

## POLICY

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|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------|
| <b>TITLE:</b>            | Recruitment and Selection                                                                                                                                                                                                                                                                                                                                                                                                                                       |                        |                  |
| <b>DIRECTORATE:</b>      | Office of the CEO: OMC-24/355                                                                                                                                                                                                                                                                                                                                                                                                                                   |                        |                  |
| <b>ADOPTED BY:</b>       | Council Resolution:                                                                                                                                                                                                                                                                                                                                                                                                                                             |                        |                  |
| <b>DATE OF ADOPTION:</b> | 29 November 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>DATE OF REVIEW:</b> | 29 November 2026 |
| <b>POLICY NUMBER:</b>    | 140                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                        |                  |
| <b>LEGISLATIVE REF:</b>  | <i>Local Government Act 2019; Sections 171-173</i><br><i>Fair Work Legislation Amdmt (Secure Jobs, Better Pay) Act 2022</i><br><i>Information Privacy Act 2009</i><br><i>Information Act 2002 (NT)</i><br><i>Human Rights and Equal Opportunity Commission Act 1986</i><br><i>Various Commonwealth and State Anti-Discrimination legislation</i><br><i>Records Disposal Schedule for Local Authorities in the Northern Territory Disposal Schedule No. 2018</i> |                        |                  |

### 1. INTRODUCTION

#### 1.1. Purpose

Barkley Regional Council (BRC) aims to conduct transparent and effective merit-based recruitment and selection which is free from discrimination, and which meets legislated requirements. This policy and its procedure outline the necessary requirements to achieve policy objectives.

#### 1.2. Scope

This Policy applies to the recruitment and selection of all Council employees with the exception of the appointment of volunteers, or the appointment of the Chief Executive Officer (CEO).

This Policy and its procedure do not apply to temporary appointments made through higher duties for periods of six months or less.

#### 1.3. Responsibilities

Delegated Supervisors and Managers are responsible for undertaking recruitment and selection activities as individuals and/or selection committee panel members.

The Manager (HR) Human Resources is responsible for the oversight of this Policy.

The Manager (HR) Human Resources is responsible for the implementation of this Policy.

#### 1.4. Policy Objectives

- 1) This Policy and its associated documents exist to achieve uniformity in recruitment and selection, and compliance with a wide range of legislation.
- 2) BRC is committed to attracting and retaining the most suitable employees, in particular, local people, to service the communities across the Barkly Region.
- 3) Where possible, the advertising of positions will focus on internal, community and regional recruitment ahead of national recruitment. This recognises the importance of placement of local people and filling of positions which may be identified, and/or require particular language, family and cultural connections.

## 2. POLICY STATEMENT

### 2.1 Policy

- 1) Subject to the provisions of this Policy, vacancies which exceed (6) months in duration must be advertised internally and externally on appropriate job boards, and in accordance with the *Recruitment and Selection Procedure*.
- 2) All appointments or extensions to appointments made at Council must be approved by the CEO before any offer, verbal or written, is made to any candidate.
- 3) Automatic replacement of a position should not be assumed, as the vacancy provides an opportunity for improved organisational resourcing possibilities to be reviewed.
- 4) There are legislated restrictions on the extensions and/or rollovers of fixed term contracts which must be adhered to during the recruitment process.
- 5) Recruitment consultants may be employed with the approval of the CEO to carry out specific recruitment assignments.
- 6) Human Resources is responsible for acting as a liaison between the Hiring Manager, Selection Panel and applicants and for monitoring correct application of the Recruitment and Selection Policy and Procedure.
- 7) It is a requirement of the Act that the CEO must notify each member of the Council if the CEO appoints a person to be a council senior staff member (a role that reports into the CEO).

### 2.2 Principles

- 1) It is Council's aim that all recruitment and selection processes are finalised within six (6) weeks, from the time a position is advertised until an offer of employment is made in writing. This requires prioritization and commitment by Managers and Human Resources.
- 2) Each application is to be assessed on its merits, based on the selection criteria, position description requirements and overall suitability for the position.
- 3) Subject to the nature of the position, candidates being offered employment may be required to undertake a Criminal History Check, the outcome of which will be handled in accordance with relevant legislation.
- 4) Where an applicant has a medical condition that does not impeded them from performing the inherent requirements of the position but is in all other respects the best person for the job, Council will endeavour to consider and/or make reasonable adjustments to the position or workplace to enable the person to do the job, in accordance with relevant legislation.

## 3. DIRECT APPOINTMENT

It is recognised that at times, Council may require immediate and temporary assistance of a professional and/or specialised nature, and for which skills and experience are not available locally or cannot be recruited within an urgent or necessary timeframe.

In the above situation, temporary appointments of six (6) months or less in duration can be filled through direct appointment, without the need to advertise the position, subject to the conditions outlined in the *Recruitment and Selection Procedure* being met, and such action being approved in advance by the CEO. This exclusion is not to be used as a loophole to avoid advertising.

## 4. GRIEVANCES

Any individual who wishes to complain about the application of this Policy or its must do so in accordance with the Grievance Policy.

## 5. RELEVANT POLICIES

Policies and procedures to be read in conjunction with this policy are:

- 1) Recruitment and Selection Procedure
- 2) Recruitment of CEO Policy
- 3) EEO: Anti-Discrimination, Anti-Harassment and Anti-Bullying Policy
- 4) Risk Management Policy
- 5) Training & Development Policy
- 6) Grievance Policy
- 7) Discipline Policy
- 8) Enterprise Agreement

## 6. IMPLEMENTATION AND REVIEW

### 6.1. Implementation

All employees will be made aware of this policy. There is no requirement under the Act to publish this policy on the Barkly Regional Council website.

### 6.2. Review

This policy will be reviewed on or before 29 November 2026.

## 7. VARIATIONS, REVOCATIONS AND/OR CHANGES

Barkly Regional Council reserves the right to revoke and/or amend this policy from time to time as is considered necessary to better manage its business and/or to comply with any legislative requirements.

## 8. APPROVAL

This policy is approved.

Chris Kelly  
Chief Executive Officer

  
Signature

29 Nov 2024  
Dated

**END**