

Policy A.22 Recruitment and Selection



OBJECTIVES:

Ensure the process for recruitment and selection is based upon the principles of merit, equal employment opportunity and confidentiality. Council is committed to ensuring recruitment and selection of prospective employees is in accordance with relevant employment legislation.

Council is committed to an effective and professional method of selecting employees that is consistent with its organisational values.

POLICY STATEMENT/S:

Council's aim is to attract, select, employ, and retain quality employees who will contribute to Council's culture and values.

All recruitment and selection will be made using merit, confidentiality, and equal employment principles. A fair, equitable, consistent, and transparent recruitment process will be undertaken to appoint all employees of the Shire.

Definitions

Recruitment refers to the process commencing with the decision to recruit an individual already employed by the Shire who may have the appropriate skillset and knowledge through to attracting and seeking a pool of applications e.g. by a way of advertisement.

Selection process involves choosing from the pool or available applicants resulting in the selection of an individual who is most likely to perform successfully in the job.

1. POLICY

1.1 Recruitment and Selection Principles

The following are the Shire's recruitment and selection principles:

- Merit

The Shire ensures the best applicant is appointed to a vacant position based on merit. The selection panel use several selection techniques to determine the best suited applicant for the role, comparing each applicant's skills, experience, and organisational fit. The selection panel will assess each applicant's suitability against Council's business requirements and the requirements of the vacant position.

- **Equal Employment Opportunity**

The Shire is an equal employment opportunity employer and is committed to ensuring all applicants are not discriminated against and are treated in a manner consistent with Council's Equal Employment Opportunity Policy.

- **Confidentiality**

Selection panel members must ensure all information gathered throughout the recruitment and selection process remains private and confidential. Selection panels are not to share details regarding applicants, their assessments/scoring or any interview notes taken during the interview process.

The panel may disclose applicant details to the manager of the vacant position to aid in the decision making and approval process. The manager is also required to keep applicant and recruitment details confidential. The appointment of employees must be made based on the individual capacity of the person having regard to the knowledge, skills, qualifications, experience and potential for future development of that person in their employment.

1.2 Advertising Practices

Council is committed to fostering a process of developing and promoting within the organisation, where possible to give employees every opportunity to advance and develop to their full potential. However, where it is assessed that the skill level or suitable candidate may not be available in the Shire's workforce, the position shall be advertised both internally and externally simultaneously.

1.3 Conflict of Interest

A conflict of interest may arise where a selection panel member has either a social or personal connection with an applicant and/or a perception may exist that the conflict of interest may impact the recruitment decision making process.

If a selection panel member believes a conflict of interest exists or may exist, the panel member must notify the other members of the selection panel immediately including informing them of their potential/perceived conflict. If a panel member is unsure if a potential/perceived conflict of interest exists, the panel member must discuss the individual situation with their supervisor and the Chief Executive Officer prior to commencing the recruitment process. If a potential/perceived conflict of interest has been raised, the panel member must not progress with the recruitment process until a decision has been made and they have been notified by the Chief Executive Officer.

1.4 Approval to Appoint

In accordance with the Local Government Act 2009, The Chief Executive Officer is the only person who can appoint local government employees.

2. RELATED DOCUMENTS AND LEGISLATION

- Anti-Discrimination Act 1991
- Age Discrimination Act 2004 (Commonwealth)
- Australian Human Rights Commission Act 1986 (Commonwealth)
- Disability Discrimination Act 1992 (Commonwealth)
- Information Privacy Act 2009

- Local Government Act 2009
- Local Government Regulation 2012
- Racial Discrimination Act 1975 (Commonwealth)
- Right to Information Act 2009
- Sex Discrimination Act 1984(Commonwealth)
- Workplace Gender Equality Act 2012 (Commonwealth)
- Code of Conduct
- Equal Employment Opportunity
- Industrial Instruments
- Recruitment and Selection Procedure

POLICY NO	A.22
POLICY SUBJECT	Recruitment and Selection
ADOPTION DATE	27 August 2020
REVIEW DATE	