



3.1 EMPLOYEE RECRUITMENT & SELECTION POLICY

Distribution	Elected members, All Employees
Responsible Officer	Chief Executive Officer
Date adopted	21 October 2020
File Reference	160

Purpose

To ensure the most appropriate and equitable process is used for the recruitment and selection of employees for the Shire of Goomalling.

Objective

- To provide clear guidelines on the parameters for recruitment and selection; and
- To assist decision making.

Scope

Elected Members, Chief Executive Officer, Executive Management Team

Standard

- Equal Employment Opportunity will be considered in all recruitment and selection;
- Positions can be filled internally or externally;
- Appropriate advertising methods are utilised to recruit potential candidates and Council reserves the right to advertise by other means (ie by word of mouth);
- Recruitment can be coordinated in house, or can be coordinated by a recruitment specialist where the position requires it or where a decision to do so has been made by the Council;
- All recruitment / selection panels will consist of at least two interviewers. Should a designated selection panel member be unavailable, a member of the Senior Staff/Executive Management Team will fill that position.
- The Chief Executive Officer will ultimately approve any appointment.

Position Vacant	Selection Panel
Works Crew Employee	Preferably 2 – Works Manager may interview solely or with Leading Hand or other team member
Cleaners/Caretakers	2 – Any of Senior Staff can include Senior Finance Officer or Community Development Officer
Administration Position	2 – Chief Executive Officer and/or Finance Manager, Senior Finance Officer or Community Development Officer

Senior Manager	Minimum of 2 being CEO and 1 Elected Member but preferably with two elected members
Chief Executive Officer	Minimum of three elected members supported by a recruitment agency if determined by the Council. Preferably the Shire President to be a member of the panel.

Late applications will not be accepted to ensure equity;

- Managers (and in the case of the appointment of a Chief Executive Officer, the Shire President) must ensure that processes are followed and that proof of all required qualifications are provided and that medicals and other relevant assessments (eg National Police Clearance, Working with Children, reference checks etc) are undertaken prior to appointment for all employees;
- A shortlist should be created and selection criteria measured and recorded; and
- All associated recruitment paperwork is to be made a record.

Roles & Responsibilities

Elected Members

- Employ Chief Executive Officer having regard for the conditions of this policy.

Chief Executive Officer

- Ensure that this policy is adhered to.

Executive Management

- Ensure that this policy and associated procedures are followed for all recruitment and selection.

Legislation

[Equal Opportunities Act 1984](#)

Document Links

Nil

Delegation

Nil

Review History

Version	Review date	Minute no.	Notes
1	September 2015	1 092015.SM	
2	21 October 2020	269. OM_211020	Formerly 1.12 Staff Selection – Senior Employees and 4.44 Recruitment and Selection