



Gladstone Regional Council

Council Policy

Title	RECRUITMENT AND SELECTION POLICY
Policy Number	P-2013/6
Responsible Directorate	OFFICE OF THE CEO
Responsible Officer	MANAGER PEOPLE AND PERFORMANCE
Date of Adoption	5 NOVEMBER 2013
Resolution Number	G/13/1766
Date Review Due	5 NOVEMBER 2016

1.0 PURPOSE:

Recruiting and selecting suitable employees who exhibit the necessary level of skills and ability is integral to the success of Gladstone Regional Council ("Council").

This Policy and the associated Corporate Standard, aims to provide guidance and assistance to those who are involved in the recruitment, selection and promotion of employees at Council. It outlines the principles that are to be followed in the recruitment and selection process and is designed to ensure that recruitment standards are consistent, appropriate, free from discrimination or bias, and are in accordance with relevant legislation.

2.0 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 (Refer to Local Government Act 2012).

3.0 RELATED LEGISLATION:

- Queensland Anti-Discrimination Act 1991
- Equal Employment Opportunity Regulations 1995
- Industrial Relations Act 1999 (Qld)

4.0 RELATED DOCUMENTS:

- Gladstone Regional Council Enterprise Bargaining Agreement
- Harassment and Discrimination Policy
- Equal Employment Opportunity Management Plan

- Recruitment and Selection Corporate Standard

5.0 DEFINITIONS:

To assist in interpretation of this policy the following definitions apply:

- **"Chief Executive Officer"** means the most senior executive officer in Council as appointed pursuant to the Local Government Act 2012 (Qld).
- **"Merit principle"** means proven ability, skill and/or qualifications required to do the job, as identified in the selection criteria for the position.
- **"Panel Chair"** means the person in charge of the selection panel; namely the Supervisor of the position being recruited for.
- **"Pre-employment Medical"** means an examination to determine whether an individual is fit to perform his or her job without risk to himself or others.
- **"Probation"** means the period of time by which an employer trials the suitability of a new employee to the job, and vice versa.
- **"Promotion"** is where an employee is placed into another position at a higher level.
- **"Reference Check"** is when an employer contacts a job applicant's previous employers, schools and/or colleges to learn more about his or her job history or educational qualifications.
- **"Selection Panel"** means a team of at least two (2) people, responsible for the shortlisting, interview and selection of an applicant that best fits a vacant position.
- **"Short List"** is a list of the best candidates for a position after all others have been eliminated, based on the essential and desirable criteria of that position.

6.0 POLICY STATEMENT:

6.1 MERIT PRINCIPLE APPLIES

When recruiting and promoting staff, Council will ensure that the best person for the job is chosen in each case.

Council is committed to ensuring that recruitment and selection decisions are based on the principle of merit. This means that persons will be selected on the basis of whether they have the right skills, qualifications and other talents that are required to do the job.

Appointment decisions based on irrelevant factors, such as a person's sex, race, disability, age, homosexuality etc., or personal biases or favouritism, do not result in the best person for the job being chosen and are not considerations taken into account.

Each workplace-decision-maker who has a role in the recruitment of employees or in selection for promotion should do their utmost to ensure that the merit principle is applied in every case.

6.2 EQUAL EMPLOYMENT OPPORTUNITY

Council is an equal employment opportunity employer and is committed to ensuring that all applicants for selection or promotion are not discriminated against on any of the grounds of discrimination contained in equal opportunity laws and is consistent with the organisation's Anti-Discrimination & EEO Policy.

This means that no unlawful discrimination should take place in job advertisements, job interviews or the selection process.

6.3 INTERNAL ADVERTISING

All internal vacancies at Council will be advertised internally by utilising internal communications i.e. email, Intranet and work noticeboards, where it is considered that existing staff can fulfil the role.

The position must remain open to receive applications for a period no less than seven (7) days.

Promotion decisions will be made on the basis of merit, as per the essential and desirable criteria required for the position. This may mean that no internal applicants qualify for job interviews.

6.4 EXTERNAL ADVERTISING

External advertising will be publicised both internally and externally simultaneously. Positions must remain open to receive applications for a period of no less than fourteen (14) days.

All external advertising or agency costs must be approved by the Human Resources Coordinator.

6.5 THE SELECTION PANEL

Wherever possible, recruitment decisions should be made by a panel of at least two people.

The membership of the panel will be determined by the Manager in whose department the new employee will work. The chair of the panel will be the supervisor of the role, where possible.

The selection panel must be able to follow the process entirely from start to finish, otherwise an alternative selection panel member shall be sourced (i.e. where possible, panel members should not be changed throughout the

process). This is to ensure equity and consistency is applied throughout the entirety of the recruitment and selection process.

No Council employee is to be on a selection panel which involves the possible appointment of a relative or close friend. Any conflict of interest, which may exist on a selection panel, needs to be referred to the relevant Director/Manager/HR Delegate to allow an alternative selection panel member to be sourced.

6.6 THE ESSENTIAL AND DESIREABLE CRITERIA

The essential criteria are those which are necessary for the performance of the job. The desirable criteria are those that will help the applicant perform the job, and give them a competitive advantage. By determining the essential and desirable criteria of the job, the panel will have a standard for comparison of each applicant. It is important that each candidate is judged according to criteria that is objective and applied in a consistent manner.

6.7 THE SHORT LIST

The selection panel should review the job applications and make a short list of the best applicants who meet the essential criteria for the position. All shortlisting is to be documented, with all shortlisted applicants moving through to the job interview stage.

6.8 THE JOB INTERVIEW

The job interview questions are to be developed by the selection panel and must be restricted to questions that are relevant to the job. Questions which may indicate an intention to discriminate on any of the grounds of discrimination should not be asked — this includes questions that may constitute sexual harassment (for more information, see the Anti-Discrimination & Equal Employment Opportunity).

Panel members must ask comparable questions of all applicants and each applicant's responses must be documented.

In the course of the interview the candidate should be notified of the following matters (where applicable):

- That employment would be subject to a probationary period of 3 months; or
- That employment is offered on a fixed term basis; or
- That employment is offered on a fixed-project basis.

The panel should agree on the successful applicant, who is to be notified of the decision in writing. Unsuccessful interviewees should also be notified of the result by the panel chair. The panel chair may also offer feedback to unsuccessful applicants on request.

6.9 PRE-EMPLOYMENT MEDICAL CHECK

The preferred applicants for all positions may be required to undergo a medical examination to ascertain the applicant's fitness for the relevant position prior to appointment. An applicant who has previously been employed by Council and who has undergone a medical examination within

six months of being appointed in a similar position may be exempt from the medical examination at the discretion of the Occupational Health and Safety Coordinator or their delegate.

Internal applicants who are applying for positions exposing them to significantly different working conditions may be subjected to a medical examination. This will be at the discretion of the Occupational Health and Safety Coordinator or their delegate.

6.10 REASONABLE ADJUSTMENT

Where a job applicant has a medical condition (for example) but is in all other respects the best person for the job, Council will endeavour to make reasonable adjustments to the position to enable that person to do the job. This may require adjustments to the work station or job, for example. Reasonable adjustment will be afforded to successful applicants unless this would cause unjustifiable hardship to Council or create an unfair workplace.

6.11 APPOINTMENTS MADE DIRECTLY BY THE CHIEF EXECUTIVE OFFICER

In the current labour market many regional and remote local governments in Queensland are having difficulties recruiting and retaining high calibre professional qualified staff. Therefore, it may be necessary for Council to actively pursue appropriately qualified staff. In these circumstances, the Chief Executive Officer reserves the right to directly make appointments to permanent, internal, casual and temporary positions to achieve the objectives of Council's Corporate Plan, without following the procedures as provided for in this policy. In these circumstances, the merit principle will still apply to such appointments.

6.12 PRIVACY

As set out in Council's Privacy Policy, Council respects and complies with its obligations under privacy legislation.

Consequently, any personal information gathered about applicants that does not become an employee record relating to the successful candidates will be destroyed at the conclusion of the selection process, unless the permission or consent of the candidate has been obtained to keep any such information.

6.13 REFERENCE CHECKING

Only referees nominated by applicants are to be contacted as part of the reference checking process. A minimum of two (2) reference checks should be conducted for each applicant; one of which should have a thorough knowledge of the applicant's work conduct and performance within the preceding five (5) years.

Should the Supervisor/Manager/delegate conducting the reference check not be satisfied with the referees provided (i.e. no work related referees), the applicant may be requested to provide additional, appropriate referees.

Referee checking must be completed prior to any offer of employment being made to the potential employee, unless deemed unnecessary for internal applicants.

Further information can be found in the Recruitment and Selection Corporate Standard.

6.14 PROBATION

For all but Executive Officer appointments, a three (3) month probationary period will apply. The Supervisor, or other officer appointed by the relevant Manager will conduct this review on a monthly basis against set criteria.

7.0 ATTACHMENTS:

NIL

8.0 REVIEW TRIGGER:

This policy will be reviewed when any of the following occur:

1. The related legislation/documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council
3. Periodic Review – 3 years from date of adoption

TABLE OF AMENDMENTS		
Originally Adopted	24 February 2009	09/102
Amendment 1	5 November 2013	G/13/1766
Amendment 2	<INSERT DATE COUNCIL MEETING>	<INSERT RESOLUTION NUMBER>
Amendment 3	<INSERT DATE COUNCIL MEETING>	<INSERT RESOLUTION NUMBER>

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STUART RANDLE
CHIEF EXECUTIVE OFFICER