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## RECRUITMENT POLICY

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### 1. LEGISLATIVE AUTHORITY

Workplace Relations Act  
Local Government Act  
Human Rights & Equal Opportunity Act  
Sex Discrimination Act  
Race Relation Act  
Age Discrimination Legislation  
Disability Discrimination Legislation  
Awards and Certified Agreements

### 2. BACKGROUND AND/OR PRINCIPLES

Whitsunday Regional Council is committed to equitable and fair merit-based recruitment and selection processes to ensure that Council has a suitable, skilled and diverse workforce capable of achieving Council's corporate and operational objectives.

When determining the suitability of applicants, amongst other matters, the selection panel will consider the qualifications, skills and relevant experience of each applicant based on the selection criteria identified in the Position Description.

Whitsunday Regional Council is committed to improving the job prospects of people in the communities it serves and as such will, where appropriate, employ trainees and apprentices. Recruitment to apprentice and trainee positions will also be undertaken in accordance with this policy and the requirements of other schemes such as First Start and Youth Training Incentive Scheme.

### 3. GENERAL INFORMATION

Legislation requires that Recruitment and Selection policies and procedures provide for fair and equal access to employment and promotion opportunities.

### 4. POLICY STATEMENT

To use consistent recruitment and selection practices which facilitate the appointment of skilled employees who are committed to the values of Whitsunday Regional Council.

To attract and retain employees who are flexible, multi-skilled, committed to the creation of high performance teams and who have a strong focus on customer service and delivering outcomes for the community.

To select applicants in accordance with relevant legislative requirements, including equality of access, on the principle of merit and industry best practice subject to confirmation of capacity to undertake the role.

### 5. SCOPE

This policy applies equally to all applicants for both internally and externally advertised positions.

## 6. POLICY OBJECTIVES

Prior to authorising a recruitment exercise Program Managers (PMs), in consultation with Directors and the Chief Executive Officer (CEO), must review:

- the need to fill the vacancy;
- whether the duties can be absorbed into other roles;
- the objectives and duties of the position; and
- the position description.

A Recruitment Request form must be completed by the PM for approval by:

- the relevant Director;
- a Human Resources (HR) representative; and
- the CEO

No recruitment will be undertaken without the authorisation of the CEO who is the only person who has delegated authority to recruit staff. Where the recruitment exercise is for the position of CEO authorisation will be given by the Mayor.

In line with Council's philosophy of providing promotional opportunities for staff all vacancies will be advertised internally where it is believed there are suitable applicants identified as having the skills, knowledge and experience to undertake the role. This is in accordance with Council's current Certified Agreement, any other appropriate Industrial Instruments and relevant legislation.

Confirmation of appointments will be subject to a range of pre-employment checks in accordance with Council's Recruitment and Selection Procedure. Where such checks are required the successful applicant will not be appointed to the position until they are satisfactorily resolved.

Applicants required to hold a Blue Card must have the details entered into the Blue Card Register (HR database).

Where an applicant believes they have not been selected for a position for inappropriate reasons they may make representation in the following way:

- internal applicants may access the Grievance Procedures outlined in Council's Enterprise Bargaining Agreements;
- external applicants may request a written explanation and feedback from the relevant Program Manager; and
- all applicants may access relevant Anti-Discrimination advisory bodies at any time.

## 7. ASSOCIATED POLICY PROCEDURES

Recruitment And Selection Procedure

Grievance Procedures Contained In Current Certified Agreement

## 8. DEFINITIONS

Recruitment refers to both the engagement of new employees as well as internal transfers of existing employees irrespective of their employment status (i.e. permanent, temporary, full or part time, engaged under a contract of employment)

Employees included those engaged both under Award provisions and under a common law contract of employment.

## 9. RELATED POLICIES

Equal Employment Opportunity Policy

Child Protection Policy

Equal Employment Policy

**10. DATE REVIEWED**

This is a newly developed policy of the Whitsunday Regional Council which was adopted in April 2009.

**11. NEXT REVIEW**

The first review will take place not later than April 2011.