

Policy Name	Recruitment and Selection
Policy Type	Human Resources
Responsible Officer	Chief Executive Officer
Version	2
Approval Date	24 April 2019
Renewal Date	January 2022



Policy Number HR28
Policy Name Recruitment and Selection

Summary

West Daly Regional Council is committed to being an employer of choice and to attract and retain the most qualified and capable employees, in particular, local people, to service communities across the West Daly Region.

This policy covers all positions other than that of the Chief Executive Officer. The recruitment and selection process of the CEO will be in accordance with the *Local Government Act 2008* and *Ministerial Guideline 3*. All employees, other than the CEO, are employed under the conditions of Council's Enterprise Agreement approved by the Fair Work Commission effective for the period 7 May 2018 to the 30 June 2021.

All recruitment and selection procedures and decisions will be based on West Daly Regional Council's commitment to providing equal opportunity by assessing all potential candidates on the basis of merit according to their skills, knowledge, qualifications and capabilities in accordance with section 104(a) of the *Local Government Act*.

Council is committed to being an Equal Employment Opportunity Employer with an aim to ensure that every employee and job applicant feel that they are valued, treated fairly and are given due recognition for their contribution. Refer to Policy HR10 Equal Employment Opportunity for further detailed information.

Policy Statement

Recruitment

1. Principles of employment

- a) The method of advertising for a vacancy will be dependent on the type of job and availability of potential candidates, and may include local community notices, online job sites, internal email, newspapers and industry publications, use of business or industry contacts, social media, and similar formats.
- b) Advertising will commence after a Request to Fill has been submitted and approved by the Chief Executive Officer.
- c) Before a person is appointed to a position, terms and conditions required of an appointee are to be approved by the Chief Executive Officer.

- d) Appointees are to sign a Letter of Offer accepting the terms and conditions of employment before commencing their employment with West Daly Regional Council.
- e) Subject to the nature of the position, candidates being offered employment may be required to undertake a Criminal History Check. In the event that a candidate has a criminal history, the offer of employment may be withdrawn dependent on the nature of the charge and relativity to the position.
- f) When an employee leaves the organisation, automatic replacement of the position should not be assumed as the vacancy provides an opportunity for Council staffing requirements to be reviewed.
- g) Recruitment agencies may be employed, with the approval of the Chief Executive Officer, to carry out specific recruitment assignments.
- h) It is Council's policy to foster the development of its employees. Where vacancies are advertised externally, they will be simultaneously advertised internally.
- i) Council encourages the development of trainees and apprentices and will create trainee or apprenticeship opportunities where appropriate to those persons appropriately identified for such traineeships and apprenticeships.

2. Selection/Interview Panel Members

- a) A selection/interview panel shall be set up for all appointments and shall comprise of three members who:
 - i. Holds a position equal to or higher than the vacancy;
 - ii. Understand the requirements of the job;
 - iii. Have the skills necessary to make an assessment;
 - iv. Understand the principles of Equal Employment Opportunity and natural justice;
 - v. Representation of all genders; and
 - vi. As authorised by the CEO.

3. Applications and Assessments

- a) All applications and appropriate supporting documentation must be submitted in writing to the HR Department
- b) Each panel member is required to read the application/s and assess the claims in the written statements individually before coming together to determine which applicants appear to meet the essential job requirements.
- c) The panel members shall conduct a systematic assessment of the strengths of the applicant's claims (short-listing) against the selection criteria.

- d) Only those shortlisted will proceed to an interview. Referee/Reference checks will be conducted at the conclusion of the interview process.
- e) All interview documents need to be completed and filled out correctly by the panel members and returned to the HR department within a suitable time frame.
- f) All recruitment details are strictly confidential.
- g) Council will employ the most suitable applicant for the job, based on the job specification for the role and applications received.
- h) When a suitable candidate has been identified, a Request to Employ along with relevant documentation is to be forwarded to the HR Department at least one week prior to commencement date.
- i) The authority to sign letters of offers shall be restricted to the Chief Executive Officer or the Director of Council and Community Services.

4. Reference Checks

- a. Reference checks must be conducted for all potential appointees by a Panel Member. Permission must be sought from candidates at the time of interview and before undertaking reference checks.
- b. At least two reference checks must be completed and at least one must be from the candidate's most recent employer.

5. Appointments

- a) No unofficial undertakings shall be given to candidates, prospective candidates, or anyone else in relation to their prospects of obtaining employment with West Daly Regional Council.
- b) Once the panel has completed the assessment process, which includes receiving approval from the Chief Executive Officer to employ the preferred applicant, the successful applicant will be notified by telephone and email. Once the offer of employment has been accepted all the other applicants will be notified via email of the outcome.
- c) An appointee's electronic personnel file shall be set up and kept for the prescribed period.

6. Inductions

- a) All new employees are required to undertake an induction process. The employee's induction is the responsibility of the new staff member's manager.

- b) Induction checklists are to be returned to the HR Department along with all completed employment documentation provided.
- c) All staff that will be operating plant and equipment and driving a council vehicle must have a current drivers' license and a copy of their drivers' license (and other operating licenses) is to be saved on their personnel file.
- d) All new employees will be provided training awareness and have access to Council's Policies and Procedures and Council's Enterprise Agreement. These documents are to be readily accessible to all employees at all times.

7. Internal Staff Transfers

- a) If a position with West Daly Regional Council becomes vacant, an expression of interest for short term vacancies and opportunities will be advertised internally.
- b) The Chief Executive Officer may approve a temporary internal staff transfer.
- c) The Chief Executive Officer may make this decision based on the recommendation from the Director or Community Services Manager and their knowledge of the employees working history, qualifications, performance and capability to perform in the role.
- d) If the position the employee is transferring into is of a higher level, then the employee will be paid at that higher level.
- e) Any permanent vacancies to be filled will be advertised as per normal.

8. Probation and Performance Assessment

- a) The probation period for all new employees will be 3 months, prior to which a probation review will be carried out by their manager, and the employee informed in writing of the outcome.
- b) All staff will participate in an annual performance review which will include:
 - i. A review of performance against the position description.
 - ii. The need and desire for training and development opportunities.
- c) Once completed with the relevant staff supervisor, performance reviews will be provided to the appropriate line management, and a copy provided to the employee. The completed review will be filed in the employee's personnel file.

9. Promotion

- a) As Council employees operate under the West Daly Regional Council Enterprise Agreement, remuneration increases will occur as negotiated under the agreement.
- b) Each year, following the completion of a satisfactory performance appraisal, Council will determine whether an employee advances a pay point within their classification. This is not automatic, and is determined by the Chief Executive Officer.
- c) Should an employee seek to have their role examined for reclassification, the employee will set out to the Chief Executive Officer the justification for the reclassification by making reference to the classifications set out in the West Daly Regional Council Enterprise Agreement, and the Chief Executive Officer will respond in writing with an outcome within 7 working days.

Terminology and References

REFERENCES

Local Government Act 2008

Anti-Discrimination Act

HR10 Equal Employment Opportunity

West Daly Regional Council Enterprise Agreement 2017

FURTHER INFORMATION

Chief Executive Officer