



Blackall-Tambo Regional Council

Recruitment and Selection Policy

1. PURPOSE

Recruiting and selecting suitable employees who exhibit the necessary level of skill and ability is integral to the success of Blackall-Tambo Regional Council (Council).

Blackall Tambo Regional Council will always attempt to select quality applicants in an effective and efficient manner that meets legislative requirements and applies a merit-based principle. The purpose of this policy is to inform and advise employees of the recruitment and selection process at Council. This policy is designed to ensure that recruitment standards are consistent, appropriate and free from discrimination or bias.

Council's aim is to attract, select and retain quality employees who will adopt, contribute to, and enhance Council's culture and values.

This policy applies to the recruitment and selection of all employees with the exception of the recruitment and selection of the Chief Executive Officer (CEO) (refer to the *Local Government Act 2009*).

2. SCOPE

During the recruitment and selection process, Council will ensure that the best person for the position is chosen in each case.

All applicants will 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 ability. All recruitment and selection activities will consider the skills, experience and qualifications to determine the successful applicant.

In section 6 of this policy the CEO may determine to direct appoint to a position where particular skills, experience, qualifications and/or ability is required.

3. RECRUITMENT AND SELECTION PRINCIPLES

The following are Council's recruitment and selection principles:

3.1. Qualities

Council ensures the best applicant is appointed to a vacant position.

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The selection panel uses a number of selection techniques to determine the best suited applicant for the role, comparing each applicant's abilities, aptitude, skills, qualifications, knowledge, experience, achievements, personal qualities and potential. The selection panel assess each applicant's suitability against Council's business requirements, organisational and job fit and the requirements of the vacant position.

3.2. Equal Employment Opportunity

Council is an equal opportunity employer and is committed to ensuring all applicants are not discriminated against and are treated in a manner consistent with Council's Equal Employment Opportunity Policy.

3.3. Confidentiality

Selection panel members must ensure all information gathered throughout the recruitment and selection process remains private and confidential. Council respects and complies with its obligations under Council's Privacy Policy, the Code of Conduct, the Confidential Policy and relevant legislation.

Selection panel members are not to share details regarding applicants, their assessments/scoring or any interview notes taken during the interview process.

The selection panel may disclose applicant details to the Manager or Supervisor of the vacant position to aid in the decision making and approval process. The Manager or Supervisor are also required to keep applicant and recruitment details confidential.

4. STRATEGIES

4.1. Recruitment strategies at Council may include, but are not limited to:

- a) External advertising
- b) Use of a search agency
- c) Internal advertising
- d) Appointment by secondment
- e) Direct appointment in accordance with clause 6 of this Policy
- f) Application by invitation
- g) Appointment from eligibility list
- h) Application by expression of interest.

4.2. The Selection Panel

- 4.2.1. Where possible, recruitment decisions should be made by a panel of at least two people.
- 4.2.2. The membership of the panel will be determined by the Director in whose department the new employee will work. The chair of the panel will be determined by the Director.
- 4.2.3. The Selection Panel must follow the process. This is to ensure equity and consistency is applied throughout the entirety of the recruitment and selection process.
- 4.2.4. The Director, and panel members, will determine the form in which an interview will take place based on the guidelines (Annexure A).



- 4.2.5. No Council employee is to be on a selection panel which involves the possible appointment of a relative or close friend. Any conflict of interest which may exist on a selection panel needs to be disclosed so that the relevant Director can determine the suitability of the panel member to continue or be replaced.
- 4.2.6. The panel should agree on the successful applicant, who is to be notified of the decision in writing once approval is obtained by the CEO. Unsuccessful interviewees must also be notified of the result. Feedback must be provided to any applicant in the process, successful or otherwise.

4.3. Recommendation for Appointment

- 4.3.1. The Selection Committee will recommend to the CEO an applicant for appointment. In accordance with section 196(c) of the *Local Government Act 2009* the CEO is the only person who can appoint local government employees.

5. PRE-EMPLOYMENT CHECKS

5.1. Referee Checks

- 5.1.1. Referee checks will be completed at the discretion of the interview panel or the Group Manager - People, Culture and Safety .
Should the interview panel, Director or CEO deem they are not satisfied with the referees provided, the applicant may be requested to provide additional, appropriate and contemporary references.

5.2. Pre-employment Medicals

- 5.2.1. The preferred applicant for a position may be required to undergo a medical assessment to ascertain fitness for duty.
- 5.2.2. Council will endeavour to facilitate reasonable workplace adjustments in order to accommodate a preferred applicant with a known disability or medical condition.

5.3. Working with Children Check (Blue Card)

- 5.3.1. People who work with children and young people must hold a Blue Card or an Exemption Card if their work falls into one of the regulated categories of employment as determined by the Queensland Family and Child Commission.
- 5.3.2. Human Resources will facilitate the Blue Card verification of application process for preferred applicants.

5.4. Criminal History Check

- 5.4.1. The CEO or delegate will determine which positions require a criminal history check.
- 5.4.2. The CEO or delegate will determine whether or not a person with a criminal history is to be employed.

6. APPOINTMENTS MADE DIRECTLY BY THE CHIEF EXECUTIVE OFFICER

In the current labour market, many regional and remote local governments in Queensland are having difficulties recruiting and retaining high caliber experienced and professionally qualified staff.

In these circumstances, Council may need to actively pursue appropriately experienced and qualified staff and the CEO reserves the right to directly appoint these high caliber experienced and/or professionally



qualified staff to permanent, internal, casual and temporary positions to achieve the objectives of Council's Corporate Plan or other circumstances in the workplace where they become apparent, without following the procedures as provided for in this Policy. The CEO should seek the guidance and advice of members of the Executive Leadership Team, the Operational Leadership Team and/or the Mayor and Councillors.

- 6.1. The CEO, in consultation with the relevant Director, may authorise the direct appointment of a person who is engaged in an "acting" position, or otherwise undertaking a role, to permanency in that role. The person must have been performing satisfactorily in the role for a minimum of three months.

6.2. WORK CAMP EMPLOYMENT POLICY

Queensland Corrective Services has had a Work Camp in the Blackall-Tambo Regional Council area since 1992. The following policy statement was adopted by Council in February 2025 (GM 2025/02/286).

Blackall Tambo Regional Council proudly provides assistance to Queensland Corrective Services in the operation of a low security work camp in the Blackall-Tambo Region.

Prisoners provide immense and much needed assistance to Council and the community in a variety of tasks. The work camp is in high demand from local sporting groups, church groups and community associations across the Blackall Tambo region.

Council values the important partnership it has with Queensland Corrective Services and is committed to the rehabilitation of participants in the work camp program.

Upon the support of Queensland Corrective Services, Council may, on occasion, offer fixed term employment, where a job is available, to a suitable releasee, to assist in that person's re-integration into society.

7. PROBATION

A 3-month probation period will apply to all positions at Council, including direct appointments by the CEO. The Supervisor, or other officer appointed by the relevant Manager will conduct this review on a monthly basis against set criteria that will be bespoke to particular roles. An employee will be provided with feedback during the probation period to assist that employee to achieve organisational goals.

The CEO, in consultation with the relevant Director, may extend the period of probation for a period of not greater than an additional 3 months, where it is appropriate. Employees will be advised of the reasons for any extension and provided written notice on those areas where focus should be afforded.

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. GROUNDS FOR TERMINATING AN EMPLOYEE

Council will only terminate the employment of an employee based on lawful reasons.

Termination reasons include:

1. Discipline – Performance and/or Conduct.
2. Serious misconduct or repeated incidents of breaches of the Employee Code of Conduct, (Statutory Policy 5, 17 January 2024)
3. Redundancy, this may be voluntary or compulsory dependent on organisational needs and in accordance with the provisions of the current Enterprise Bargaining Agreement and Queensland legislation.
4. Absenteeism or abandonment of employment (as per the Absenteeism and Abandonment of Employment Policy Admin No. 38, 25.1.2023).
5. Medical Incapacity – where an employee can no longer safely perform the inherent physical or psychological demands of their position. *Note. Council must make every effort to redeploy the subject officer to another position that may meet the physical and/or psychological capacity of the staff member before a final decision to terminate is made.
6. Any other grounds deemed appropriate by the CEO, in consultation with the relevant Director, in defined circumstances.

9. RELATED DOCUMENTS

Anti-Discrimination Act 1994 (Qld)
Age Discrimination Act 2004 (Cth)
Disability Discrimination Act 1992 (Cth)
Human Rights Act 2019 (Qld)
Information Privacy Act 2009 (Qld)
Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)
Racial Discrimination Act 1975 (Cth)
Right to Information Act 2009 (Qld)
Sex Discrimination Act 1984 (Cth)
Industrial Relations Act 2016 (Qld)

Absenteeism and Abandonment of Employment Policy
 Anti-Discrimination, Bullying and Sexual Harassment Policy and Procedure
 Code of Conduct for Employees Policy
 Confidentiality Policy
 Equal Employment Opportunity Policy
 Human Rights Policy

Preventing and Responding to Workplace Sexual Harassment Policy
 Privacy Policy
 Related Party Disclosure Policy
 Workplace Health and Safety Policy



10. VERSION CONTROL

Version 1.0	New policy
Version 2.0	Revised policy
Version 2.1	Revised policy



ANNEXURE A

Interview Guidelines

The CEO, in consultation with the Director in whose department the employee will work, will decide which interview process will be conducted for each role.

1. Behavioural Interview

A behavioural interview assists with gaining insight into the potential future performance by gauging the behaviour of the candidates. This interview type evaluates whether the candidate can handle the complexities of the role and their fit within the organisation.

The STAR method can be used (Situation, Task, Action and Result)

2. Panel Interview

The panel, consisting of at least 2 people, take turns asking questions. The questions are to be approved by the Director in whose department the employee will work.

The Panel may require a participant to prepare and present a presentation on a topic sent prior to the interview.

3. Case Interview

In a case interview, a candidate is presented with a problem to assess their problem-solving, analytical and creative skills.

In some circumstances the case may be provided to the candidate before the interview to allow sufficient time for them to prepare.

4. Skills Assessment Interview

A skills interview is used to evaluate whether the candidates have the necessary skills to perform the role. The CEO, in consultation with the Director in whose department the employee will work, will determine how these skills are to be demonstrated (i.e. presentation).

5. Virtual/Video Interview

Due to the remote location of Blackall-Tambo Regional Council, some candidates may not be able to attend a face-to-face interview. This type of interview allows suitable candidates to be assessed.

A virtual interview can be held over MS Teams or Zoom.

Any interview types described above can be held virtually.