
HRP008 – Salary Sacrifice

1. Intention

To provide guidance on Council's position in regards to requests from employees for the purpose of salary sacrifice.

2. Scope

This policy applies to employments of the Shire of Waroona.

3. Statement

Council adopts the principal of salary sacrifice thus allowing employees the opportunity to sacrifice as follows:

1. Superannuation

Available to all employees.

2. Housing

Council will, for employees of a particular classification, as determined from time to time, allow such classified employees access to salary sacrifice for the benefit of providing Council rental housing. This policy applies to the following positions:

- Chief Executive Officer;
- Director Corporate & Community Services;
- Director Infrastructure & Development Services;
- Manager Corporate Services;
- Manager Works & Waste Services;
- Manager Community & Communications
- Manager Recreation Services
- Coordinator Regulatory & Development Services
- Works Supervisor; and
- Coordinator Parks and Gardens.

3. Novated Vehicle Leasing (WALGA Preferred Supplier Only)

Available to all employees.

4. Legislative and Strategic Context

Nil.

5. Review

This policy is to be reviewed as required.

6. Associated Documents

Nil.

Division	Human Resources				
Policy Number	HRP008				
Contact Officer	Chief Executive Officer				
Related Legislation	Nil				
Related Shire Documents	Nil				
Risk Rating	Low	Review Frequency	Triennially	Next Review	May 2026
Date Adopted	22/06/2004				OCM04/083

Amendments		
Date	Details of Amendment	Reference
25/09/2007	Amended to reflect current employees.	OCM07/160
24/11/2009	Amended to reflect current employees.	OCM09/197
26/10/2010	Amended to reflect current employees.	OCM10/10/163
22/11/2011	Amended to reflect current employees.	OCM11/11/143
25/06/2013	Amended to reflect current employees.	OCM13/06/047
26/11/2013	Amended to reflect current employees.	OCM13/11/125
26/09/2017	Amended to reflect current employees.	OCM17/09/091
18/12/2018	Amended to reflect current employees.	OCM18/12/126
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
27/06/2021	Updated to include novated leases and update of current employees	OCM21/06/083
Previous Policies		
HR013 – Salary Sacrifice		
2.28 – Salary Sacrifice		