



1.2.3 Staff Recruitment and Retention

Type:	Office of the CEO – Human Resources
Legislation:	
Delegation:	
Other Related Document:	

Objective

To establish attraction and retention strategies to ensure the Town is an ‘Employer of Choice’.

Policy Scope

This Policy will affect all employees with the Town.

Policy

All employees are expected to work within the Town of East Fremantle’s values, Code of Conduct, policies and procedures and display the following behaviours:

Honesty and integrity: treat others with respect, fairness, consistency, courtesy and honesty.

Delivery of service: provide a high level of customer service. Strive to learn. Actively seek and evaluate new ways of doing things. Lead by example.

Teamwork and commitment: work as a team and assist each other for the betterment of the Town, its residents and visitors.

Caring and empathy: be considerate of other and believe in their ability. Encourage and acknowledge effort and initiative.

The Town offers a varied range of benefits to its employees including:

- Training and Professional Development opportunities. Individual Training and Professional Development Plans established and reviewed annually.
- Eighteen (18) weeks paid parental leave if the employee is the primary care giver (in accordance with the Federal Governments Parental Leave Pay)
- Flexible working hours / one RDO per fortnight or month.
- Generous superannuation scheme (the Town contributes up to 14.5%).
- Salary Sacrifice for additional superannuation contributions.
- Taking of annual leave in single day periods at a time or times agreed with supervisor / manager.
- Service recognition.
- Free Employee Assistance Program (free counselling whether it is work related or personal – available to immediate family members also).
- Smoke free workplace.
- Promotion of health and wellbeing including:
 - Free annual flu vaccinations

- Skin screenings (undertaken approximately every two years).
- Uniform subsidy.
- Unlimited tea and coffee supplies.
- Free car parking.

Safe working environment

The Town is committed to achieving best practice in occupational safety and health by building a safety culture dedicated to minimising risk and preventing injuries and ill health to employees, contractors and the general public by ensuring all can operate in a safe and healthy environment whilst at their workplace.

The Town has adopted an Occupational Safety and Health policy and associated procedures and has established an Occupational Safety and Health Committee.

Equal Opportunity

The Town of East Fremantle is committed to a policy of equal employment opportunity, fair treatment and non-discrimination for all existing and future employees.

The Town has adopted an Equal Opportunity Policy and there are Work Place Behaviour procedures in place to ensure:

- Our workplace is accountable and free from harassment.
- Our workplace is free from unlawful discrimination.
- Fair practice in the workplace.
- Management decisions are made without bias.
- Recognition of and respect for the social and cultural backgrounds of all staff, Members and customers.
- Improving productivity by ensuring:-
 - The best person is recruited and / or promoted
 - Skilled staff are retained
 - Training and development are linked to employee and the Town's needs.
 - Striving to ensure fair outcomes in areas of employment, including:
 - Recruitment
 - Training and development
 - Promotion and transfer
 - Supervision and management of employees
 - Access to information
 - Conditions of employment
 - Access to Employee Assistance Program.

Training and Professional Development

The Town of East Fremantle recognises that continuing focus on the career development of its employees is a beneficial strategy in retaining staff and developing each employee's potential.

The Town supports the development and use of structured career path plans and will provide all employees with the opportunity to participate in training and development programs at the Town of East Fremantle's expense where training / development complements the Town's goals and strategies and is consistent with the skills identified during the performance appraisal process.

Education, being general, tertiary and professional skills and qualifications is the responsibility of the individual employee, but the Town may support employees who endeavour to further their education (if it relates to their position), through the provision of a financial subsidy and / or time off for study which will be identified and included in the employees Training Plan by the employee's Manager and approved by the Chief Executive Officer.

Recognition of Service

The Town recognises the importance of rewarding staff for their commitment to the Town:

Staff attaining ten years of service: Presentation of a certificate and a gift voucher or equivalent to the value of two hundred dollars (\$200).

Staff attaining twenty years of service: The Town will acknowledge the contribution of employees who have completed twenty years of service with the Town by presenting a suitably engraved plaque at a function to be held at the employee's workplace and a gift voucher or equivalent to the value of five hundred dollars (\$500).

Responsible Directorate:	Office of the Chief Executive Officer
Reviewing Officer:	Human Resources Coordinator
Decision making Authority:	Council
Policy Adopted:	21/3/17
Policy Amended/Reviewed:	17/9/19
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