

RECRUITMENT AND SELECTION

1. POLICY STATEMENT

Council believes that the recruitment and selection process is vital in building and retaining a quality workforce that will help lead Council towards its strategic objectives.

This policy applies to the recruitment and selection of all full time, part time and casual staff. For agency staff, work experience and trainee / apprenticeships please refer to the appropriate policy.

2. DEFINITIONS

GM	General Manager
MHR	Manager Human Resources
Recruitment	The process of finding possible candidates for a vacant position
Selection	The process of deciding from a field of candidates the most appropriate person to fill the position
WPP	Work Practice/ Procedure
Council	Wentworth Shire Council
Merit	The merit of the person eligible for appointment to a position is to be determined according to: <ul style="list-style-type: none"> the nature of the duties of the position; and the abilities, qualifications, experience and standards of work performance of those persons relevant to those duties
TRIM	Council Records Management System
FTE	Full Time Equivalent

3. POLICY

The purpose of this policy is to ensure that appropriate recruitment and selection standards are maintained throughout the organisation to ensure consistency and fairness.

Each year Councillors adopt an Organisational Structure with a set number of FTE employee numbers. It is the responsibility of the GM to ensure that the structure and cap on employee numbers is adhered to. Any changes to the structure or number of employees must be approved by Council.

3.1 Recruitment and Selection Responsibilities

Directors wishing to recruit new staff must work through and consult with the GM and the MHR throughout the process and complete all relevant documentation associated with the process. Each Department is responsible for adhering to this recruitment and selection policy.

Maintained by:	MHR	Date Adopted by Council:	21/4/2010
File Number:	C9/7	Version No:	3
Previous Effective Date	24/6/2009	Date for Review	21/4/2011
Other Reference:	Nil		
Application:	All Staff		
Attachments:	Nil		

3.2 Authority to Approve Vacancy

To initiate the recruitment process Directors need to complete and sign the Recruitment Form and attach relevant documentation as specified on the form. This form needs to be approved and signed by the GM and forwarded to MHR.

3.3 Position Descriptions

Existing position descriptions are required to be reviewed to ensure they accurately reflect the duties and responsibilities of the position.

New position descriptions need to be developed in conjunction with the MHR and GM. All position description must be in the standard Council format including a clear selection criteria and submitted along with the Recruitment Form to the GM and MHR for approval.

3.4 Selection Criteria

Each position must have a list of essential and desirable selection criteria. The criteria must be based on the skills, knowledge and attributes that are required for the position, as questions developed for the interview must be based on these criteria.

3.5 Status of Employment

All staff must be employed in compliance with the requirements of the Local Government (State) Award 2007. Casual, temporary and contract staff must be informed of their status and length of employment prior to the interview. These conditions must be included in their letter of appointment.

3.6 Advertising

All vacancies will be advertised internally on the intranet, notice boards and when appropriate attached to payslips. Positions may be concurrently advertised externally. It is considered to be best practice to advertise vacancies externally as well as internally to attract the best field of candidates possible. It is the responsibility of the MHR and GM to assist in the determination of if the position will be only advertised internally and to ensure the advertisement conforms to legislative requirements and Council format.

3.7 Applicants Confidentiality

All inquiries and applications will be treated with the utmost confidentiality. Confidentiality of the applicant's identity cannot be guaranteed once the interview stage is reached, but Council shall not knowingly take any action that may be regarded as a breach of confidentiality.

3.8 Selection Panel

The interview panel will consist of a minimum of three interviewers, the MHR (Chair), the position supervisor and a staff member of choice. Consideration must be given to the gender balance of the panel. The

Maintained by:	MHR	Date Adopted by Council:	21/4/2010
File Number:	C9/7	Version No:	3
Previous Effective Date	24/6/2009	Date for Review	21/4/2011
Other Reference:	Nil		
Application:	All Staff		
Attachments:	Nil		

interview panel is responsible for assessing the relative merit of applicants for the vacant position in order to find the best possible person for the vacancy.

3.9 Selection Training

To ensure that the interview process conforms to Council and legislative requirements members of an selection panel are required to take part in a briefing session with the MHR to outline roles, responsibilities and legal obligations.

This session will cover areas such as roles and responsibilities, how conflicts of interest should be addressed, the need to ensure confidentiality of proceedings, interview questioning techniques, the information to be obtained from referees, selection tools and reporting requirements.

3.10 Conflict of Interest

Selection panel members must declare any real, potential or perceived conflicts of interest as soon as they become aware of them. A conflict of interest may lead to a biased decision which may constitute corrupt conduct under Wentworth Shire Council's Code of Conduct and the *Independent Commission Against Corruption (ICAC) Act 1988*.

3.11 Selection Techniques

The main selection technique to be used will be structured interview questions. Other selection techniques can be used as required by the direction of the Director, but must relate to the requirements and duties of the position. These must be developed in conjunction with the MHR to ensure that they are appropriate and comply with the Council's Equal Employment Opportunity (EEO) and Workplace Behaviours policy. Selection techniques may include psychological assessments and competency based tests.

3.12 Prerequisites

Certain position descriptions require mandatory qualifications or licenses to undertake the position. It is essential that such prerequisites be clearly defined. The Candidates must be able to demonstrate that they meet such prerequisites to be shortlisted for an interview.

3.13 Shortlisting

Shortlisting should be conducted individually by each of the members of the selection panel. The panel members should then meet and compare their selections to form an agreed list of interviewees.

Shortlisting shall be based on the Selection Criteria of the Position Description.

Maintained by:	MHR	Date Adopted by Council:	21/4/2010
File Number:	C9/7	Version No:	3
Previous Effective Date	24/6/2009	Date for Review	21/4/2011
Other Reference:	Nil		
Application:	All Staff		
Attachments:	Nil		

3.14 Unsuccessful Applicants for an Interview

Written advice must be sent to all unsuccessful applicants who do not receive an interview.

3.15 Development of Questions

The questions for the interview must be developed in conjunction with the position supervisor and MHR. All questions must be based on the selection criteria and comply with Council's EEO and Workplace Behaviours policy. All candidates for a position must be asked the same questions. A blank copy of the interview questions must be provided with the recommendation report.

3.16 Conducting the Interview

- Interviewees should be notified at least four days prior to the interview day.
- Each interviewee should be allocated the same amount of time.
- If an interview goes overtime this should not be deducted from another candidates time.
- The Chairperson of the panel should introduce the interviewee to the panel members and explain that all questions are based on the selection criteria and that all interviewees will be asked the same questions.
- The interviewee will, at the conclusion of the interview, be given the opportunity to ask questions of the panel or provide other relevant information that was not covered in the interview process.
- The interviewee should be advised as to when they are likely to know the outcome of the selection process.

3.17 Interview Attendance

It is the applicant's responsibility to make themselves available for an interview and in the event of extended absence on their part Council is not obligated to wait for their return. However in the best interest for Council other arrangements can be made to ensure the best person is appointed. This may include a telephone interview, which could be followed with a face to face interview if appropriate.

3.18 Relative Merit

Each applicant must be rated against each question and an overall rating produced from all of the questions.

The rating system to be used will be a score out of 10 for each of the formal questions asked in the selection process. There may be more than one question for each of the selection criteria particularly where that criteria may be considered to be of more importance than others.

Information from the written application, interview, together with assessments from other selection techniques and referee checks are to be evaluated as part of the selection decision making.

Maintained by:	MHR	Date Adopted by Council:	21/4/2010
File Number:	C9/7	Version No:	3
Previous Effective Date	24/6/2009	Date for Review	21/4/2011
Other Reference:	Nil		
Application:	All Staff		
Attachments:	Nil		

Ratings must take into account the merit, and ultimately the relative merit of one applicant against another.

If none of the candidates are considered to be satisfactory for the position then the selection panel will recommend that no appointment be made to the position.

3.19 Reference Checks

It is recommended that the position supervisor undertake at least two verbal referee checks, with the applicants approval, to gather further information and examples of the candidates previous performance and experience.

3.20 Qualification Checks

Some positions require specific qualifications. The position supervisor can ask the candidates to present original qualifications in the interview or contact the Institute where the qualification was completed to confirm the successful completion.

3.21 Police and Working with Children Checks

Some positions may be required to undertake a police check and a working with children check prior to appointment pursuant to Council's Police and Working with Children Check policy.

3.22 Pre-employment Health Assessment

A pre-employment health assessment relating to the duties of the position is required prior to any offer of employment being made. This can be preformed by a Doctor of the applicants' choice.

Applicants for outdoor positions are required to undertake a physical evaluation assessment in addition to the pre-employment health assessment prior to any offer of employment being made. These assessments will be conducted by CRS.

It is the responsibility of the MHR to coordinate this process.

3.23 Appointment Without an Interview

If there is only one applicant for the available position, and the applicant meets the prerequisites and all of the selection criteria, the appointment may be approved without conducting a formal interview. However it is recommended that the applicant attend an informal interview with the position supervisor in conjunction with the MHR. Council would reserve the right in this instance to re-advertise the position regardless of the appropriateness of the single applicant for the position where it was deemed that there was insufficient choice to ensure that the best person was appointed to the position.

Maintained by:	MHR	Date Adopted by Council:	21/4/2010
File Number:	C9/7	Version No:	3
Previous Effective Date	24/6/2009	Date for Review	21/4/2011
Other Reference:	Nil		
Application:	All Staff		
Attachments:	Nil		

3.24 Recommendation Report

The recommendation report is the document that supports and confirms the selection panel's decision.

A recommendation report must be circulated to panel members within 7 working days of the date of the interview. The GM has the ultimate authority in relation to the recruitment and selection process. The GM may become more directly involved in the process. The GM will consider the recommendation and advise the MHR of his/her decision.

3.25 Making an Offer

All formal offers of employment, including the salary of the position, must be approved by the relevant Director and GM prior to the position being offered to the preferred candidate.

When making an offer to the preferred candidate the commencement date shall be subject to any appeal as outlined in section 3.28.

3.26 Documentation

The selection documentation must be returned to the MHR and kept for a period of three months in the event of an appeal and to give post interview feedback. After three months these documents will be destroyed.

3.27 Contacting Unsuccessful Applicants

Once the successful applicant has been appointed the position supervisor is required to telephone all unsuccessful applicants and notify them that they were unsuccessful. Written advice must also be forwarded to all unsuccessful applicants.

3.28 Appeals

Unsuccessful applicants have the right to appeal a selection decision by lodging written notification with the selection panel within five (5) days after the unsuccessful letter has been dated or receiving verbal notification of being unsuccessful.

The appeal is to be reviewed by the selection panel and a written statement provided outlining reasons he/she was unsuccessful within two (2) further working days.

If the unsuccessful applicant is not satisfied with the response on the grounds that he/she believes the Recruitment and Selection Policy and WPP was not followed or he/ she was treated unfairly a second appeal must be lodged with the GM within two (2) working days of receiving the response.

If an appeal is lodged against an appointment within the prescribed time, the selected applicant will be advised accordingly.

Maintained by:	MHR	Date Adopted by Council:	21/4/2010
File Number:	C9/7	Version No:	3
Previous Effective Date	24/6/2009	Date for Review	21/4/2011
Other Reference:	Nil		
Application:	All Staff		
Attachments:	Nil		

The GM will investigate the circumstances of the appeal and may decide to:

- Reject the appeal
- Request further investigation/ more information
- Appoint a different selection panel to shortlist and interview all or some applicants
- Dismiss the original selection decision and initiate a completely new selection process.

The GM will provide a written statement outlining his/her decision to the appellant within two (2) days of receipt of the second appeal.

In any case no appointment will be made to the position until the appeal process has been finalised.

The GM's decision will be final.

All documentation relating to the appeal will be captured on the recruitment file on TRIM.

3.29 Induction

All new employees will be required to participate in Council's corporate induction program and sign off to say they have understood the information presented.

4. ASSOCIATED LEGISLATIONS

This policy complements other legislation and where it is silent on matters referred to in the following legislation such matters must be followed in accordance with the legislation.

- Local Government (State) Award 2007
- Local Government Act 1993
- Child Protection (Prohibited Employment) Act 1998
- Equal Employment Opportunity Act 1987
- Independent Commission Against Corruption (ICAC) Act 1988

This policy can be varied by the General Manager if exceptional circumstances prevail.

5. ASSOCIATED COUNCIL DOCUMENTS

- Advertising Policy
- Equal Employment Opportunity and Workplace Behaviours Policy
- Police Check and Working with Children Policy
- Recruitment and Selection Appeal Process WPP
- Recruitment Form
- Recommendation Form
- Reference Check Guide
- Code of Conduct

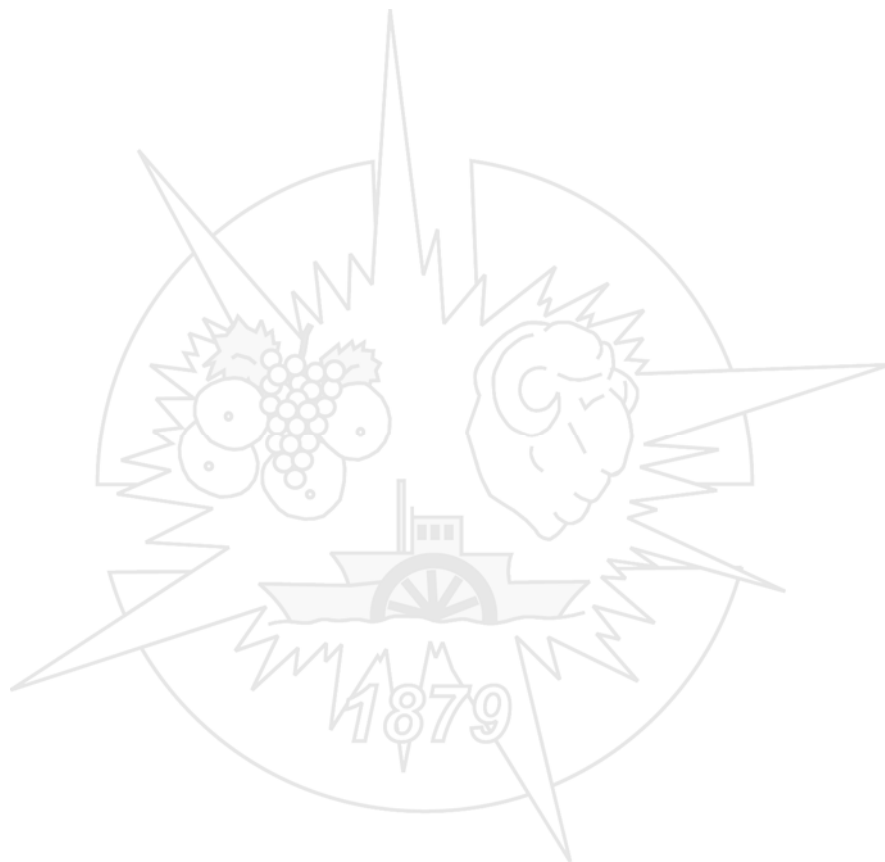
Maintained by:	MHR	Date Adopted by Council:	21/4/2010
File Number:	C9/7	Version No:	3
Previous Effective Date	24/6/2009	Date for Review	21/4/2011
Other Reference:	Nil		
Application:	All Staff		
Attachments:	Nil		

6. POLICY REVIEW

This policy may be amended at any time and must be reviewed at least twelve months since its adoption (or latest amendment).

AUTHORISATION:

.....
 Position: General Manager
 Date: /...../.....



Maintained by:	MHR	Date Adopted by Council:	21/4/2010
File Number:	C9/7	Version No:	3
Previous Effective Date	24/6/2009	Date for Review	21/4/2011
Other Reference:	Nil		
Application:	All Staff		
Attachments:	Nil		