
RECRUITMENT AND SELECTION POLICY

Version 5 Adopted on 18/07/2016 by Chief Executive Officer

1. PURPOSE

The purpose of this policy is to inform and advise employees of the recruitment and selection process at Carpentaria Shire Council (Council). It outlines the merit based principles that are to be followed in the recruitment and selection process. This policy is designed to ensure that recruitment standards are consistent, appropriate and free from discrimination or bias.

2. SCOPE

This policy applies to all recruitment activities at Council including permanent, fixed term, temporary and casual appointments.

3. RESPONSIBILITY

Human Resources is responsible for the facilitation of all recruitment processes at Council.

4. EQUAL EMPLOYMENT OPPORTUNITY

Council is an equal opportunity employer and is committed to ensuring that all applicants for selection or promotion are not discriminated against on any of the grounds of discrimination contained in equal opportunity laws and consistent with the organisation's Anti-Discrimination and Equal Employment Opportunity Policy.

5. RECRUITMENT STRATEGIES

- 5.1. Selection will be based on merit, which is determined through an assessment of an applicant's qualifications, experience, standards of previous work performance and personal qualities relevant to the requirements for the position and relative to the credentials and attributes of other applicants.
- 5.2. Recruitment strategies at Council may include, but are not limited to:
 - a) External advertising
 - b) Use of a search agency
 - c) Internal advertising
 - d) Appointment by secondment
 - e) Direct appointment in accordance with clause 5.3. of this Policy
 - f) Application by invitation
 - g) Appointment from eligibility list
 - h) Application by expression of interest.

- 5.3. The elected Council may approve, by resolution, the direct appointment of a person who is engaged in an “acting” position, or otherwise undertaking a role, to permanency in that role. The person must have been performing satisfactorily in the role for a minimum period of three months.

6. ADVERTISING

- 6.1. The principal objective of Council’s advertising strategy is to attract applicants in the most timely and cost effective way.
- 6.2. Internal positions will be advertised on staff noticeboards and via email.
- 6.3. External positions of an operational or administrative nature will be advertised locally.
- 6.4. External positions of a specialist or professional nature will be advertised widely throughout Australia.

7. SELECTION COMMITTEES AND CONFLICTS OF INTEREST

- 7.1. Selection Committees will be established to shortlist applications and to interview and recommend applicants for employment. Selection Committees should:
- a) Comprise of at least two people;
 - b) Have at least one member with detailed knowledge of the job and line responsibility for the position;
 - c) Be gender balanced if both male and female applicants are being interviewed.
- 7.2. A conflict of interest may arise where a Selection Committee member has either a social or personal relationship with an applicant being considered and the perception exists that the conflict of interest may impact the decision making process.
- 7.3. Human Resources must be notified if it is deemed a conflict of interest exists. If a Selection Committee member is unsure if a perceived conflict of interest exists, the member shall discuss the individual situation with the Manager Human Resources.

8. SELECTION PROCESS

- 8.1. In the event an interview is required, applicants will be interviewed in person or, where this is not possible or practicable, by telephone or video conference.
- 8.2. Applicants will be asked similar core questions based on the requirements for the position.
- 8.3. Applicants will not be questioned in relation to age, gender, marital status, pregnancy, family responsibilities, racial or ethnic origin, religious or political affiliation, disability status, sexual preference or transgender status.

- 8.4. Applicants will be asked to confirm their referees and the nature of their relationship with them.

9. REFEREE CHECKS

- 9.1. A member of the Selection Committee or Human Resources will complete the referee checks.
- 9.2. Human Resources may make such other enquiries as it deems appropriate to validate the selection process, provided that the applicant's current employer shall only be contacted with the applicant's consent.

10. PRE-EMPLOYMENT CHECKS

10.1. Pre employment Medicals

- a) The preferred applicant for a position is required to undergo a medical assessment to ascertain fitness for duty;
- b) Council will endeavour to facilitate reasonable workplace adjustments in order to accommodate a preferred applicant with a known disability or medical condition;
- c) Pre-employment medical assessments remain valid for six months;
- d) Existing staff members may be required to undergo a medical assessment when proposing to undertake a position with significantly different physical requirements.

10.2. Working With Children Check (Blue Card)

- a) People who work with children and young people must hold a Blue Card or an Exemption Card if their work falls into one of the regulated categories of employment as determined by the Queensland Family and Child Commission;
- b) Human Resources will facilitate the Blue Card verification or application process for preferred applicants.

10.3. Criminal History Check

- a) The Chief Executive Officer (CEO) or delegate will determine which positions require a criminal history check;
- b) The CEO or delegate will determine whether or not a person with a criminal history is to be employed.

11. RECOMMENDATION FOR APPOINTMENT

The Selection Committee will recommend to the CEO an applicant for appointment. In accordance with the *Local Government Act 2009*, the CEO is the only person who can appoint local government employees (other than senior executive employees).

12. POST SELECTION ADVICE TO APPLICANTS

- 12.1. A member of the Selection Committee will advise interviewed applicants of their non-success by telephone.

- 12.2. Human Resources will advise applicants who have not been interviewed of their non-success in writing.

13. ELIGIBILITY LISTS

- 13.1. An eligibility list should be established where a Selection Committee determines that there are other applicants who satisfied the criteria for the appointment.
- 13.2. An eligibility list is valid for up to six months from the date of the selection committee's recommendation.

14. CASUAL APPOINTMENTS

Casual staff may be sourced from eligibility lists.

15. SEASONAL STAFF

Fixed term seasonal staff may be re-engaged at the commencement of each season provided they have previously undergone a meritorious selection process. Re-engagement is subject to a satisfactory standard of previous work performance, good record of attendance and proven ability to contribute to a harmonious work environment.

16. CONFIDENTIALITY

The confidentiality of the recruitment and selection process must be maintained under all circumstances. Applications will be stored securely by Human Resources. Details of applications, interviews or any other aspect of the selection process should not be discussed outside of the Selection Committee. Breaches of confidentiality and their impact on Council and individuals are regarded as serious matters.

17. RELEVANT LEGISLATION AND ASSOCIATED COUNCIL DOCUMENTS

- *Local Government Act 2009*
- *Public Sector Ethics Act 1994*
- *Queensland Anti Discrimination Act 1991*
- Anti-Discrimination and Equal Employment Opportunity Policy

18. NEXT REVIEW

2019

Chief Executive Officer

18/07/2016