

## **6.04. NOTICE OF MOTION - ADVERTISING OF COUNCIL EMPLOYMENT OPPORTUNITIES**

**COUNCILLOR:** Cr Terry Melchert

### **NOTICE OF MOTION:**

I hereby give Notice of my intention to move the following Motion at the Council meeting scheduled for Tuesday 23rd February 2016:-

**“That Council resolve that All vacant employment positions with Council be publically advertised in the Port Douglas and Mossman Gazette and on the Council’s website. Further Council actively publish and promote on its website full details of its recruitment and selection processes and develop a formal advertised Recruitment and Selection Policy as soon as practicable.”**

### **BACKGROUND:**

I have received a number of enquiries regarding how Council advertises for and Recruits and Selects employees.

These enquiries have increased in recent times in part because of the tightening of the Labour Market and because people are aware of positions becoming vacant.

It also probably comes from recent allegations at a south east corner Council that the wife of a Councillor was appointed to a position without it being advertised.

In my opinion it is important the recruitment and selection process is absolutely open and transparent and that there is no opportunity for claims of nepotism or favouritism.

### **OFFICER'S COMMENT:**

Recruitment of vacant positions is an operational matter and there are a number of factors that are to be taken into consideration when determining the correct approach to fill a vacant position. Mostly importantly Douglas Shire Council has to abide by the terms and conditions of the Cairns Regional Council Certified Agreement 2012 (Agreement) which transferred to Douglas through the de-amalgamation process.

Contained within this Agreement is clause 7.19.11 which states:

*"Council will advertise vacant positions internal in the first instance, where it is believed the necessary skills and qualifications exist within the organisation's work force."*

Therefore adopting the above resolution would cause Council Administration to undertake recruitment processes that would be in conflict with the requirements of the Agreement provisions to which staff must abide.

It should be further noted that recruitment processes adopted by Council Administration are merit based with all applicable legislation, industrial relation and policy requirements being met ensuring Council fulfills all obligations. An outline of the process is as follows:

- Identify the need to recruit
  - Resignation - Is position still required, can duties be undertaken by other officers, can FTE be better utilised elsewhere in the organisation

- New position
- Review position description
  - Are tasks and duties applicable
  - Has position/responsibilities changed over time
  - Are KPIs still pertinent for the purpose of the position
- Documentation to CEO/Management Team for approval to recruit
- Approval Granted
  - Information kit developed
  - Advertising strategy established
  - Interview panel members established
    - Panel compilation paramount - gender mix, minority groups, legislation
- Advertisement period commences
  - Internal advertisements - period is generally shorter 1 to 2 weeks
  - External advertisements - depending on positions being filled can be anything from 2 to 4 weeks
  - Advertising campaign depends on position to be filled. Recent example of Manager Governance and Sustainability Officer
    - Port Douglas Mossman Gazette
    - Council website
    - Council Facebook
    - Seek.com.au
    - LinkedIn
    - LinkedIn Twitter
    - Local Government Jobs Directory (print)
    - Local Government Jobs Directory (on line)
    - Local Government Jobs Twitter
- Assessment commences
  - Access to applications provided to panel members
  - Any conflict of interests/personal material interests advised
    - Panel membership amended if required
  - Panel members review applications to consider short listing
  - Panel members met to determine shortlist
- Shortlisted applicants identified
  - Interviews arranged and conducted
  - Unsuccessful applicants advised
  - Preferred candidate identified
  - Referee and other required checks undertaken
  - Other unsuccessful interviewees advised
- Successful applicant confirmed and recruitment processes finalised

Detailed in the Local Government Act 2009 are the responsibilities of local government employees and included in these responsibilities are:

- (d) carrying out their duties impartially and with integrity;*
- (e) ensuring the employee's personal conduct does not reflect adversely on the reputation of the local government;*
- (g) observing all laws relating to their employment;*
- (h) observing the ethics principles under the Public Sector Ethics Act 1994, s4;*
- (i) complying with a code of conduct under the Public Sector Ethics Act 1994.*

This Council Administration adheres to these fundamentals in all operations which includes recruitment and it does not matter whether a process is advertised or not, the above principles are the basis for the culture and operation of this organisation. Advertising the recruitment process will not stop individuals from making any claims as unfortunately any individual can make a claim or lodge a complaint without the existence of substance if they so desire.