



<b>POLICY TITLE:</b>	<b>RECRUITMENT PROCEDURE</b>
<b>POLICY NUMBER:</b>	<b>LC32</b>
<b>CATEGORY:</b>	<b>ORGANISATIONAL DIRECTIVE</b>
<b>CLASSIFICATION:</b>	<b>CORPORATE SERVICES</b>
<b>STRATEGIC PLAN REFERENCE:</b>	
CORPORATE GOVERNANCE AND PERFORMANCE :Provide systems of council governance and service delivery that are financially sustainable, accountable, equitable and efficient	
<b>STATUS:</b>	<b>Council Resolution</b>

<b>Date Approved:</b>	10/10/2012	<b>Approved By:</b>	CEO	<b>Date for review:</b>	March 2016
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## **PURPOSE:**

This document details Litchfield Council's procedures and directives regarding staff Performance Appraisal. These procedures are designed to ensure Council be fully accountable for its actions and enable it to select the best possible applicants based on merit and the thorough collection of evidence, with the various types of employment arrangements the Chief Executive Officer (CEO) can offer.

## **ORGANISATIONAL SCOPE:**

The Procedural Statement and Directive in this document adhere to:

- Providing clear recruitment and selection procedures
- Ensuring the recruitment and selection process is merit based
- Minimising cost to Council.
- Coordinating risk management practices
- Ensuring appropriate accountability by users

## **DEFINITIONS**

**"Employee"** is an employee of Council.

**"Permanent position"** is one which has no end date specified. There is no distinction between a permanent full-time position and a permanent part-time position except for the number of hours worked.

**"Temporary position"** is one which has a clear end date, be that for reasons of funding or reasons of task. Where a position is identified as a **temporary** position, a clear and finite end date must be communicated in the Appointment / Employment Letter to the employee. A temporary position can be either a part-time position or a full-time position. Temporary positions are often referred to as fixed-term positions.

## PROCEDURAL STATEMENTS

### Applicability

These procedures and directives apply to all Council positions.

An appointment, promotion or transfer should be on the basis of, and only on the basis of, the capacity of the person to perform particular duties, having regard to the person's knowledge, skills, qualifications and experience and the potential for future development of the person in employment in the Litchfield Council

The CEO can appoint a person, promote or terminate an employee in accordance with Chapter 9, Part 9.1, 101(h) of the Local Government Act. All vacant positions should be advertised to seek the most suitable applicant.

Permanent positions occupied by the incumbent in excess of 12 months from the day of commencement may be directly appointed to that position. However if an employee is appointed under a limited tenure agreement this does not apply as it would rely on the continuation of the position.

The Council is to meet the requirements of the *Anti-Discrimination Act* in general and in particular section 25 which prohibits discrimination in advertising.

### Procedures

#### Filling of Vacant Positions

The position description for the vacant position should be checked with the assistance of the relevant manager and submitted for Job Evaluation. The CEO must then sign his/her approval of the evaluated position description before advertising for the position/s can commence.

#### Recruitment and Selection

Council is committed to ensuring its recruitment and selection process is non-discriminatory and in that regard will ensure the chairperson of any selection committee panel has been properly briefed in Council's selection procedures and are aware of their responsibilities.

The selection panel should be established/ identified prior to the closing date of the advertisement and should remain the same during the whole process wherever possible. The panel should include three persons and one member should be of the opposite sex.

#### (a) Short listing, interviewing and reference checking of applicants

After the closing date for applications the selection committee should meet to shortlist the applicants, who are to be interviewed. The short-listing is conducted on the basis of applicant's ability to satisfy the **Essential Criteria** for the position and following that, the **Desirable Criteria**.

Applicants, who are not to be interviewed, should be noted on their application the reasons why they are not to be interviewed.

Corporate Services Manager (CSM), on behalf of the selection committee chair, is responsible for organising a date and venue to conduct the interviews.

The selection committee should agree upon a standard series of interview questions.

Following interviews, Chairperson should conduct reference checks on the person the panel has identified as the preferred candidate in a report. The referees should be current and include at least two persons, to whom the applicant has reported to recently. Reference checks need not be conducted for internal Council applicants, unless their potential new role is substantially different from their current position.

### **(b) Recruitment Process**

Once the final decision has been made on the preferred candidate the recommendations signed by each member of the panel requires the CEO approval.

### **(c) Eligibility List**

The selection committee may determine that some of the unsuccessful applicants are employable, because they meet all the criteria for employment. These eligible candidates should be listed in the **Eligibility Section** of the **Interview Report** for approval by the CEO.

If a vacancy occurs for a similar position in Council within 6 months of interviews, the manager of the vacant position can review the Eligibility List for suitable candidates, and with the necessary approvals from the CEO for appointment, a selection from this list can be made. This can streamline the selection process and save on advertising costs.

### **(d) Offer of Employment**

After the **Interview Report** has been approved by the CEO, the CSM in consultation with the relevant manager should contact the preferred candidate and make an offer of employment based on the advertised conditions of employment. In case of a deviation from this, i.e. higher salary etc, approval from the Director/ CEO must be obtained. An agreed commencement date should also be established.

The manager will provide the CSM department with details of the successful candidate and CSM will prepare a 'Letter of Offer of Employment' for signature by the CEO, after which the letter and relevant position description should be signed and returned by the preferred applicant,

Probationary provisions of three months and 6 month review will apply to all new employees of the Council.

### **(e) Unsuccessful Applicants**

When the successful applicant has accepted the offer of employment, the interview panel Chairperson should inform the unsuccessful applicants in writing with specific feedback about their applications. The feedback should be encouraging and focus on positive information.

The interviewed unsuccessful applicants may receive a copy of their interview report if they request a copy.

#### **(f) Personnel File**

Payroll will create a Personnel File for the employee and ensure all necessary forms are maintained on file as per Personnel Records Management guidelines. CSM will liaise closely with Payroll to ensure all details are accurate.

#### **LEGISLATIVE REQUIREMENTS**

Local Government Act, Regulations and Minister's Guidelines  
Litchfield Council Equal Opportunities Policy

#### **REVISION DATE**

This policy is to be revised at the first meeting after the next Local Government elections.

#### **REFERENCES:**

Policy Number:	<b>LC32</b>
Policy Owner:	<b>CORPORATE SERVICES</b>
Endorsed by:	<b>CEO</b>
Final Approval:	<b>10/10/2012</b>
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Amendments:	
Related Policies:	
Related Publications:	

#### **CONTACT PERSON:**

**Contact Person**  
**Position**  
**Extension**  
**Email Address**

**Derrick Tranter**  
**Governance Manager**  
**631**  
[derrick.tranter@lsc.nt.gov.au](mailto:derrick.tranter@lsc.nt.gov.au)

**Diane Chellingworth**  
**Corporate Services Manager**  
**613**  
[diane.chellingworth@lsc.nt.gov.au](mailto:diane.chellingworth@lsc.nt.gov.au)