

PC09	Recruitment, Selection and Onboarding Policy
Approval Date:	November 2023
Policy Type:	People and Culture
Policy Custodian:	People and Culture Manager
Review Date:	November 2027
Version (Revision Number):	3

Purpose

This policy defines the mechanisms and processes that the West Daly Regional Council has in place for recruitment, selection and onboarding with West Daly Regional Council’s (Council) obligations under section 172, 173 and 174 of the *Local Government Act 2019 (NT)*.

This Policy is consistent with the principles of Council’s *Human Resource Management Policy* specified in section 172 of the *Local Government Act 2019 (NT)*.

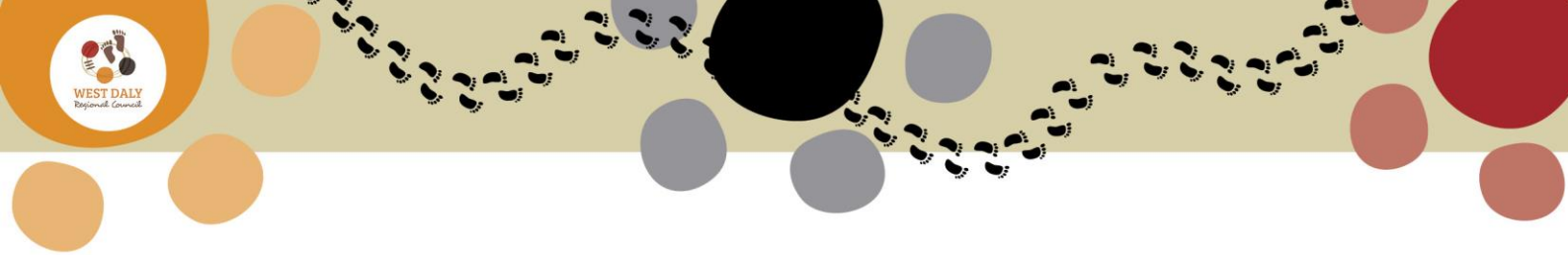
Scope

This Recruitment, Selection and Onboarding Policy (Policy) and associated procedures apply to all employees and the recruitment activity undertaken within Council, with the exception of the Chief Executive Officer (CEO) position.

Policy Statement

1. Policy Principles

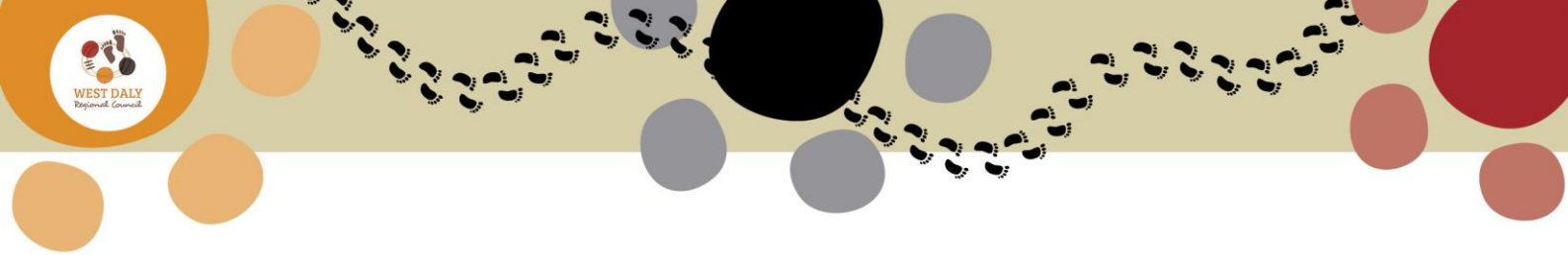
- 1.1 This policy establishes the parameters to achieve Council’s purpose and vision through employing and retaining the most suitable applicants for all vacant positions.
- 1.2 The aim of this Policy is to ensure that Council recruits and retains the best possible employees for all vacancies, and that all new employees begin their employment with West Daly Regional Council with a positive and supportive experience of the workplace and as they transition into the organisation.
- 1.3 The Council is an equal employment opportunity employer committed to ensuring that all employees and applicants for employment have equal access to available recruitment opportunities, free from discrimination.
- 1.4 The Council’s selection processes for appointment or promotion shall adhere to the following principles:
 - a) Merit-based selection: All appointments and promotions within the council shall be based solely on merit, taking into account qualifications, skills, experience, and performance.



- b) Fair and equitable procedures: The selection procedures must be fair and equitable, ensuring equal opportunities for all eligible candidates, free from bias or discrimination.
- 1.5 The Council acknowledges the importance of staff development and commits to providing reasonable access to training, development programs, and opportunities for advancement and promotion to enhance the skills and capabilities of its workforce.
- 1.6 The Council is dedicated to treating its staff fairly and consistently. No staff member shall be subjected to arbitrary or capricious decisions, ensuring fairness in all employment-related matters.
- 1.7 The Council shall establish and maintain suitable processes for addressing and resolving employment-related grievances promptly and impartially, providing a platform for staff to address concerns in a fair and confidential manners per the Grievance Resolution Policy.
- 1.8 The Council is committed to providing a safe and healthy work environment for all staff, adhering to relevant health and safety standards to ensure the well-being of employees.
- 1.9 Elimination of Discrimination
 - a) The Council strictly prohibits any form of discrimination in employment practices:
 - b) There shall be no discrimination against any member or potential member of the Council's staff based on sex, sexuality, marital status, pregnancy, race, physical or intellectual impairment, age, or any other ground protected by law.
 - c) Additionally, the Council prohibits any form of unreasonable or otherwise unjustifiable discrimination against its staff, fostering an inclusive and respectful workplace environment for all.

2. Principles of Recruitment

- 2.1 Council is committed to a fair, equitable and transparent recruitment and selection process that:
 - a) Is thorough, consistent and efficient.
 - b) Demonstrates equal opportunities, by being fair, transparent and based on merit at all stages of the recruitment and selection process.
 - c) Ensures applicants have access to information about the role and the Council, and provides clear guidance in respect of suitable qualifications, experience and the application process.
 - d) Respects individuals, including their right to privacy and confidentiality.
 - e) Promotes diversity, including by encouraging and valuing self-identified Aboriginal and Torres Strait Islander applicants, differently abled applicants, and applicants from diverse cultural and linguistic backgrounds.
 - f) Complies with all relevant legislative requirements including the *Local Government Act 2019*, the *Anti-Discrimination Act 1992*, and the principles of Equal Employment Opportunity.
- 2.2 Council's recruitment and selection procedures and processes will be consistent with and reflect the intent of this Policy.



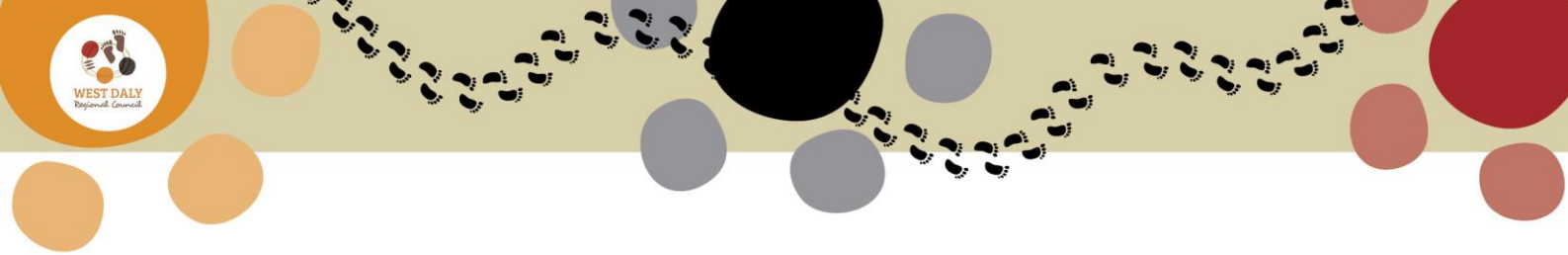
- 2.3 The successful applicant will be required to sign a Letter of Offer accepting the terms and conditions of employment (either Enterprise Agreement or Common Law contract) before commencing their employment with Council.
- 2.4 The successful applicant will be required to undertake a Criminal History 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.
- 2.5 When a role becomes vacant, automatic replacement of the position should not be assumed as the vacancy provides an opportunity for Council’s resourcing requirements to be reviewed.
- 2.6 Council will be ensuring that all employee benefits and entitlements are accessible and administered in a consistent manner.
- 2.7 Recruitment agencies may be engaged to carry out specific recruitment assignments, with the approval of the Chief Executive Officer and according to the procurement process.
- 2.8 Council encourages the development of its employees. Where vacancies are advertised externally, they may be simultaneously advertised internally.
- 2.9 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.

3. Recruitment & Selection

- 3.1 Prior to proceeding to recruit, a Request to Recruit Form must be completed and submitted to the People and Culture team for review and approval by the delegated responsible Executive.
- 3.2 Within budget and delegations, the CEO can approve new roles, however, replacement roles can be authorised by a divisional manager.
- 3.3 All recruitment processes will be based on a merit-based philosophy comprising the following:
 - a) Identify job (replacement role or potential rescore of role);
 - b) Approval to recruit;
 - c) People & Culture develop and launch advertisement;
 - d) Pre-interview screening;
 - e) Behavioural interview process;
 - f) Approval to appoint;
 - g) Referee and probity checks; and
 - h) Letter of offer.

4. Conflict of Interest

- 4.1 The recruiting manager and selection panel members involved in the recruitment and selection processes must declare any real or perceived conflict of interest prior to the commencement of the recruitment or selection process. The Chairperson of the panel



(usually held by the recruiting manager) is responsible for ensuring that all selection panel members do not have any Conflict of Interest and that the Conflict of Interest forms are provided to the People and Culture team.

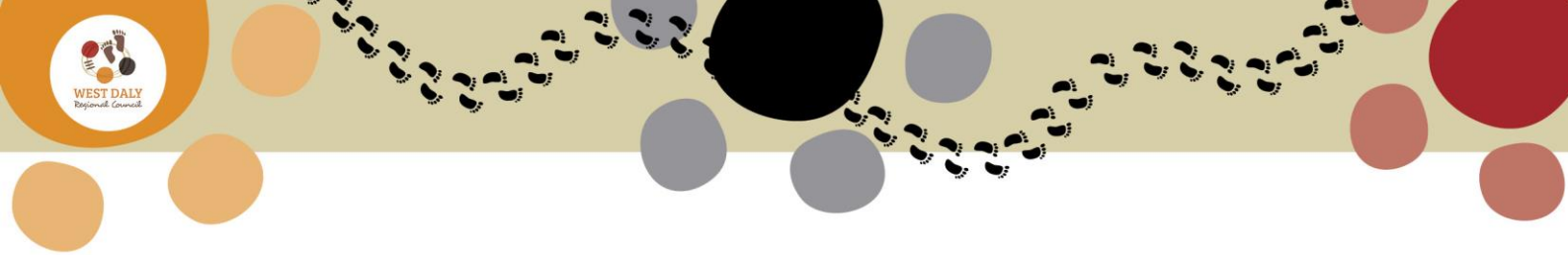
- 4.2 The Chairperson or selection panel member may elect or be directed to not to partake in the recruitment or selection process where a conflict of interest has been declared.
- 4.3 Conflicts of Interest must be declared in writing in accordance with Council's Conflict of Interest Policy.
- 4.4 A conflict of interest may include;
 - a) a personal friendship or relationship with the candidate either in or outside the workplace;
 - b) a previous work history or employment relationship at any time prior to the process;
 - c) knowledge of the candidate through relatives or friends;
 - d) interaction with the candidate in a social setting such as school affiliations, sporting clubs etc. and/or;
 - e) instances where the applicant is a member of the panel member's immediate or extended family.

5. Probity Checks

- 5.1 Council's recruitment processes include a range of probity checks which will be determined by the nature of the position, and included in the job advertisement and/or position description supplied to applicants.
- 5.2 Probity checks may include:
 - a) All Council employees who will be working with children or vulnerable people, will be subject to a Working with Children Clearance notice (OCHRE Card).
 - b) A National Police Check will be conducted for all potential employees as applicable.
 - c) Manager must ensure that applicants have the necessary qualifications and registrations to undertake the role.
 - d) Reference checks will be undertaken for all potential new employees, and will be conducted in compliance with privacy legislation.
 - e) All information obtained through reference checks, a Criminal History Check, and a Working with Children Clearance notice, will be handled in accordance with Council's *Privacy Policy* and privacy legislation.

6. Relocation Assistance

- 6.1 The Council may provide relocation support in line with Council's Relocation Policy.
- 6.2 Housing may be provided to employees within the West Daly Region in line with the Staff Housing Policy.
- 6.3 The Chief Executive Officer (CEO) has discretionary authority to determine what level of assistance for relocation will be provided in special circumstance.



7. Onboarding

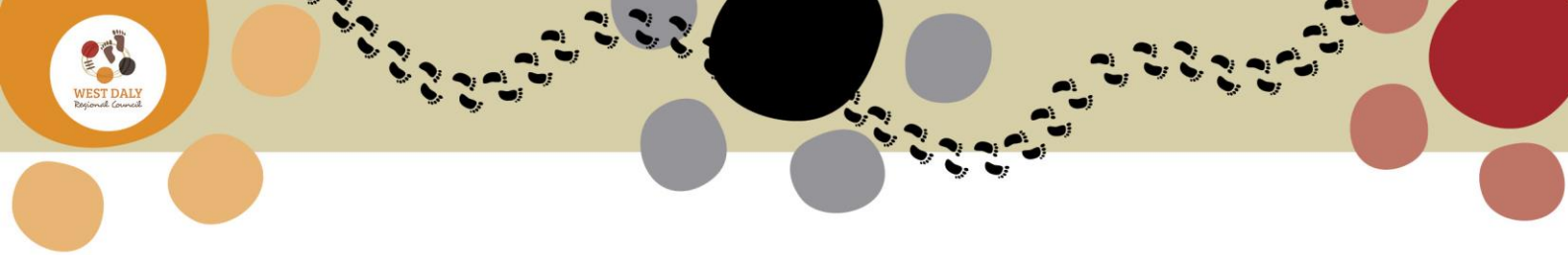
- 7.1 All new employees will receive formal onboarding process, which will be facilitated by the People & Culture team and overseen by the employee's direct manager.
- 7.2 While onboarding content may vary according to the job/role and community/location, all induction packages will include the following:
- a) Introduction to the Council's vision, purpose, values, strategic plan, culture, policies and procedures.
 - b) Information about Council's *Enterprise Agreement* and/or employment terms and conditions.
 - c) An overview of the specific requirements of the position, including expectations, expected behaviours, legal requirements, and reporting relationships in the job role.
 - d) An orientation to the workplace, to provide new employees with opportunities to meet other employees and clear information about supervision, contact points, and available support.
 - e) Work, Health and Safety familiarisation with safety equipment and procedures, arrangements for first aid, evacuation procedures, assembly points and other relevant information.
 - f) Any additional mandatory training or orientation that is linked to the specific job role.
 - g) Relevant additional components for employees in management and supervisory roles.

8. Probationary Period

- 8.1 All permanent employees will complete a six months probationary period known as "probation".
- 8.2 Probation provides Council with the opportunity to determine whether a new employee meets the standards required for continued employment with Council, including competency to undertake required tasks. Probation also provides the employee with the opportunity to assess their suitability for their role within Council.
- 8.3 Prior to the end of the probation period, a probationary period review must be conducted by the employee's immediate manager using the Probationary Period Review Form. The aim of the review will be to provide feedback to the new employee about their work performance and conduct.
- 8.4 The manager will confirm successful completion or otherwise of the employee's probationary period.

9. Responsibilities

- 9.1 The People and Culture Manager is responsible for:
- a) Ensuring Council's recruitment and selection procedures and processes are consistent with and reflect the intent of this policy.
 - b) Supporting the recruiting manager to apply Council's recruitment and selection procedures and processes.



- c) Providing management with tools to assist with induction training and recruitment (e.g. induction checklist), and the probation period review.
- d) Providing the recruiting manager with timeframes for completing the onboarding and probation review processes.
- e) Collecting and storing all relevant documentation.

9.2 The recruiting manager is responsible for:

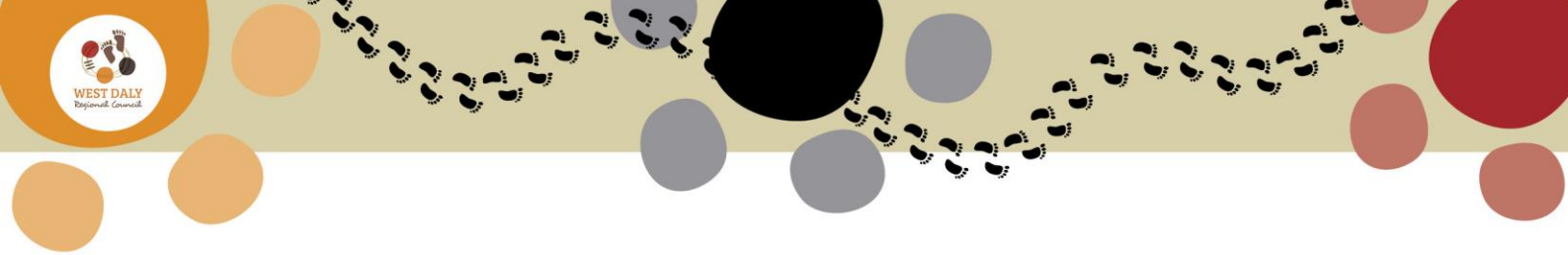
- a) Following Council’s recruitment and selection procedures and processes, and complying with all legislative requirements for the recruitment and onboarding processes.
- b) Ensuring that employee possess all required licences, qualifications and certificates and provide them to People and Culture for filing and storage.
- c) Informing potential new employees of the requirements for probity and reference checks during recruitment.
- d) Participating in the onboarding process, including tailoring to include any role specific information, mandatory training requirements and location specifics.
- e) Ensuring that the onboarding and probation review processes are completed within the relevant timeframes, and that all relevant documentation is completed and sent to People & Culture.
- f) Conducting and completing the site induction of new employees within the timeframes specified in the onboarding checklist, and submitting the completed checklist to People & Culture.
- g) Monitoring the performance of new employees during probation, and conducting monthly performance reviews during the probationary period.
- h) Completing the probation review with the employee before the end of the probation period.
- i) Submitting the completed Probationary Period Review Form to People & Culture.
- j) In consultation with People & Culture, advising the employee of the outcome of the probationary period review in writing.

9.3 Employees are responsible for:

- a) Participating in the onboarding and site induction, reading all documentation issued, and signing any relevant documentation.
- b) Actively participating in training and development if necessary.
- c) Participating in the monthly and final probation reviews.
- d) Any breach of this policy, may result in disciplinary action up to and including termination of employment.

10. Policy Custodian

10.1 The People and Culture Manager is the Policy Custodian for this policy and is responsible for reviewing the operation of the policy (every 4 years or more frequently as may be required), and for monitoring continuing relevance, effectiveness, and consistency with related documents and the Law.



10.2 Following approval of this policy document, the People and Culture Manager (or a nominated delegate) is also responsible for ensuring that the implementation and communication plan is implemented and that all Council’s employees have access to the policy.

References

- *Anti-discrimination Act 1992 (NT)*
- *Information Act 2002 (NT)*
- *Age Discrimination Act 2004*
- *Sex Discrimination Act 1984*
- Privacy Information Principles
- *Local Government Act (NT) 2019*
- *Work Health and Safety (National Uniform Legislation) Act 2011 (NT)*
- Conflict of Interest Policy
- Staff Housing Policy
- Human Resource Management Policy
- Relocation Assistance Policy

Definitions

In the context of this policy the following definitions apply:

Discrimination means direct or indirect discrimination on the basis of an attribute protected by relevant anti-discrimination laws.

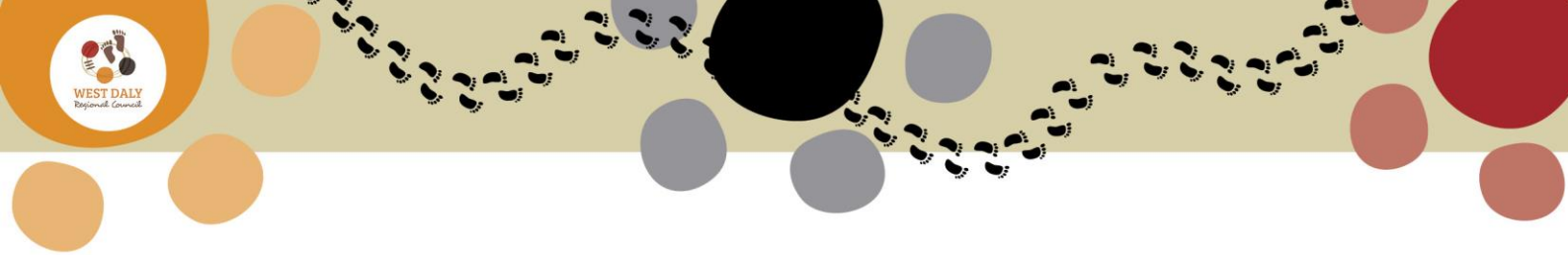
Direct discrimination occurs when a person treats or proposes to treat another person with a protected attribute unfavourably because of that protected attribute.

Indirect discrimination occurs if a person unreasonably imposes, or proposes to impose, a requirement, condition or practice, that has the effect, or is likely to have the effect, of disadvantaging persons with a protected attribute.

Employee means all employees of West Daly regional Council, whether employed on a permanent, fixed term or casual basis and including volunteers, apprentices and trainees.

Equal employment opportunity means ensuring that all employees are given equal access to training, promotion, appointment or any other employment related issue without regard to any factor not related to their competency and ability to perform their duties.

Onboarding means an organisational program developed to educate the new employee on how Council operates.



Site Induction means the processes for providing a new employee with the information they need to enable them to do their job well, and to be safe and comfortable in the workplace and in particular at their work site.


Mandatory training is compulsory training that is determined essential by an organisation for the safe and efficient delivery of services. This type of training is designed to reduce organisational risks and may also be a requirement of specific funding agreements, legislation, professional memberships, and/or standards.

Merit-based selection ensures that the most suitable person is employed for the position and that the process is fair and transparent.

Probationary period means the period of time defined as the “probationary period” in the employee’s Offer of Employment. This the first six months of employment, however the timeframe may be altered where appropriate.

Probity checks means conducting suitability checks on job applicants, such as verifying they have the right qualifications and registrations to undertake the role, conducting checks such as a Working with Children Clearance notice (OCHRE card), conducting a National Police Check.

For more information, contact the Policy Custodian

Signature of Endorsement:	
Name:	Andrew Everingham
Position:	A/Chief Executive Officer