

Merri Creek Management Committee

Procedure for staff appointments as of 22/12/98

Introduction

This procedure aims to:

- clarify the procedure and approvals needed to appoint new staff to existing or new positions
- ensure that the procedure used in practice is fair and meets MCMC's legal requirements.

Procedure

1. New positions

A new position is one where no-one has been working in the position during the last 12 months

1. Approval by executive is required for the creation of all new positions. To get executive approval, a classified position description, a statement of appointment form and a budget (showing that money is available to cover the expense of having someone in the position) needs to be provided to the Manager with a request for Executive Committee approval. Note that casual positions can only be created to deal with seasonal fluctuations in demand, or to fill in for an extended absence of a permanent staff member.
2. If no classified position description is available, one must be created according to the pattern established for PDs at MCMC, and passed on to the Manager with a request to have the PD classified by the Classification Committee. Classification must be done prior to requesting approval to create the position as it affects the cost of the position. Approx. 4 weeks should be allowed for classification to occur.
3. The position must be advertised, either internally, or externally through a list of possibilities or through notices or newspaper(s). Unless executive direct for a position to be advertised externally in newspaper(s), advertising may be internal, or may involve notifying ex- staff or people already on MCMC's files or known to MCMC staff either by personal recommendation or recommended by external source. The decision whether to advertise externally should consider the MCMC policy supporting the recommendations of the Aboriginal Cultural Heritage of the Merri Merri Creek report viz. Recommendation 19 "...MCMC policy should be to employ Wurundjeri people as much as possible in works and plans that encompass the Aboriginal heritage of the Valley".

2. Existing positions

An existing position is one which has been vacated during the 12 months prior to a re-appointment.

1. Approval by the Manager is required to fill a vacancy in an existing position. A classified position description, a statement of appointment form (appendix 1 part 1) and a budget (showing that money is available to cover the expense of having someone in the position) needs to be provided to the Manager with a request for approval. Note that casual positions can only be created to deal with seasonal fluctuations in demand, or to fill in for an extended absence of a permanent staff member.
2. The position must be advertised, either internally, or externally through a list of possibilities or through notices or newspaper(s). Unless the Manager directs that a position is to be advertised externally in newspaper(s), advertising may be internal, or may involve notifying ex- staff or people already on MCMC's files or known to MCMC staff either by personal recommendation or recommended by external source. The decision whether to advertise externally should consider the MCMC policy supporting the recommendations of the Aboriginal Cultural Heritage of the Merri Merri Creek report viz. Recommendation 19 "...MCMC policy should be to employ Wurundjeri people as much as possible in works and plans that encompass the Aboriginal heritage of the Valley".

3. All positions

1. All applicants must apply in writing, filling in an application form (appendix 2) to which other information may be attached. The application form must ask whether the applicant has a pre-existing injury or disease which might be affected by their work.
2. Selection should be carried out by senior staff in the relevant MCMC department, or by the Manager, and should include in person interviews with at least 2 applicants. At this stage validity of Drivers Licences and any other required qualifications should be established.
3. Authorisation for appointment of the chosen candidate for the position is by the Manager's signature on the statement of appointment (appendix 1 part 2)
4. An offer of employment should be made to the chosen candidate comprising a letter from the Manager of the relevant department (initialled by the Manager) offering the position to the chosen candidate, including the information listed in appendix 3 to this procedure, attaching a copy of the position description and asking for a written response within a specified timeframe (but no longer than 2 weeks) to the offer. MCMC's receipt of the written acceptance of the offer together with the signed position description constitutes appointment. If the acceptance is not received within the specified timeframe the Manager's signature on a statement of appointment is required before an offer to any other candidate is made.
5. Induction should occur on day one of the new staff member's work and should include introductions to all staff present on that day, a tour of the building, introduction to MCMC's disaster plan and fire drill, to payroll procedures including timesheets and time in lieu, and signing of the following paperwork: Employment Declaration Form (Tax), Direct Credit Payroll Form, Emergency contact sheet and if applicable Super Registration Form. Further induction which might occur on the first day or sometime during the first week should include instruction on the use of the fax and photocopier, recycling and if appropriate alarm systems, and introductions to the Shopsteward who can provide information about the union, and the Occupational Health and Safety Representative.

Merri Creek Management Committee Inc.

(Office Use Only)

STATEMENT OF APPOINTMENT

1. Permission to fill position (prior to advertising):

Position to be filled.....

with the.....Department at Merri Creek Management Committee Inc. Duties for this position are to be carried out in accordance with the attached Job Description, which has been classified under the award as Band.....

(Note: the level within the band is determined by the experience level of the appointee)

Employment is to commence on...../...../.....for the period ending...../...../.....

Status of employment is Permanent full time/ Permanent Part-Time/Casual at.....hours per week.

Reason for appointment.....

Other additional information.....

The position is new/has been vacant for the last months

The cost of this appointment in the current year (see attached budget) is: \$.....

Permission Granted to advertise position on/...../.....

Advertising is to be internal / internal and known external individuals / internal and external including newspaper

Signed Manager.....

2. Approval of selected candidate for position (prior to sending letter of appointment)

Name:

of(Address).....

is to be offered the above position

at Band Level..... \$ Per Week

Allowances in addition to the Base Salary as follows:

..... \$ Per Week

..... \$ Per Week

Total \$ Per Week

\$ Hourly

Application form attached

Curriculum Vitae attached

Approved selection on/...../.....

Signed Manager.....

Appendix 2. Application Form for Employment at Merri Creek Management Committee Inc.

Position:

Name of Applicant:

Address of Applicant:

..... Postcode:

Telephone number(s) (work) (home)

.....(mobile)

Drivers Licence held? yes/no Drivers Licence Number:

Do you have any medical conditions which might be affected by working in this position? Yes/No

If Yes, please describe what duties would affect your medical condition:

.....

.....

Note: if you do not disclose this information and the injury or illness recurs or gets worse, you will not be entitled to WorkCover compensation for this particular injury or illness.

Please supply the name and phone number of two referees who we can contact to discuss your suitability for the job:

Referee's Name: Phone number(s)

Why is this person an appropriate referee?.....

.....

Referee's Name: Phone number(s)

Why is this person an appropriate referee?.....

.....

Signed:..... Dated:

Please attach other information explaining how your skills and experience match those required for the position as outlined in the position description.

Appendix 3. Information to be listed on the offer of employment

The offer of employment should be a letter on MCMC letterhead, initialled by the Manager, signed by the Departmental Manager and should include:

- Appointees name
- Appointees address
- That the letter is an offer of the position,
- That the offer must be replied to in writing within a specified period (but in any event less than 2 weeks).
- Position name (as per the relevant PD)
- Relevant MCMC department
- Award classification (band and level)
- Salary per week
- Additional allowances (if any)
- Period of employment
- Employment status
- Starting point - the location of commencement of daily duties
- That other conditions of appointment are consistent with the Victorian Local Government Authorities Interim Award 1991.