

Title:	1.12 Staff Selection – Senior Employees
Previous No:	
File No:	
Statutory Environment:	<i>Local Government Act 1995 s. 5.37</i>
Minute No:	8.1.4 032017.OM
Last Updated:	March 2017
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Objective:

To assist the CEO with the selection of senior employees.

Policy:

The following positions are designated Senior Employees under Section 5.37(1) of the Local Government Act 1995:

Finance Manager; and
Principal Works Supervisor.

Procedure:

For both positions, the CEO shall prepare a short list of candidates, conduct the interviews and appoint the successful candidate.

The CEO shall also be responsible for appointing the interview panel members.

The CEO shall also ensure that the recruitment and selection process is fair and open to competition without patronage, favoritism, discrimination or nepotism.

The process should be designed to maximise the probability of successfully employing a highly motivated and appropriately skilled staff member.

The CEO shall be provided with the necessary support and information (including specialist advice regarding a candidate) to give effect to this policy.

Relevant information should be provided to all parties in their preferred format.