

Recruitment Policy

Responsible Manager	Head of People and Wellbeing
Head of power	<i>Local Government Act 2009 (Qld)</i> <i>Local Government Regulation 2012 (Qld)</i> <i>Industrial Relations Act 1999 (Qld)</i> <i>Human Rights and Equal Opportunity Act 1986 (Cth)</i> <i>Public Sector Ethics Act 1994 (Qld)</i>
Authorised by	Council
Authorised on	30 June 2021
Implemented from	1 July 2021
Last reviewed	June 2021
Review history	2017, 2018
To be reviewed on	June 2024
Corporate Plan	People, Sustainability and Prosperity

1. Purpose

The purpose of the Recruitment Policy aims to ensure Torres Strait Island Regional Council (Council) achieves best practice associated with the recruitment and selection of employees and to comply with procedural fairness and, equal employment opportunity principles and practices.

The associated Recruitment Procedure also provides guidance to ensure that Council attracts and selects employees of the highest calibre in an efficient and effective manner.

In addition, this policy is designed as an effective child focused procedure in order to ascertain a person's suitability to work with children where required.

2. Application

This Policy applies to all Council Officer, including contingent employees, volunteers and elected members.

3. Legislation/Policies

This policy is established with reference to obligations specified in the *Local Government Act 2009* (Qld), *Local Government Regulation 2012* (Qld), *Industrial Relations Act 1999*, *Human Rights and Equal Opportunity Act 1986* (Cth), *Public Sector Ethics Act 1994*.

4. Provisions

People are any organisation's single most important asset and their attraction and retention are critical to success. Likewise, enduring leadership and organisational performance is dependent on successful succession planning and implementation. Council is therefore very committed to the pursuit of these objectives.

Council is committed to providing high quality programs and services to our community. To support the achievement of this objective we recognise the importance of employing the most suitable applicant for all vacant positions.

Council will ensure it has the best opportunity to attract the best available staff by broadly advertising (internally and externally as deemed appropriate) all vacant remunerated positions. Council will internally advertise all vacant positions to current staff to encourage career advancement and increase participation.

Council will take all reasonable steps to ensure that applicants may be safely entrusted with the duties of their position.

Council is committed to providing a work environment that is free from harassment and discrimination.

All recruitment and selection procedures and decisions will reflect Council's commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities. No regard will be given to factors such as age, gender, marital status, race, religion, physical impairment or political opinions.

Council is an Indigenous organisation and is committed to maintaining a high percentage of Indigenous employees and in seeking to achieve these objectives, it is our policy to strike a

balance between merit-based attraction and retention, and indigeneity. In this regard, our policy is as follows:

- If two candidates are assessed as being of equal quality and one is indigenous and the other non-indigenous, preference will be given to the indigenous candidate.
- If there is an indigenous candidate whose ability to immediately perform meets Council's expectations, that is to say their capacity is acceptable, and they are capable of being a high-performance employee, but there is an objectively stronger non-indigenous candidate, the former shall be offered the position.
- If the only candidate whose ability to immediately perform to Council's expectations, that is to say, their capacity is acceptable, is non-indigenous, they shall be offered the position.

Where possible when Council advertises for any position, it will be recognised as 'identified' i.e. the position is identified for filling by a Torres Strait Islander or Aboriginal person, pursuant to section 105 of the *Anti-discrimination Act 1991* (Qld).

Otherwise, advertisements shall state that Torres Strait Islander applicants are encouraged to apply. With a particular focus on ensuring the progression of strong Torres Strait Island employees, Council shall build a leadership talent pool to ensure leadership continuity.

To attract and retain quality employees, Council will ensure that:

- The health and safety of our employees is paramount.
- A culture of innovation and quality is fostered.
- We hire well – or not at all.
- Our people are managed well to ensure directed and motivated employees.
- We pay our people competitively and reward superior performance.
- Employees are treated with respect.
- We will provide perpetual learning and challenge.
- Support processes are built to ensure the ongoing success of valued employees.
- All appointments, promotions and transfers are based on ability, knowledge, skills and experience.
- We establish a work/life culture and climate that is attractive and supportive.
- We never neglect the health and safety of our employees.
- Succession planning and opportunities for development exist and are actively pursued.

Manager Responsible for Review:

Head of Corporate Affairs



Adoption: 30 June 2021

Due for Revision: 30 June 2024

David Baldwin
Acting Chief Executive Officer