

1. POLICY CERTIFICATION

Policy title:	Special Measures Recruitment Policy
Policy number:	HR0024
Category:	Policy
Classification:	Human Resources
Status:	Approved

2. PURPOSE

A special measure is a plan designed to promote equality of opportunity. Special measures are a form of lawful discrimination in favor of groups, such as Aboriginal and Torres Strait Islander persons, who have not yet achieved equality in employment (s57 *Anti-Discrimination Act*).

These guidelines are developed and implemented according to the Australian Human Rights Commission's '*Targeted Recruitment of Aboriginal and Torres Strait Islander People*' guidelines.

All appointments under Special Measures Recruitment will be based on requirements under the followed business needs:

- Designated Positions
A program specifically designates a vacancy for a person from an Equal Employment Opportunity (EEO) group and it cannot be filled by any person from outside that group.
- Priority Consideration and Preference
Applicants from the EEO target group will be considered first before all other applicants, and given preference in selection if they meet all the criteria and are at the suitable level.

3. ORGANISATIONAL SCOPE

This applies to all prospective RGRC staff who apply for positions which are *specially targeted* towards certain groups.

4. POLICY STATEMENT

At Council's discretion, priority plans can apply to specific vacancies or to all vacancies ("blanket plans"). Under priority plans applicants who belong to the plan's EEO group will be considered for employment before other applicants, and, if suitable at the level required, will be selected, and the selection process finalised at that stage without assessment of other applicants being required.

5. PRINCIPLES

5.1 Advertising

Special Measures must be advertised in Advance

The intention to fill a vacancy under Special Measures must be decided in advance and clearly stated when advertising. The wording to be used in advertising vacancies under this policy is to be the following:

- For Specifically Designated Positions:
Roper Gulf Regional Council values diversity in the workplace. Therefore under an approved Special Measures plan, this position is designated only for a person from Aboriginal and Torre Strait Islander nationality who meets all essential selection criteria and is suitable at the level of the position.

- For Priority Consideration and Preference:
Roper Gulf Regional Council values diversity in the workplace. Therefore under an approved Special Measures plan, Aboriginal and Torre Strait Islander applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the level of the position

5.2 Selection Panel

A selection panel shall be set up for all appointments comprised of three 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.
- Include an experienced chairperson who has completed Staff Selection training

5.3 Applications and Assessments

- No applicant will be considered for employment unless they have submitted a written application that complies with the position description guidelines for the position.
- It is a requirement that anyone selected for interview under the Special Measures Plan must meet all the essential selection criteria, and be suitable to perform the job at the level of the position.
- If there are more applicants from the EEO target group than advertised vacancies, then the applicants in the EEO group must be assessed against each other to select the one or ones most suitable for the position based on the merit principle.
- Where there are EEO target group applicants but the selection panel finds none suitable, the panel is not to progress the selection process to consider or assess non-EEO applications until the finding of unsuitability has been reviewed and approved by the CEO. If unsuitability has been approved by the CEO, the panel can proceed with assessment of other non-EEO applicants.

5.4 Appointments

- All applicants selected under a Special Measures Plan must provide, at or before time of accepting a job, a statement under oath (or another form of proof such as a statement from an appropriate Aboriginal body), declaring their Aboriginal and Torres Strait Islander status. A Statutory Declaration form for this purpose is available from the Human Resources department.
- Appointments will only be made after Chief Executive Officer approval.
- 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 natural justice 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.

6. DEFINITIONS

Merit	Is defined in the <i>Public Sector Employment and Management Act</i> as “the capacity of the person to perform particular duties, having regard to the person’s knowledge, skills, qualifications and experience and the potential for future development of the person in employment in the public sector.”
Special Measure	Is defined as a plan, program or arrangement designed to promote equal employment opportunity (EEO) for a group of people who have not yet achieved employment equality. Also known as “affirmative action”, essentially, a special measure is a form of more favourable treatment of certain EEO groups, such as Aboriginal and Torres Strait Islander persons.
EEO	Equal Employment Opportunity

7. REFERENCES

Related Policies	<ul style="list-style-type: none"> • <i>HR004 Recruitment and Selection Policy</i> • <i>HR001 Employee and Contractor Code of Conduct</i> • <i>HR005 Confidentiality and Privacy Policy</i> • <i>HR006 Working with Children Certificate Policy</i>
Related Publications	<ul style="list-style-type: none"> • <i>Local Government Act</i> • <i>Anti-Discrimination Act</i> • <i>Work Health and Safety (National Uniform Legislation) Act</i> • <i>Fair Work Act 2009 (Cth)</i> • <i>Racial Discrimination Act 1975 (Cth)</i> • <i>Australian Human Rights Commission Act 1986 (Cth)</i> • <i>Targeted Recruitment of Aboriginal and Torres Strait Islander People – A Guideline for Employers 2015</i> • <i>Public Sector Employment and Management Act</i>

8. DOCUMENT CONTROL

Policy number	HR024
Policy Owner	Manager, Human Resources
Endorsed by	Council
Date approved	02/03/2017 OCM
Revisions	Nil
Amendments	Nil
Next revision due	March 2020

9. CONTACT PERSON

Position **Senior HR Coordinator**
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