



POLICY MANUAL WORKFORCE

3.01 RECRUITMENT AND SELECTION POLICY

Distribution:	Elected Members, All Employees, Volunteers
Responsible Officer:	Chief Executive Officer
Date Adopted:	September 2015 – Version 1 – Resolution 1 092015.SM
Last Review:	March 2024 – Version 3 – Resolution 032024 767

Purpose

To ensure the most appropriate and equitable process is used for the recruitment and selection of employees and volunteers 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, Employees and Volunteers

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 (i.e. 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 (2) interviewers. Should a designated selection panel member be unavailable, a member of the Senior Staff/Executive Management Team will fill all positions.
- The chief Executive Officer will ultimately approve any appointment.

Position Vacant	Selection Panel
Works Crew Employee	Preferably two (2) – Works Manager may interview solely or with Leading Hand or other team member.
Cleaners/Caretakers	Two (2) – Any of Senior Staff can include Senior Finance Officer or Community Development Officer



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Administration Position	Two (2) – Chief Executive Officer and/or Deputy Chief Executive Officer/Finance Manager, Senior Finance Officer or Community Development Officer
Volunteers	Two (2) – Chief Executive Officer and/or Deputy Chief Executive Officer or Community Development Officer
Senior Manager	Minimum of two (2) - being Chief Executive Officer and one (1) Elected Member
Chief Executive Officer	In accordance with Local Government Act and Regulations local governments are required to establish a selection panel to conduct the recruitment and selection process. The selection panel must be made up of Council members and at least one (1) independent person(s) who is not a current council Member, human resources consultant, or employee of the local government.

Late applications will not be accepted to ensure equity;

- Managers (and in the case of 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 (e.g. 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 *and associated Regulations*

Resource Documents

Nil

Delegation

Nil