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Recruitment and Selection Policy

REFERENCE NUMBER:	Policy 24 (P-24)
ORGANISATION UNIT:	Corporate Services
RESPONSIBLE POSITION:	Director Finance and Corporate Services
RELEVANT DELEGATIONS:	CEO
DATE ADOPTED:	December 2014 (CRN 143/2014)
REVIEW DATE: Three years	December 2017

Objectives:

- Ensuring that the most competent and suitable people are recruited and retained in CDRC positions,
- Offering career path opportunities, promotional opportunities and development opportunities for all Council workers,
- Ensuring all appointments are based on merit having regard to the applicant's ability, knowledge, experience and skills relative to the position,
- Eliminating any form of direct or indirect discrimination from Council's recruitment practices,
- The selection process used must be appropriate to the inherent requirements of the position and sufficient to assess the merits of applicant/s and fair and free from all forms bias.

Legislation and Reference:

- Northern Territory Local Government Act
- NT Work Health and Safety (National Uniform Legislation) Act 2011
- Fair Work Act 2009
- Relevant Award/s
- Central Desert Regional Council Enterprise Agreement
- Anti-Discrimination Act 1996 – (NT)
- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Human Rights and Equal Opportunity Commission Act 1986 (Cth)
- Age Discrimination Act 2004 (Cth)
- Equal Opportunity for Women in the Workplace Act 1999 (Cth)

Scope:

This policy applies to the recruitment and selection of all employees with the exception of the recruitment and selection of the Chief Executive Officer and all short term contracts of less than three months..



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Definition:

"Chief Executive Officer" means the most senior executive officer in the Regional Council as appointed pursuant to the Northern Territory Local Government Act.

Responsibilities:

It is the responsibility of the Chief Executive Officer to ensure that:

- Recruitment and selection guidelines and procedures are developed and maintained,
- all managers are aware of their responsibilities in the recruitment and selection process,
- Managers are given continuous support and guidance in regards to recruitment and selection issues.

It is also the responsibility of Directors/Managers and supervisors to ensure that:

- They are familiar with the recruitment policies and procedures, and that they follow them accordingly at all times,
- Staffing levels for their department are determined and authorised,
- All roles have current position descriptions, which specify role requirements and a selection criteria.

Policy:

1. General Provisions

All Regional Council positions will be advertised with the exception of short term contracts and merit based promotions.

All positions within the Regional Council must be in accordance with the staffing plan approved by the Council.

No unofficial undertakings shall be given to candidates, prospective candidates, or anyone else in relation to their prospects of obtaining employment, other than those whose applications have been assessed as successful through the correct recruitment and selection process.

2. Pre-Recruitment

All positions must have a job description which is approved by the Chief Executive Officer before the selection process takes place. The job description will contain:

- Clear, relevant and current recruitment information which assists potential applicants in their decisions whether or not to submit applications;
- Current job specifications detailing the post title, its purpose, scope, reporting relationships, duties and responsibilities (these must not contain unnecessary or unjustifiable conditions or requirements);
- Current non-discriminatory person specifications detailing the essential skills, education, experience and training, knowledge and experience directly related to the job specification, and competencies needed for effective performance (these will be used as the basis for the short-listing of candidates for interview).



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3. Selection Panel

A selection panel shall be set up for all employee appointments comprised of *typically* three members as a minimum. The Chief Executive Officer will determine the selection panel for the appointment of Directors. To comply with various laws the panel members must:

- Understand the requirements of the job.
- Have the skills necessary to make an assessment.
- Reflect the diversity of the CDRC workforce or general population.
- Have no conflict of interest, real or apparent, arising from the selection process.
- Understand the Principles of Equal Employment Opportunity and Natural Justice.
- Include an experienced chairperson.

Local Authority members' participation in the selection panels of senior positions in their Communities must occur as long as there is no conflict of interest and Separation of Powers is understood and upheld. Community members may be invited from time to time to participate in local recruitment.

The above panel must make a recommendation to the Chief Executive Officer regarding the preferred candidate.

No Regional Council employee is to be on a selection panel which involves the possible appointment of a relative or close friend and must not chair the proceedings. Any conflict of interest, which may exist on a selection panel, needs to be referred to the relevant Director, Manager or to the Human Resources Manager to allow an alternative selection panel member to be sourced. Selection panel members must refer any questions regarding potential conflict to the Human Resources Manager.

From time to time, the Regional Council may choose to utilise the expertise and knowledge of an external expert as an additional member of the panel. In these circumstances approval **MUST** be sought from the relevant Director and/or the Chief Executive Officer.

4. Selection Process

- No applicant will be considered for employment unless they have submitted a written application that addresses the selection criteria or completed the appropriate selection form for the position.
- Applicants may be required to undergo pre-employment psychometric tests as part of the selection process.
- The Human Resources Manager and the relevant Manager shall conduct a systematic assessment of the strengths of the applicants' claims (Shortlisting) against the selection criteria for all advertised positions.
- Before a person is appointed to a position the terms and conditions required of an appointee are to be approved by the Chief Executive Officer.
- Appointments will only be made after the requirements of approved procedures have been met. Any job offer made before the Chief Executive Officer's approval will not be valid and disciplinary proceedings may be applied against the person/s in breach of this policy.



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5. Pre-employment Screening

- All employees in nominated positions are to submit a completed criminal history check as and when requested by management. Management reserves a right to request for criminal history checks from any of its employees.
- No offer of employment must be made before reference checking has been conducted. Permission must be sought from the applicant before checking with their current employer.

6. Appointment Process

- All successful applicants *may* be required to undergo a medical examination by a nominated Medical Practitioner prior to commencement in the position or as is reasonably practicable. It is also the duty of every new employee to confirm that they are fit for the job applied for.
- *Prospective employees may be required to carry out a pre-employment familiarisation visit to the Service Delivery Centre where the job that they have applied for is located as part of the selection process.*
- Appointees are to sign a contract accepting the terms and conditions of appointment before commencing their employment with the Regional Council.
- The authority to sign contracts shall be restricted to Chief Executive Officer or his/her delegate.
- Subject to operational requirements of the Council, an employee may be permanently transferred to any of its remote Service Delivery Centre/s to perform their current role after consultations and consideration of relevant factors. The transfer will be well considered.
- Employees that have excelled or showed potential in positions that they are acting or training on may be recommended to the Chief Executive Officer for promotion as long as the principle of merit and other prescribed obligations are not violated.
- All permanent positions have a six month probationary review.
- All recruitment details are strictly confidential and must be securely stored by concerned staff.
- An appointee's personal file shall be set up and kept for the prescribed period by HR and the manager.
- Where requested post selection feedback in line with natural justice shall be offered only by the HR Manager or delegate to all applicants with reference to the assessment against the selection criteria, strengths, areas for improvement and gaps identified in comparison with the selected applicant.

History:

First Adopted: 6 October 2010, reviewed and adopted 12 October 2012 (Council Resolution: 424/2012)