



RECRUITMENT

&

SELECTION

POLICY

RECRUITMENT & SELECTION POLICY

PURPOSE

Coonamble Shire Council is committed to attracting and recruiting the best possible candidates for available positions.

Coonamble Shire Council is committed to providing equality in employment for all people employed or seeking employment which is based on merit and complies with EEO principles, relevant awards, agreements and legislation.

This policy will apply to the recruitment of all staff other than those defined as Senior Staff under the Local Government Act where procedures as per Section 350 of the Local Government Act, 1993 will apply.

POLICY STATEMENT

Coonamble Shire Council is committed to ensuring that fair and effective procedures and processes are implemented and adhered to for selection and deployment of people to meet organisational needs.

Coonamble Shire Council is an equal opportunity employer and will provide a work environment which is free from harassment and discrimination.

All recruitment and selection procedures and decisions will reflect Coonamble Shire Council's commitment to its adopted Equal Opportunity Policy and Management Plan.

PRINCIPLES

It is the responsibility of the General Manager to ensure that:

- A Recruitment and Selection Policy is developed and maintained to support and enhance the Organisation's objectives and requirements;
- Recruitment and selection guidelines and procedures are developed and maintained;
- All Managers/Supervisors are aware of their responsibilities in the recruitment and selection process;

- Managers/Supervisors are given continuous support and guidance in regards to recruitment and selection issues.

It is the responsibility of Council's Directors, Managers and Supervisors to ensure that:

- They are familiar with the recruitment policies and procedures, and that they follow them accordingly;
- Staffing levels for their department are determined and authorised;
- All roles have current position descriptions, which specify role requirements and selection criteria.

APPLICABILITY

This policy applies to all vacant positions, except for senior staff appointments as defined under Section 322(2) of the Local Government Act 1993, or lateral transfers or demotions of employees in accordance with the Local Government State Award. It may also apply to temporary positions (less than to the equivalent of 12 months duration) and casual positions at the discretion of the General Manager.

DEFINITION

A vacancy occurs when either workload increases and budget and approvals allow for an appointment to be made or the person employed in an establishment position leaves that position. The expiry of fixed-term or temporary appointments does not generally constitute a vacancy; these positions normally lapse automatically at the expiry date. A vacancy may also include an anticipated vacancy, such as when notice of resignation has been accepted, or when a retirement date is known.

REVIEWING A VACANCY

A vacancy should be reviewed in order to:

- Determine whether or not the position, in its current form or in a modified form, should continue. The reviewing of positions is undertaken by Directors or Departmental managers in consultation with Human Resources and the General Manager.
- Ensure that the position description accurately describes duties and responsibilities.

Where the vacancy has been reviewed by Senior Executive and it is decided that the duties and responsibilities of the position have changed, then the position may be subject to the job redesign process prior to recruitment.

The position will not be recruited until the vacancy review is complete and signed off by the General Manager.

Adopted by Council: ***Submitted to Council: 8 February 2012***
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