

	<h2 style="text-align: center;">RECRUITMENT AND SELECTION POLICY</h2>			
POLICY TYPE	DOCUMENT CONTROLLER	RESPONSIBLE MANAGER	POLICY ADOPTED	REVIEW DUE
Council	Human Resources Coordinator	Executive Manager	25 September 2023	September 2025
PURPOSE	<p>The purpose of this policy is to ensure the process for recruitment and selection is based upon the principles of merit, equal employment opportunity and confidentiality. Council is committed to ensuring recruitment and selection of prospective employees is in accordance with section 63 of the <i>Local Government Act 1993</i> and any other relevant employment legislation, in that:</p> <ul style="list-style-type: none"> • The general manager of a council may: <ul style="list-style-type: none"> ➤ appoint persons as employees of the council; and ➤ allocate duties to employees; and ➤ control and direct employees; and ➤ suspend or dismiss employees. • The general manager is to develop human resource practices and procedures in accordance with policies of the Council to ensure employees of the Council receive fair and equitable treatment without discrimination. <p>Effective employee selection and the subsequent management of employees is critical to the success of the Council and the provision of services to the community. This success depends on Council's ability to identify, attract, retain and develop employees.</p> <p>Council is committed to an effective and professional method of selecting employees that is consistent with its organisational values.</p> <p>Council aims to attract and appoint skilled and motivated employees who aim to meet agreed objectives and performance improvement goals.</p>			
SCOPE	<p>This Policy applies to all employees involved in the recruitment or selection of applicants for positions within the Council.</p>			
DEFINITIONS	<p>For the purposes of this Policy, the following definitions apply:</p> <p>Recruitment - refers to the process commencing with the decision to recruit an individual, through to attracting and seeking a pool of applications, through advertising.</p> <p>Selection process - refers to the process of choosing from the pool of available applicants resulting in the selection of an individual who is considered most suitable for the position.</p>			

POLICY	<p>1. Equal Employment Opportunity and the Merit Principle</p> <p>Selection to positions within Council is based on the principles of merit and the provision of equal employment opportunity.</p> <p>Selection based on merit means that the grounds for the decision must relate to the inherent requirements of the position and prevents those decisions being made on unjustified discriminatory grounds, such as:</p> <ul style="list-style-type: none"> • Race, colour, national or ethnic origin or nationality; • Gender, sexual orientation, marital status, pregnancy, status as parent or carer; • Religious or political belief or activity, industrial activity; • Age, physical/or mental disability, irrelevant medical records, irrelevant criminal records; • Personal association with a person who is identified by reference to any of the listed attributes. <p>The appointment of employees must be made based on the individual capacity of the person having regard to the knowledge, skills, qualifications, experience and potential for future development of that person in their employment.</p> <p>Only in exceptional circumstances will positions not be advertised. For example, appointing casual or contract labour to permanent positions.</p> <p>For further information and understanding of the Council's commitment to Equal Employment Opportunities (EEO), refer to the Council's Diversity and Inclusion Policy.</p> <p>2. Encouragement to Existing Employees to Apply for Vacancies</p> <p>Council supports the development and promotion of existing employees whenever possible.</p> <p>Internal recruitment aims to leverage existing talent that already exists in the workplace, offering opportunities for employees to advance and reach their full potential -). In cases where the required skills are not available internally, alternate recruitment strategies will be implemented.</p> <p>3. Confidentiality</p> <p>All inquiries and applications for vacancies from internal and external applications will be treated with confidentiality.</p> <p>4. Conflicts of Interest</p> <p>All appointments will be by a merit selection process.</p> <p>In circumstances where an applicant is known to someone involved in the recruitment process, this conflict of interest will be immediately notified in accordance with the Employee Declaration of Interest Policy.</p>
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	<p>Additionally, family and other close personal relationships, as well as business relationships, or if the panel member is a nominated referee, must be declared by prospective members of interview panels in relation to candidates.</p> <p>5. Communication</p> <p>This policy will be communicated to all Managers and Supervisors responsible for the recruitment and selection of applicants for employment.</p>		
LEGISLATION AND RELATED DOCUMENTS	<p><i>Local Government Act 1993 (Tasmania)</i> (in particular s63(1) and (2)) <i>Fair Work Act</i> (Commonwealth) <i>Anti-Discrimination Act 1998 (Tasmania)</i> <i>Sex Discrimination Act 1984 (Commonwealth)</i> <i>Racial Discrimination Act 1975 (Commonwealth)</i> <i>Human Rights and Equal Opportunity Commission Act 1986</i> (Commonwealth) <i>Disability Discrimination Act 1992 (Commonwealth)</i> <i>Archives Act 1983 (Tasmania)</i> <i>Personal Information Protection Act 2004 (Tasmania)</i> Harassment, Bullying and Anti-Discrimination Policy Staff Code of Conduct Policy Devonport City Council Enterprise Agreement 2020 Health and Safety Policy Police Check and Working with Vulnerable People Check Procedure Employee Declaration of Interest Policy and Declaration of Interest form - Employee Fitness for Work Policy Secondary Employment Policy Recruitment and Selection Procedure Devonport City Council Strategic Plan 2009-2030 Diversity and Inclusion Policy</p>		
ATTACHMENTS (IF APPLICABLE)	N/A		
STRATEGIC REFERENCE	5.5 Skilled, engaged and motivated employees have a supportive environment		
MINUTE REFERENCE	23/189		
OFFICE USE ONLY	Update Register	Y	Training/Communication Y
	Advise Document Controller	Y	Advise HR / MCO Y
	Management Sign Off:  Date: 25 September 2023		