

Recruitment, Selection and Appointment Policy

(Policy Number – KL-HRPOL019)
(Policy Type – Council)

1 Aim

The Latrobe and Kentish Councils (the Councils') have established a municipal alliance resulting in a single workforce now operating across both Councils'.

The purpose of this Recruitment, Selection and Appointment Policy is to ensure the Councils' recruitment processes are based on the principles of merit, equal employment opportunity and confidentiality.

2 Policy Statement

Effective employee recruitment and the subsequent management of employees is critical to the success of both Councils' and the provision of services provided to their communities.

This success depends on Councils' ability to identify, attract, retain and develop employees. The Councils' are committed to an effective and professional method for selecting employees, consistent with its organisational values.

This Policy covers all employees involved in the recruitment or selection of applicants for positions within the Councils'.

3 Policy Detail

Purpose	Description
Definitions	Recruitment - refers to the process commencing with the decision to recruit an individual, through to attracting and seeking a pool of applications. Selection process - choosing from the pool of available applicants resulting in the selection of an individual who is considered most suitable for the position.
Equal Employment Opportunity and the Merit Principle	Appointment to positions within the Councils' are to be based on the principles of merit and the provision of equal employment opportunity. Selection based on merit means that the grounds for the decision must relate to the inherent requirements of the position and prevents decisions being made on unjustified and/or discriminatory grounds, such as: <ul style="list-style-type: none">• race, colour, national or ethnic origin or nationality;• gender, sexual orientation, marital status, pregnancy, status as parent or carer;• religious or political belief or activity, industrial activity;

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	<ul style="list-style-type: none"> • age, physical/or mental disability, irrelevant medical records, irrelevant criminal records; • personal association with a person who is identified by reference to any of the listed attributes. <p>The appointment of employees must be made based on the individual capacity of the person having regard to the knowledge, skills, qualifications, experience and potential for future development of that person during their employment.</p>
Encouragement for Existing Employees to Apply for Vacancies	<p>The Councils' are committed to fostering a process which allows for the development and promotion of existing employees whenever possible.</p> <p>The objective is to provide opportunity for employees to advance and to develop to their full potential.</p>
Direct Selection	<p>The General Manager in exceptional circumstances may select on merit a prospective employee (internal or external) for appointment to a position without necessarily advertising the vacancy.</p> <p>Direct selections may be made in the following circumstances:</p> <ol style="list-style-type: none"> a) Where a position requires a high degree of specialist knowledge or skill; b) Where a major restructure has taken place, jobs have been re-designed, and/or where existing employees must be accommodated with a new organisational structure; or c) Where direct selection is in the best interests of the smooth operation of Council
Confidentiality	<p>All inquiries and applications for vacancies, both internal and external, will be treated with confidence.</p>
Conflicts of Interest	<p>All appointments will be by a merit selection process.</p> <p>In circumstances where an applicant may have some form of relationship to someone involved in the recruitment process, the conflict of interest or perceived conflict will be immediately notified to the General Manager.</p>

4 Associated Documents and References

4.1 Local Government Act 1993 Reference

63. Employees

(1) *The general manager of a council may –*

- (a) *appoint persons as employees of the council; and*
- (b) *allocate duties to employees; and*
- (c) *control and direct employees; and*
- (d) *suspend or dismiss employees.*

(2) *The general manager is to develop human resource practices and procedures in accordance with policies of the council to ensure employees of the council receive fair and equitable treatment without discrimination.*

4.2 Other Legislation Reference

- Fair Work Act (Commonwealth)
- Anti-Discrimination Act 1998 (Tasmania)
- Sex Discrimination Act 1984 (Commonwealth)
- Racial Discrimination Act 1975 (Commonwealth)
- Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)
- Disability Discrimination Act 1992 (Commonwealth)
- Workplace Gender Equality Act 2012 (Commonwealth)
- Archives Act 1983 (Tasmania)
- Personal Information Protection Act 2004 (Tasmania)
- Harassment, Bullying and Anti-Discrimination Policy
- Equal Opportunity Employment and Diversity Policy
- The Councils' Enterprise Agreement/s

4.3 Strategic Plan Reference

LATROBE

Area	1	Governance
Program	1.4	Employee Development
Objective	1.4	Develop opportunities for skilled, experienced, and motivated staff
Strategy	1.4.3	Develop and review staff policies



KENTISH

Area	1	Governance and Organisational Development
Program	1.4	Employee Development
Objective	1.4	To develop skilled, experienced, motivated and accountable staff,
Strategy	1.4.3	Develop and review staff policies and where necessary, provide staff education and training.

APPROVED BY LATROBE COUNCIL: 9 May 2022 Minute: 17184

APPROVED BY KENTISH COUNCIL: 17 May 2022 Minute: 8.3

EFFECTIVE DATE: 18 May 2022

ADMINISTERED BY: General Manager

This policy will be reviewed periodically to ensure its relevance in terms of community needs and expectations and Council goals, targets, budget and statutory requirements.