

# RECRUITMENT AND SELECTION POLICY

## MANAGEMENT DIRECTIVE



### 1 Scope

This policy applies to the recruitment and selection of all employees of Rockhampton Regional Council with the exception of the appointment of the Chief Executive Officer.

### 2 Purpose

The purpose of this policy is to ensure the recruitment and selection process is based upon the principles of merit, equal employment opportunity and confidentiality.

### 3 Related Documents

#### 3.1 Primary

Nil

#### 3.2 Secondary

*Age Discrimination Act 2004 (Cwth)*

*Anti-Discrimination Act 1991*

*Australian Human Rights Commission Act 1986 (Cwth)*

*Disability Discrimination Act 1992 (Cwth)*

*Human Rights Act 2019*

*Information Privacy Act 2009*

*Local Government Act 2009*

*Local Government Regulation 2012*

*Racial Discrimination Act 1975 (Cwth)*

*Right to Information Act 2009*

*Sex Discrimination Act 1984 (Cwth)*

*Workplace Gender Equality Act 2012 (Cwth)*

Code of Conduct

Conflict of Interest Policy and Procedure

Equal Employment Opportunity Policy

Establishment Management Policy

Handling of Confidential Information Policy

Industrial Instruments

Privacy Policy

Recruitment and Selection Procedure

#### LEGAL AND GOVERNANCE USE ONLY

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Version:	5	Section:	Workforce and Governance
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#### 4 Definitions

To assist in interpretation, the following definitions apply:

CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Council	Rockhampton Regional Council
Coordinator	Employee appointed to a position delegated a corporate band 4 in accordance with the Delegation and Authorisation Policy and detailed in the Delegations Corporate Register.
Employee	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Industrial Instruments	Council's certified agreements, relevant awards and contracts of employment.
Manager	Employee appointed to a position delegated a corporate band 3 in accordance with the Delegation and Authorisation Policy and detailed in the Delegations Corporate Register.
Merit	The extent to which the person has abilities, aptitude, skills, qualifications, knowledge, experience, achievements, personal qualities and potential relevant to the carrying out of the duties for the position.
Selection Panel	Employees responsible for assessing each applicant, based on merit, and recommending the most suitable applicant to fill a vacancy.
Supervisor	Employee appointed to a position delegated a corporate band 5 in accordance with the Delegation and Authorisation Policy and detailed in the Delegations Corporate Register.

#### 5 Policy Statement

Council's aim is to attract, select, employ and retain quality employees who will contribute to Council's culture and values.

All recruitment and selection is made using merit, confidentiality and equal employment principles. A fair, equitable, consistent, timely and transparent recruitment process is undertaken to appoint all employees.

Council communicates with relevant employees as to whether or not vacant positions will be replaced and where a decision is made to replace the vacancy, Council shall commence advertising within 30 days of the date of notification of the vacancy. When this timeframe cannot be achieved Council advises the relevant employees accordingly.

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## 5.1 Recruitment and Selection Principles

The following are Council's recruitment and selection principles:

### 5.1.1 Merit

Council ensures the best applicant is appointed to a vacant position based on merit.

The selection panel use a number of selection techniques to determine the best suited applicant for the role, comparing each applicant's abilities, aptitude, skills, qualifications, knowledge, experience, achievements, personal qualities and potential. The selection panel assesses each applicant's suitability against Council's business requirements, organisational and job fit and the requirements of the vacant position.

### 5.1.2 Equal Employment Opportunity

Council is an equal employment opportunity employer and is committed to ensuring all applicants are not discriminated against and are treated in a manner consistent with Council's Equal Employment Opportunity Policy.

### 5.1.3 Confidentiality

Selection panel members must ensure all information gathered throughout the recruitment and selection process remains private and confidential. Council respects and complies with its obligations under Council's Privacy Policy, the Code of Conduct, the Handling of Confidential Information Policy and relevant legislation.

Selection panel members are not to share details regarding applicants, their assessments/scoring or any interview notes taken during the interview process.

The selection panel may disclose applicant details to the Manager or Coordinator of the vacant position to aid in the decision making and approval process. The Manager or Coordinator are also required to keep applicant and recruitment details confidential.

## 5.2 Advertising Practices

For all vacancies, Council is committed to advertising internally. Where it is assessed that the skill level or suitable candidates may not be available in Council's workforce, the position may be advertised both internally and externally simultaneously with approval of a General Manager.

## 5.3 Conflicts of Interest

A conflict of interest occurs where a selection panel member has either an actual, perceived or potential conflict with an applicant that may impact the recruitment decision making process.

If a selection panel member is unsure if a conflict of interest exists, the selection panel member must discuss the individual situation with their supervisor or Panel Chairperson immediately and advise the HR Recruitment team as soon as possible.

Refer to Council's Conflict of Interest Policy and Procedure for more information on managing conflicts of interest.

## 5.4 Approval to Appoint

The CEO is delegated under section 196 of the *Local Government Act 2009* to appoint employees. Deputy Chief Executive Officer, General Manager Corporate Services, General Manager Community Services and General Manager Regional Services are sub-delegated under section 196 of the *Local Government Act 2009* to appoint employees to positions without a corporate band or a corporate band 5 or 6.

The Panel Chairperson has the responsibility to provide the HR Recruitment team with the correct documentation, recommendation and justification to appoint based on the principles of merit.

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## 6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by the CEO.

## 7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Deputy Chief Executive Officer
Policy Owner	Manager Workforce and Governance
Policy Quality Control	Legal and Governance



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