



Version Control and Objective ID	Version No: 3	Objective ID: A6430359
Approved by CEO on	4 December 2019	
Date of Review	4 December 2023	

1. Statement

Council is committed to the recruitment, selection, and retention of high quality employees who will strengthen its capability to achieve strategic and organisational goals.

Recruitment and selection for employment by Council is based on merit and guided by principles which promote transparent, fair and equitable practices and enhance Council's ability to attract the best possible candidates.

The recruitment and selection of employees is conducted in the context of the Diversity and Inclusion Strategy 2018 – 2022 and forms a key part in attracting a diverse workforce.

2. Purpose and Principles

This directive outlines the responsibilities of selection panels and leaders to ensure a fair, equitable and transparent recruitment process takes place in accordance with this directive and defined procedures, whilst conforming to legislative requirements.

Council's recruitment and selection practices are guided by the following principles:

- Council aims to select and appoint high quality candidates through competitive and merit based processes;
- Council recognises the benefits of attracting and recruiting people of diverse backgrounds and people with disability as well as promoting gender equity;
- Recruitment will be carried out in a timely and cost effective manner;
- Candidate privacy and confidentiality must be maintained;
- Conflicts of interest (actual, perceived, or potential) must be identified, disclosed and managed in accordance with Council's Conflicts of Interest for Employees Policy and supporting procedure as soon as they are identified; and
- Recruitment and selection will be conducted in a manner that enhances Council's reputation as an employer of choice.

3. Strategic Plan Links

This administrative directive aligns with the following iFuture 2021-2026 Corporate Plan theme:

- A Trusted and Leading Organisation

4. Regulatory Authority

Local Government Act 2009

Equal Opportunity in Public Employment Act 1992 (Qld)

Industrial Relations Act 2016 (Qld)

Anti-Discrimination Act 1991 (Qld)

Public Sector Ethics Act 1994 (Qld)

5. Human Rights Act 2019 (Qld) Human Rights Commitment

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when approving and/or amending this administrative directive. When applying this administrative directive, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. Scope

This directive applies to the recruitment and selection of all Council employees.

7. Roles and Responsibilities

- The Chief Executive Officer approves and issues this Administrative Directive to all employees.
- Hiring Manager discusses recruitment requirements with People and Culture Branch.
- People and Culture Branch provides advice and guidance in relation to recruitment and selection activities.

8. Key Stakeholders

Hiring managers will be key internal stakeholders and will be impacted in any changes to this directive. However, as selection panel membership may vary, all Council employees shall be notified of any amendments to this Administrative Directive.

The following stakeholders will be consulted during the review process:

- People and Culture Branch
- Branch Managers (All Departments)
- General Manager (All Departments)

9. Monitoring and Evaluation

This directive shall be reviewed every four (4) years, or as required.

Measures that will determine the effectiveness of this directives includes:

- Diversity reporting;
- Employee turnover/attrition reporting;
- Recruitment and selection training;
- Pulse surveys and candidate feedback.

10. Definitions

MERIT:	<p>Means the extent to which a candidate is deserving of an appointment due to the relationship between:</p> <ul style="list-style-type: none"> • The candidate's abilities, aptitude, skills, qualifications, knowledge, experience, personal qualities and potential; and • The duties and responsibilities of the position. •
CONFLICT OF INTEREST:	<p>A conflict of interest is a conventional expression that usually refers to circumstances in which someone's personal interests may conflict with their public duty.</p> <p>A conflict of interest exists when a reasonable person might perceive that a public official's personal interest could be favoured over their public duties, or where the personal interest may influence, or be seen to influence, their decisions or actions in the performance of their public duties.</p> <p>Conflict of interest may be actual, potential or perceived.</p> <p>Actual conflict of interest occurs when there is a real conflict between an employee's public duties and personal interests.</p> <p>Potential conflict of interest occurs when an employee has personal interests that could conflict with their public duties. This refers to circumstances where it is foreseeable that a conflict may arise in future and steps should be taken immediately to mitigate future risk.</p> <p>Perceived conflict of interest occurs when the public or third party could form the view that an employee's personal interests could improperly influence their decision or actions, now or in the future.</p>
RECRUITMENT:	Means searching for and obtaining a pool of potential candidates with the desired knowledge, skills and experience to allow an organisation to select the most appropriate people to fill job vacancies against defined position descriptions and specifications.
SELECTION:	Identifying a recommended candidate through an effective, fair and equitable selection process including but not limited to interviewing, reference checking and testing.
DIVERSITY:	Refers to individuals that are each unique. ICC respects and recognises the benefits of differences in terms of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies.

11. Related Documents

[Recruitment and Selection Procedure](#)

[Diversity and Inclusion Strategy](#)

[P&C Strategic Plan 2019 - 2021](#)

[Conflicts of Interest for Employees Policy](#)

[Conflicts of Interest for Employees – Identifying, Disclosing, Managing and Monitoring Procedure](#)

12. Administrative Directive Owner

The General Manager (Corporate Services) is the administrative directive owner and the Manager, People and Culture is responsible for authoring and reviewing this administrative directive.