



# EXECUTIVE PROCEDURES



## Amendment Record

Review No.	Date	Amendment Details
1	28 May 2024	Creation of document: EP1 – Human Resources EP2 – Recruitment and Selection
2	24 June 2024	New Procedure: EP3- Employee and Councillor Interactions
3	23 December 2024	Update Procedure EP1 – Human Resources



---

## **Executive Procedures**

### **Table of Contents**

Executive Procedure 1 – Human Resources .....	3
Executive Procedure 2 – Recruitment and Selection of Employees.....	5
Executive Procedure 3 – Employee and Councillor Interactions .....	7



## Executive Procedure 1 – Human Resources

<b>RELATED POLICIES</b>	
<b>DATE ADOPTED</b>	<b>28 May 2024</b>
<b>DELEGATION APPLICABLE</b>	

### **BUSINESS RULES**

This Executive Procedure sets out the terms and conditions of employees which are as follows

1. Each employee is to be provided a letter of appointment signed by the Chief Executive Officer that stipulates the terms of their employment. The base terms of the appointment are detailed in the following. In accordance with section 5.41 of the *Local Government Act 1995*, the Chief Executive Officer is responsible for the employment, management supervision, direction and dismissal of other employees and may vary the base terms below on a case-by-case basis as operational needs require. Subsequent revisions to terms may be mutually agreed between the CEO and employee.
2. Outside workers are to be paid 10% over award payment to all outside staff employees under Municipal Employee's Union award with the option of up to 20% based on suitable skills experience and productivity to employees under the Municipal Employees Union award.
3. Permanent inside workers are to be paid 5% over the Local Government Officer's award.
4. A loyalty allowance to all permanent non-managerial staff as follows:
  - a. 0 – 1 Years           \$0
  - b. 1 – 3 Years           \$10 per week
  - c. 3 – 5 Years           \$20 per week
  - d. 5+ Years              \$30 per week
5. Point 4 is to be paid as an over award payment on a pro rata basis for part time staff and to be reflected in the letter award as part of the employment contract.
6. A uniform allowance of \$400.00 per annum will be paid to those members of the administration staff. For any new employees to Local Government, Council to meet the initial purchases up to a maximum of \$500, after their completion of their probationary period.
7. Point 6 is to be paid as an over award payment on a pro rata basis for part time staff and to be reflected in the letter award as part of the employment contract.



8. Outdoor workers may be paid an additional over award amounts of up to 20% based on suitable skills experience and productivity to employees. This is to be determined by the Chief Executive Officer at the time of appointment and reflected in the letter of award as part of the employment contract.
9. The Housing Allowance is paid to all permanent employees, excluding Homecare staff and staff provided with Shire housing. The allowance is \$1,000 per year which is annualized over the 26 pay periods (part time employees are paid the allowance on a pro-rata basis).
10. Employees of the Shire of Wagin who are employed on a permanent basis may join the voluntary contribution section of the Local Government Superannuation Plan after satisfactorily completing any probationary period set as part of the terms of their employment. Council will contribute up to 1 per cent of the employee's salary to this scheme in addition to any contributions to satisfy Superannuation Guarantee Legislation obligations if the employee contributes themselves to the scheme.
11. The two paid days of absence granted in lieu of the Easter Tuesday and day after New Year's Day are to be taken as such:
  - a. One day to be taken during the Christmas – New Year holiday period; and
  - b. b) One day to be taken in a mutually agreed time in the year.

## **HISTORY**

- Adopted 28 May 2024
- Updated 23 December 2024



## Executive Procedure 2 – Recruitment and Selection of Employees

<b>RELATED POLICIES</b>	
<b>DATE ADOPTED</b>	<b>28 May 2024</b>
<b>DELEGATION APPLICABLE</b>	

### **BUSINESS RULES**

The Shire recognises that its strategic goals and the upholding of its values are dependent on the recruitment and selection of a skilled and committed workforce. The Shire is committed to adhering to the *Equal Opportunity Act WA 1984* and section 5.40 of the *Local Government Act 1995* that establishes the following principles apply to a local government in respect of its employees —

- employees are to be selected and promoted in accordance with the principles of merit and equity; and
- no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and
- employees are to be treated fairly and consistently; and
- there is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the Equal Opportunity Act 1984 or on any other ground; and
- employees are to be provided with safe and healthy working conditions in accordance with the Work Health and Safety Act 2020.

The Shire is committed to establishing a robust recruitment and selection process in order to attract and retain suitable applicants through consistent and ethical selection and decision-making processes.

The Shire achieves this by:

- maintaining confidentiality throughout the process
- aiming to attract as many applications as possible through the advertising of vacancies
- assessing applications based on merit using the same documented criteria for each application
- ensuring that recruitment procedures are clear, valid and consistently applied by all staff involved in recruitment and that they provide for fair and equitable treatment for potential candidates
- managing conflicts of interest appropriately
- ensure all appointments on made on merit and the decision making process is appropriately documented.



---

All permanent appointments are required to undertake pre-employment medical and provides a current National Police Clearance (at the Shire of Wagin's cost).

The Chief Executive Officer is responsible for approving:

- the advertising of all vacancies
- the selection panel; and
- the selection criteria.

The Chief Executive Officer is to approve all appointments. The successful candidate is only to be advised of their appointment after the Chief Executive Officer has approved the appointment.

The Chief Executive Officer is responsible for approving all higher duties and acting arrangements.

## **HISTORY**

- Adopted 28 May 2024



## Executive Procedure 3 – Employee and Councillor Interactions

<b>RELATED POLICIES</b>	
<b>DATE ADOPTED</b>	<b>24 June 2024</b>
<b>DELEGATION APPLICABLE</b>	<b>Nil</b>

### **BUSINESS RULES**

Regulation 20 of the *Local Government (Model Code of Conduct) Regulations 2021* provides that a councillor must not:

- direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
- attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
- act in an abusive or threatening manner towards a local government employee.

The legislation is intended to protect local government employees from intended or unintended influence from Councillors.

While councillors have a role representing the collective interests of electors, ratepayers and residents of the district, acting on behalf of individual customers can put councillors in a difficult position.

Unavoidably a request from a councillor can be perceived as a direction that must be acted on as a priority and accordingly result in an unfair advantage to an individual or organisation which is also a breach of the Act.

#### *Interaction between Employees and Councillors*

The Chief Executive Officer is responsible for managing Councillor interactions with employees.

Employees must not act on instructions from a Councillor.

If contacted by a Councillor in that capacity, the employee should direct the Councillor to the Chief Executive Officer and advise the Chief Executive Officer through their Supervisor.

Outward going correspondence to Councillors must be approved by the Chief Executive Officer prior to being sent.

In the absence of the Chief Executive Officer, the responsibilities and powers set out in this Executive Procedure are delegated to the Deputy Chief Executive Officer.

### **HISTORY**

- Adopted 24 June 2024