

 <b>Kingborough</b>	<h1>RECRUITMENT AND SELECTION POLICY</h1>	<b>(Policy No. 9.5)</b>		
		LAST REVIEW April 2018	NEXT REVIEW April 2020	MINUTE REF C219/7-18
<b>POLICY STATEMENT:</b>	1.1 Council is committed to ensuring that the recruitment and selection of employees is in accordance with relevant employment legislation and that prospective employees receive fair and equitable treatment without discrimination.			
<b>OBJECTIVE:</b>	<p>The objectives of this Policy is to ensure that:</p> <p>2.1 A standard and consistent approach to the recruitment and selection of employees is maintained in order to provide equal opportunity to all persons choosing to obtain employment with the Kingborough Council.</p> <p>2.2 The recruitment and selection process adheres to legislative requirements and obligations and is consistent with Kingborough Council's values and supports Council's strategic objectives.</p> <p>2.3 The Recruitment and Selection Policy should be read in conjunction with Council's EEO and Diversity Policy No 9.9 and the Bullying, Harassment and Discrimination Policy No 9.3 which ensure that the workplace is free from all forms of unlawful discrimination and harassment.</p>			
<b>DEFINITIONS:</b>	<p>3.1 <b>Discrimination</b> occurs when a person is treated unfairly because they have a particular attribute or personal characteristic or are associated with a person with that attribute/characteristic. It doesn't matter if there are other reasons for how the person is treated. It is also discrimination when a person or organisation has a particular requirement or practice that seems to treat everyone equally, but has the effect of disadvantaging people who have a particular personal characteristic.</p> <p>3.2 <b>Recruitment</b> refers to the process commencing with the decision to recruit an individual through to attracting and seeking a pool of applicants, e.g. by way of an advertisement.</p> <p>3.3 <b>Selection</b> is a process involves choosing from the pool of available applicants resulting in the selection of an individual who is most likely to perform successfully in the job.</p>			
<b>SCOPE:</b>	4.1 This policy applies to all recruitment and selection processes conducted within the Kingborough Council.			
<b>PROCEDURE:</b> <b>(POLICY DETAIL)</b>	<p>5.1 <b>Equal Employment Opportunity and the Merit Principle</b></p> <p>Selection to positions within the Council is to be based on the principles of appointment on merit and the provision of equal employment opportunity. The appointment of employees must be made on the basis of the individual capacity of the person having particular regard to the knowledge, skills, qualifications, experience and potential for future development of that person in their employment.</p> <p>Selection on the basis of merit means that the grounds for the decision must directly relate to the inherent requirements of the position and prevents those decisions being made on unjustified discriminatory grounds or attributes such as those contained in <i>the Anti-Discrimination Act 1998 (Tas)</i>.</p> <p>5.2 <b>Encouragement to Employees to Apply for Vacancies</b></p> <p>Council is committed to fostering the process of developing and promoting existing employees wherever possible. The objective of internal recruitment is to utilise the talent that already exists in the Council and to provide every opportunity for employees to advance and develop to their full potential (this may include direct selection/appointment). On occasions it may be determined that the required skills do not exist internally, and this will be reflected in the recruitment strategy.</p>			

	<p><b>5.3 Confidentiality</b></p> <p>All enquiries and applications for vacancies from internal and external applicants will be treated with the strictest confidentiality.</p> <p><b>5.4 Conflicts of Interest</b></p> <p>No person shall be appointed, other than by a merit selection process, where such a person is directly related to an employee of the Council or where some other conflict of interest may exist.</p> <p>Council employees involved in the recruitment or selection of employees must consider, prior to involvement in the recruitment or selection processes, whether they have conflicts of interest. Family and other close personal relationships as well as business relationships must be declared by prospective members of Interview Panels in relation to candidates.</p>
<p><b>GUIDELINES:</b></p>	<p><b>6.1 Recruitment and Selection Guidelines</b></p> <p>The General Manager is to endorse Recruitment and Selection Guidelines which ensure that a standard and consistent approach into the recruitment and selection of employees is maintained in order to provide equal opportunity to all persons and that no recruitment and selection decisions are based on any factors which could be deemed as discriminatory.</p> <p>The Guidelines will set out procedures for processes such as advertising, interview panel procedures, selection of candidates and pre-employment and background checks for candidates.</p> <p>The procedures for the recruitment and selection for all positions must be in accordance with Council's Recruitment and Selection Guidelines.</p> <p><b>6.2 Recruitment Process</b></p> <p>The recruitment process will be completed in a timely and cost effective manner and will be targeted to the desired pool of candidates best suited for the vacancy.</p> <p>Whilst Council is committed to providing opportunities for existing employees to apply for vacancies within the Council, the recruitment strategy will be determined by a range of elements, including the role, required skills and abilities, existing skill base and organisational needs.</p> <p>At the discretion of the General Manager, vacant positions may be filled by:</p> <ol style="list-style-type: none"> <li>a) An internal recruitment process;</li> <li>b) An external recruitment process involving external advertising or the use of a specialist recruitment agency; or</li> <li>c) By direct selection.</li> </ol> <p><b>6.3 Direct Selection</b></p> <p>The General Manager may, at his/her discretion, select on merit a prospective employee (internal or external) for appointment to a position without advertising the vacancy.</p> <p>Direct selections will be made in the following circumstances:</p> <ul style="list-style-type: none"> <li>• Where a position requires a high degree of specialist knowledge or skill;</li> <li>• Where a major re-organisation has taken place, jobs have been re-designed, and/or where existing employees must be accommodated within the new organisational structure;</li> <li>• Where direct selection is in the best interests of the smooth operation of the Council.</li> </ul> <p>External direct selections will generally only be made in the case of short term casual or temporary employment.</p>

<b>COMMUNICATION:</b>	7.0 This policy will be communicated to all Managers and Supervisors who are responsible for the recruitment and selection of applicants for employment including current Council employees and external applicants.
<b>LEGISLATION:</b>	8.0 The following legislation should be considered in conjunction with this policy: <ul style="list-style-type: none"> <li>• <i>Local Government Act 1993 (Tasmania), in particular Section 63 (1) and (2)</i></li> <li>• <i>Fair Work Act 2009 (Commonwealth)</i></li> <li>• <i>Anti-Discrimination Act 1998 (Tasmania)</i></li> <li>• <i>Human Rights and Equal Employment Opportunity Act 1986 (Commonwealth)</i></li> <li>• <i>Sex Discrimination Act 1984 (Commonwealth)</i></li> <li>• <i>Racial Discrimination Act 1975 (Commonwealth)</i></li> <li>• <i>Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)</i></li> <li>• <i>Disability Discrimination Act 1992 (Commonwealth)</i></li> <li>• <i>Archives Act (Tasmania) 1983</i></li> <li>• <i>Personal Information Protection Act (Tasmania) 2000</i></li> </ul>
<b>RELATED COUNCIL DOCUMENTS:</b>	9.0 This policy is supported by the relevant Council documents, policies and procedures which include: <ul style="list-style-type: none"> <li>• Recruitment and Selection Guidelines</li> <li>• <i>Kingborough Council Enterprise Agreement No 8 of 2015, or its successor Agreement</i></li> <li>• Conflicts of Interest Administrative Policy No 1.13</li> <li>• Bullying, Harassment and Discrimination Policy No 9.3</li> <li>• Equal Opportunity Employment and Diversity Policy No 9.9</li> <li>• Employee Code of Conduct Policy No 9.14</li> <li>• Workplace Behaviour Administrative Policy No 9.20</li> <li>• Performance Management Administrative Policy No 9.18</li> <li>• Disciplinary Administrative Policy No 9.12</li> <li>• Issue Resolution Administrative Policy No 9.15</li> <li>• Induction Procedures</li> </ul>
<b>AUDIENCE:</b>	10.0 This policy is publicly accessible via Council's website.