



CHERBOURG ABORIGINAL SHIRE COUNCIL

22 BARAMBAH AVENUE
CHERBOURG QLD 4605

Phone: (07) 4168 1866
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RECRUITMENT POLICY

1. PURPOSE

Recruiting and selecting suitable employees who exhibit the necessary level of skills and ability is integral to the success of Cherbourg Aboriginal Shire Council ("CASC").

This Policy aims to provide guidance and assistance to all managers and supervisors who are involved in recruitment, selection and promotion of employees at CASC. 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 and free from discrimination or bias.

2. COMMENCEMENT OF POLICY

This Policy will commence from 24th July 2018. It replaces all other recruitment and selection policies of CASC (whether written or not).

3. APPLICATION OF THE POLICY

This Policy applies to employees of CASC.

This Policy does not form part of any employee's contract of employment.

4. MERIT PRINCIPLE APPLIES

When recruiting and promoting staff, CASC aims to ensure that the best person for the job is chosen in each case.

CASC is committed to ensuring that recruitment and selection 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, homosexuality etc, or personal biases or favouritism, do not result in the best person for the job being chosen and should not occur.

Each workplace-decision-maker who has a role in the recruitment of employees or in selection for promotion should do their utmost to ensure that the merit principle is applied in every case.

5. EQUAL EMPLOYMENT OPPORTUNITY

CASC is an equal employment opportunity employer and is committed to ensuring that all applicants for selection or promotion are not discriminated against on any of the grounds of discrimination contained in equal opportunity laws and consistent with the organisation's Anti-Discrimination & EEO Policy.

This means that no unlawful discrimination should take place in job advertisements, job interviews or the selection process.



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6. THE PROCESS OF RECRUITMENT AND SELECTION

6.1 Internal advertising

All positions that become vacant at CASC should be advertised internally via Noticeboards and email. Current employees are encouraged to apply. Promotion decisions will be made on the basis of merit.

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.

External advertising will occur if no suitable internal candidate is available or where special circumstances exist. All external advertising or agency costs must be approved by the Chief Executive Officer.

7. THE JOB ADVERTISEMENT

The job advertisement should be written in clear, non-discriminatory language.

The advertisement must contain the title of the job and a list of duties and key results areas. The advertisement should outline the essential criteria of the job and should 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, (eg. resume, academic record, licence, etc), and whether application forms are required to be completed.

The name of a contact person should be provided, as well as a closing date for applications if necessary. The advertisement should state that CASC is an equal opportunity employer.

8. THE SELECTION PANEL

Wherever possible, recruitment decisions should be made by a panel of at least two people.

The membership of the panel will be determined by the Human Resources Manager and the Senior Manager whose department the new employee will work. At least one member of the panel should have a detailed knowledge of the requirements of the job — preferably, the supervisor.

Where recruitment is necessary for the role of Chief Executive Officer or a Senior Executive level role, the Mayor and the Deputy Mayor (or other Councillor as delegated by the Deputy Mayor) will be involved in the recruitment and selection process, including interviews of candidates.

9. THE ESSENTIAL AND DESIRABLE CRITERIA

The selection panel will review the job description of the position in question and make sure that it is up to date and accurate. The level of remuneration attached to the position should



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also be reviewed. The panel will then, in consultation with the relevant manager, determine the essential and desirable criteria for the job.

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. It is important that each candidate is judged according to criteria that is objective and applied in a consistent manner.

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.

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

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 (for more information, see the Anti-Discrimination & EEO Policy).

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 the reasons for short listing and selecting the applicants.

The panel should meet and agree on the successful applicant, who should be notified of the decision in writing. Unsuccessful applicants should also be notified of the result. The Human Resources Manager may offer feedback to unsuccessful applicants.

11.1 General comments in the interview

In the course of the interview the candidate should be notified of the following matters (where applicable):

- (a) That employment would be subject to a probationary period of 3 months; or
- (b) That employment is offered on a fixed term basis; or
- (c) That employment is offered on a fixed-project basis.

12. REASONABLE ADJUSTMENT

Where a job applicant has a medical condition but is in all other respects the best person for the job, CASC will endeavour to make reasonable adjustments to the position to enable that person to do the job. This may require adjustments to the work station or job, for example.



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Reasonable adjustment will be afforded to successful applicants unless this would cause unjustifiable hardship to CASC.

13. PRIVACY

As set out in the Privacy Policy, CASC 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.

14. REFERENCE CHECKING

Any Human Resources Manager that carries out a reference check in relation to a prospective or existing employee should note the following:

- 14.1 The referee should be informed that the information they convey, due to privacy laws, will be accessible to the prospective employee/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. The purpose of obtaining a referee's opinion is to substantiate opinions already formed.
- 14.2 Only disseminate material/information to those involved in recruitment.
- 14.3 The questions asked of the referee should be written down before the referee is called and should only be questions going to the genuine occupational requirements of the job.
- 14.4 The questions should include the following query - "Given the opportunity, would you re-employ [candidate's name]?"

Variations

CASC reserves the right to vary, replace or terminate this policy from time to time.

Associated Documents

- Anti-Discrimination and EEO Policy

POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Warren Collins Original issue: 24/07/2018

Title: Chief Executive Officer

Policy Maintained by: Julianne Hansen Current version: 1

Title: Human Resources Manager

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