 <p>The Flinders Ranges Council</p>	<p style="text-align: center;"><b>GOVERNANCE POLICY</b></p> <p style="text-align: center;"><b>EMPLOYEE RECRUITMENT</b></p>	Policy Number Version Number Issued Last Review Next Review GDS	G1.58 1 June 2023  June 2028 9.63.1.1
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## **EMPLOYEE RECRUITMENT**

### **1. POLICY OBJECTIVES**

The purpose of this policy is to outline the process in which The Flinders Ranges Council (Council) will recruit new employees. This policy covers full time, permanent, part time, temporary and casual positions.

### **2. SCOPE**

This policy will be applied in conjunction with the *Local Government Act 1999*, and other relevant Council policies and relevant industrial instruments including any Enterprise Bargaining Agreements (EBA) and is relevant to:

- Employees who are employed on a permanent or fixed term contract; and
- Eligible casual employees for the purposes of LSL only.

### **3. POLICY STATEMENT**

Council aims to recruit and select staff the organisation requires to achieve its strategic directions and who demonstrate attributes that are consistent with the organisation's directions and culture. Recruitment and selection of staff to employment in the Council will comply with relevant Acts, Regulations and policies and with relevant human resources management principles adopted the Council.

This policy applies to all full time, part time, permanent, temporary and casual employment opportunities.

### **4. GUIDELINES**

Council is committed to creating an environment that is inclusive for all and values the thoughts and ideas that a diverse workforce brings to an organisation. Council is committed to making reasonable adjustments to provide a positive recruitment process and supportive workplace.

All appointments will be made on the basis of careful and consistent application of the principle of merit and will be conducted on the basis of fair and equitable treatment of all applicants.

Accountability will be achieved by recruitment and selection processes and associated documentation being open and subject to scrutiny and review, having regard to the confidentiality of the applicants. Recruitment processes will be consistent, transparent, professional and timely.

Decision making will be the responsibility of the relevant Senior Manager with all final decisions being approved by the Chief Executive Officer.

### **5. RECRUITMENT AND SELECTION PROCESS**


#### **Position Descriptions**

Position Descriptions outlining the principle accountabilities and roles of the position and the essential and desirable criteria for the position will be created for all positions within Council.

#### **Advertising of Vacancies**

All vacancies will be advertised through the following mediums:

- Council Website at [www.frc.sa.gov.au/council/employment](http://www.frc.sa.gov.au/council/employment)
- Council Social Media including Facebook
- Hard copies available on Council noticeboard
- Local Newspapers e.g. Transcontinental, Quorn Mercury and Hawker Town Crier (if appropriate)

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- Council Newsletter
- On SEEK (if appropriate/applicable)

Advertisements must include (at a minimum) position title/s, summary of responsibilities, where position is based, salary level, contact person, requirements for application and closing date of applications.

Applications will remain open for at least 21 days and are encouraged to be submitted via email [hr@frc.sa.gov.au](mailto:hr@frc.sa.gov.au) however applications via SEEK may be submitted via the employer portal.

If applications are received after the close off date, it is up to the discretion of the responsible officer as to whether they will be accepted.

#### **Acknowledgement of Applications**

All applications submitted via [hr@frc.sa.gov.au](mailto:hr@frc.sa.gov.au) shall be acknowledged. It is up to the discretion of the responsible officer as to whether to acknowledge all received via the SEEK employer portal.

#### **Assessment of Applications**

An assessment panel will be formed to assess applications received and to ascertain which applicants will move forward in the process.

The assessment panel will consist of the officer responsible and other officers (up to four if required) and if necessary will represent a gender balance.

The assessment panel will agree on which applicants will proceed to the next stages of the process and will meet as required.

The next stage in the process is the interview of applicants deemed suitable, where the responsible officer will arrange suitable times for interviews to take place. Interview questions will be agreed on by all members of the assessment panel and will cover the essential and desirable criteria of the position description.

Once interviews are complete, the assessment panel will decide on what applicants will continue in the recruitment process.

The undertaking of referee checks may be deemed necessary for one (1) or more applicants and it is recommended that at least one (1) referee check is carried out for the preferred applicant.


After the assessment of interviewees a recommendation report must be prepared outlining the processes for assessment of applicants interviewed and an overview of each applicants skills, abilities and knowledge in relation to the position and their suitability for the position.

If the assessment panel has a preferred applicant, this applicant must be outlined in the report. If appropriate, it is advisable to have more than one (1) applicant considered suitable for the position, with a preferred applicant clearly outlined. In the event that the preferred applicant does not accept the position, then another applicant considered suitable may be offered the position.

The recommendation report must be signed by all assessment panel members and submitted to the Chief Executive Officer for final approval.

The preferred and successful applicant will receive a letter of offer and contract outlining all expectations and conditions regarding the position. The applicant shall sign the letter of offer and send back to the Senior Manager as soon as practical. Once received, all other applicants can be officially notified of the outcome.

It is preferable that all applicants that undertook the interview process be informed of the outcome via telephone, if possible, and that all other applicants may receive notification in writing either via email or letter.

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Any variations to the above process must be discussed with and approved by the Chief Executive Officer before any further action is taken.

## 6. RESPONSIBILITIES

The Director of Finance and Administration is responsible for this policy.

## 7. LEGISLATION

*Local Government Act 1999 (SA)*

*Fair Work Act 2009*

## 8. REVIEW AND ADOPTION

To be reviewed within 12 months after a General Election, in line with legislation and any legislative changes or by resolution of Council.

Adopted by Council    20 June 2023  
Resolution 149/2023

Review Date	Version Number	Change	Resolution
	1	New Policy	149/2023