

HR004 – Recruitment and Selection Policy

1. POLICY CERTIFICATION

Policy title:	Recruitment and Selection Policy
Policy number:	HR004
Category:	Policy
Classification:	Human Resources
Status:	Approved 12/4/2012

2. PURPOSE

The purpose of this policy is to affirm Roper Gulf Regional Council’s commitment to ensuring compliance with s104(a) of the *Local Government Act* requirement for a standard approach to be adopted for the recruitment and selection process that is carried out for all vacant positions.

Roper Gulf Regional Council is committed to attracting and recruiting the best possible candidates for available positions. Roper Gulf Regional Council is further committed to providing equality in employment for all people employed or seeking employment.

These guidelines are developed and implemented according to Equal Employment Opportunity (EEO) guidelines. All appointments are strictly merit based and all recruitment and selection procedures are carried out in such a manner to minimise financial impact on Roper Gulf Regional Council.

3. ORGANISATIONAL SCOPE

This policy applies to the recruitment of all prospective RGRC staff.

4. POLICY STATEMENT

All recruitment and selection procedures and decisions will reflect Roper Gulf Regional Council’s commitment to providing equal opportunity by assessing all potential candidates on the basis of merit according to their skills, knowledge, qualifications and capabilities in accordance with s104(a) of the *Local Government Act*.

Regard will not be given to factors such as age, sex, marital status, race, religion, physical impairment or political opinions.

Unless recruitment requirements are based on a special measures. Special measures are a form of lawful discrimination in favour of certain groups, for example, Aboriginal and Torres Strait Islander ‘identified’ positions, Please refer to the Special Measures Recruitment Policy and Procedure for further detailed instruction.

- The Position Description for each position is to be approved by the Chief Executive Officer before selection takes place.

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5. DEFINITIONS

Merit	Merit is defined as: The capacity of the person to perform particular duties, having regard to the persons; <ul style="list-style-type: none"> · Knowledge · Skills · Qualifications · Experience · Potential for future development of the person in the job
Senior Staff	Staff members at Managerial level and above who hold delegated executive and decision making powers and functions.
Natural Justice	The right to be given the opportunity to present one’s case, and the right to have a the matter decided by an unbiased / disinterested decision maker, based on logically probative evidence (<i>Salemi v MacKellar (No 2) (1977) 137 CLR 396; 14 ALR 1</i>)

6. PRINCIPLES

- Before a person is appointed to a position the terms and conditions required of an appointee are to be approved by the Chief Executive Officer.
- Appointees are to sign a letter of offer or contract accepting the terms and conditions of appointment before commencing their employment with Roper Gulf Regional Council.
- All new staff appointments at Roper Gulf Regional Council are subject to appropriate Criminal History Check Clearances and Working with Children Clearances as outlined in their respective policies.

6.1 Selection Panel

A selection panel shall be set up for all appointments comprised of at least three (3) members who:

- Understand the requirements of the job;
- Have the skills necessary to make an assessment;
- Reflect the diversity of the Region workforce or general population;
- Have no conflict of interest, real or apparent, arising from the selection process;
- Understand the principles of Equal Employment Opportunity and natural justice;
- Include an experienced chairperson who has completed Staff Selection training.

The Interview Panel will consist of at least one (1) Panel Chairperson and two (2) Panel Members. They will be made up of:

- Departmental Manager or their delegate;
- Representation of Indigenous and Non-Indigenous people;
- Representation of both sexes – male and female;
- Hold positions equal to or higher than the vacancy;
- Local Authority member when recruiting for senior staff in Local Authority areas.

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6.2 Applications and Assessments

- All applications and appropriate supporting documentation must be submitted in writing to the HR Department. Exceptions will be granted for applications going through the direct appointment process.
- Each panel member is required to read the application and assess the claims in the written statements individually before coming together to determine which applicants appear to meet the essential job requirements.
- The Selection Panel shall conduct a systematic assessment of the strengths of the applicants' claims (Short-listing) against the selection criteria.

6.3 Interviews

Interviews will only be conducted for candidates that have been short-listed through the assessment process.

6.4 References

No offer of employment will be made before reference checking has been conducted. Permission must be sought from the applicant before checking with their current employer.

At least two (2) reference checks must be completed and at least one (1) must be from the candidate's current employer.

If a candidate's referee is a panel member, then the reference check must be completed before the interview takes place, otherwise another referee must be nominated.

6.5 Appointments

- No unofficial undertakings shall be given to candidates, prospective candidates, or anyone else in relation to their prospects of obtaining employment, other than those whose applications have been assessed as successful through the correct recruitment and selection process.

All interview documents need to be completed and filled out correctly. The chairperson is ultimately responsible for making sure all documents are completed correctly and returned to HR within a suitable timeframe for approval by the CEO.

- All recruitment details are strictly confidential.
- The authority to sign contracts shall be restricted to Chief Executive Officer or his delegate.
- Post selection feedback in line with principle of transparency shall be offered by the chairperson of the selection panel in liaison with the HR Manager to all applicants with reference to the assessment against the position description, strengths and areas for improvement and gaps identified in comparison with the selected applicant.
- An appointee's electronic personnel file shall be set up and kept for the prescribed period.

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6.6 Direct Appointments

- The Chief Executive Officer may from time to time directly appoint a person to a position within Roper Gulf Regional Council.
- This will be at the discretion of the Chief Executive Officer, Directors, Human Resources Manager and Program Manager.
- Upon making a decision to directly appoint a person to a position the Chief Executive Officer will base their decision on prior knowledge of the person, their working history and qualifications applicable to the position.

6.7 Internal Staff Transfers

- If a position within Roper Gulf Regional Council becomes vacant and it has been identified that an existing staff member is suitable for that position then the Chief Executive Officer may approve an internal staff transfer.
- The Chief Executive Officer will make this decision based on the recommendation from the Director and Program Manager and their knowledge of the employees working history, qualifications, performance and capability to perform in the role.
- If the position the employee is transferring into is of a higher level than the employee will be paid at that level.
- A new Letter of Offer will be prepared and formally offered to the employee to accept.
- If the employee has previously successfully completed a probationary period then they will not be required to complete another probation period.

6.8 Responsibilities

It is the responsibility of the departmental manager / supervisor to ensure that:

- They are familiar with all policies that relate to recruitment and selection; and, that they follow them accordingly;
- Staffing levels for their department have been determined, appropriately budgeted for and authorised.
- All roles have current position descriptions, which specify role requirements and selection criteria. Position descriptions for vacancies have been reviewed prior to advertising for recruitment.

It is the responsibility of the Human Resources Department to ensure that;

- A Recruitment and Selection Policy is developed and maintained to support and enhance Roper Gulf Regional Council's objectives and requirements;
- Recruitment and selection guidelines and procedures are developed and maintained;
- All managers / supervisors are given continuous support and guidance in regards to recruitment and selection issues.

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7. REFERENCES

Related Policies	<ul style="list-style-type: none"> • <i>HR001 - Employee and Contractor Code of Conduct</i> • <i>HR005 - Confidentiality and Privacy Policy</i> • <i>HR006 - Working with Children Certificate</i> • <i>HR023 – Criminal History Check Policy</i> • <i>HR024 – Special Measures Recruitment Policy</i>
Related Publications	<ul style="list-style-type: none"> • <i>Local Government Act</i> • <i>Work Health and Safety (National Uniform Legislation) Act</i> • <i>Anti-Discrimination Act</i> • <i>Interpretation Act</i> • <i>Information Act</i> • <i>Fair Work Act 2009 (Cth)</i> • <i>Local Government Industry Award (LGIA) 2010</i> • <i>Racial Discrimination Act 1975 (Cth)</i> • <i>Sex Discrimination Act 1984 (Cth)</i> • <i>Disability Discrimination Act 2004 (Cth)</i> • <i>Age Discrimination Act 2004 (Cth)</i> • <i>Privacy Act 1988 (Cth)</i> • <i>Human Rights and Equal Opportunity Commission Act 1986 (Cth)</i>

8. DOCUMENT CONTROL

Policy number	HR004
Policy Owner	Manager, Human Resources
Endorsed by	Council
Date approved	12/4/2012
Revisions	February 2017
Amendments	02 March 2017, October 2017
Next revision due	June 2021

9. CONTACT PERSON

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