



Blackall-Tambo Regional Council

Recruitment and Selection Policy

Policy Number: Admin 47	Effective Date: 25.01.2023
Version Number: 2	Review Date: 01.02.2026
Policy Compiled by: Human Resources Officer	
Policy Approved by: Chief Executive Officer	

1. PURPOSE

The purpose of this policy is to recognise that the success of Blackall Tambo Regional Council primarily depends on its employees. This can be achieved through the recruitment and selection of quality applicants who share the Council's commitment to high standards and customer satisfaction.

2. SCOPE

This policy is designed to provide guidance and assistance to Council employees involved in the process of recruitment and selection.

The policy provides principles to ensure that Council is consistent and fair in its recruitment and selection activities. Further, that such activities comply with the laws of Anti-Discrimination, Equal Employment Opportunity, Privacy, the general protection provisions of the *Industrial Relations Act 2016* and requirements in the *Local Government Act 2009*.

3. APPLICATION

This policy applies to all employees of Council.

4. RECRUITMENT AND SELECTION PRINCIPLES

- All applicants are to be treated with equity and courtesy, irrespective of individual attributes, including but not limited to, race, sexual orientation, political affiliation, religion, sex, age, or physical disability.
- All recruitment and selection activities have regard to merit principles, specifically that the success of an applicant is determined on their skill, experience and qualification/s.
- Vacancies may be advertised through a variety of recruitment sources. All applicants must be provided with a copy of the positions Job Description during the application process and may be required to respond to specific selection criteria.
- Existing employees are entitled to attend interviews for vacant positions within Council. When all other aspects are considered equal, preference will be given to internal applicants.



5. SELECTION

- Wherever possible, recruitment and selection activities should be undertaken by a panel of at least two people, preferably one of whom has a good knowledge and understanding of the position requirements.
- Panel members shall short list application and undertake interviews. Questions prepared and asked at interviews should be comparable and unbiased During shortlisting and interview, rationale for selections should be documented.
- A minimum of two work reference checks must be completed prior to offer, for all external preferred applicants Internal reference checks may be undertaken if required. Personal reference may also be submitted and considered during the recruitment process.
- Applicants will be required to provide evidence of relevant qualifications and proof of their eligibility to work in Australia.
- Pre-placement medical examinations may be required/ requested for any employee. Assessments will be made against the job duties and requirements, by a professional Doctor.
- In certain roles, it may be requested that an applicant approve that a police/ criminal history check be undertaken. This will only be required in circumstances where it is critical to the position for which the applicant is applying.
- After interviews and other appropriate checks are complete, panel members should meet to determine the successful applicant. Rationale for the decision should be documented.
- Successful applicant will be offered a position via telephone, and then via a formal letter of offer – see ‘Appointment.’
- On acceptance of the position by the successful applicant, unsuccessful applicants will be notified, and feedback may be offered.

6. APPOINTMENT

- All successful applicants will be given relevant employment documents before their commencement date and have all documents returned and signed prior to commencing employment with Council.
- Employment documentation will clearly outline:
 - Appointed position, including duties and workplace detail;
 - Employment type;
 - Terms of employment, including details of wages;
 - Probationary period; and
 - Any contracted terms.
- On commencement of employment, a safety/ worksite induction should be undertaken within the first day of employment, including introductions to other staff.
- Training on, or the opportunity to ask questions/ clarify workplace policies, should be provided within the first week of employment.
- All other training needed for the new employee to undertake their role should be scheduled as appropriate and communicated.

7. PROBATION

It is important that employees progress, and performance in their position is monitored by their supervisor/ manager and that regular feedback meetings are held during the probation period. Constructive feedback, training and opportunities to improve should be provided where performance is not at the desired level.

The length of the probationary period is determined by the employer, however, will not exceed six (6)

months. Should it be determined by Council that the employee's employment will not be confirmed, on cessation of the probationary period, the appropriate process should be followed in accordance with the *Local Government Act 2009*.

8. RELEVANT INFORMATION

Industrial Relations Act 2016
Local Government Act 2009

9. DATE NEXT REVIEW DUE

1.02.2026

10. CHANGES SINCE LAST REVISION

11. RECORDS

When completed and approved the original, signed hard copy of the policy is filed in the Master File.

Electronic copies are saved in the appropriately labelled folder in Magiq.