

P 8 – Leisure Centre Discounted Membership for Employees

1 Objectives

The objectives of the Leisure Centre Discounted Membership for Employees Policy are:

- 1.1 Offer a benefit to employees in the form of a 50% discounted Leisure Centre.
- 1.2 membership. Provide incentives for employee recruitment and retention.
- 1.3 Provide for the physical and mental health of employees.
- 1.4 To contribute to increased productivity in the workplace.

2 Scope

This policy applies to all employees.

3 Definitions

3.1 Councillors

Councillors or elected members are members of an elected body that makes decisions on behalf of a local government through a formal meeting process. Generally, local government council members, who include the Mayor or President and Councillors, do not have any authority to act or make decisions as individuals.

3.2 Employee

An employee is a person engaged to provide a service to a company either on a full-time or part-time or casual basis in exchange for payment. Also known as staff.

3.3 Worker

A worker is any person who carries out work for a Person Conducting a Business or Undertaking (PCBU), including (but not limited to) work as an employee, Councillor, outworker, apprentice or trainee, work experience student, placed with a 'host employer' and volunteers

4 Policy

All employees (full-time, part-time and casual) will be eligible for discounted membership to the Bridgetown Leisure Centre. The advantages of this policy position are:

- 4.1 Employees will receive a valuable benefit of a 50% discounted Leisure Center membership.
- 4.2 The discount will create incentives for both the recruitment and retention of employees, thereby enhancing the stability and strength of the workforce.
- 4.3 The program will prioritise the physical and mental well-being of employees, recognising the importance of their health and happiness.
- 4.4 By promoting employee wellness and satisfaction, the policy will contribute to heightened productivity within the workplace.

The Bridgetown Leisure Centre offers a variety of memberships, including (but not limited to):

- Pool Only
- Gym Only
- Gym and Pool Only
- Classes
- Programs

Fringe Benefit Tax is exempted when recreational facility memberships are provided to employees by the owners of that recreational facility. In this case, the owner is the Shire. However, this exemption doesn't apply to classes and programs offered by the recreational facility. Therefore, the discounted membership available to Shire employees is restricted to the pool, gym and gym and pool memberships.

The discounted membership will be in the form of a 50% discount on a single adult membership in the name of the employee.

4.5 Exclusions

- 4.6 The discounted membership must be in the name of the employee and is not transferable to any family member or other person.
- 4.7 The value of the discounted membership cannot be transferred as a contribution towards another type of membership (e.g. Family Membership). This is because Fringe Benefits Tax would be triggered by the provision of any non-employee membership, including a subsidised Family Membership.
- 4.8 If an employee leaves the employment of the Shire, the applicable membership can be retained up until its expiry date. After that expiry date the ex-employee is no longer eligible for a discounted employee membership.

4.9 Review

In the event of taxation laws or rulings changing with respect to applicable Fringe Benefits Tax, Council will reserve the right to withdraw, without notice, the employee discounted membership benefit. Where employees have already paid for a discounted membership, a partial refund of paid membership will be made or a continuation of membership until the applicable expiry date will apply. This determination will be based on the implications of the changes to taxation laws or rulings.

5 Risk Management

The risks of not having the Leisure Centre Discounted Membership for Employees Policy in place include:

- 5.1 There are lesser incentives for employee recruitment and retention.
- 5.2 There is less focus on the physical and mental health of employees.
- 5.3 There is lost opportunity to increase productivity in the workplace.

6 Accountabilities and Responsibilities

6.1 Council is accountable for:

- Ensuring the organisation has in place a lawful, transparent, and accountable policy framework, supported by a suite of compliant and appropriate policies and procedures.
- Endorsing (or not) each organisational policy document in a timely and effective manner.

- Delegating implementation of each policy document to the CEO.
- 6.2 The CEO is accountable for ensuring the development, implementation, monitoring and review of this policy document, in accord with governing legislation and Council directives.
- 6.3 The Executive Management Team and Managers is responsible for:
- Ensuring that all employees under their direction comply with this policy document.
 - Enacting process to redress non-compliance with this policy document.
- 6.4 All employees are individually responsible for complying with this policy document.

7 Legislation, Policy and Other Related Documents

Act	<p><i>Local Government Act 1995</i></p> <p>s.2.7(2)(b) – The council is to determine the local government’s policies</p> <p>s.6.16 – Imposition of fees and charges</p> <p>s.6.12 – Power to defer, grant discounts, waive or write off debts</p> <p><i>Work Health & Safety Act 2020</i></p>
Regulation	N/A
Local Law	Shire of Bridgetown-Greenbushes Local Government Property Local Law
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

8 Administration

Original Adoption Date	27 October 2016
Last Reviewed	28 April 2022
Last Updated	16 April 2024
Scheduled Reviewed Date	16 April 2027 27 April 2023