



Glamorgan Spring Bay Council

Recruitment Policy

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1 Introduction

1.1 Purpose

To ensure the Council can attract and appoint staff that are suitably qualified whilst minimising selection costs and any potential legal claims arising out of selection decisions.

1.2 Scope

This Policy applied to all Council staff appointments.

1.3 Definitions

Advertising selection: a process of seeking interest from parties for a specific position vacant via various media avenues.

Casual appointment: a position with Council which results in irregular hours and pattern of work.

Conflict of interest: the perceived or actual view that a person has an interest and also has the capacity to influence or make a recruitment and selection decision.

Direct selection: a process to offer a person an ongoing or fixed-term appointment with Council without an advertising process.

Expression of interest: a process on Council's website only that seeks to build a register of persons for consideration for casual positions.

Fixed-term appointment: a position with Council that is budgeted or only available for a set period of time i.e. leave coverage, project funded.

Hiring manager: the position that the vacant position reports to hierarchically.

Media: includes but is not limited to local print distributions, newspapers, industry specific forums, social media, recruitment and selection mediums, Council website.

Ongoing appointment: a position with Council that is budgeted for on an ongoing basis (no set end date of employment).

Staff: Means employees directly engaged by Council at the time an advertisement is placed and for casuals it includes any casuals who have attended for work in the three months prior to advertisement. For the avoidance of doubt staff does not include consultants, contracted service providers or people working at Council from third party providers i.e. labour supply and hosting.

1.4 Related Policies and Legislation

This policy relates to and depends on other Council policies, as well as legislation, including:

- *Antidiscrimination Act 1998 (Tasmania)*
- *Local Government Act 1993 (Tasmania)*

1.5 Policy Review and Update Cycle

This policy is to be reviewed every four years.

2 Procedure

2.1 External Advertising Selection

Advertising with a view to invite interest from people other than existing Council staff. Normally used for positions which are fixed-term or ongoing.

The media used for advertising should be considered specific to the position vacant and in terms of reach of media against spend. Adverts can vary across media however must all revert back to Council's website to obtain the standard position application information.

Positions advertised externally would normally be provided with a minimum of 7 calendar days to apply. Positions do not need to contain a closing date provided there is a process communicated for reviewing applications received in each advertising role.

The selection is normally based upon a process of:

- Application submitted which includes an application form, pre-employment health form, cover letter and response to selection criteria as set out in the position description.
- A panel made up of normally three people is formed for making selection of which the hiring manager heads and on which gender representation is preferred.
- Shortlisting of applications by at least two panel members against the selection criteria. Applicants are identified for interview, further consideration (reserve) or not to progress further.
- Interviews are progressed by the full panel based on common set of questions against selection criteria and application submitted.
- Preferred applicants are identified post interview and applicants may then be progressed through other selection activities including but not limited to; additional or onsite interview, tours of municipality, aptitude testing, psychometric testing, police and financial checks. Referees will be obtained, ideally two.

Referees can be obtained post interview to further explore and/or confirm findings, or prior to interview to enable information to be further tested through interview processes.

Any person involved in a selection process that could be considered to have a real or perceived conflict of interest is required to declare this to the hiring manager and/or General Manager. The hiring manager and/or General Manager will determine if the conflict of interest declared presents an inability to continue in the process and if so make arrangements for others to take the persons role on.

Selection processes will also include pre-employment medical screening based on risks identified and disclosures made in the pre-employment health form. No offer of employment will be made until a medical is completed.

Costs incurred through the recruitment process for tests, travel and similar will be at the cost of Council.

The hiring manager or their delegated panel member will record the decision to offer the preferred applicant the role, clearly setting out the selection criteria that the preferred applicant met at the higher

level compared to others. This documentation may be required to defend any claim brought against Council relating to discrimination or conduct by Council in terms of conflict.

If the General Manager is not involved in the panel, they will be appraised of the selection process prior to any offer being made given the General Manager's direct responsibility for employment under the *Local Government Act (1993)*.

2.2 Internal Advertising Selection

Advertising with a view to invite interest only from existing Council staff. Normally used for positions which are fixed-term or ongoing. This process is used when there is a view that there is sufficiently qualified staff within Council that would be interested in a vacant position.

Internal advertising can be via Council's intranet or all staff email circulation.

Positions advertised internally would normally be provided with a minimum of 7 calendar days to apply and up to 14 days.

The selection is usually based upon a process of:

- Application submitted which includes a pre-employment health form, cover letter and response to selection criteria as set out in the position description.
- A panel made up of normally three people is formed for making selection of which the hiring manager heads and on which gender representation is preferred.
- Shortlisting of applications received by up to two panel members against the selection criteria. Applicants are identified for interview, further consideration (reserve) or not to progress further.
- Interviews are progressed by the full panel based on common set of questions against selection criteria and application submitted.
- Preferred applicants are identified post interview and applicants may then be progressed through other selection activities including but not limited to; aptitude testing, psychometric testing, police and financial checks.

Any person involved in a selection process that could be considered to have a real or perceived conflict of interest is required to declare this to the hiring manager and/or General Manager. The hiring manager and/or General Manager will determine if the conflict of interest declare presents an inability to continue in the process and if so make arrangements for others to take the persons role on.

Selection processes may include pre-employment medical screening based on risks identified and disclosures made in the pre-employment health form. No offer of employment will be made until a medical is completed.

Costs incurred through the recruitment process for tests, travel and similar will be at the cost of Council.

The hiring manager or their delegated panel member will record the decision to offer the preferred applicant the role, clearly setting out the selection criteria that the preferred applicant met at the higher level compared to others. This documentation may be required to defend any claim brought against Council relating to discrimination or conduct by Council in terms of conflict.

If the General Manager is not involved in the panel, they will be appraised of the selection process prior to any offer being made given the General Manager's direct responsibility for employment under the *Local Government Act (1993)*.

2.3 Expressions of Interest

A process used to obtain interest from people looking for work with Council or when Council are seeking to build a register of applicants for a specific area. Normally used for positions which are casual.

Expressions of interest do not have an open or close date.

2.4 Direct Selection

Direct selection is a process of appointing a person to a casual, fixed-term or ongoing vacancy on the basis of:

- considering people who are currently employed.
- from a past advertising process.
- obtained through expressions of interest.
- on the basis of a referral.

A direct selection process may not require a person to complete an application form, cover letter or selection criteria response for the vacant role unless requested to do so by the hiring manager. Interview may also be via the hiring manager only and it is at the hiring manager's discretion whether to obtain referee checks. A pre-employment medical will be required. A police and financial check will be required if position relevant.

Costs incurred through the recruitment process for tests, travel and similar will be at the cost of Council.

For a direct selection appointment, the hiring manager must seek written approval from the General Manager outlining the reasons why direct selection is being sought, the applicant and their assessment of their capacity to fill the position and explicitly cover off conflict of interest considerations.

If the hiring manager is the General Manager, the approval is to be sought from the Mayor. The Mayor can not unreasonably withhold approval and must put in writing approval or in the case of decline, reasons for decline.

Common reasons for considering a direct selection process include:

- Employment period is short in nature i.e. casual or short fixed-term.
- Specialist skills, knowledge and experience are required and there is a known short supply of this.
- Past difficulty attracting or recruiting for the role or like roles and the need to actively seek and approach staff within existing roles at other organisations to fill the position.
- If there is only one applicant for the role post an advertising process.
- There is an urgent need to make an appointment to the role i.e. time critical position.

3 Implementation

Implementation of this Policy rests with the General Manager.

4 Delegation

The hiring manager and/or General Manager can delegate any part of the selection process to other panel members and or external agencies or consultants.

5 Responsibility

The General Manager is responsible for reporting any direct appointment decisions of positions which report hierarchically directly to the General Manager to the Mayor prior to progressing the direct appointment to offer.

6 Attachments

Nil.