

**Islands District Council**  
**Paper IDC 60/2015**

**District Council Staff Pay Adjustment**

**Purpose**

This paper informs members of the pay adjustment for District Council (DC) staff.

**Background**

2. The Home Affairs Department (HAD) has reviewed the pay for non-civil service contract (NCSC) staff in the Department having regard to a number of considerations including the following -

- (a) the change in cost of living;
- (b) the market conditions for the jobs in question; and
- (c) the need to retain NCSC staff.

**Pay Adjustment**

3. On the basis of the findings of the review, the Director of Home Affairs has approved a pay increase of 4.62% for all full-time NCSC staff with monthly salary at or below \$59,485 and 3.96% for those with monthly salary above \$59,485. This will take effect from 1 August 2015.

4. Insofar as DC staff are concerned, they are subject to the same salary increase as other NCSC staff in HAD. The basic pay packages for DC staff as adjusted in accordance with the above rate are as follows -

<b>Category of DC staff</b>	<b>Existing Salary</b>	<b>Monthly Salary after Pay Adjustment<sup>Note</sup></b>
Executive Assistant	\$18,615 (with 15% contract gratuity)	\$19,475 (with 15% contract gratuity)
Project Coordinator	\$13,280 (with 15% contract gratuity)	\$13,895 (with 15% contract gratuity)
Project Assistant	\$10,330 (with 10% contract gratuity)	\$10,805 (with 10% contract gratuity)

**Funding Arrangements**

5. Insofar as District Council is concerned, 3 Executive Assistants, 1 Project Coordinator and 5 Project Assistants are currently serving the DC. The financial implication of the pay adjustment is in the order of \$50,000(*rounded up to the nearest thousand*) for the period from August 2015 to March 2016. Funds are available from the DC allocation for 2015-16.

Islands District Council Secretariat  
August 2015

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<sup>Note</sup> Rounded to the nearest five dollars in line with the prevailing arrangement for civil servants.