



# Tiwi Islands Regional Council

**Title:** Recruitment and Selection Policy  
**Policy No:** 24  
**Adopted By:** Council  
**Next Review Date:**  
**Responsibility:** Chief Executive Officer  
**MAGIQ Document Number** 180442

Version	Decision Number	Adoption Date	History
2	Resolution 09 of 28/02/2017	28/02/2017	Original Document
1		HR Manual 2011	HR Manual 2011

## Background

Best practice recruitment and selection processes are open, transparent and equitable, and facilitate diversity within the Tiwi Islands Regional Council (TIRC) human resources.

## Policy Statement

All available positions are filled with the best available candidate on the basis of merit, and in accordance with legal requirements and contractual obligations, in a timely and cost effective manner.

Tiwi identified positions are filled by the best available Tiwi candidate on the basis of merit.

There is a position description for each of the positions within the TIRC which clearly outlines the responsibilities of the position, and the knowledge, skills and attributes required for the position.

Positions of more than six months duration can advertised within the TIRC, ie. Internally (on-island) and externally (local paper or nationally). Positions of six months or less in duration may be advertised internally (on-island) only.

The selection process is confidential and clearly documented.

Where local Tiwi candidates possess the knowledge, skills and attributes required for the position, the position should be filled by a person, considering their local knowledge is a significant attribute in the context.



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## Summary of Strategies and Practices

- Should a position become vacant, the position description including selection criteria is reviewed; and the organisation's budget is reviewed prior to re-recruitment to ensure funds remain available for the position.
- Should funding for a new position become available, a position description including selection criteria is developed prior to the commencement of the recruitment process.
- The position description clearly outlines the documentation in relation to any police checks, working with children checks, licences or other qualifications that must be supplied prior to a contract of employment being signed.
- Position advertising may be undertaken through community noticeboards, as well as through relevant print and/or electronic media.
- A selection panel is convened for all positions of six months or more duration.
- For positions between 6 weeks and 6 months duration, an open, transparent and documented selection process is undertaken consistent with this policy. However, it is not necessary to convene a selection panel but the responsible Manager shall be delegated to sign off providing all internal procedures/processes have been followed.
- Appointments to positions of six weeks duration or less may be made directly by the CEO. No competitive selection process is required.
- A selection panel for the CEO position must have minimum of 3 Council member's representative from each Community and an external Independent member.
- Otherwise, where possible, the selection panel includes a supervisor for the position and/or a person who has worked in the position and is familiar with the role, and someone who can provide information about work conditions.
- Where possible, the selection panel has a balance of men and women and a balance of Tiwi and non-Tiwi people (if required).
- HR must provide the selection panel all documents for review. All applications for review shall be submitted against the selection criteria, HR with the relevant Manager, prepares a short list of applicants for interview, develops questions, conducts and documents all interviews, and collectively assesses all applicants interviewed, ranking them in order of suitability.
- Work-related referees of the most suitable applicant are contacted to gain information regarding their prior work performance and suitability against key selection criteria. The responses of referees are documented. Should referees be satisfactory, the applicant is offered the position.
- Should the first ranked applicant be found unsuitable upon referee checks, or does not accept the job offer, the next ranked applicant is offered the position and so on.



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- Should none of the applicants be found to be suitable, or suitable applicants do not accept the job offer, then the position is not filled at this time. The matter is referred to more senior staff for review.
- The successful applicant is provided a letter of offer or engagement setting out:
  - Proposed salary, as advertised to the dollar or within the advertised salary range
  - Term of the contract (must stipulate commencement and end date of work)
  - Core conditions, and requirements (eg. full/part time, hours of work, casual)
  - Relocation costs/reimbursement.

50% of the reimbursement of relocation costs will be paid upon production of appropriate tax invoices when they commence work. The other 50% will be paid upon successful completion of the probationary period. If the Employee leave before six months they will be required to pay back to the Council 75% of the relocation cost. If the employee leaves before 12 months they would be required to pay back 50%.

The successful applicant accepts the offer or negotiates with an appropriate representative of the organisation on the salary and conditions.

- The applicant is sent a contract setting out all details of the employment, including those agreed in negotiations over the letter of offer, signed in duplicate and retained by both parties.
- Once the successful applicant has accepted the offer of the position, unsuccessful applicants are contacted in writing to inform them they were unsuccessful.
- All documentation in relation to the selection process is filed with Human Resources.

## Associated Resources

- Information in relation to positions within the NT that require a Working with Children check to be undertaken can be found at the website;

<http://www.workingwithchildren.nt.gov.au/index.html>

- Relevant recruitment and selection templates (as listed below) are available through the Fair Work Ombudsman's website;

<http://www.fairwork.gov.au/resources/templates/pages/employing-staff>

- Job advertisement
- Job description
- Telephone screening
- Reference checking form



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- Letter of engagement – casual
- Letter of engagement – FT/PT
- Letter to unsuccessful applications