



# Policy

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## RECRUITMENT

Responsible Officer: DEPUTY GENERAL MANAGER

Date Commenced: 16 April 2024

Review Date: 16 April 2028

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## 1. Purpose

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The purpose of the Policy is to ensure that employee recruitment and selection decisions are made consistently, fairly and equitably across Council and meet all necessary legislative requirements.

## 2. Objectives

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The objectives of this Policy are to ensure:

- The best applicants for the available positions are hired, making the best use of their abilities and providing job satisfaction.
- Recruitment and selection is based on the principles of merit.
- A standard and consistent approach to the recruitment and selection of employees is maintained.
- The recruitment and selection process adheres to legislative requirements and obligations.

## 4. Scope

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This policy applies to all recruitment and selection processes conducted within the King Island Council.

## 5. Policy

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5.1 It is the Policy of Council that:

- Recruitment and selection of prospective employees is in accordance with Section 63 (2) of the Local Government Act (1993) and any other relevant employment legislation.
- Selection to positions within the Council is based on the Merit Principle and the provision of equal employment opportunity. The selection of employees must be based on the individual capacity of the person as measured against the key selection criteria.
- Subject to the exceptions outlined all vacant positions will be advertised.



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- All potential conflicts of interest must be declared by anyone involved in the recruitment and selection process who has family, personal or business relationships with applicants.
- All enquiries and applications for vacancies from internal and external applicants will be treated with the strictest confidence.
- For every recruitment and selection decision, the General Manager will aim to ensure the best person for the job is appointed.

## 5.2 Recruitment and Selection Guidelines

### 5.2.1 Recruitment and Selection Guidelines

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 to provide equal opportunity to all persons and that no recruitment and selection decision is based on any factors which could be deemed as discriminatory.

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. The procedures for the recruitment and selection for all positions must be in accordance with Council's Recruitment and Selection Guidelines.

### 5.2.2 Recruitment Process

The 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 process.

The recruitment process will be completed in a timely manner and will be targeted to the desired pool of candidates best suited for the vacancy. 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.

At the discretion of the General Manager, vacant positions may be filled by:

- a) An internal recruitment process;
- b) An external recruitment process involving external advertising or the use of a specialist recruitment agency; or
- c) By direct selection.



### **5.2.3 Direct Selection**

The General Manager may, at their discretion, select on merit a prospective employee (internal or external) for appointment to a position without advertising the vacancy. Direct selections will be made in the following circumstances:

- Where a position requires a high degree of specialist knowledge or skill;
- 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;
- Where direct selection is in the best interests of the smooth operation of the Council. External direct selections will generally only be made in the case of short term casual or temporary employment.

### **5.3 RELATED KING ISLAND COUNCIL POLICIES/PROCEDURES**

Employees and other persons at the workplace, especially managers and supervisors, are required to read this Policy in conjunction with other relevant Council policies, procedures, and other related or relevant documents, including but not limited to:

Procedure – Public Interest Disclosure  
Workplace Health and Safety Policy and Commitment  
GM Directive – Code of Conduct Policy  
GM Directive – Discipline Policy  
GM Directive – Discipline Procedure  
GM Directive – Issue Resolution Policy  
GM Directive – Issue Resolution Procedure  
GM Directive – Workplace Discrimination & Harassment Policy  
King Island Council’s Customer Service Charter  
Council’s current Enterprise Agreement  
Council’s Vision and Guiding Principles Statement

### **5.4 TRAINING**

Council will provide all persons covered by this Policy with appropriate training to be made aware of their responsibilities and obligations under the Policy.

### **5.5 LEGISLATION**

The following legislation should be considered in conjunction with this policy:

- Local Government Act 1993 (Tasmania), in particular Section 63 (1) and (2)
- Fair Work Act 2009 (Commonwealth)
- Anti-Discrimination Act 1998 (Tasmania)
- Equal Employment Opportunity Act 1984 (Commonwealth)
- Sex Discrimination Act 1984 (Commonwealth)
- Racial Discrimination Act 1975 (Commonwealth)
- Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)



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- Disability Discrimination Act 1992 (Commonwealth)
- Archives Act (Tasmania) 1983
- Personal Information Protection Act (Tasmania) 2004
- Work Health & Safety Act 2012
- Work Health & Safety Regulations 2012

## AMENDMENT

Council retains the sole discretion to vary, terminate or replace this Policy from time to time, based on the required legislative requirements. Council will consult before amendments are made and will notify and train those the amendments apply to.

## POLICY VERSION AND REVISION INFORMATION

Title: Recruitment Policy

Policy Maintained by: Deputy General Manager

Policy Commencement: 16 April 2024

Policy Review: 16 April 2028

Version No	Date	Resolution No	Responsible Officer
1.0	16.4.2024	100/24	Deputy General Manager

