

POLICY:-	
Policy Title:	Employment and Retention Policy
File reference:	F10/618-05
Date Policy was adopted by Council initially:	19 February 2009
Resolution Number:	46/09
Other Review Dates:	16 August 2012
Resolution Number:	282/12
Current Policy adopted by Council:	20 August 2015
Resolution Number:	229/15
Next Policy Review Date:	2018

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	
Procedure/guideline reference number:	

RESPONSIBILITY:-	
Draft Policy Developed by:	
Committee/s (if any) consulted in the development of this policy:	Consultative Committee
Responsibility for implementation:	General Manager
Responsibility for review of Policy:	Human Resource Coordinator

Aim

To provide a mechanism to assist in the attraction or retention of staff in key positions (see definition of key positions)

Introduction

Council acknowledge that the nation's prevailing low unemployment rate coupled with an ever increasing skills shortage can make it progressively more difficult to attract and retain key staff in rural areas.

Upper Lachlan Shire Council's close proximity to Sydney, Goulburn, and the Australian Capital Territory gives it access to a large potential pool of labour resource not available to other rural areas.

Historically Council has been handicapped during the recruitment and retention process by having a rigid salary system. Vacant positions have gone unfilled and members of staff have been lost to other organisations because of relatively slight differences in remuneration levels.

Often the cost of re-advertising is greater than the difference in remuneration sought by the individual. Successful applicants are frequently reluctant to accept Council's offer of employment even if it means taking a relatively minor reduction in salary.

Council's ability to provide services to the community and to deliver on Operational Plan objectives is compromised when it is unable to fill key positions or when staff members in similar positions leave Council's employment to take up roles offering a higher level of remuneration.

Policy

Allowance

To allow Council to recruit or retain staff in key positions a Recruitment/Retention allowance of up to 10% of the total remuneration (cash & non-cash) applicable to the designated position may be provided where deemed appropriate.

Payment of the allowance shall be as an increase in salaries or wages on a fortnightly pro-rata basis and shall be paid for all purposes of the Local Government State Award. Staff receiving the Recruitment/ Retention allowance shall have the conditions confirmed in writing and signed by the General Manager.

Application

Where the payment of the Recruitment /Retention allowance is considered essential to recruit a particular individual or to prevent a key member of staff from leaving Council's employ, the relevant supervisor/manager will submit a report to Council's Management Executive for consideration.

Council's Management Executive will consider submissions, make a recommendation and in the decision process take into account such factors as budgetary restrictions, market forces, staff relativities, recruitment prospects, advertising costs, lost productivity and anticipated impacts on projects or programs.

The General Manager will have sole responsibility for approving the payment of Councils Recruitment/Retention allowance for all positions within the organisation.

Definitions:

Allowance - refers to additional or increased fortnightly salary or wage payment and is not an allowance as per the award.

Key positions – for the purpose of this policy, key positions are defined as:

- Directors, Managers and Coordinators possessing uncommon industry specific skills/qualifications/experience
- Professional or Technical Staff possessing uncommon industry specific skills/ qualifications/experience.
- Positions where there are severe limitations on the number of potential qualified and experienced applicants as evidenced by previous attempts at recruitment.

Uncommon industry specific skills – refers to unique and special skills that are not frequently found outside of Local Government.

Reference Documents:

Relevant Legislation

The following Legislation affects the operation of this Plan:-

Local Government Act 1993;
Local Government (General) Regulations 2005;
Local Government (State) Award 2014;
Work Health and Safety Act 2011 (NSW);
Work Health and Safety Regulations 2011 (NSW);
Anti Discrimination Act 1977;
Industrial Relations Act 1996;
Independent Commission against Corruption Act 1988;
Workplace Relations Act 2008;
Fair Work Act 2009;
Equal Employment Opportunity Act 1987;
Government Information (Public Access) Act 2009
Privacy and Personal Information Protection Act 1998;
Civil Liabilities Act 2002;
Environmental Planning and Assessment Act 1979;
NSW State Records Act 1998;

Trade Practices Act 1974;
Public Interest Disclosures Act 1994; and
Crimes Act 1900.

Related Council Policies and Procedures

The following Council Policies and documents that are relevant to this Policy include:-

Code of Conduct for Councillors, staff, contractors and delegates of Council;
Council's Code of Meeting Practice;
Upper Lachlan Shire Council Community Strategic Plan;
Upper Lachlan Shire Council Delivery Program and Operational Plan;
Human Resource Training Plan;
Staff Training Policy;
Human Resource Succession Plan;
Equal Employment Opportunity (EEO) Management Plan;
Public Interest Disclosures Policy;
Recruitment and Selection Policy;
Grievance Policy;
Disciplinary Policy;
Harassment Policy;
Secondary Employment Policy;
Service Delivery Policy;
Interaction between Councillors and Staff Policy;
Bribes, Gifts and Benefits Policy;
Fraud and Corruption Prevention Policy;
Drug and Alcohol Policy;
Rehabilitation Procedure and Practice Policy;
Child Protection Policy;
Delegations of Authority Policy;
Employee Assistance Program (EAP) Policy;
Trauma Management Policy;
Employment and Retention Policy;
Higher Grade Pay Policy;
Time in Lieu of Overtime Policy;
Work Health and Safety Policy;
Protective Clothing and Equipment Policy;
Salary Sacrificing Policy;
Private Use of Council Motor Vehicles Policy;
Sun Protection - Council Employees Policy;
Volunteers Policy; and
Payment of Expenses and Provision of Facilities Policy.

Variation:

Council reserves the right to vary or revoke this policy.