

# Recruitment Guideline Policy

<b>Policy No:</b>	HR-022
<b>Adopted By:</b>	Chief Executive Officer
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<b>Review Date:</b>	June 2028
<b>Version No:</b>	1
<b>Responsible Officer:</b>	HR Manager

## Purpose

The purpose of this policy is to outline the approach Murweh Shire Council (MSC) takes in recruiting and selecting qualified and capable employees. Successful recruitment is key to achieving MSC's objectives and ensuring the delivery of services to the community.

This policy:

- Guides and assists all employees involved in recruitment and selection processes.
- Sets out the principles and procedures to be followed.
- Ensures a fair, non-discriminatory, and merit-based recruitment process.

## Commencement of Policy

This Policy will commence on adoption by the Chief Executive Officer (CEO). It replaces all other Recruitment and Selection policies (whether written or not).

## Application

This policy applies to all employees of Murweh Shire Council (MSC). It does not form part of any employee's contract of employment.

## Policy

### Recruitment and Selection Principles

#### 1. Merit-Based Recruitment

MSC is committed to selecting the most suitable candidate based on merit. Decisions are made objectively, considering relevant skills, qualifications, and experience. Bias or discrimination based on gender, race, age, disability, or personal relationships will not influence the process. All recruitment decisions must be guided by merit.

#### 2. Equal Employment Opportunity (EEO)

MSC upholds equal opportunity and non-discrimination in all recruitment activities. All applicants are assessed fairly and in accordance with EEO legislation and Council's Anti-Discrimination & EEO Policy. Job advertisements, interviews, and selection processes must be free from bias.

#### 3. Confidentiality

All candidate information, including applications, assessments, and interview notes, must remain confidential. Selection panel members are required to comply with Council's Privacy Policy, Code of Conduct, and relevant legislation. Applicant details should only be shared with the relevant Director or Supervisor for decision-making purposes.

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## **Advertising Vacancies**

Vacancies may arise due to staff turnover, the creation of new roles, or emerging skill requirements. Once identified, the HR Manager will initiate the recruitment process in collaboration with the relevant Director. Key steps include:

### **Position Review**

- Assess the relevance and responsibilities of the role.
- Determine if the position should be redesigned or combined with others.
- Review and update the position description to reflect current needs.
- For new roles, prepare a business case including budget and role analysis.

### **Internal and External Advertising**

MSC prioritises internal recruitment to promote career development for existing staff. If suitable internal candidates are unavailable, the role may be advertised both internally and externally with CEO approval.

In cases where a similar role was recently advertised, the selection panel may, in consultation with HR, review previous applicants instead of re-advertising.

Vacancies will be promoted through appropriate channels based on the level and nature of the role.

## **Recruitment and Selection Process**

### **Selection Panel**

The selection panel will comprise three members, approved by the CEO. The following considerations should reflect the following principles:

- Ensure diversity to support equity and fairness.
- The Chair will typically be the Director or Supervisor, unless otherwise directed by the CEO.
- At least one panel member must be a subject matter expert with in-depth knowledge of the role.
- Panel members must hold a classification level equal to or higher than the advertised position unless an exception is approved by the CEO.
- Members must avoid actual or perceived conflicts of interest, especially when assessing relatives or close associates.

### **Prior Knowledge of Applicants**

Panel members must disclose any prior knowledge of an applicant's suitability for the role. This disclosure should be factual, objective, and verifiable to maintain transparency. Applicants must be given the opportunity to respond to any adverse information raised.

Professional familiarity with a candidate does not disqualify a supervisor from participating on the panel, provided the knowledge was obtained through standard work interactions.

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## Shortlisting

After reviewing applications, the selection panel will shortlist candidates who meet the essential criteria for the position. Human Resources will arrange interviews for shortlisted candidates and notify unsuccessful applicants via email.

## Selection Strategy

The selection panel will use a strategy aligned with the role's competencies and cultural fit. Selection methods may include:

- Interviews
- Resume evaluations
- Written tasks
- Practical demonstrations
- Psychometric testing (for senior roles)

All methods will be applied consistently to ensure fairness.

## Job Interviews

Interview questions, designed by the panel chair in consultation with Human Resources, will focus solely on the job and selection criteria. Questions that could lead to discrimination will be avoided.

During the interview, candidates will be informed of:

- A probationary period (6 months)
- The requirement for a pre-employment medical assessment
- Employment type (e.g., fixed-term, part-time)

All candidates must be asked the same questions, and responses will be documented.

## Preferred Applicant and Offer

Once the preferred applicant is selected, Human Resources will notify unsuccessful candidates via email before contacting the successful candidate.

A formal letter of offer will be sent to the successful applicant, outlining the terms and conditions of employment. The offer will include a copy of the Position Description and relevant payroll documentation. The applicant must accept the offer within 7 calendar days.

The offer of employment is contingent upon:

- Reference checks
- Pre-employment medical assessment
- Document verification (identity, residency status, qualifications)

## Referee Checks

Before making an offer of employment, at least two work-related reference checks will be conducted. Referees should have recently held a supervisory position relative to the applicant. Only nominated referees will be contacted unless explicit consent is given to contact the current supervisor.

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## Pre-Employment Medical Assessment

MSC will arrange a pre-employment medical assessment to ensure the candidate can perform the essential requirements of the role while maintaining workplace health and safety. No offer of employment will be made until a satisfactory medical assessment is completed.

## Reasonable Adjustment

If an applicant has a medical condition but is otherwise the best fit for the role, MSC will consider reasonable adjustments to accommodate the individual, such as modifying the workspace or job tasks, where feasible.

## Other Requirements

Candidates must meet the following criteria to be eligible for employment:

- Legally entitled to work in Australia, with necessary visas or residency status, if applicable.
- Physically fit to meet health requirements.
- Willing to provide a positive Criminal History Check, if required.
- Willing to obtain a 'Suitability Card' if required to work with minors.
- Agree to all terms and conditions outlined in the Contract of Employment.

## Appointment Process

Once the recruitment process is complete, the Vacancy File, containing all relevant documentation, will be submitted to the relevant Director and then to the CEO for approval. No offer of employment will be made until formal approval is granted.

## Audit and Review

This policy shall be reviewed every three years or as required due to changes to in legislation.

## Definitions

## References

- *Local Government Act 2009*
- *Industrial Relations Act 2016 (Qld)*
- *Anti-Discrimination Act 1991 (Qld)*

## Version Control

Version No.	Date	Approved	Amendment
1.0	dd/mm/yyyy	CEO	

## Approval

Chief Executive Officer		Bruce Scott	
Date:	18/06/2025	Signature:	