

POLICY

TITLE:	Recruitment and Selection		
DIRECTORATE:	Corporate Services		
ADOPTED BY:	Council Endorsement:		
DATE OF ADOPTION:	26.03.2026	DATE OF REVIEW:	25.03.2028
POLICY NUMBER:	HR01		
LEGISLATIVE REF:	<i>Local Government Act 2019; Sections 171-173</i> <i>Fair Work Legislation Amdmt (Secure Jobs, Better Pay) Act 2022</i> <i>Information Privacy Act 2009</i> <i>Information Act 2002 (NT)</i> <i>Human Rights and Equal Opportunity Commission Act 1986</i> <i>Various Commonwealth and State Anti-Discrimination legislation</i> <i>Records Disposal Schedule for Local Authorities in the Northern Territory Disposal Schedule No. 2018</i>		

1. INTRODUCTION

1.1. Purpose

Barkly Regional Council (BRC) aims to conduct transparent, equitable, and merit-based recruitment and selection processes that are free from discrimination and compliant with all legislated requirements. This Policy and its associated Procedure outline the requirements necessary to achieve these objectives.

1.2. Scope

This Policy applies to the recruitment and selection of all Council employees with the exception of the appointment of volunteers, or the appointment of the Chief Executive Officer (CEO).

This Policy and its procedure do not apply to temporary appointments made through higher duties for periods of six months or less.

1.3. Responsibilities

Delegated Supervisors and Managers are responsible for undertaking recruitment and selection activities as individuals and/or selection committee panel members.

The Human Resources (HR) Manager is responsible for the implementation of this Policy.

1.4. Policy Objectives

- 1) This Policy and its associated documents aim to ensure consistency and fairness in recruitment and selection processes, while maintaining compliance with all relevant legislation and regulatory requirements.
- 2) BRC is committed to attracting and retaining the most suitable employees, in particular, local people, to service the communities across the Barkly Region.
- 3) Where practicable, advertising will prioritise internal, community, and regional recruitment before seeking candidates through national channels. This approach recognises the importance of employing local people and filling positions that may benefit from specific language skills, family connections, or cultural knowledge.

2. POLICY STATEMENT

2.1 Policy

- 1) All vacancies will be advertised internally to eligible employees through Council's official internal communication channels, including noticeboards, email and the Council intranet, for a minimum period specified in the Recruitment and Selection Procedure.
- 2) It is Council's aim that, where practicable, and where a staff member has not excluded themselves (for example, through a Performance Improvement Plan or disciplinary process), to interview all internal staff applications for a position.
- 3) Council may appoint internally, including through an internal transfer, prior to advertising a position externally, provided that:
 - the applicant is assessed against the approved position description and selection criteria;
 - the applicant meets the inherent requirements of the position;
 - the assessment process is documented and conducted in a transparent and procedurally fair manner; and
 - the appointment is based on merit.
- 4) Where no suitable internal applicant is identified, the position may be advertised externally.
- 5) Applicants deemed not suitable for the position they applied for may be offered a lower-level position or an alternative position that is currently vacant, subject to merit assessment and CEO approval
- 6) All appointments or extensions to appointments must be approved by the CEO before an offer, verbal or written, is made to any candidate.
- 7) Automatic replacement of a position should not be assumed, as the vacancy provides an opportunity for improved organisational resourcing possibilities to be reviewed.
- 8) There are legislated restrictions under the Fair Work Act 2009 and relevant industrial instruments on the extension or rollover of fixed-term contracts, which must be strictly adhered to during the recruitment process.
- 9) Recruitment consultants may be engaged, with CEO approval, to carry out specific recruitment assignments where internal capacity or specialist expertise is limited.
- 10) Human Resources is responsible for liaising between the Hiring Manager, Selection Panel, and applicants, and for monitoring compliance with this Policy and the Recruitment and Selection Procedure.
- 11) In accordance with the Local Government Act 2019 (NT), the CEO must notify each member of the Council when a person is appointed as a senior staff member (a role reporting directly to the CEO).

2.2 Principles

- 1) It is Council's aim that, where practicable, all recruitment and selection processes are finalised within six (6) weeks from the time a position is advertised until an offer of employment is made in writing.
- 2) Each application, including internal applications and transfer applications, is to be assessed on its merits, based on the selection criteria, position description requirements and overall suitability for the position.
- 3) In community-based recruitment processes for Council Service Managers (CSM), Council will, where practicable, invite two Local Authority members to participate in the selection process in an advisory capacity.
- 4) Local Authority representatives involved in the process will:
 - Be required to declare and manage any conflicts of interest;

- Maintain confidentiality of all applicant information; and
 - Be remunerated with a sitting fee of \$200 for their participation in the recruitment process.
- 5) Depending on the nature of the position, candidates offered employment may be required to undertake a Criminal History Check, the outcome of which will be managed in accordance with relevant legislation and Council policy.
 - 6) Where an applicant has a medical condition that does not prevent them from performing the inherent requirements of the position and is otherwise the best person for the role, Council will make reasonable efforts to consider and/or implement workplace adjustments to support their employment, in accordance with relevant legislation.

2.3 Local Based Appointments

- 1) It is Council's position that, wherever practicable, all appointments be locally based within the Barkly Regional Council authority area 'the Barkly'.
- 2) Where the CEO appoints a staff member to work remotely, fully or partially, outside of the Barkly due to exceptional circumstances, the CEO will report such appointments to Council at the next General Meeting.

3. DIRECT APPOINTMENT

It is recognised that at times, Council may require immediate and temporary assistance of a professional and/or specialised nature, and for which skills and experience are not available locally or cannot be recruited within an urgent or necessary timeframe.

In the above situation, temporary appointments of six (6) months or less in duration can be filled through direct appointment, without the need to advertise the position, subject to the conditions outlined in the *Recruitment and Selection Procedure* being met, and such action being approved in advance by the CEO. This exclusion is not to be used as a loophole to avoid advertising.

4. GRIEVANCES

Any individual who wishes to complain about the application of this Policy or its Processes must do so in accordance with Council's policies and procedures.

5. RELEVANT POLICIES

Policies and procedures to be read in conjunction with this policy are:

- Recruitment and Selection Procedure
- Recruitment of CEO Policy
- EEO: Anti-Discrimination, Anti-Harassment and Anti-Bullying Policy
- Conflict of Interest Policy
- Employee Retention Policy
- Grievance Policy
- Barkly Regional Council Enterprise Agreement 2024

6. IMPLEMENTATION AND REVIEW

6.1. Implementation

All employees will be made aware of this policy. There is no requirement under the Act to publish this policy on the Barkly Regional Council website.

6.2. Review

This policy will be reviewed on or before 25 March 2028.

7. VARIATIONS, REVOCATIONS AND/OR CHANGES

Barkly Regional Council reserves the right to revoke and/or amend this policy from time to time as is considered necessary to better manage its business and/or to comply with any legislative requirements. Employees will be given sufficient notice of any such revocations, amendments, or changes.

8. APPROVAL

This policy is approved.

Peter Harder
Chief Executive Officer



Signature

26/03/2026

Dated

END