



RECRUITMENT & SELECTION POLICY

Summary:

The purpose of this policy is to provide clear direction on recruitment and selection, providing a high standard of leadership and integrity that meets organisational and community expectations, when conducting recruitment and selection processes.

Policy Number	4.193
File Number	N/A
Document version	V1.0
Adoption Date	22 May 2019
Approved By	Council
Endorsed By	Council
Minute Number	92/19
Consultation Period	Nil
Review Due Date	May 2021 – 2 years
Department	HR & Workforce Development
Policy Custodian	Manager HR & Workforce Development
Superseded Documents	23 August 2017 – 168/17
Related Legislation	Local Government Act Anti Discrimination Act The Commission for Children & Young People Act Australian Crime Commission Act Local Government (State) Award
Delegations of Authority	Manager HR & Workforce Development

1. Overview

Tenterfield Shire Council will provide high standards of leadership and integrity that meet organisational and community expectations, when conducting recruitment and selection processes.

Council will ensure that EEO processes are followed and that a consistent approach to recruitment and selection is carried out across all Departments.

Particular care will be taken to eliminate all unlawful direct and indirect discrimination on the grounds as set out in the *Anti Discrimination Act 1977*.

Recruitment and Selection processes will reflect current best practice as far as possible, and have due regard to appropriate candidate identification, pre-employment vetting, checking and clearance processes. Technology that enhances these processes will be used when available.

2. Policy Objective

To demonstrate a commitment to develop, implement and maintain attraction, recruitment, selection, and retention, policies and procedures that clearly define job requirements, management practices, are merit based, fair and open, and exhibit the characteristics of being an employer of choice.

3. Scope

Staff Recruitment

Throughout all stages of the recruitment process Tenterfield Shire Council will adhere to the following key principles of recruitment:

- Availability and use of clear, **performance based position descriptions**
- Ensure the recruitment process is **equitable**
- Ensure the recruitment process is **objective**
- Ensure the recruitment process is open to **scrutiny**
- Ensure application of the **Local Government Capability Framework**
- Ensure that the recruitment process is **accountable**
- Ensure **confidentiality** of applicants is maintained at all times.

To allow Council the flexibility to meet its needs and responsibilities to the people within the Shire of Tenterfield, Council will, at all times, throughout the recruitment process endeavour to apply:

Ethical practices that demonstrate:

- Integrity
- Impartiality
- Professional conduct
- Clear accountability
- Confidentiality
- Professionalism

Fair practices that:

- Are free from Discrimination
- Value diversity in the workplace
- Provide community access to Government employment
- Are transparent and provide a clear audit trail
- Are objective.

Tenterfield Shire Council will demonstrate their commitment to conducting merit based recruitments by showing evidence of recruitment processes that adhere to the principles of merit based selection by ensuring that decisions:

- Are based on position descriptions that are performance based;

- Result in recruiting the most suitably qualified person by making certain that everyone with an interest in the position has a reasonable chance to know of, and apply for position vacancies;
- Ensure that all applicants receive the same information about the position, the recruitment and selection process, through effective advertising;
- Ensure that all applicants are assessed against the same selection criteria;
- Demonstrate regard for Council's short and long term corporate objectives;
- Provide the wider community with open access and opportunity to apply for vacancies;
- Provide fair and equitable access to enable existing staff the opportunity for continued employment, and to access promotion which is merit based by supporting appropriate succession planning where possible. Provide effective and appropriate use of lateral transfer and broad banding within the salary scales;
- Establish a quality workforce that is capable of delivering timely and effective services to the people of the Shire of Tenterfield;
- Are made with due consideration to cost restraints but meet interview expenses appropriately;
- Are made by selection panels with the appropriate skills, expertise, training and understanding of integrity and equity issues;
- Ensure successful candidates are subjected to appropriate employment screening, including Working with Children checks, Referee checks and Security checks;
- Establish the basis for selected candidates to receive effective induction, probation and relocation assistance if necessary.

4. Related Documents, Standards & Guidelines

- Local Government Act
- Anti Discrimination Act
- The Commission for Children & Young People Act
- Australian Crime Commission Act
- Local Government (State) Award
- Code of Conduct
- The Local Government Capability Framework

5. Version Control & Change History

Version	Date	Modified by	Details
V1.0	22/5/19	Council	Adoption of Original Policy