



## Paroo Shire Council

Council Policy	
<b>Policy Name:</b>	<b>Recruitment and Selection</b>
<b>Policy Number:</b>	HRP-001
<b>Version:</b>	3.3
<b>Commencement and Review:</b>	This policy will commence from <b>Approval Date</b> and will be reviewed as need.
<b>Document Owner:</b>	HR Manager
<b>Approval Date:</b>	15 February 2022
<b>Meeting Resolution:</b>	RES.M22/33

### 1 Statement of Intent

The intent of the Paroo Shire Council (Council) Recruitment and Selection Policy is to ensure that the most suitable applicants are selected and appointed to vacancies, through best practice selection processes that are consistent and transparent.

### 2 Commencement and Review of Policy

This Policy will commence from the date stated in the table above. It replaces all other Recruitment and Selection Policies (Whether written or not).

This Policy will be reviewed 2 years from the commencement date or earlier if deemed necessary through changes to legislation or business practice. Minor amendments that do not impact upon the intent of the Policy may be made in consultation with and approved by the Chief Executive Officer (CEO).

### 3 Application of Policy

This policy applies to the recruitment and selection of all employees with the exception of recruitment and selection of the CEO.

### 4 Definitions

<b>Contract for a Fixed Term</b>	Contract for a fixed term means a contract that ends on a stated day, whether or not the contract also provides for its termination by a party giving to the other party a particular period of notice of termination.
<b>Merit Principle</b>	Means that the employment of a person must be based solely on the person's ability and suitability to perform the relevant duties, and for employment in the relevant workplace; and for employment in the Council as identified in the selection criteria for the position. A person's suitability is to be determined by having regard to the person's knowledge, skills, qualifications, experience; and potential for future development.
<b>Panel Chair</b>	The person in charge of the selection panel; May be an Executive Officer, the Supervisor of the position being recruited for (Manager or above) or the HR Manager

<b>Pre-employment Medical</b>	An examination to determine whether an individual is fit to perform his or her job without risk to self or others
<b>Probation</b>	Means the period of time by which an employer trials the suitability of a new employee to the job, and vice versa
<b>Promotion</b>	Is where an employee is placed into another position at a higher level
<b>Reference Check</b>	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
<b>Selection Panel</b>	Means a team of at least three (3) people, responsible for the shortlisting, interview and selection of an applicant that best fits a vacant position
<b>Short List</b>	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

## 5 Council Recruitment and Selection Policy

Council is committed to recruiting and promoting the best person for the job and to achieving high levels of consistency, transparency and best practice in all selection processes.

### 5.1 Mandatory Principles for Selection Decisions

Selection decisions must:

- Be based on the principals of equity and merit
- Be cost effective
- Be fair, unbiased, transparent and able to withstand scrutiny
- Comply with legislative provisions and practices relating to recruitment and selection
- Be finalised within a reasonable timeframe

### 5.2 Equal Employment Opportunity and Merit

Ensuring that recruitment and selection decisions are based on Equal Employment Opportunity and Merit principles, 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, sexuality etc., or personal biases or favouritism; do not result in the best person for the job being chosen.

Each workplace decision maker who has a role in the recruitment of employees or in selection for promotion has a responsibility to do their utmost to ensure that these principles are applied in every case.

### 5.3 Organisational Design

Upon identification of a vacancy within an area, considerations must be given to the following before a proposal is lodged with the CEO for deliberation and approval to proceed:

- Does the role fit into the approved Organisational Structure / Operational or Corporate Plan?
- Is there funding capacity within the existing, or future, Departmental budget?
- Team needs – e.g. enhancement of the team skill base, interaction and performance
- Employment type – identify whether the position needs to be on a full-time basis or whether it can be filled on a part-time arrangement or casual basis
- Diversity within the workgroup and/or office to reflect community and/or client needs
- Transfer at level or development opportunities for other employees within the Office

### 5.4 Position Descriptions

- a) Position descriptions are to be reviewed prior to advertising to ensure that:



- They are on the current Council position description template and written in plain English without the use of acronyms or other language specific to Council.
- They include current and accurate selection criteria that identify the level of experience, education, qualifications, capabilities and leadership qualities required for the position; and allow consideration of transferable skills and potential for future development.

The position description for advertising is not, and should not be, as comprehensive as the position description used for evaluation of a role to determine the classification level, or the position description used for performance planning purposes. Key Responsibilities are just that – “key” not the entire list of the duties of a particular role.

b) Essential and Desirable Selection Criteria:

- 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.
- Essential Criteria - are the skills, qualifications and/or experience necessary for the performance of the job.
- Desirable Criteria - are the skills, qualifications and/or experience that will help the candidate perform the job, and give them a competitive advantage.

## 5.5 Advertising

a) Internal Advertising

- All internal vacancies at Council will be advertised internally by utilising internal communications i.e. Council Website, email, and work noticeboards, where it is considered that existing staff can fulfil the role.
- Internal expressions of interest can be used to fill a casual or temporary position of up to six months. This will allow internal staff to express their own interest in obtaining new skills or working in an area in which they have shown interest during their performance review, thus enabling them to gain further knowledge and experience and progress their career.
- The position must remain open to receive applications for a period no less than seven (7) days.
- All selection 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 candidates qualify for job interviews.

b) 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.
- External advertising may include the same communication channels as internal advertising and will extend to Council's website and Facebook pages, and a local newspaper (printed or electronic).
- Advertising for senior or professional roles will extend to other websites and/or agencies dependent on the level of difficulty in recruiting candidates.
- All external or agency advertising and the associated costs must be approved by the CEO

c) Vacancy Advertisements are to include:

- Council's one page Position Vacancy advertisement; showing a brief summary of the role and its objective/s as well as the application requirements which consists of a cover letter and current resume.
- The current Position Description will be made available on Council's website

## 5.6 Engaging Casual Staff

- a) Casual or temporary forms of employment must only be used where permanent employment is not viable or appropriate. Casual or temporary engagements may be used where changing and emergent work flows require more flexible employment arrangements than can be provided by permanent or part-time appointment, or through continuous temporary engagements.



- b) A merit based selection process is to be used for selection of a pool of casuals for Labourers and Plant Operators only. Each engagement for a casual is to be a separate engagement, as evidenced by a suitably authorised time sheet for payment of wages. Each temporary engagement must be treated separately, requiring suitable authorisation of a temporary appointment and ceasing employment form.
- c) All other casual or temporary engagements (i.e. not Labourers or Plant Operators) must be advertised as per 5.4.

### **5.7 Engaging Fixed Term Contract Appointments**

- a) Fixed term contracts will be for a period determined by the CEO, or the duration of a specific project.
- b) Transfer to a level at or below the current level of an employee, may be done either through an expression of interest process or a more informal method in consultation with senior management.
- c) All fixed term contracts and remuneration packages must be approved by the CEO prior to advertising the position.

### **5.8 Engaging Contractors**

Management may determine that engagement of a contractor is best suited to the identified need particularly with regard to special projects. Contractors may be recruited through:

- the trade services approved contractor tender, or
- the plant hire and services approved contractor tender; or
- another tender; or
- direct discretion of the CEO

As with any service based contract, Council will have a written and signed agreement with all contractors outlining terms and conditions. A register of Contractor Agreements is to be maintained.

### **5.9 The Selection Panel**

- a) Recruitment decisions should be made by a panel of at least three (3) people.
- b) The membership of the panel will be determined by the Executive in whose department the vacancy exists and is to be advised when requesting approval to recruit.
- c) Panel members will be impartial, be aware of equal employment opportunity principles, and have a clear understanding of the level, duties and requirements of the vacancy.
- d) The Panel Chair will be an Executive Officer, the supervisor of the role (manager or above), or the HR Manager unless there is a conflict of interest (e.g. the possible appointment of a relative or close friend), in which case the next manager/supervisor up will be responsible.
- e) No Council employee is to be on a panel which involves the possible appointment of a relative or close friend.
- f) Any conflict of interest whether real or perceived, is to be declared to the Department Executive or Manager to allow an alternative panel member to be sourced.
- g) To ensure equity and consistency is applied throughout the entirety of the recruitment and selection process the panel must be available to follow the process entirely from start to finish otherwise an alternative selection panel member shall be sourced at the time of shortlisting.
- h) Panels will use Council selection practices and procedures, and standardised selection process templates.
- i) All applicants will receive a high standard of candidate care, and be fully informed of the selection outcome within a timely manner following completion of the process.

### **5.10 Confidentiality**

- a) Panel members are to maintain confidentiality throughout the selection process.
- b) At no point, prior to all candidates being notified of the selection outcome, should any member of the panel discuss details of the candidates, the selection process, referee



comments, or the panel's recommendation with any other person outside of the panel.

- c) The panel may, if required, seek advice from either the Department Executive or the HR Manager.

#### **5.11 Pre-Employment Medical Check**

- a) The preferred candidate is required to undergo a National Police Check and a medical examination prior to appointment to ensure an appropriate level of fitness, relevant to the role.
- b) An applicant who is currently or has previously been employed by Council, and has undergone a medical examination for a similar position within the previous six months may be exempt from the medical examination
- c) Internal applicants who are applying for positions exposing them to significantly different working conditions may be subjected to a medical examination.

#### **5.12 Probation**

- a) For all but executive appointments, a three month probationary period will apply. The supervisor or other officer as appointed by the Department Manager or HR Manager will conduct this review against set criteria.

Following successful completion of the probationary period the employee will receive a letter confirming their appointment.

#### **5.13 Employment Conditions and Benefits**

- a) Employment conditions will differ between employment streams and is dependent upon the relevant Award and Agreement provisions associated with the role and level
- b) Other conditions and benefits such as housing, vehicle and relocation provisions may be offered subject to Council Policy and CEO discretion.

#### **5.14 Chief Executive Officer Discretion**

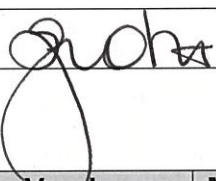
- a) The CEO may choose to forego the advertising requirements provided for at 5.5 of this Policy at their discretion.
- b) The CEO can exercise this discretion when they have:
  - 1. Identified a candidate that they believe is suitable and have concerns that the time restrictions on advertising may result in their loss of such a candidate; or
  - 2. In situations where they have received an expression of interest from a candidate whom they believe will be an asset to the organisation; and
  - 3. A relevant position exists to be filled.
- c) Nothing in this subclause removes the requirement for the Council to forego the requirement that the recruitment decision is based on equal opportunity and merit.
- d) Any potential employee for whom this discretion is exercised must still be considered before the Selection Panel as required by clause 5.9 with any ultimate decision to recruit being made by the panel of at least three (3) people.

### **6 Breach of Policy**

A breach of this policy has the potential to result in an appeal or grievance being lodged against either the selection decision or against Council. Employees found to be in breach may face disciplinary action and possible prosecutions under equal opportunity and anti-discrimination legislation.

### **7 Relevant Links / Documents**

- Industrial Relations Act 2016
- Queensland Local Government Industry Award - State 2017
- Anti-Discrimination Act 1991
- Queensland Public Service Act 2008
- Council Code of Conduct

<b>Endorsed</b>		<b>Date: 15 February 2022</b>
<b>Name:</b>	Cassandra White	
<b>Title:</b>	Chief Executive Officer, Paroo Shire Council	
<b>Signature</b>		

#### Version Control

Date	Version	Meeting Resolution	Amendments / Comments
30/09/2010	1.0	M10/141	
15/04/2014	2.0	M14/080	
16/05/2017	3.0	M17/119	Replaces GP-008
28/05/2020	3.1	Workshopped	Amendments and Additions
23/06/2020	3.2	M20/85	Adoption
21/01/2020	3.3	Workshopped	Addition of 5.14