

WEST DALY REGIONAL COUNCIL

STATEMENT OF EMPLOYMENT POLICIES

This Statement of Employment Policies outlines West Daly Regional Council's support for the application of best practice human resource principles, in line with Sections 104 and 105 of the *Local Government Act*.

West Daly Regional Council is committed to being an employer of choice and to attract and retain the most qualified and capable employees, in particular local people, to serve communities across the West Daly region.

1. Recruitment

- a. Council will employ the most suitable applicant for the job, based on the job specification and the person specification for the role. The method of advertising for a vacancy will be dependent on the type of job and availability of potential candidates, and may include local community notices, online job sites, newspapers and industry publications, use of business or industry contacts, social media and similar formats. When an employee leaves the organisation, automatic replacement of the position should not be assumed as the vacancy provides an opportunity for Council staffing requirements to be reviewed.
- b. Council is committed to a policy of equal employment opportunity and provides equal access, consideration and encouragement in all areas of recruitment and selection.
- c. Recruitment agencies may be employed, with the approval of the Chief Executive Officer, to carry out specific recruitment assignments.
- d. All new employees are required to undertake an induction process. The employee's induction is the responsibility of the staff member's manager.
- e. Reference checks must be conducted for all potential appointees. In terms of the privacy legislation, permission must be sought from candidates before an employer may undertake reference checks. In addition, referees must be asked if their comments are confidential as the privacy legislation allows for confidential information about an individual to be withheld if that information was gathered on the understanding that it was not to be passed on to the individual.
- f. The current or most recent employer will always be contacted for a reference check.
- g. Subject to the nature of the position, candidates being offered employment may be required to undertake a Criminal History Check. All offers of employment must be made subject to satisfactory assessments. In the event that a candidate fails the Criminal History Check, the offer of employment must be withdrawn.

- h. It is Council's policy to foster the development of its employees. Where vacancies are advertised externally, they will be simultaneously advertised internally.
- i. Council encourages the development of trainees and apprentices and will create trainee or apprenticeship opportunities where appropriate.

2. Probation and Performance Assessment

- a. The probation period for all new employees will be 3 months, prior to which a probation review will be carried out by their manager, and the employee informed in writing of the outcome.
- b. All staff will participate in an annual performance review which will include:
 - i. A review of performance against the position description.
 - ii. The need and desire for training and development opportunities.
- c. Once completed with the relevant staff supervisor, performance reviews will be provided to the appropriate line management, and a copy provided to the employee. The completed review will be filed in the employee's personnel file.

3. Promotion

- a. As Council employees operate under the West Daly Regional Council Enterprise Agreement, remuneration increases will occur as negotiated under the agreement.
- b. Each year, following the completion of a satisfactory performance appraisal, Council will determine whether an employee advances a pay point within their classification. This is not automatic, and is determined by the Chief Executive Officer.
- c. Should an employee seek to have their role examined for reclassification, the employee will set out to the Chief Executive Officer the justification for the reclassification by making reference to the classifications set out in the West Daly Regional Council Enterprise Agreement, and the Chief Executive Officer will respond in writing with an outcome within 7 working days.

4. Access to Employment Related Benefits

- a. Employment related benefits are set out in the West Daly Regional Council Enterprise Agreement including:

• Pay Point Advancement	• Travel Allowance
• Annual Leave	• Motor Vehicle Allowance
• Sick and Carers Leave	• On Call Allowance
• Compassionate Leave	• Tools Allowance
• Special Leave	• Camping Allowance
• Parental Leave	• First Aid Allowance

<ul style="list-style-type: none"> • Long Service Leave 	<ul style="list-style-type: none"> • Higher Duties Allowance
<ul style="list-style-type: none"> • Salary Sacrifice Arrangements 	<ul style="list-style-type: none"> • Flexibility Arrangements

5. Discrimination

- a. In performing roles and responsibilities, Council staff will not discriminate against people on the basis of sex, sexuality, marital status, pregnancy, race, physical or intellectual impairment, age or any other ground.

6. Resolution of Employment Related Grievances

- a. As part of its commitment to resolving issues promptly, Council has a process by which employees may raise concerns or complaints as a way of identifying and resolving issues in a constructive manner. The process should be seen to be both fair and positive for all parties and should, as far as possible, achieve a positive outcome as soon as possible.
- b. The procedures for resolving employee complaints and disputes are as follows:
- i. In the first instance, the parties to the dispute must try to resolve the dispute at the workplace level, by discussions between the employee or employees and the relevant supervisors and/or managers.
 - ii. An employee who is a party to the dispute may appoint a representative.
 - iii. If discussions at the workplace level do not resolve the dispute, a party to the dispute may refer the matter to the Fair Work Commission, in line with the provisions of Section 65 of the Enterprise Agreement.

7. References and Related Legislation

- a. West Daly Regional Council Human Resource Policies
- b. West Daly Regional Council Enterprise Agreement 2017
- c. Local Government Act
- d. Fair Work Act



Shaun Hardy
Chief Executive Officer
West Daly Regional Council

1 April 2019