

Title: Contract Staff Remuneration
Policy No: 76
Responsibility: Chief Executive Officer

Version	Decision Number	Decision Date	History
1	19\3458	13/09/06	Adopted – Version 1
2	19\4604	12/06/07	Reviewed and Amended – including name change to Contract Staff Remuneration
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4			

1.0 POLICY:

Contract Remuneration Policy

2.0 AIMS & OBJECTIVES: .

The purpose of this policy is to provide a systematic classification and remuneration framework for staff.

3.0 DEFINITION OF TERMS:

Mercer’s CED Job Evaluation Methodology – A method for assessing the work value of jobs.

Other definitions are included in the glossary of terms which is attached to this policy.

4.0 POLICY/PROCEDURE

4.1. Policy

Job Evaluation System

The Council will use the Mercer CED Job Evaluation System for classifying all contract positions within Council.

An explanation of the Mercer CED Job Evaluation System is attached.

Grading Structure

The grading structure for contract staff is as follows:-

4.0 POLICY/PROCEDURE

LEVEL	WORK VALUE RANGE	INCLUDED POSITIONS
CEO	1206	CEO
Director	760 to 900	Director, Technical Services Director, Community Services Director, Corporate Services
Manager Level 1	491 to 600	Finance Manager Design and Development Manager Operations Manger IT Manager Manager, Community Development Manager, Parks and Reserves HR Manager Environment Manager Manager Economic Development Library Manager
Manager Level 2	400 to 409	Senior Planner Strategic Projects Manager Public Affairs Manager

4.1 Policy

The main contract positions are for Managers, Directors and the CEO, however the CEO may designate a position as a contract position even though the position does not meet the work value threshold for Manager level (400 points). This will generally be the case when the position leads a core or critical council function or activity.

Pay Range for Each Grade

A pay range of 90% to 110% for each position will be adopted. Considerations to be taken into account when recommending placement in the pay range are:

4.0 POLICY/PROCEDURE

		Competence & Performance Considerations	Attraction/ Retention Considerations
110%	Range Maximum	←	
		←	
		←	
105%		←	
		←	
		←	
100%		←	
	Competitive Market Rate	←	
		←	
95%		←	
		←	
		←	
90%	RANGE MINIMUM	←	

Outstanding Performer

Highly specialised skills, scarce and critical to business outcomes

Extensive experience, highly promotable

Very experienced, superior performer

Need to make a pay offer sufficiently attractive to attract or retain an individual

Competent Performer

Experienced (e.g. 2years in position), adequate performance but capable of further development

Inexperienced Employee or showing marginal performance

Able to compete satisfactorily in the market

Recent Appointee

4.0 POLICY/PROCEDURE

4.2 Policy

The placement on the pay scale will need to be approved by the Chief Executive Officer (CEO) from recommendations arising from either a candidate selection report or a performance appraisal review.

Appeal against Placement

All appeals against placement on the pay range must be in writing and will be considered by the Chief Executive Officer.

Process

In June 2006 all contract positions were reviewed and given a work value in accordance with the Mercer CED Job Evaluation Methodology.

In year one of the introduction of this framework, all contract staff will receive a salary adjustment to align them to at least 100% of the recommended grade. In the following year contract staff will receive the Darwin City Council EBA percentage increase. The process will be one year there will be a salary adjustment to align with the market rate and in the following year an adjustment equivalent to the Darwin City Council EBA increase.

Market Positioning

Council has adopted the General Market 1st quartile as its benchmark for contract remuneration positioning. In addition, Council has applied a 3% location allowance to the General Market 1st quartile to take account of local conditions.

No Disadvantage

In accordance with Industrial Practice a “no disadvantage” test applies.