



# Tiwi Islands Regional Council

**Title:** Recruitment and Selection Policy  
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**Responsibility:** Manager Organisational Development, Human Resources and Culture  
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3	Resolution 30 of 29/09/2018	28 August 2018	Doc ID 219914
2	Resolution 09 of 28/02/2017	28/02/2017	Doc ID 180442
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

The success of any organisation depends on the capabilities and diversity of its workforce. To provide the most efficient and effective service delivery committed to the community, TIRC needs to attract and retain capable, adaptable and engaged employees, to meet current and future operating requirements.

Recruiting the right people can enhance organisational performance and output; reduce employee turnover and absenteeism; increase team morale and productivity; improve team and organisational effectiveness; and ultimately achieve community and organisational goals. Tiwi identified positions are filled by the best available Tiwi candidate on the basis of merit.

TIRC recognises that staff motivation, productivity and retention are dependent upon people working in jobs that are well suited to their temperament and capability and therefore, TIRC also offers transfer opportunities. Providing internal movement opportunities can enhance the Council's overall performance by improving internal engagement through the transfer of information / ideas / skills development whilst providing valuable staff development opportunities.

The utilisation of external service providers for the provision of temporary personnel (fixed-term appointments) is an option available in addition to/ or instead of sourcing a suitable applicants via normal recruitment practices.



# Tiwi Islands Regional Council

## Summary of Strategies and Practices

### **Permanent, Casual and Fixed-term Vacancies of more than 12 months**

The recruitment process must be merit-based in and should ideally not take more than six weeks (instigating the process to offering the vacancy to the preferred candidate) to positively manage the Council's relationship with candidates in regard to providing early feedback to all applicants and securing the best candidate.

Positions will be advertised at a minimum "on island" giving preference to Tiwi residents who hold the requisite skills and experience. 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.

Where a position holds skills that may be otherwise difficult find on "on island" the position will be advertised externally using Seek.

The CEO reserves the right to appoint by invitation a candidate who demonstrates the ability to meet or exceed the requirements of the position.

### **Fixed-term Vacancies of less than 12 months**

Fixed-term appointments are generally only appropriate for covering periods of leave such as parental leave / long-term leave absences; for specific projects; where funding is limited for the role; senior management; or where work-loads require additional support for a defined period of time.

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

Fixed-term vacancies of less than 12 months can be filled by:

- appointing an existing team member for the fixed-term period (higher duties);
- internally advertising the vacancy across all the Council; or
- externally advertising.

Under all such circumstances, the appointment must be merit-based and in accordance with section 104(a) of the Local Government Act with appropriate record keeping for decisions made.

The CEO reserves the right to appoint by invitation a candidate who demonstrates the ability to meet or exceed the requirements of the position to meet extenuating circumstances.