



POLICY – 3.7 – Staff Recruitment – Permanent, Part and Full Time

Relevant Delegation

N/A

1. Objectives

The Recruitment Policy has the following aims and objectives:

- To ensure all recruitment procedures comply with Council's equal opportunity policies and legislation;
- To ensure that all appointments are made on merit;
- To attract sufficient applicants, experience and qualifications deemed as being necessary for the job;
- To develop and maintain procedures which will assist in ensuring the appointment of the most suitable candidate;
- To ensure the recruitment procedures are clear, valid and consistently applied by those who apply for employment;
- To base selection decisions criteria directly to the demands and requirements for the job and the competencies identified as necessary for satisfactory performance;
- To ensure that all employees involved in the recruitment and selection process are properly trained in order that the objectives of the policy are met; and
- To observe any legal requirements which apply to the recruitment and selection process

2. Policy Statement

The need to recruit

Generally, the need to recruit arises from either:

- A vacancy due to the departure of the incumbent; or
- The creation of a new position through organisational expansion or restructure.

Recruitment Sources

All positions created or becoming vacant shall be advertised, advertising will be internal and external.

Internal Advertising

Noticeboards, email, memos or staff circulars, newsletters, word of mouth and shall be distributed so that all receive sufficient notice of vacancies.

External Advertising

Newspapers:

- The West Australian – Wednesdays and Saturdays
- Kalgoorlie Miner
- Internet, Shire website, LGNET

Employment Agencies

External advertising may also be through external agencies such as:

- Centrelink
- Local Government Workplace Solutions
- Schools, Colleges, Universities
- Other – tertiary graduates, traineeships, cadetships, apprentices

Council Discretion

The Chief Executive Officer has the direction to determine which recruitment advertising source is to be utilised for any available employment positions.

Appointment of Chief Executive Officer and Senior Staff

Vacant positions of Chief Executive Officer and senior employees shall be advertised as determined for individual vacancies. All details of the vacant position are to be advertised in accordance with the Local Government Act and Local Government (Administration) Regulation 18A.

Advertisement details as presented in regulation 18A.

– *End of Policy*

COMMENT

Formerly		
New Policy	24 September 2015	
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Amended		
Adopted	30 August 2018	
Version		