

# Shire of Wiluna Policy Manual

## Employment with the Shire

### Policy 7.4

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The purpose of this document is to explain how the CEO who is the employer of staff for the Shire, will determine the suitability of potential candidates for employment. The following procedures have been introduced to encourage openness and fairness to the Shire's recruitment practices.

#### 1. Selection Criteria

Each position description will contain the list of skills, knowledge and personal attributes that will be the basis on which the Shire will select a successful candidate.

Although the selection criteria is job specific there will be standardised criteria that will be included in all position descriptions, see below for details:

##### a) Mandatory Standard Conditions

1. National Police Clearance,
2. Medical Certificate,
3. 'C' Class WA Drivers Licence (or equivalent),
4. Ability to work in both in a team environment and unsupervised,
5. Developed interpersonal skills,
6. Ability to support and embrace the Shire's cultural values,
7. Process a positive 'can do' attitude
8. Knowledge of safe work practices and the willingness to comply with the Shire's OSH policies and procedures,

##### b) Job Specific Conditions

1. Working with children check,
2. Ability to comply with the Shire's Record Keeping Plan,
3. Ability to take direction,
4. Appropriate Class of WA Drivers Licence,
5. Other requirements the CEO believes to be necessary to efficiently and effectively undertake the duties of the position.

Candidates must address, in writing each selection criteria item that is contained in the position's position description. Failure to comply with this requirement will likely resulting in the candidate being excluded from further consideration of their application.

#### 2. Resume / Curriculum Vitae (CV)

An updated Resume must also be included with a candidate's application. The Resume should include the following items:

- Brief work history,
- At least two recent work related referees,
- Contact details, and
- Any other information that will support the candidate's suitability for the position.

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### 3. Covering letter

A covering letter should be included with any application. The purpose of the letter is to give a brief overview of the candidate's suitability for the position. The letter should also include why the candidate is applying for the position.

### 4. Job Vacancy Awareness/Advertising

To ensure the Shire gives an equal and fair opportunity to all potential candidates the following procedures will be used to promote vacant positions to the general community:

- Permanent positions/appointments will generally require public advertising to the general public. However, the Shire may still appoint permanent staff to another position to encourage multiskilling and career development.
- Appointments to Casual and/or Acting positions do not require prior advertising.
- Advertising will generally be displayed in the following locations:
  - Notice Boards,
  - Shire's Website,
  - Monthly Newsletter, and
  - The West Australian newspaper (when required).

### 5. Work Environment

The Shire fully supports the following concepts and legislative requirements:

- Equal Opportunities,
- Occupational Safety and Health (OSH),
- Providing a Safe and Supportive work environment with positive Cultural Values.

All current and future employees of the Shire are also expected to adhere to the concepts and legislation of the above items.

#### Cultural Values

All employees are expected to work within the values and display the following behaviours.

**Respect:** Treat others with consideration and courtesy. Encourage and acknowledge effort and initiative. Believe in the ability of others. Recognise and encourage diversity.

**Openness:** Share information and ideas. Listen and provide feedback. Only talk positively about others. Take responsibility for own actions.

**Leadership:** Involve staff in decision-making. Communicate plans and objectives. Encourage learning and personal development. Lead by example.

**Excellence:** Strive to learn. Actively seek and evaluate new ways of doing things. Encourage awareness of our Stakeholders. Actively support a team environment.

All current and future employees are expected to adhere to the above Values.

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## 6. Local Employment Opportunities

The Shire acknowledges that there is a need to support its local community with assisting residents to become job ready. However, it is not possible to simply appoint untrained and/or inexperienced workers to specialised and/or professional positions. There will always be a need for the Shire to recruit staff from around the State to fill vacancies.

The Shire needs to also consider its capacity to support workers who are not currently job ready, due to its limited resources. As a general rule, the Shire will focus on the recruitment of job ready employees. However, the Shire will endeavour to provide assistance whenever possible, in support of local residents with their endeavours to become job ready.

## 7. Canvassing of Councillors

Any candidate who has been found to have actively canvassed Councillors to gain employment with the Shire will be automatically disqualified from consideration for employment.

- Section 5.41(g) of the Local Government Act establishes that the CEO has sole responsibility for employment matters, it is not the function of the Council or Councillors:

### 5.41. Functions of CEO

The CEO's functions are to:

- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);
- In terms of the Councillors apparent attempt to influence the recruitment process, Regulations 7, 9 and 10 of the Rules of Conduct Regulations are likely to apply; a breach of these Rules may result in a minor breach complaint to the Local Government Standards Panel. The Rules are:
  - Regulation 7 – Securing personal advantage or disadvantaging others
  - Regulation 9 – Prohibition against involvement in administration
  - Regulation 10 – Relations with Local Government employees

The purpose for disqualifying any candidate who canvasses Councillors is to discourage this practice and therefore ensure the Shire's recruitment practice is fair and open to all, as well as ensuring Councillors are not exposed to any potential risks associated with non-compliance of the Local Government Act 1995 and associated regulations.

## 8. Selection process (Full-Time or Part-Time Employees)

Below is the basic steps that the Shire will undertake in a publicly advertised selection process:

- a) Advertising the vacancy,
- b) Evaluation of applications after advertising period has closed,
- c) Select suitable candidates for interview,
- d) Conduct interviews,

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- e) Contact referees of the preferred candidate, and
- f) Offer the position to the preferred candidate after reference checks.

The above procedure may not apply if the CEO believes he/she has already a suitable candidate who is currently working for the Shire. This is to promote a working environment that is encouraging and supportive of career development and progression.

When a Casual, Acting or otherwise temporary employee has already gone through a previous publicly advertised selection process (see above), and the CEO believes they would be a suitable candidate for a full time or part time position, then they may be appointed to a full or part time position without following the above selection process.

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Responsible Directorate	Office of the CEO
Relevant Section	Human Resources
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