



WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

Recruitment and Selection Policy

Document Control

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1. Origin / Authority

Wujal Wujal Aboriginal Shire Council

2. Purpose and Scope

Recruiting and selecting suitable employees who exhibit the necessary level of skills, qualifications and ability is integral to the success of Wujal Wujal Aboriginal Shire Council (Council).

This Policy aims to provide guidance and assistance to all managers and supervisors who are involved in the recruitment, selection and promotion of employees at Council. It outlines the principles and procedures that are to be followed in the recruitment and selection process. This Policy is designed to ensure that recruitment standards are consistent, appropriate, consider equal employment opportunity principals and free from discrimination or bias

3. Policy Statements

3.1 Merit Principle Applies

Council is committed to ensuring that recruitment and promotion 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, sexual preferences etc., or personal biases or favouritism, are inappropriate, may be considered in breach of Anti-Discrimination Legislation.

Each workplace-decision-maker who has a role in the recruitment of employees or in selection for promotion will be responsible for ensuring that the merit principles are applied.

3.2 Equal Employment Opportunity

Council is an equal employment opportunity employer and is committed to ensuring that all applicants for recruitment or promotion are not discriminated against on any of the grounds of discrimination contained in Anti-Discrimination Legislation and consistent with the Council's Anti-Discrimination, Workplace Bullying and Harassment Policy.

Council, during recruitment and promotion activities, will recognise the benefit of having a diverse workforce, including employees from different cultural backgrounds, gender and ethnicity, whilst balancing this with the Elected Members' objective of increasing opportunities for local employment.

3.3 The Process of Recruitment and Selection

The Chief Executive Officer shall approve the commencement of all recruitment and promotion processes, except for the recruitment of Chief Executive Officer that is specifically approved by Council.

3.4 Internal Advertising

Where a position becomes vacant at Council, advertisement shall occur internally on appropriate platforms, which may include Notice Boards and via Email. Jobs must be advertised with a position description, including Department, Work Unit, Position Title, Award Designation, Salary Level, Period of Employment, Location, Position Number, Advertising Close Date, Point of Contact, Contact Details and WWASC Jobs URL.

Current employees are encouraged to apply for suitable positions as they arise. Each application will be assessed on its merits, based on the essential and desirable criteria required for the position. This may mean that internal applicants do not qualify for job interviews.

Simultaneous internal/external advertising may be carried out for positions that require a specific skill or qualification which is vital to that position, to avoid a lengthy recruitment process due to a urgent need to fill the position, or where the position attracted no internal applicants when advertised previously, or where there is a significant lack of depth in the required skills or knowledge within the organisation for a particular position.

Internal applicants include all employees of Council who are active on Council's payroll system. Internal applications will not be acknowledged from:

- contractors
- labour hire staff
- volunteers and
- former employees

Applications from the above parties will be considered, as external applicants, if no internal applications are received and/or the position is to be advertised internally/externally simultaneously.

For the purpose of this policy all apprentices and trainees are employed on a fixed term contract and cease on completion of their training with Council and are not eligible to apply for internal vacancies until the training contract obligations have been fulfilled, or within one month of their fixed term training contracts cessation date.

3.5 External Advertising

Job advertisements shall be drafted and prepared for uploading by Human Resources or approved delegate, following authorisation from the Chief Executive Officer.

Jobs must be advertised with a position description, including Department, Work Unit, Position Title, Award Designation, Salary Level, Period of Employment, Location, Position Number, Advertising Close Date, Point of Contact, Contact Details and WWASC Jobs URL. No other member of Council will advertise and recruit positions internally or externally. All job advertisements must be approved by the Chief Executive Officer prior to advertisement.

Where internal applications are received in response to an external advertisement, these shall be considered equally with external applications for the position.

Occasionally, circumstances arise whereby a vacancy occurs for the same or very similar position called within the last twelve (12) months. In such circumstances, the selection committee, in liaison with the Chief Executive Officer, may choose to review those applications, rather than advertise the position externally again.

Where Council has been unable to source a suitable candidate via the normal recruitment process, where permanent and short-term vacancies exist in specialist areas or where identified skills shortages exist, the Chief Executive Officer may approve alternate recruitment arrangements, such as the use of recruitment agencies/labour hire/contractor workers.

3.6 The Job Advertisement

The job advertisement should generally include the following:

- be written in clear, non-discriminatory language
- must contain the title of the job and a list of duties and key results areas
- outline the mandatory eligibility requirements of the job
- indicate that applicants should be able to address all of these criteria (desirable criteria can also be included)
- specify what information the applicant should provide with their application, (e.g. selection criteria, resume, references, academic record, licence, etc.
- the position description
- the details of where the application can be made
- the closing date for applications and
- state that Council is an equal opportunity employer

Council may choose to engage an external recruitment agent to undertake a recruitment process on Council's behalf.

3.7 Candidates

Applications are assessed and shortlisted by a designated selection panel approved by the Chief Executive Officer. Generally, there will be a maximum of three selected candidates from the applications to be interviewed.

3.8 The Selection Panel

The selection panel usually comprises of three assessors who have experience and/or have been advised in recruitment techniques, anti-discrimination principles, do not have a conflict of interest (or have declared the conflict which has assessed as acceptable/manageable) and can competently assess the applicant's ability to meet the technical, practical, attitudinal and cultural expectations and requirements of the position. Cultural and gender representation on this panel is preferred.

Selection panels can occasionally comprise of two assessors, with the written approval of the Chief Executive Officer, if three representatives cannot be identified who meet the above criteria. A representative from within the Human Resources area would generally be on the recruitment panel. The appointment of the recruitment panel is in consultation with the Chief Executive Officer.

3.9 The Position Description and Mandatory Criteria

Prior to seeking approval to advertise an existing position, the manager will review the position description for the role and make sure that it is up to date and accurate. The level of remuneration attached to the position should also be reviewed by Human Resources. Any changes to remuneration would need to be endorsed by the Manager Corporate and Commercial and approved by the Chief Executive Officer.

Where the role is new, it is the responsibility of the manager to draft the position description, in accordance with Council's template, which will be approved by Human Resources, who will then undertake a classification review to determine level and appropriate salary. Salary must be endorsed by the Manager Corporate and Commercial and approved by the Chief Executive Officer.

The position description must include essential and/or desirable 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.

3.10 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. It is acknowledged that where an external recruitment agent is engaged, shortlisting may be undertaken by that agent.

Arrangements should be made for interviewing those applicants who are short listed.

3.11 The Job Interview

The selection panel should prepare the questions to be asked at the interview. These should 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.

Panel members should ask comparable questions of all applicants, otherwise biases and unfair assumptions can affect recruitment and selection decision making.

Panel members should document each applicant's responses and determine an order of merit, including rationale.

The panel should meet and agree on an order of merit. Where it is determined that none of the applicants met the required criteria, it may be determined by the panel to readvertise the position.

3.12 Reference Checking

Human Resources will carry out a reference check for prospective or existing employees.

When performing reference checks the following principals will be applied:

The referee should be informed that the information they convey, due to privacy laws, will be accessible to the prospective employee or the existing employee and also may be discussed with the candidate. As a general rule, a referee's opinions should not be directly relayed to the candidate etc.

Information obtained should be treated confidentially and only be provided to those involved in the recruitment process, and the Chief Executive Officer or Delegate approved by the Chief Executive Officer.

The questions asked of the referee should be agreed with the panel, be consistent across all interviews for the position, and only be questions that are relevant to the occupational requirements of the job.

Council may choose to use a combination of both written and verbal reference checking.

3.13 Offer of Employment

Following obtaining of acceptable reference checks, the successful applicant, should be notified of the decision verbally and in writing. Unsuccessful applicants should also be notified of the result, once a successful appointment has occurred. Human Resources may offer feedback to unsuccessful applicants where requested.

Human Resources will prepare contracts of employment for the successful applicant, which must be approved by the Chief Executive Officer.

3.14 Reasonable adjustment

Where a job applicant has a medical condition but is in all other respects determined the most meritorious, Council will endeavour to make reasonable adjustments to the position to enable that person to do the job. Reasonable adjustment will be made unless such adjustments cannot be accommodated due to operational requirements would cause unjustifiable hardship to Council etc.

3.15 Privacy

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 for the purpose of consideration in future recruitment opportunities

3.16 Appointments made directly by the Chief Executive Officer

It may be necessary for Council to actively pursue or appoint appropriately qualified staff for vacant positions. In these circumstances, the Chief Executive Officer reserves the right to make direct appointments to permanent, internal, casual and temporary positions to achieve the objectives of Council's Corporate Plan, without following the procedures detailed in this policy. In these circumstances, the merit principle will still apply to such appointments, based on the candidate providing a current resume, appropriate reference checks being undertaken, and other relevant background checks being completed

4. Application

This Policy does not form part of any employee's contract of employment. The Policy is not intended to override the terms of any Award or contract that applies to an employee.

Council undertakes to regularly review this policy to take account of changes in legislation, activities, services and products. As a result of this review, changes may be made to this policy from time to time and all employees and contractors are required to comply with those changes.

5. Associated Policies

- Code of Conduct for Employees
- Drug and Alcohol Policy
- Anti-Discrimination, Workplace Bullying and Harassment Policy

6. Relevant Legislation

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|-----------------------------------|-------------------------------------|
| • Industrial Relations Act 2016 | • Local Government Act 2009 |
| • Work Health and Safety Act 2011 | • Local Government Regulations 2012 |

7. Review

Council will formally review this policy every two years.



Kiley Hanslow
Chief executive Officer
Wujal Wujal Aboriginal Shire Council