# HR01: Recruitment and Selection

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## Background

This policy is designed to ensure appropriate and consistent recruitment and selection standards are applied at Belyuen Community Government Council (the Local Government). This policy outlines the Local Government's commitment to undertake the recruitment and selection of employees that is based on merit and fair and equitable.

## Legislative References

- Section 172 of the *Local Government Act 2019*
- *Health and Safety (National Uniform Legislation) Act 2011*

## Scope

This policy applies to the recruitment and selection of all vacant positions excluding the Chief Executive Officer (CEO). CEO recruitment and employment procedures are prescribed in the relevant sections of the Act and Guidelines.

If the CEO is recruiting a 'senior employee' as defined in section 171 of the Act, this policy applies in addition to the requirement for the CEO to inform Council of any decision to employ or dismiss a 'senior employee'.

## Policy Principles

### Merit and equity

The Council is committed to ensuring recruitment, selection, promotion, and other personnel decisions are fair, consistent, transparent, professional and compliant with the principles set out in section 172 of the Act. These principles are outlined below:

- employees are to be selected and promoted in accordance with the principles of merit and equity
- no power regarding matters affecting employees is to be exercised based on nepotism or patronage
- employees are to be treated fairly and consistently
- there is to be no unlawful discrimination against employees or persons seeking employment by the Local Government on a ground referred to in the *Anti-Discrimination Act 1992* or on any other ground of discrimination, and

- employees are to be provided with safe and healthy working conditions in accordance with the *Work Health and Safety (National Uniform Legislation) Act 2011.*

Recruitment and selection practices are to be conducted to ensure high calibre candidates apply for vacancies.

### Equal opportunity employment

The Council recognises its legal, moral, social and ethical obligations to actively promote and practice the principles of equal opportunity in all aspects of employment.

The Council will ensure it meets its obligations to coordinate a process free from discrimination by ensuring:

- all advertisements, job descriptions and titles are non-discriminatory
- the most suitable person is appointed to a position based on qualifications, skills, expertise, experience and aptitude
- all personnel forms are non-discriminatory and relevant in phrasing and requirements, and
- benefits and entitlements are accessible and administered in a consistent manner throughout the workforce.

### Authorities and responsibilities

The CEO and relevant Managers in consultation with the CEO, are responsible for the recruitment and selection of employees:

- by assessing the need to recruit for a position
- within the scope of their direct or indirect supervision
- within approved budget allocations; and
- in accordance with this policy and relevant operational procedures.

Once an appointment is approved by the CEO, the CEO will execute the employment contract on behalf of the Council.

### Confidentiality of information and conflict of interest

All employees involved in the recruitment and selection process will be bound by:

- strict standards of confidentiality, and
- disclosure of interest requirements as outlined in the Council's Code of Conduct.

### Review of positions

The Council reserves the right to review the need for any position within the Council's existing organisational structure. All positions need to comply with the allocation of resources to meet the objectives of the Strategic and Shire Plan.

### Internal appointments

The Local Government recognises that it may have internal applicants for vacancies. The Local Government may choose to appoint to a position from internal applicants without public advertising providing that the internal candidate demonstrates substantial alignment with the requirements of the role as determined by the position description.

### Promotions

Local Government employees may receive a reclassification of their existing position (promotion) provided that it can be demonstrated that the responsibilities within the position have increased due to genuine and legitimate changes to the role and that those changes are required by the Local Government.

### Selection and appointment

Selection of the preferred candidate must demonstrate substantial alignment with the requirements of the role as determined in the Recruitment Strategy.

Generally, all required pre-employment checks as documented in the Recruitment and Selection Procedure will be undertaken before a preferred candidate is offered a contract of employment for the position.

### Probation

All new permanent or fixed term appointments of more than six months will be subject to a probation period of at least three months but no more than six months. Refer to the Council's Probationary Periods of Employment Guidelines for further information regarding probation periods.

### Record keeping

Records must be created and maintained to evidence compliance with this policy, in accordance with the Local Government's Recordkeeping Plan and the Act.

### Variation to this policy

This policy may be cancelled or varied from time to time to reflect changes in organisational policy, best practice in recruitment processes and compliance with relevant legislation. The Local Government's employees will be notified of any variation to this policy by the normal correspondence method.

## Revision History

| Policy Version | Approval Date | Resolution | Doc Ref |
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| 1 | 28/7/2020 | 8.3.7.20 | NA |