Leadership & Development**

Leadership and development opportunities are offered to managers and supervisors to help support staff moving up into leadership roles with providing training to grow their skills and knowledge.

### **Internal Promotion & Acting Opportunities**

The Shire encourages all employees to fulfil acting positions when available to gain experience at different levels or departments and endeavours to promote from existing staff when a vacancy arises.

## Flexible Working Arrangements:

**THE ARRANGEMENTS BELOW ARE SUBJECT TO POSITION REQUIREMENTS AND MAY NOT BE AVAILABLE TO ALL EMPLOYEES. ARRANGEMENTS MAY BE AGREED UPON COMMENCEMENT OR DURING YOUR EMPLOYMENT. DISCUSS YOUR NEEDS WITH YOUR MANAGER AND THE COORDINATOR EMPLOYEE SUPPORT AND CULTURE.**

### **Flexible Working Arrangements**

These arrangements can assist in obtaining a work life balance and be beneficial to staff health and well-being. Flexible working arrangements include but are not limited to; flexible working hours, rostered day off, time off in lieu, temporary reduction of hours, working from home and job share arrangements.

### **Phased Return to Work**

The Shire will assist your return to work following an injury or extended absence. Our injury management and rehabilitation program aims to return you to pre-injury duties.

### **Phased Retirement**

Retirement may be a phased process (i.e., moving from full time to part time) \*dependent on the position requirements.



## Leave Entitlements:

### **Annual Leave**

Four (4) weeks paid leave after 12 months service (pro-rata for part time workers and does not apply to casuals).  
Leave loading of 17½% will apply to non-contract employees.

### **Personal Leave**

Employees are entitled to personal leave which includes sick and carers leave.

### **Leave Without Pay**

This entitlement may be accessed upon mutual agreement with employee and the Shire.

### **Public Holidays**

Employees of the Shire receive ten (10) paid public holiday leave days per calendar year.

### **Compassionate Leave**

Employees are entitled to two (2) days of compassionate leave per occasion.

### **Two Additional Days Leave**

Full time permanent employees receive an additional two (2) days of paid leave in lieu of repealed public service holidays. Part time employees receive the same benefit on a pro-rata basis.

### **Paid Parental Leave**

For the primary care giver employees will receive eight (8) weeks paid leave at the National Minimum Wage. For the non-primary care giver employees can access two (2) weeks paid leave at the National Minimum Wage. Both of these entitlements are on top of the Government Paid Parental Leave.

### **Return to Work After Parental Leave**

Following a period of parental leave, a full-time employee who is the primary carer may, on application to the Shire, be considered to access part time, job share or other such flexible arrangements.

### **Long Service Leave**

Employees will receive thirteen (13) weeks of long service leave after ten (10) years of continuous service. However, long service leave accruals are transferable between all Local Government authorities within Western Australia.

### **Community Services Leave**

Employees are eligible for Defence Reserve Leave; Jury Service and; Voluntary Emergency Service Leave.

### **Domestic Violence Leave**

Employees at the Shire are entitled to access up to five (10) days unpaid leave to deal with the impacts of domestic violence, as well as the ability to use accrued personal leave.

*Eligibility for Leave Entitlements may vary depending on length of service.*





## Supplementary Financial Options:

### **Salary Sacrifice**

Employees at the Shire are eligible for a number of options including vehicle novated lease, housing incentives for senior employees and additional superannuation.

### **Salary Packaging**

Permanent employees have access to salary packaging work-related items such as a laptop or mobile phone.

### **Novated Lease**

The Shire offers employees the opportunity to pay for a new or used car and its running costs from their pre & post-tax salary through novated leasing. As part of the lease, the vehicle and associated running costs are bundled into a value which is deducted through payroll.

### **Superannuation**

To make the most of your superannuation contributions, the Shire provides an additional matching contribution (up to 5%) towards your Superannuation Fund on a dollar-for-dollar basis. This is in addition to the Super Guarantee charge (SGC) that the Shire is required to make on behalf of its employees.

## Further Information:

### **Contact the Shire of Denmark Coordinator Employee Support and Culture**

Marcia Chamberlain

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