

# Council Policy

Title	Recruitment and Selection Policy		P67
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Document Owner	Human Resources Manager		
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## PURPOSE

- Ensuring that the most competent and suitable people are recruited to CDRC positions,
- Ensuring all appointments are based on merit having regard to the applicant's ability, knowledge, experience and skills relative to the position,
- Eliminating any form of direct or indirect negative discrimination from Council's recruitment practices,
- Promotion of job opportunities and career advancement for Community residents and Community based staff.

## SCOPE

This policy applies to the recruitment and selection of all workers with the exception of the Chief Executive Officer.

## DEFINITION AND TERMS

**Chief Executive Officer** - means the most senior executive officer in the Regional Council as appointed pursuant to the Northern Territory Local Government Act.

**Workers** - means all employees of the Regional Council, except the Chief Executive Officer. This policy applies to the recruitment of Directors and managers.

## LEGISLATION AND REFERENCE

- *Local Government Act 2008*
- *NT Work Health and Safety (National Uniform Legislation) Act 2011*
- *Fair Work Act 2009*
- Relevant Award/s
- Central Desert Regional Council Enterprise Agreement
- *Anti-Discrimination Act 1992*

## POLICY STATEMENT

### Responsibilities

It is the responsibility of the Chief Executive Officer to ensure that:

- Recruitment and selection guidelines and procedures are developed and Maintained;
- all managers are aware of their responsibilities in the recruitment and selection process;

- Managers are given continuous support and guidance in regards to recruitment and selection issues.

It is the responsibility of Directors/Managers and supervisors to ensure that:

- They are familiar with the recruitment policies and procedures, and that they follow them accordingly at all times;
- They seek advice from Human Resources as required;
- Staffing levels for their department are determined and authorised;
- Vacant roles are filled in a timely manner;
- All roles have current position descriptions, which specify role requirements and a selection criteria.

It is the responsibility of Human Resources to ensure that:

- Advice is provided in an accurate and timely manner;
- Issues are escalated in a timely manner;
- Recruitment actions are prioritised accordingly;
- Staff are advised of any unanticipated delays in the process;
- All staff follow the recruitment and selection policy and associated documents.

## General Provisions

- All Council positions will be advertised with the exception of short term relief/temporary casuals.
- All positions within the Regional Council must be in accordance with the staffing plan approved by the Council.
- No undertakings shall be given to candidates, prospective candidates, or anyone else in relation to their prospects of obtaining employment, other than those whose applications have been assessed as successful by the Chief Executive Officer through the correct recruitment and selection processes.
- Council employees must declare real or perceived conflict of interest prior to shortlisting applicants.
- In all cases recruitment of staff must have documented proof of merit based selection.
- It is unlawful to discriminate in any recruitment and selection process, and all panel members must be aware of any inherent bias and manage bias in a fair and equitable way.
- Processes for recruitment will follow the current Recruitment and Selection Standard Operating Procedure.

## Breach of Policy

Staff found to be in breach of this policy may face disciplinary action that may include termination of employment.

## REVIEW HISTORY

Date	Details
6 October 2010	First adopted (CRN 180/2010)
12 October 2012	Reviewed and adopted (CR 424/2012)
31 July 2019	Reviewed and adopted (CR OC074/2019)