



S-HR7 EMPLOYEE RECRUITMENT AND SELECTION POLICY

Purpose

Department

Governance

File No.

PER/0602

Council Meeting Date

20 April 2021

Minute Number

48.4.2021

Next Review Date

Four (4) years from Council Resolution Date

Review History

256.07.09 16 July 2009
763.03.14 13 March 2014
48.4.2021 20 April 2021

1 Objective

To enable council to meet its legislative requirements in relation to anti-discrimination and equal opportunity, whilst ensuring recruitment and selection is based on the principles of merit.

2 Scope

This policy covers the recruitment or selection of applicants for positions within the Council.

3 Definitions

The Merit Principle

The Merit Principle reinforces open, transparent and quality decision-making for recruitment and selection. It advises that:

- all eligible members of the Community are given a reasonable opportunity to apply;
- an assessment is made of the relative suitability of candidates, using a competitive selection process;
- the assessment is based on the relationship between the candidates' work-related qualities and the qualities genuinely required to perform the relevant duties;
- the assessment focuses on the relative capacity of candidates to achieve outcomes related to the relevant duties; and
- the assessment is the primary consideration in making the employment decision.

Conflict of Interest

A conflict of interest is where an individual's real or perceived personal interests could compromise their judgment, decisions, or actions in the workplace.

4 Policy

It is the Policy of Council that:

- 4.1 Selection to positions within the Council is based on the Merit Principle and the provision of equal employment opportunity. The selection of employees must be based on the individual capacity of the person as measured against the key selection criteria.
- 4.2 All vacant positions will be advertised.
- 4.3 All potential conflicts of interest must be declared by anyone involved in the recruitment and selection process who has family, personal or business relationships with applicants.



4.4 All enquiries and applications for vacancies from internal and external applicants will be treated with the strictest confidence.

5 Procedure

This policy should be read in conjunction with the Employee Recruitment and Selection Procedure (HR7-P) and the Employment and Selection Checklist.

6 Legislation and Council Related Policies

Age Discrimination Act 2004 (Commonwealth)

Anti-Discrimination Act 1998 (Tas)

Archives Act 1983 (Tas)

Australian Human Rights Commission Act 1986 (Commonwealth)

Disability Discrimination Act 1992 (Commonwealth)

Fair Work Act 2009 (Commonwealth)

Flinders Council Enterprise Bargaining Agreement 2019-2023

Local Government Act 1993 (Tas)

Personal Information Protection Act 2004 (Tas)

Privacy Act 1988 (Commonwealth)

Racial Discrimination Act 1984 (Commonwealth)

Sex Discrimination Act 1984 (Commonwealth)

Work Health & Safety Act 2012 (Tas)

Worker's Rehabilitation and Compensation Act 1988 (Tas)

Workplace Gender Equality Act 2012 (Commonwealth)

6 Responsibility

It is the responsibility of all staff to ensure this policy is adhered to.