



Staff Recruitment and Selection Policy

Category: People and Culture
Adoption: CEO
Review Period: Three years
Responsible Manager: Manager People and Culture

Signed by CEO:

A handwritten signature in black ink, appearing to be 'J. Robley', written over a horizontal line.

Date:

21 August 2018

1. Purpose

This policy aims to detail recruitment and selection principles and responsibilities that ensure Central Goldfields Shire Council (CGSC) has a workforce that meets its business needs and strategic objectives in an effective manner while fulfilling its obligations as a public sector employer. These principles meet best value, equal employment opportunity, and other legislative requirements and contribute to a positive profile of CGSC as an employer of choice. This will ensure CGSC has a workforce with the skills, experience and flexibility to meet its business needs now and into the foreseeable future.

2. Scope

This policy applies to recruitment of all employees with the following exceptions:

- Chief Executive Officer and General Manager appointments
- Redeployment of staff
- Engagement of agency staff
- Appointment of contractors under a Professional Services Contract
- Places made available under Government employment schemes
- Volunteer or student placements
- Where legislation requires an alternate practice.



3. Policy

CGSC aims to recruit and employ the best available appropriately qualified and experienced staff. All staff will have clearly defined roles and responsibilities, and recruitment will be to documented positions or responsibilities. Recruitment will be merit based following documented procedures. This will be balanced with ensuring CGSC at all times has staff available, skilled and capable of meeting its business objectives. Recruitment strategies will consider the longer term sustainability of the organisation's workforce and the goal of continually attracting and developing staff to meet emerging business needs.

All positions will be reviewed upon vacancy and position descriptions will be updated. Council will use methods for advertising and selection which will ensure the best possible outcome. This may include a wide range of advertising mechanisms, both print and electronic, as well as through established networks or professional recruiters. Selection methods may use testing methods or activities appropriate to the job. Council will source evidence from both applicants and other sources if needed to verify applicants' claims of eligibility, fitness to work, qualification, experience or competency. All preferred applicants will be reference checked. Council may also undertake profile testing through a third party to assist with decision-making.

Preferred applicants will be required to provide evidence of qualifications, certifications and experience upon which they rely in the selection process. Preferred applicants will be required to undertake a pre-employment medical, a national police check and where relevant, provide a current Working with Children's check.

Council will only employ staff entitled to work in Australia and will seek appropriate evidence of this.

The preferred instrument for meeting CGSC's workforce needs is an employment contract with conditions consistent with the relevant Award and Council's Enterprise Bargaining Agreement. A Professional Services Agreement may be entered into with a registered business where all the following conditions are met:

1. The arrangements meet the Australian Tax Office's requirements for a contract relationship
2. Skill or availability demands cannot be met by a temporary employment contract
3. The appointment is for a fixed term and fixed outputs
4. Internal CGSC staff are not disadvantaged either financially or by loss of opportunity to further their skills or career opportunities by the appointment.

In accordance with Equal Employment Opportunity legislation and Council policy, it is unlawful to discriminate on the grounds of sex, marital status, race, age, religion, status as a parent or carer, pregnancy, political belief or activity, industrial activity/inactivity, disability/impairment, lawful sexual activity, physical features, irrelevant criminal conviction, breast feeding, gender identity, sexual orientation, or a personal association with someone of the above attributes.



4. Roles and Responsibilities

Role	Responsibilities
Selection panel members	<ul style="list-style-type: none">• Ensuring they understand the requirements of the position, the key selection criteria, the questions and other selection techniques and review the applications before the first interview• Declaring any potential conflict of interest or past or present relationships or knowledge of applicants to the panel convenor• Participating fully in the conduct of the selection process and the decision-making• Acknowledging that wherever possible decision making will be by consensus and submitting a minority report where agreement cannot be reached• Understanding and applying the principles of this policy and the CGSC staff recruitment and selection procedures and other related policies.
Manager Procurement	<ul style="list-style-type: none">• Providing advice about the policy and processes for the appointment of contractors under professional services contracts.
Manager People and Culture	<ul style="list-style-type: none">• Providing advice on job descriptions, classification and recruitment practices• Lodging advertisements and managing the costs of advertising• Ensuring a pool of suitable employment agencies for short-term, labour hire and temporary appointments• Providing advice and support to managers throughout the selection process• Ensuring position descriptions and application packs are available via the on-line portal on Council's career web-site• Acknowledging all applications• Preparing and obtaining approval for contracts of employment upon written advice from managers• Sending out notification of outcomes to all applicants• Maintaining a database of job advertisements and positions descriptions• Sourcing external advice where required• Implementation of this policy• Monitoring and reporting on the effectiveness and efficiency of the implementation of this policy• Monitoring and advising on trends in best practice recruiting.
Managers/team leaders/coordinators	<p>The CEO has delegated the following responsibilities to managers:</p> <ul style="list-style-type: none">• Appointing casual staff within budget• Arranging agency staff for short term assignments/replacements where CGSC is not the employer e.g. Labour hire arrangements• Preparing position descriptions and job advertisements and conducting the selection process• Ensuring all appropriate approvals have been achieved before requesting action from the Manager, People and Culture• Responding to requests for further information from potential applicants• Coordinating and chairing selection panels, including delegating this to an appropriately experienced member of their team• Preparing and conducting selection processes, including interviews, practical tests and referee checks.



Role	Responsibilities
Managers/team leaders/coordinators (continued)	<ul style="list-style-type: none">• Making recommendations to the appropriate general manager to make a verbal offer to a preferred applicant• Make offers to preferred applicants and negotiate contract conditions within standard award conditions• Contact and provide post-interview feedback (where requested) to all interviewed applicants• Inform Manager, People and Culture of agreed conditions and all other details to prepare employment offer for successful applicant
General managers	<p>The CEO has delegated the following responsibilities to general managers:</p> <ul style="list-style-type: none">• Approving recruitment action for all budgeted positions• Preparing position descriptions and job advertisements and conducting the selection process for all manager, team leader and coordinator positions in their directorate• Approving the content of position descriptions which have not been reclassified• Approving the advertising strategy for vacant positions• Approving the recommendation of selection panels• Approving the contract and conditions of employment of staff appointed to vacant positions provided all provisions are consistent with the relevant award and Council's Enterprise Bargaining Agreement• Making a formal written offer to a preferred applicant• Informing the CEO of the progress of recruitment and appointments to manager or significant specialist positions• Ensuring all staff appointments within their directorate meets the standards of this policy and the CGSC staff recruitment and selection procedures.• Approval to use external agency for recruitment
Chief Executive Officer	<ul style="list-style-type: none">• Filling general manager vacancies• Approving recruitment action for new or unbudgeted positions• Approving the position description and appointment action for all reclassified positions• Approving appointments to all positions which have been filled by direct appointment• Approval of relocation costs for preferred applicants• Approving above award contract conditions• Approving and executing all professional services contracts• Ensuring all staff appointments within the CEO's directorate meets the standards of this policy and the CGSC staff recruitment and selection procedures.

5. Human Rights Statement

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act (2007). Central Goldfields Shire Council is committed to consultation and cooperation between management and staff. Council will formally involve elected staff representatives in any workplace change that may affect its staff.



6. Related Policies and Procedures

- Staff Recruitment and Selection Procedures
- Child Safety Policy

7. Relevant Legislation and Guidelines

- Fair Work Act 2009
- EEO Act 2010

