



**BUNBURY HARVEY**  
**REGIONAL COUNCIL**  
HARVESTING RESOURCES FROM YOUR WASTE

# RECRUITMENT AND SELECTION



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## POLICY STATEMENT

This policy is designed to ensure appropriate and consistent recruitment and selection standards are applied at the Bunbury-Harvey Regional Council (BHRC).

This policy outlines the Council's commitment to undertake the recruitment and selection of employees in accordance with the principles outlined in section 5.40 of the *Local Government Act 1995 (WA)* and to ensure successful recruitment and selection decisions are made.

## PURPOSE

The purpose of this Policy is to drive the Bunbury-Harvey Regional Council recruitment processes to ensure they are free from discrimination and provides fair and equitable treatment for all persons applying for employment at the Bunbury-Harvey Regional Council.

Our aim is to ensure a transparent and unbiased recruitment and selection process and appointing the best candidate. Selection decisions are based solely on merit and best-fit with the Bunbury-Harvey Regional Council's organisational values, key focus areas and goals.

Appointment of candidates is at the discretion of the Chief Executive Officer (CEO).

## APPLICATION

This policy applies to the recruitment and selection of all vacant positions excluding the Chief Executive Officer (CEO).

CEO recruitment and employment procedures are prescribed in the relevant sections of the Act and the *Local Government (Administration) Regulations 1996 (WA)*.

If the CEO is recruiting a 'senior employee' as defined in section 5.37 of the Act, this policy applies in addition to the requirement for the CEO to inform Council of any decision to employ or dismiss a 'senior employee'.

## MERIT AND EQUITY

The Bunbury-Harvey Regional Council is committed to ensuring recruitment, selection, promotion and other personnel decisions are fair, consistent, transparent, professional and compliant with the principles set out in section 5.40 of the Act. These principles are outlined below:

- Employees are to be selected and promoted in accordance with the principles of merit and equity
- No power about matters affecting employees is to be exercised on the basis of nepotism or patronage
- Employees are to be treated fairly and consistently
- There is to be no unlawful discrimination against employees or persons seeking employment by a Local Government on a ground referred to in the *Equal Opportunity Act 1984 (WA)* or on any other ground of discrimination, *and*
- Employees are to be provided with safe and healthy working conditions in accordance with the *Occupational Safety and Healthy Act 1984 (WA)*.

Recruitment and selection practices are to be conducted to ensure high caliber candidates apply for vacancies.

## EQUAL OPPORTUNITY EMPLOYMENT

BHRC recognises its legal, moral, social and ethical obligations to actively promote and practice the principles of equal opportunity in all aspects of employment.

Council will ensure it meets its obligations to coordinate a process free from discrimination by ensuring:

- All advertisements, job descriptions and titles are non-discriminatory
- The most suitable person is appointed to a position based on qualifications, skills, expertise, experience and aptitude
- All personnel forms are non-discriminatory and relevant in phrasing and requirements; *and*
- Benefits and entitlements are accessible and administered in a consistent manner throughout the workforce.

Further information is available in the Equal Employment Opportunity Policy and Procedures and the Harassment, Discrimination and EEO Procedure.

## AUTHORITIES AND RESPONSIBILITIES

The CEO is responsible for the recruitment and selection of employees:

- By assessing the need to recruit for a position
- Within the scope of their direct or indirect supervision
- Within approved budget allocations
- In accordance with this policy and relevant operational procedures; *and*
- In consultation with Human Resources.

Once an appointment is approved by the CEO, an employment contract may be executed on behalf of the Council.

The CEO may also authorise the reporting Supervisor to undertake the recruitment and selection of an employee. This is subject to compliance with the CEO's responsibilities above.

Human Resources is responsible for working with the CEO, Supervisor and Workplace Safety Advisor to ensure procedural integrity of the recruitment and selection process.

## CONFIDENTIALITY OF INFORMATION AND CONFLICT OF INTEREST

All employees involved in the recruitment and selection process will be bound by:

- Strict standards of confidentiality; *and*
- Disclosure of interest requirements as outlined in Council's Code of Conduct.

## REVIEW OF POSITIONS

BHRC reserves the right to review the need for any position within the Council's existing organisational structure. All positions need to comply with the allocation of resources to meet the objectives of the Workforce Plan, Community Strategic Plan and Corporate Business Plan.

## INTERNAL APPOINTMENTS

BHRC recognises that it may have internal applicants for vacancies. All internal applicants will be subject to the same recruitment and selection processes and pre-employment checks as external applicants.

# SELECTION AND APPOINTMENT

Selection of the preferred candidate must demonstrate substantial alignment with the requirements of the role as determined in the Recruitment Strategy.

As a general rule, all required pre-employment checks as documented in the Recruitment and Selection Procedure will be undertaken before a preferred candidate is offered a contract of employment for the position.

## PROBATION

All new permanent or maximum/fixed term appointments of more than six (6) months may be subject to a probation period at the discretion of the Chief Executive Officer. Refer to the Council's Probationary Periods of Employment Procedure for further information regarding probation periods.

## RECORDKEEPING

Records must be created and maintained to evidence compliance with this policy, in accordance with Council's Recordkeeping Plan and the *State Records Act 2000 (WA)*.

## VARIATION TO THE POLICY

This policy may be cancelled or varied from time to time to reflect changes in organisational policy, best practice in recruitment processes and compliance with relevant legislation.

BHRC employees will be notified of any variation to this policy by the normal correspondence method.

## RELATED DOCUMENTS

### **Internal:**

- Recruitment and Selection Procedure
- [Equal Employment Opportunity Policy](#)
- [Discrimination, Harassment and Bullying Procedure](#)
- Grievances Policy
- Probationary Periods of Employment Procedure
- [Purchasing Policy](#)

### **External:**

- *Local Government Act 1995 (WA)*
- *Local Government (Administration) Regulations 1996 (WA)*
- *Equal Opportunity Act 1984 (WA)*
- *Occupational Safety and Health Act 1984 (WA)*

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