RECRUITMENT POLICY

Human Resources
YASC POL 15 – V7

2026

YARRABAH ABORIGINAL SHIRE COUNCIL
56 Sawmill Rd Yarrabah, QLD 4871

CONTENTS

1. LEGISLATION AND AUTHORITY 2
2. COUNCIL'S STATEMENT 2
3. PURPOSE 2
4. COMMENCEMENT OF POLICY 2
5. APPLICATION OF THE POLICY 2
6. MERIT PRINCIPLE APPLIES 2
7. EQUAL EMPLOYMENT OPPORTUNITY 3
8. THE PROCESS OF RECRUITMENT AND SELECTION 3
9. THE SELECTION PANEL 3
10. THE ESSENTIAL AND DESIRABLE CRITERIA 4
11. THE SHORT LIST 4
12. DRUG AND ALCOHOL TESTING 4
13. THE JOB INTERVIEW 4
14. REASONABLE ADJUSTMENT 5
15. PRIVACY 5
16. REFERENCE CHECKING 5
17. APPOINTMENT TO POSITION 5
18. VARIATIONS 6
19. DOCUMENT CONTROL 6

This is a controlled document. It becomes uncontrolled when printed or copied, unless manually signed by the Authorising Officer.

1. LEGISLATION AND AUTHORITY

The Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)
Industrial Relations Act 2016(Qld)
YASC Code of Conduct POL 01
YASC Anti-Discrimination & EEO Policy
YASC Privacy Policy
YASC Drug and Alcohol Policy

2. COUNCIL'S STATEMENT

Yarrabah Aboriginal Shire Council ('YASC') conducts its business with integrity, honesty and fairness. All employees are expected to work within the rules and actions of YASC will comply with all relevant laws, regulations, codes and corporate standards.

Everyone representing YASC must reflect the highest standards of behaviour. Our relationships are critical to the ongoing success of our organisation. Our leaders have responsibility for fostering a culture where ethical conduct is recognised, valued and applied at all levels.

This policy is to be read in conjunction with the Code of Conduct, which outlines our standards of behaviour and workplace culture are in accordance with YASC's principles.

3. PURPOSE

Recruiting and selecting suitable employees who exhibit the necessary level of skills and ability is integral to the success of YASC.

This Policy aims to provide guidance and assistance to all managers and supervisors who are involved in recruitment, selection and promotion of employees at YASC. It outlines the principles and procedures that are to be followed in the recruitment and selection process. This Policy is designed to ensure that recruitment standards are consistent, appropriate and free from discrimination or bias.

4. COMMENCEMENT OF POLICY

This Policy replaces all other recruitment and selection policies of YASC (whether written or not).

5. APPLICATION OF THE POLICY

This Policy applies to employees of YASC.

This Policy does not form part of any employee's contract of employment.

6. MERIT PRINCIPLE APPLIES

When recruiting and promoting staff, YASC aims to ensure that the best person for the job is chosen in each case.

YASC is committed to ensuring that recruitment and selection decisions are based on the principle of merit. This means that persons will be selected on the basis of whether they have the right skills, qualifications and other talents that are required to do the job.

This is a controlled document. It becomes uncontrolled when printed or copied, unless manually signed by the Authorising Officer.

Appointment decisions based on irrelevant factors, such as a person's sex, race, disability, age, homosexuality etc, or personal biases or favouritism, do not result in the best person for the job being chosen and should not occur.

Each workplace-decision-maker who has a role in the recruitment of employees or in selection for promotion should do their utmost to ensure that the merit principle is applied in every case.

7. EQUAL EMPLOYMENT OPPORTUNITY

YASC is an equal employment opportunity employer and is committed to ensuring that all applicants for selection or promotion are not discriminated against on any of the grounds of discrimination contained in equal opportunity laws and consistent with the organisation's *Anti-Discrimination & EEO Policy.*

This means that no unlawful discrimination should take place in job advertisements, job interviews or the selection process.

8. THE PROCESS OF RECRUITMENT AND SELECTION

Internal advertising

All positions that become vacant at YASC should be advertised internally via Email, Notice Boards, Facebook, Web Page etc. Promotion decisions will be made on the basis of merit.

Current employees are encouraged to apply for suitable positions as they arise. Each application will be assessed on its merits, based on the essential and desirable criteria required for the position. This may mean that internal applicants do not qualify for job interviews.

External advertising

External advertising will occur if no suitable internal candidate is available or where special circumstances exist. All external advertising or agency costs must be approved by the Director – Human Resources. External applicants must complete the Job Application Form contained in the Application Kit.

The job advertisement should be written in clear, non-discriminatory language.

Each job advertised must have an Application Kit and Position Description for the applicant's information.

The advertisement must contain the title of the job and a list of the main duties. Then refer to the Application Kit and Position Description which gives details of key results areas, the essential and desirable criteria of the job and should indicate that applicants should be able to address all of these criteria.

Specify what information the applicant should provide with their application, (e.g. resume, academic record, licence, etc). Information about how application forms can be obtained should be included, and application forms should be sent out when requested.

The name of a contact person should be provided, as well as a closing date for applications.

9. THE SELECTION PANEL

Wherever possible, recruitment decisions should be made by a panel of at least two people.

This is a controlled document. It becomes uncontrolled when printed or copied, unless manually signed by the Authorising Officer.

The membership of the panel will be determined by the Director -Human Resources Risk & Regulations or CEO. At least one member of the panel should have a detailed knowledge of the requirements of the job — preferably, the Director of the work area.

10. THE ESSENTIAL AND DESIRABLE CRITERIA

The selection panel will review the position description of the job in question and make sure that it is up to date and accurate. The level of remuneration attached to the position should also be reviewed. The panel will then, in consultation with the relevant manager, determine the essential and desirable criteria for the job.

The essential criteria are those which are necessary for the performance of the job. The desirable criteria are those that will help the applicant perform the job, and give them a competitive advantage. By determining the essential and desirable criteria of the job, the panel will have a standard for comparison of each applicant. It is important that each candidate is judged according to criteria that is objective and applied in a consistent manner.

11. THE SHORT LIST

The selection panel should review the job applications and make a short list of the best applicants who meet the essential criteria for the position.

Arrangements should be made for interviewing those applicants who are short listed.

12. DRUG AND ALCOHOL TESTING

After shortlisting job applicants, arrangements may be made for the applicant to attend Drug and Alcohol testing. Positive results from an applicant's testing will exclude them from attending an interview.

13. THE JOB INTERVIEW

The selection panel should prepare the questions to be asked at the interview. These should be restricted to questions that are relevant to the job. Questions which may indicate an intention to discriminate on any of the grounds of discrimination should not be asked — this includes questions that may constitute sexual harassment (for more information, see the Anti-Discrimination & Equal Employment Opportunity Policy).

Panel members should ask comparable questions of all applicants, otherwise biases and unfair assumptions can affect recruitment and selection decision making.

Panel members should document each applicant's responses and the reasons for short listing and selecting the applicants.

The panel should meet and agree on the successful applicant, who should be notified of the decision in writing. Unsuccessful applicants should also be notified of the result. The Director - Human Resources Risk & Regulations may offer feedback to unsuccessful applicants.

This is a controlled document. It becomes uncontrolled when printed or copied, unless manually signed by the Authorising Officer.

General comments in the interview

In the course of the interview the candidate should be notified of the following matters (where applicable):

- That employment would be subject to a probationary period of 3 months (or 6 months if applicable); or
- That employment is offered on a fixed term basis; or
- That employment is offered on a fixed-project basis; or
- That the employment is offered on a casual basis.

14. REASONABLE ADJUSTMENT

Where a job applicant has a medical condition but is in all other respects the best person for the job, YASC will endeavour to make reasonable adjustments to the position to enable that person to do the job. This may require adjustments to the work station or job, for example. Reasonable adjustment will be afforded to successful applicants unless this would cause unjustifiable hardship to YASC.

15. PRIVACY

As set out in the *Privacy Policy*, YASC respects and complies with its obligations under privacy legislation.

Consequently, any personal information gathered about applicants that does not become an employee record relating to the successful candidates will be destroyed at the conclusion of the selection process, unless the permission or consent of the candidate has been obtained to keep any such information.

16. REFERENCE CHECKING

The Director - Human Resources Risk & Regulations that carries out a reference check in relation to a prospective or existing employee should note the following:

- The referee should be informed that the information they convey, due to privacy laws, will be accessible to the prospective employee/existing employee and also may be discussed with the candidate. As a general rule, a referee's opinions should not be directly relayed to the candidate etc. The purpose of obtaining a referee's opinion is to substantiate opinions already formed.
- Only disseminate material/information to those involved in recruitment.
- The questions asked of the referee should be written down before the referee is called and should only be questions that relate to the genuine occupational requirements of the job.
- The questions should include the following query - "Given the opportunity, would you re-employ [candidate's name]?"

17. APPOINTMENT TO POSITION

The Selection Panel will make a recommendation to the CEO as to the preferred applicant. The CEO may act on the recommendation or otherwise issue other instructions.

This is a controlled document. It becomes uncontrolled when printed or copied, unless manually signed by the Authorising Officer.

If during any relevant probationary period with the appointed applicant, the working relationship is dissolved, the CEO may approve the appointment of an alternative shortlisted applicant to the position or instruct that the position is re-advertised.

18. VARIATIONS

Council reserves the right to vary, replace or terminate this policy from time to time.

19. DOCUMENT CONTROL

Adoption Date:	15 December 2015	Resolution No.	Version No. 1
Amended Date:	30 January 2020	Resolution No. 03:30/01/2020	Version No. 2
Amended Date:	17 February 2021	Resolution No. 05:17/02/2021	Version No. 3
Amended Date:	18 May 2022	Resolution No. 09:18/05/2022	Version No. 4
Amended Date:	29 June 2023	Resolution No. 11:29/06/2023	Version No. 5
Reviewed Date:	26 July 2024	Resolution No. 12:26/07/2024	Version No. 6
Reviewed Date:	19 August 2026	Resolution No. 28:19/08/2026	Version No. 7
Next Review Date:	2027		
Responsible Officer:	Chief Executive Officer (CEO)		

Richard Wright
Chief Executive Officer

This is a controlled document. It becomes uncontrolled when printed or copied, unless manually signed by the Authorising Officer.