

# POLICY

<b>TITLE:</b>	RECRUITMENT, SELECTION AND PROBATION POLICY		
<b>DIVISION:</b>	OPERATIONAL		
<b>ADOPTED BY:</b>	CEO		
<b>DATE OF ADOPTION:</b>	26 April 2023	<b>DATE OF REVIEW:</b>	26 April 2028
<b>POLICY NUMBER:</b>	HR01v2.		
<b>LEGISLATIVE REF:</b>	Section 172(a)(i) (ii) of the Local Government Act 2019 Section 173(1) 167(b)(c)(j) of the Local Government Act 2019  Enterprise agreement  CP77 Human Resource Management Policy		

**THIS POLICY APPLIES TO: All Council employees**

## 1. INTRODUCTION

### 1.1. Purpose

Barkly Regional Council is committed to ensuring the most suitable applicants are selected to vacancies. The recruitment and selection of its staff will be conducted in a consistent, fair and equitable manner based primarily on merit.

The Barkly Council Enterprise Agreement, the *Fair Work Act* section 172, applies to all employees of the Barkly Regional Council. The Chief Executive Officer has authority under *Local Government Act 2019* section 173(1), 167(b)(c) and (j).

### Scope

This policy refers to the recruitment and selection of all Council employees with the exception of the Chief Executive Officer.

### 1.2. Policy Objectives

The Barkly Regional Council will ensure that the merit principles applied in all selection decisions and to achieve consistency in all selection processes and will:

- 1) Position Descriptions will be reviewed prior to advertising to ensure the selection criteria are current; accurate; written in plain English; identifies the level of experience, education, qualifications, capabilities, and leadership qualities required for the position.
- 2) Selection panel members will be impartial, be aware of equal employment opportunity principles, and have a clear understanding of the level, duties, and requirements of the vacancy.

- 3) Selection panel will have a minimum of three panel members, including one Indigenous panel member from the related work area unless there is a practical reason where this is not possible.
- 4) Selection processes will be finalised within a maximum of 6 weeks from the date the position is advertised until notification of the outcome unless there are exceptional circumstances.

Managers will take care to prepare for the arrival of new employees and ensure that they are properly welcomed, inducted, and oriented to the workplace.

## **2. POLICY STATEMENT**

### **2.1. Policy Outline**

#### **2.1.1. Advertising**

- 2.1.1.1. Level 1 to Level 4 vacancies are to be advertised within the relevant community via notice boards.
- 2.1.1.2. Level 5 and above vacancies are to be advertised within the relevant community, externally through media and listed on the Councils website. External advertising is subject to housing availability within the community that the vacancy exists and at the CEO's discretion.
- 2.1.1.3. Senior management / executive vacancies may be recruited to with the assistance of a professional recruitment agency and applicants may undergo psychometric tests as part of the selection process.
- 2.1.1.4. At the CEO's discretion a vacancy can, be advertised internally for the purpose of offering Council employees a promotion or development opportunity for up to a twelve-month period.
- 2.1.1.5. At the conclusion of the selection process by the panel, a selection report will be sent to the Director of Corporate Services. This report will contain all available and applicable evidence including application, interview questions and responses, referee comments, any other assessments and a recommendation listing the applicants in order of preferred choice for the position, for final approve by CEO.
- 2.1.1.6. The successful applicant will be advised as soon as possible by the Chair of the selection panel and, on acceptance of any offer of employment, all other applicants will be notified in writing of the outcome with those interviewed being notified verbally as well.
- 2.1.1.7. Any interview feedback to unsuccessful applicants will be factual, constructive, fair and provided in a sensitive manner.

#### **2.1.2. Offer of Employment**

- 2.1.2.1. A Letter of Appointment is to be prepared for each new employee and, if the position is normally at a contract level, a contract accepting the terms and conditions of appointment between the new employee and the Chief Executive Officer, will be completed.
- 2.1.2.2. New employees may be required to undergo a medical examination prior to commencement; Council to be liable for all examination charges.
- 2.1.2.3. All recruitment, selection and personal details of the new employee are to be filed by Human Resource area and are to remain strictly confidential.

- 2.1.2.4. All relocation arrangements are to be made in conjunction with the Human Resources area (Refer Policy #HR16).
- 2.1.2.5. All permanent employment is subject to a six-month probation period. Successful completion of probation will result in conformation of employment.

### **2.1.3. Appointing to positions**

- 2.1.3.1. All appointments are to be checked and approved by the Director of Corporate Service prior to submission to the CEO for sign off.
- 2.1.3.2. The CEO can appoint an employee where there is an opportunity to develop or act in a higher position for up to twelve months providing a merit-based selection has been completed.
- 2.1.3.3. Where an employee has been appointed to a position on a temporary basis and the position continues after six months the CEO may appoint the employee permanently to the position providing the original appointment was merit based and satisfactory employee performance has been demonstrated.
- 2.1.3.4. Where an appointment to a position has been made and, within six months the employee resigns, the CEO may approve the appointment of the second suitable applicant to the position before readvertising.

## **3. CONDITION OF EMPLOYMENT – Criminal History Checks**

- 3.1 All new employees upon commencement must have a criminal history check either issued within the last 3 months or present a receipt of an application. This is at the expense of the employee.
- 3.2 Employees failing to provide a criminal history will have their employment contract terminated at the discretion of the Chief Executive Officer (CEO).
- 3.3 Depending on the position further criminal history checks maybe required throughout the duration of employment, these will be at the cost and discretion of Council.
- 3.4 Any previous convictions of an employee may be a factor in their suitability for employment with Council, where the nature of those offences is relevant to the inherent requirements of their employment position.
- 3.5 If an employee is convicted of an offence throughout the tenure of their employment with Council, they must disclose the offence and Court outcome to the CEO.

## **4. CONDITION OF EMPLOYMENT – Working with Children Card (Ochre Card)**

The following program /positions with BRC, as a condition of employment with BRC is to have a current Ochre card prior to commencement in your role.

- Area Managers
- Age Care
- Lifeguard
- NDIS
- Media and Communications Officer
- Sport and Recreation
- Safe House
- Night Patrol

- Centrelink
- Works Staff Supervisor
- Youth Links
- Managers and Directors, CEO

4.1 Council will comply with the requirements of the Care and Protection of Children Act which requires all persons working in child-related/ vulnerable / elderly work fields as list above to undergo a check that, if successful will result in the issue of an Ochre Card

## 5. INDUCTION

### 5.1 Community Level 1 to 4

Inductions will be done in community on the first day of employment by the Area Manager, followed by an induction in the immediate work area by the team leader. Inductions will include going through the induction pack process.

### 5.2 All regional office staff, all Level 5 staff and above

Inductions are held at BRC Headquarters in Tennant Creek, a time will be allocated to sit with each department as follows;

- HR – HR Induction
- Finance – Approval Max Training
- WHS – WHS and process
- Governance – Governance, policies and procedures, ICAC
- ITC – SharePoint and Office 365 Training

Followed by an induction in the immediate work area by direct manager.

### 5.3 Induction Pack process

During the Induction key topics are covered including;


- Areas and Elected Representatives of the BRC
- How BRC fits within the NT and Local Government
- BRC region, map and communities
- Council core and non-core functions
- Commencement requirements
- BRC Enterprise Agreement
- BRC Organisational structure
- Employee Benefits and assistance
- Employee Assistance Program (EAP)
- Contract of employment
- Council Policies, forms and procedures
- Workplace Health and Safety
- Tour of the workplace
- Fraud and ICAC Mandatory reporting declaration

## 6. PROBATION

- 6.1 The probationary period for all Council employees is six (6) months. Throughout this period, a continued assessment of work performance, attendance will be made and careful consideration given as to whether the new employee is able to meet the standards and expectations of the role. A formal probationary review will be conducted at the end of the probationary period with a decision to either confirm or terminate employment made.
- 6.2 All new employees engaged on a permanent basis must undergo an initial probationary period. A probationary period will apply to all new employees including those who have commenced with Council as part of a transfer of an activity from another agency or have transferred to Barkly Regional Council from another council.
- 6.3 The probationary period is to determine whether or not the new employee is performing to the required level and subsequently whether or not their appointment will be confirmed, terminated or the probationary period extended.
- 6.4 The probationary period will continue regardless of any transfers or promotion of the employee during the probationary period.
- 6.5 No period of *temporary employment* undertaken by the employee in question prior to the permanent appointment is to count towards the probationary period except where this is authorised by the delegate.
- 6.6 Reports on the abilities and performance of the new employee are to be completed by their manager with assistance from the Human Resources Branch. It is expedient that the reports are completed at monthly from the time of appointment and, in the case of an extended probationary period, 5 months, to allow time for the report to be completed and considered and natural justice to occur.
- 6.7 The probationer should have reasonable expectations that during their probationary period:
- relevant policies, procedures, work expectations and standards are clearly explained and delineated in work plans (or equivalent)
  - feedback given will be regular, honest, open, and constructive,
  - appropriate training and assistance will be provided; and
  - the probation process will be carried out in accordance with this policy.
- 6.8 The probationer must act upon the directions from their manager, provide their best possible service as directed and seek advice, support, and direction in areas where they are lacking in confidence, skills or knowledge.

- 6.9 The probation report should include comment on the standard, thoroughness, level of communication skills, level of supervision required, performance under pressure, capacity, and willingness to learn, ability to meet deadlines, quality of judgement, interest in duties and level of work performance, enthusiasm, motivation, ability to work with peers, conduct and attendance of the probationer. Additional comments may be provided as seen fit by the manager. The report should be addressed to the Director of Corporate Services.
- 6.10 Aspects of the probationer's performance or conduct that require further attention or development should be addressed by counselling, advice, or other remedial action throughout the probation period.
- 6.11 At the end of the probation period, the appointment must be either confirmed or terminated.
- 6.12 The probation report is to be discussed with, read, and signed by the probationer. The new employee must be given the opportunity to comment on the report or any aspect of their past employment.
- 6.13 If the determination following completion of a probationary report is that the new employee be terminated, conditions specific to a termination during a probation period within the contract will be invoked.
- 6.14 Where a new employee is to be terminated during or following expiration of a probationary period, they will be given the requisite period of notice or payment in lieu of notice.
- 6.15 Failure to complete the six (6) month probation review will result in the employee's appointment being automatically confirmed.

**Approved/Not  
Approved**



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Russell Anderson  
A/Chief Executive Officer

26/4/2023