

TITLE:	Recruitment and Selection Policy		
DIVISON:	Human Resources		
ADOPTED BY:	Barkly Regional Council		
DATE OF ADOPTION:	October 2018	DATE OF REVIEW:	October 2021
MOTION NUMBER:	OC 281/18		
POLICY NUMBER:	HR 02		
AUTHORISED:	Barkly Regional Council		

THIS POLICY APPLIES TO:

All employees except the Chief Executive Officer

PURPOSE

The purpose of this policy is to affirm Barkly 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.

SUMMARY

Barkly Regional Council believes that effective recruitment and selection is critical to maintaining our competitive advantage on our way to being the "Employer of Choice". Barkly Regional Council is committed to attracting the best possible candidates for available positions. The recruitment policy endeavours to ensure that the Council is providing a workplace that allows each individual to grow and develop in a diverse and achievement orientated environment, with opportunities for employees to be promoted within the organisation.

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 the Barkly Regional Council.

STATEMENT

All recruitment and selection procedures and decisions will reflect the Barkly Regional Council's commitment to being the employer of choice by providing equal opportunities by assessing all potential candidates on the basis of merit according to their skills, knowledge, qualifications and capabilities.

Council supports the employment of local indigenous people throughout the Barkly Region, and has identified certain positions within council for indigenous people.

Council endorses internal career pathways for all council employees; and will be acknowledged as a suitable candidate if they meet the position criteria according to their skills, knowledge, qualifications and capabilities.

PRINCIPLES

- The Position Description for each position is to be reviewed and approved by the Chief Executive Officer before selection takes place.
- Before a person is appointed to a position the terms and conditions required of an appointee are to be approved by the Human Resources Manager and the Chief Executive Officer.
- Appointees are to sign a letter of offer or contract accepting the terms and conditions before commencing their employment with the Barkly Regional Council.
- All new staff appointments at Barkly Regional Council are subject to Criminal History Check Clearances and Working with Children Clearances. Employment is subject to the provision of a suitable Criminal History Check and Working with Children Clearance.
- Barkly Regional Council has identified positions for Local Indigenous people. These positions include:
 - Night Patrol Officers;
 - Night Patrol Team Leaders;
 - Night Patrol Zone Managers;
 - Night Patrol Administration Officer;
 - Night Patrol Manager;
 - Sport and Recreation Officers;
 - Community Care Officers;
 - Indigenous Environmental Health Worker;
 - Municipal Worker.
- If the candidate does not meet the requirements in the above positions with local Indigenous people, a non – indigenous person may be considered by consultation with the Cultural Advisory Committee and the approval from the Barkly Regional Council elected members.

SELECTION PANEL

A selection panel shall be set up for all appointment comprised of a minimum of three (3) members and a maximum of four (4) members who:

- Understand the requirements of the position;
- Have the skills necessary to make an assessment of the candidate;
- Have no conflict of interest, real or apparent, arising from the selection process;
- Understand the principles of Equal Employment Opportunity and the Fair Work Act;

The selection panel will consist of one (1) Panel Chairperson (a Human Resources representative) and a minimum of two (2) Panel Members. The panel may consist of (where possible):

- Director;
- Area Manager;
- Departmental Manager;

- Representation of Indigenous and Non – Indigenous people;
- Representation of both sexes – male and female;
- Relevant Local Authority member – to culturally advice on candidates applying for community level positions.

APPLICATIONS

- Unless directed by the Human Resources Manager, no applicant will be considered for employment unless they have submitted a written application that addresses the selection criteria and complies with the Position Description for the position.
- Each Panel Member is required to read the resume and assess the claims in the selection criteria individually before coming together to determine which applicants appear to meet the essential job requirements.
- Each Panel Member shall conduct a systematic assessment of the strengths of the applicant's claims (Short List) against the selection criteria.

INTERVIEWS

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

REFEREES

- No offer of employment will be made before reference checking has been conducted.
- At least two (2) reference checks must be completed, with one (1) preferably from the candidate's current employer. Permission must be sought from the applicant before checking with their current employer.
- If a candidate's referee is a Panel Member, then the candidate is required to nominate another referee for the referee check.
- Barkly Regional Council can ask the candidate to provide additional referees if the nominate referees are uncontactable.

APPOINTMENTS

All interview documents need to be completed and filled out correctly. The chairperson is responsible for making sure that all completed documents are returned to the Human Resources department within a suitable timeframe for processing. The Human Resources Manager will review and provide approval of the recruitment process.

- All recruitment details are strictly confidential.
- The authority to sign contracts shall be restricted to the Chief Executive Officer and the Human Resources Manager, or their delegate.
- If requested, post selection feedback in the line of transparency shall be offered by the chairperson of the selection panel in liaison with the Human Resources Manager 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 and paper personnel file shall be set up and kept for the

prescribed period.

INTERIM APPOINTMENTS

Due to the urgency or difficulties of filling a position:

- The Chief Executive Officer may appoint a temporary person to a Casual, Part –time, or Full-time position within the Barkly Regional Council while the recruitment process is being followed.
- This interim appointment will be at the discretion of the Chief Executive Officer, the Human Resources Manager and the relevant Director or Program Manager.
- Upon making a decision to appoint the temporary person to a position the Chief Executive Officer will base their decision on prior knowledge of the person, their working history, performance, skills, qualifications and capability to perform the position.
- A direct interim appointment will be considered as a fixed term contract
- A new Letter of Offer with a start and end date, will be prepared and formally offered to the temporary person to accept.
- The temporary person is also eligible to apply for the advertised vacant position.

RESPONSIBILITIES

Area Manager / Department Manager.

- Ensure that they are familiar with all policies and procedures that relate to recruitment and selection; and that they follow them accordingly;
- Ensure that staffing levels for their department are in accordance to the Barkly Regional Council Organisational Chart, appropriately budgeted for and authorised;
- Complete the relevant internal recruitment forms to identify vacant positions and forward the completed forms to their Director for authorisation and to the Human Resources Department for processing;
- Ensure 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.

Human Resources Department.

- A Recruitment and Selection Policy is developed and maintained to support and enhance Barkly Regional Council's objectives and requirements;
- Recruitment and selection guidelines and procedures are developed and maintained;
- All managers are given continuous support and guidance in regards to recruitment and selection issues;
- All recruitment paperwork is kept confidential, and filed in accordance to the relevant Act and Legislation.

REFERENCES

National Employment Standards
Local Government Act
Fair Work Act 2009
Anti – Discrimination Act
Racial Discrimination Act 1975
Sex Discrimination Act 1984
Disability Discrimination Act 2004
Age Discrimination Act 2004
Human Rights and Equal Opportunity Commission Act 1986