



# **DRAFT RECRUITMENT AND ATTRACTION POLICY (14.16.4)**

---

## **1. BACKGROUND**

The Weddin Shire Council is committed to ensuring employee recruitment and selection that contributes to the success of Council in providing services to the community. This success will be measured by the ability to identify, attract, and retain, skilled and motivated employees. The approach to recruitment will be consistent with our organisational values and is in accordance with relevant employment legislation. Council aims to attract and appoint employees with relevant expertise, experiences, employment backgrounds and capabilities in line with its focus on achieving an inclusive and diverse workforce. This policy, once adopted, will replace the Policy for Staff Recruitment and Selection (14.16.3).

## **2. PURPOSE**

The purpose of the Recruitment Policy ('the Policy') is to ensure a consistent application of all requirements of the Local Government Act 1993, Local Government (State) Award, Equal Employment Opportunities (EEO) and Anti-discrimination legislation in relation to staff recruitment.

## **3. POLICY OBJECTIVES**

The objectives of this Policy are to:

- The Weddin Shire Council's recruitment and selection processes will be ethical, consistent, fair and free from discrimination and bias.
- Conduct all recruitment and selection according to the principle of merit selection as outlined in the Local Government Act and Local Government State Award. The principle of merit requires that all applications for a position are evaluated against the requirements and selection criteria for the position and that the applicant who has the greatest merit is selected.
- Council will ensure the integrity and fairness of its recruitment and selection decisions.
- All recruitment and selection processes and decisions will reflect Weddin Shire Council's commitment to equal opportunity employment.



#### 4. LEGISLATION

The Policy relates to the Local Government (State) Award 2023 or subsequent Awards.

Anti-Discrimination Act 1977

Industrial Relations Act 1996

Local Government Act 1993

Age Discrimination Act 2004

Australian Human Rights Commission Act 1986

Disability Discrimination Act 1992

Racial Discrimination Act 1975

Sex Discrimination Act 1984

#### 5. APPLICATION

The policy applies to all advertised Weddin Shire Council positions for permanent, casual or fixed term employees. The policy also applies to volunteers.

#### 6. POLICY

##### 6.1. ROLES AND RESPONSIBILITIES

The following table outlines the roles and responsibilities of personnel. Noting that the position titles may change, however, the responsibilities remain the same.

<b>Roles</b>	<b>Responsibility</b>
The Elected Council	The Council has oversight of the resourcing strategy – the workforce plan.
General Manager	The General Manager is responsible for the overall control and implementation of the Policy. Under s. 355(h) of the Local Government Act, the General Manager is “to appoint staff in accordance with the organisation structure determined under this chapter and the resources approved by the Council”.
Human Resources	Human Resources are responsible for the implementation and application of the Policy and the Procedure.
Directors	In conjunction with Human Resources, the Directors are responsible for the recruitment within their departments and adhere to the Policy.
MANEX	General Manager, Directors and Human Resources team whose approvals and processes are outlined in this policy.
Supervisors/Managers	The supervisors/managers are part of the process of assessing the position and recruitment process and adhere to the policy.
Employees	All employees are required to adhere to the Policy.



<b>Roles</b>	<b>Responsibility</b>
General Public	The general public must act in accordance with this policy and abide by any determination made as result of this policy.

## **6.2. ASSESSMENT OF POSITION NEED**

Where a vacancy arises within the organisational structure, an initial assessment is required to be undertaken to review the ongoing need for the position and/or assess the required duties, functions and delegations.

New positions will require a business case.

## **6.3. REQUEST FOR PERSONNEL**

A Request for Personnel form must be completed for all vacancies, including permanent, temporary, casual and contract staff.

Business cases for new positions must be tabled to Council's MANEX team for first consideration which may influence changes to Council's Workforce Plan and Organisational Structure and approved by Council.

## **6.4. MERIT**

Council will employ the most suitable applicants for all vacant positions. We do this by:

- Ensuring that the Council attracts the best available staff by broadly advertising.
- Promoting opportunities to develop existing employees through secondment vacancies.
- Ensuring that all current staff can apply for all advertised positions to encourage career advancement.

## **6.5. VACANCY**

Council recognises the importance of strategies to be implemented to fill a position when it becomes vacant to allow for a replacement where possible.

When a vacancy occurs or is imminent, the responsible Manager/Supervisor shall ensure compliance with the Recruitment and Attraction Procedure and steps outlined in the Request for Personnel form:



## **6.6. HIGHER DUTIES OR SHORT VACANCIES**

Secondment for higher duties position may also be advertised where a staff member takes an extended leave period of more than four weeks. This may be done so through an internal expression of interest. Applicants through the Expression of Interest process or contract staff may be utilised for staff members taking an extended leave period of more than four weeks.

## **6.7. POSITION DESCRIPTIONS**

Position descriptions will utilise the Local Government Capability Framework providing a set of core capabilities, expressed as behaviours which clearly set out expectations about performance in local government.

Any adjustments to the Position Description may require a review in the Council's evaluation system to ensure the salary level is appropriate.

## **6.8. RECRUITMENT METHOD**

The recruitment method must be determined by Council's MANEX Team. Recruitment methodology must consider:

- The method of advertising.
- Internal or external management of the recruitment process. Council may engage an external recruitment company to assist in the recruitment.

## **6.9. ADVERTISING**

At a minimum, all permanent fulltime, part time and casual positions must be externally advertised but not limited to the local newspaper, Council website and Facebook.

Positions for up to 12 months (part time or full time) may utilise internal advertising via Council's Noticeboard and emailed to all Weddin employee accounts.

Regardless, all positions must be internally displayed and notified on Council's Noticeboard and emailed to Weddin accounts by Human Resources.

Advertisement on other external specialised online recruitment platform may also be utilised.

Positions designated as "senior staff" positions under the Local Government Act 1993 shall be advertised in accordance with the provisions of Section 348 and 349.

Vacancies will normally be advertised for a period of up to ten (10) working days.



Human Resources will be designated as the initial point of contact for applicants and will forward requested information as determined.

#### **6.10. CHILD SAFETY**

Council is committed to being a child safe organisation. Our screening and recruitment practices play a vital role in protecting children from harm, and we will ensure child safety is prioritised when recruiting employees in child related roles including through:

- Where necessary, positions requiring criminal records checks or working with children checks, requirements shall be detailed in the advertisement.

#### **6.11. APPLICATIONS**

Applications for a vacant position may include:

- A cover letter outlining the position applied for including any reference number.
- A statement addressing both essential and desirable criteria. Where selection criteria is not addressed the application will be culled.
- A current resume.
- Photocopies of licences, qualifications and certification quoted in the application.
- The names and contact details of two (2) work related referees (these are not to be existing employees of Council). This is not required for internal applicants.

#### **6.12. LATE APPLICATIONS**

Late applications may be accepted but not necessarily considered unless extenuating circumstances apply.

#### **6.13. SELECTION PANEL**

The Council will ensure the integrity and fairness of its recruitment and election decisions by:

- Ensuring selection panels comprise balance of expertise to best assess all applications.
- Ensuring that selection panels have a gender balance.
- Ensuring that every selection panel includes an independent member from outside of the division responsible for the recruitment.



- Ensuring that all panel members make a conflict-of-interest declaration and have, or have had, no family, personal or fiduciary relationship with any applicant that may affect their decision making in the selection process.
- Keeping detailed records of all recruitment processes.
- Maintaining a high level of confidentiality for all recruitment data.
- Maintaining transparent appointment processes including from eligibility lists.

#### **6.14. INTERVIEW PROCESS**

The interview process must follow the Procedure for Recruitment and consider:

- Managing conflicts of interest
- The methodology of shortlisting applications for interview
- How to develop the interview questions
- Conduct of the interview
- Recruitment assessment or candidate assessment skills test or sometimes known as aptitude testing
- Record keeping.

Council reserves the right to provide interviewees a recruitment assessment or candidate assessment skills test or sometimes known as aptitude testing to substantiate an interviewees skill and understanding.

#### **6.15. INTERVIEW EXPENSES**

Council may consider the payment of interview expenses for a senior staff, management or any other position as approved by the General Manager or in the instance of the General Manager, by the Mayor.

Claims for expenses shall not be reimbursed unless approved prior to attendance at interview.

Where an applicant is offered a position and declines, the payment of interview expenses shall be borne by the applicant.

Interview expenses shall not include any costs related to travel, meals or accommodation incurred by spouses, partners, etc accompanying the applicant unless specifically approved by the General Manager.

Where accommodation is provided for interview purposes, expenses will be reimbursed on the production of receipts accompanied by written request from the applicant. Under normal circumstances, breakfast only will be reimbursed.



### **6.16. CONSENSUS**

Where agreement is reached, a Selection Panel Report shall be completed outlining each applicant's ability to respond to the interview questions. Each panel member shall sign and forward to the Departmental Director and then General Manager for final approval.

If after the completion of interviews, agreement cannot be reached by the panel on a suitable applicant, the Selection Panel Report shall indicate reasons why agreement was not reached. The Selection Panel Report shall then be referred to the General Manager for consideration, whose decision shall be final.

### **6.17. REFEREE CHECKS**

Referee checks should not be undertaken prior to interviews as the views expressed by the referee/s may create a biased view of the applicant.

Human Resources shall undertake referee checks on the preferred candidate.

Where specialist skills/abilities are to be evaluated as part of a referee check, the assistance of the Manager/Supervisor may be requested.

In each instance, the applicant's approval shall be sought prior to contacting nominated referees, either at the time of interview or at a later stage.

### **6.18. PRE EMPLOYMENT CHECKS**

Council will conduct pre-employment checking such as health assessments and criminal records check. Working with Children Check may be required for some positions.

Qualifications and identification checks are required as part of risk management approach to new employees.

Applicants must declare their residency check at the time of submitting their application. Council may consider employment of non-residents.

Where anomalies exist, the candidate may be referred for additional testing/retesting or specialist advice sought.

Where an adverse determination is received, Council reserves the right to seek further professional advice or withdraw from employment negotiations.





## **6.19. OFFER OF EMPLOYMENT**

Upon a satisfactory referee/s report, authentication of qualifications/licences/certification, health assessment and other checks as specified, the preferred applicant will be contacted and a verbal offer of employment made.

Subject to their verbal acceptance, a letter of offer will be issued.

## **6.20. ACKNOWLEDGEMENT OF APPLICANTS**

Acknowledgments, unsuccessful emails and letters of offer will be prepared and forwarded to applicants by Human Resources.

## **6.21. LETTER OF OFFER**

Human Resources will prepare a formal letter of offer (or contract) to be forwarded to the successful applicant.

Appointments shall be made in accordance with salary system and Award provisions which includes probation. Induction and references to council's policies must be referenced and provided to the successful candidate.

Appointments outside salary system and/or Award provisions shall not be made unless expressly approved by the General Manager.

## **6.22. ATTRACTION OF NEW EMPLOYEES SCHEME**

### **6.22.1. RELOCATION ASSISTANCE**

Council may consider offering relocation assistance to a preferred applicant if relocating from a considerable distance outside the Council area or for senior positions in the organisation.

The provision of removal expenses will be on the basis of the following:-

- The applicant shall provide Council with 3 written quotes for the cost of removal. Reimbursement shall be based on the lowest quotation submitted.
- Council shall reimburse 50% of the removal costs upon commencement of duty up to a maximum of \$2,000, and a further 50% up to a maximum of \$2,000 after successful completion of twenty-four (24) months service.

Relocation assistance includes the cost of relocating basis household furniture, whitegoods and personal items but does not include the cost of relocating items such as vehicles, caravans, boats, trailers and pets etc.





### **6.22.2. RENTAL ASSISTANCE**

Council may provide reasonable rental assistance of up to 50% of the weekly rental rate to a maximum of \$150.00 per week for a period of up to 3 months for staff relocating to the area and will be identified in the Letter of Offer.

Lease fees, bonds, electricity, gas, phone connection costs etc applicable to any rental property shall be at the full cost and responsibility of the employee.

Additional rental assistance beyond this may be provided subject to the approval of the General Manager by way of salary sacrificing and will be identified in the Letter of Offer.

### **6.22.3. LEASEBACK VEHICLES**

Council offers a number of positions in the organisation with a leaseback vehicle for private use. This will be identified at the time of creating the position package prior to advertising.

## **6.23. ACCEPTANCE**

A preferred applicant will be issued with a formal letter of offer (or contract where applicable) and has fourteen (14) working days to accept or decline the offer at which time Council reserves the right to withdraw the offer and make alternative arrangements.

### **6.23.1. COMMENCEMENT OF DUTIES**

No potential employee (in any capacity) shall commence duties without Human Resources firstly receiving a signed letter of offer.

Upon receipt, Human Resources shall notify the Manager/Supervisor, the commencement date confirmed and internal induction processes commenced.

No announcement of a new staff member or internal appointment is to be made unless this provision is completed. Induction will be organised for the first working day of commencement or where otherwise instructed.

## **6.24. PROCEDURAL CONSIDERATIONS**

Where it is determined that a person has commenced duties without having completed the processes contained within this procedure, they shall be immediately suspended from duty until further notice.



Human Resources shall discuss the deficiencies with the appropriate Departmental Director/Manager and duties shall not be recommenced until all requirements are completed.

### **6.31 CONFIDENTIALITY**

All processes contained within this procedure shall be conducted in a confidential manner and shall not be discussed with any person/s outside the selection panel until a signed letter of acceptance is received by Council from the successful applicant.

### **6.32 FALSE AND/OR MISLEADING INFORMATION**

At any stage of the recruitment and selection process or post appointment, if an applicant is found to have provided false or misleading information either knowingly or unknowingly, Council reserves the right to review the employment arrangement up to and including termination of employment.



<b>Title: DRAFT Recruitment and Attraction Policy (14.16.4)</b>		
<b>Department: Weddin Shire Council</b>		
<b>Version</b>	<b>Date</b>	<b>Author</b>
14.16.1	19 March 2009	
14.16.2	21 June 2013	
14.16.3	17 August 2017	
14.16.4	September 2024	WHS and Staff Consultative Committee
<p>This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The General Manager will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guideline.</p>		
<b>Review Date: TBC</b>		
<b>Amendments in the release</b>		
<b>Amendment History</b>	<b>Date</b>	<b>Detail</b>
<b>Annexure Attached:</b>		
<p><b>Noreen Vu</b> <b>General Manager</b></p>		