

RECRUITMENT AND SELECTION POLICY

MANAGEMENT DIRECTIVE



1 Scope

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

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

Anti-Discrimination Act 1991

Age Discrimination Act 2004 (Cwth)

Australian Human Rights Commission Act 1986 (Cwth)

Disability Discrimination Act 1992 (Cwth)

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

Equal Employment Opportunity Policy

Establishment Management Policy

Handling of Confidential Information Policy

Industrial Instruments

Privacy Policy

Recruitment and Selection Procedure

Right to Information Policy

Workplace Bullying, Discrimination and Sexual Harassment Policy

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Adopted/Approved:	Approved 16 July 2018	Department:	Office of the CEO
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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
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	Relevant certified agreements, awards and contracts of employment.
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.
Probation	A predetermined period of time at the commencement of employment during which: (a) the employee is assessed as to whether they are meeting the requirements of the position; and (b) if the position meets employee's expectations.
Selection Panel	Employees who are responsible for assessing each applicant, based on merit, and recommending the most suitable applicant to fill a vacancy.
Senior Executive Employee	As defined by section 196(6) of the <i>Local Government Act 2009</i> . A local government employee: (a) who reports directly to the CEO; and (b) whose position ordinarily would be considered to be a senior position in the local government's corporate structure.
W&G	Workforce and Governance

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 will be made using merit, confidentiality and equal employment principles. A fair, equitable, consistent and transparent recruitment process will be undertaken to appoint all employees of Council.

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 recruitment panel use a number of selection techniques to determine the best suited applicant for the role, comparing each applicant's skills, experience and organisational fit. The selection panel will assess each applicant's suitability against Council's business requirements and the requirements of the vacant position.

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

The panel may disclose applicant details to the manager of the vacant position to aid in the decision making and approval process. The manager is 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 shall be advertised both internally and externally simultaneously.

5.3 Conflicts of Interest

A conflict of interest may arise where a selection panel member has either a social or personal connection with an applicant and/or a perception may exist that the conflict of interest may impact the recruitment decision making process.

If a selection panel member believes a conflict of interest exists or may exist, the panel member must notify W&G in writing immediately outlining their potential/perceived conflict. If a panel member is unsure if a potential/perceived conflict of interest exists, the panel member must discuss the individual situation with their supervisor and W&G prior to commencing the recruitment process. If a potential/perceived conflict of interest has been raised, the panel member must not progress with the recruitment process until a decision has been made and they have been notified by W&G.

5.4 Approval to Appoint

In accordance with the *Local Government Act 2009*, the CEO is the only person who can appoint local government employees.

The Panel Chairperson has the responsibility to provide W&G with the correct documentation, recommendation and justification to appoint based on the principles of merit.

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.

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7 Document Management

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



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