

Wheatbelt Natural Resource Management Incorporated

Staff Recruitment Policy

Policy Name:	Staff Recruitment Policy
Policy Number:	4.6
Policy Version Number:	V2.00
Policy Category:	Human Resource Management
Contact Officer:	Chief Executive Officer
Date Approved by the Board of Management:	30 th July 2014
Date of Last Review:	Not Applicable
Period Until Next Review:	36 months from the approved date or as required
Related Legislation:	<ol style="list-style-type: none"> 1. Associations Incorporation Act 1987 (Western Australia) 2. Equal Opportunity Act 1984 (Western Australia) 3. Minimum Conditions of Employment Act 1993 (Western Australia)
Related WNRM Policies or Procedures:	<ol style="list-style-type: none"> 1. 2.2 Conflict of Interest Policy 2. 4.3 Equal Employment Opportunity Policy 3. 4.9 Staff Remuneration and Classification Policy 4. 4.6.1 Staff Recruitment Procedure 5. Position Description Form

1. Definitions

“**Board Director**” means an individual who sits on the Board of Management.

“**Board of Management**” means the governing body of Wheatbelt NRM.

“**Candidate**” means a person being recommended for a Wheatbelt NRM Staff position.

“**Chair**” means a person suitably skilled and appointed to guide a selection panel.

“**Chairperson**” means the person appointed to chair, and be the spokesperson of, the Board of Management, undertaking duties as defined in the Constitution.

“Chief Executive Officer” means the most senior fulltime Staff of Wheatbelt NRM appointed by the Board of Management to lead the operations of the organisation, undertaking duties as defined in the Constitution.

“Long term employee” means a fulltime, part-time or casual Staff position where the employment period is greater than six (6) months.

“Position Outcome Statement” means a document that describes the specific tasks and performance measurable of a position reflecting the project or program of delivery which is linked to a Role Description

“Role Description” means a formal document describing the role evaluation criteria, functions and responsibilities of a role from which a pay scale classification is made.

“Staff” means personnel with contracts of employment with Wheatbelt Natural Resource Management Incorporated.

“Short term employee” means a fulltime, part-time or casual Staff position where the employment period is up to six (6) months

“Wheatbelt NRM” means Wheatbelt Natural Resource Management Incorporated.

2. Overview

This Policy relates to the application of good practice principles in human resource management when selecting and recruiting people for vacant positions within Wheatbelt NRM. Wheatbelt NRM is committed to ensuring that equal employment opportunity practices are followed during recruitment and that the best person is selected for the job.

The recruitment and selection of the Chief Executive Officer is a function of the Board of Management, facilitated by the Nominations Committee and the appointment is made by the Board of Management, whereas all other Staff recruitment and selection is made by an appointed selection panel and approved by the Chief Executive Officer.

Representatives who breach this Policy may be subject to disciplinary action.

3. Policy Statements

General

- 3.1 Staff will be recruited with particular consideration to Wheatbelt NRM's Equal Employment Opportunity Policy.
- 3.2 All Staff positions will have a Role Description and Position Outcome Statement that sets out the role, and responsibilities of the position, and this will be made available to all Candidates.
- 3.3 The Candidate that best meets the requirements for competent performance in the role will be recommended for the vacant position, with consideration to:

- 3.3.1 Short term employee positions being filled by invitation by the Chief Executive Officer or otherwise through an advertisement process at the discretion of the Chief Executive Officer. Such appointments will need to demonstrate that the Candidate had appropriate qualifications, knowledge and/or skills for the position; or
- 3.3.2 Long term employee positions will be advertised and a Role Description will be made available to all prospective Candidates that will set out an Essential and Desirable criteria that will be required to be responded to in writing as part of the application process.
- 3.4 Short term employee Candidates will be judged on their overall merit, with consideration given to their knowledge, skills, expertise, qualifications and experience.
- 3.5 Long term employee Candidates will be judged on merit and allocated a weighed score for each of the Essential and Desirable criteria, and any other criteria pre-defined in the advertisement.
- 3.6 An interview is required for all short-listed Candidates, and a selection panel will be established for the interview process.
- 3.7 Candidates will be treated with respect throughout the recruitment process, and their names and any personal documentation will be held in confidence.
- 3.8 Candidates will have access to feedback on interview outcomes at their request.

Nominations Committee

- 3.9 The Nominations Committee will be responsible only to facilitate recruitment and selection of the Chief Executive Officer, as this position is the only Staff appointed by the Board of Management.

Selection Panels

- 3.10 Recruitment recommendations will be made by a selection panel:
 - 3.10.1 to the Board of Management for the role of Chief Executive Officer, as facilitated by the Nominations Committee; or
 - 3.10.2 to the Chief Executive Officer for any other Staff role.
 - 3.10.3 the selection panel for the position of Chief Executive Officer will comprise of at least three (3) persons, including the Chairperson of the Board of Management and at least one (1) other Board Director. The Chairperson of the Board of Management will be the Chair of the selection panel.
 - 3.10.4 the selection panel for other Staff positions will comprise the Chief Executive Officer (or delegate), and at least two (2) others.
 - 3.10.5 selection panels may comprise internal and external personnel to Wheatbelt NRM where it is appropriate to do so.

- 3.11 Members of selection panels will declare any conflict of interest to the Chair of the selection panels and the other selection panel members will decide on the need to replace that member.
- 3.12 Selection panels will also be responsible for any short-listing of Candidates.
- 3.13 The Chair of the selection panel must ensure that the recruitment process used to assess applicants is:
- 3.13.1 applied consistently to all Candidates;
 - 3.13.2 evidence-based;
 - 3.13.3 transparent;
 - 3.13.4 equitable; and
 - 3.13.5 free from any conflict of interest.
- 3.14 A selection panel report documenting the process of the assessment and recommendation(s) is to be submitted to the Chief Executive officer for the position of any other Staff.

Appointments

- 3.15 The Board of Management is only involved in the selection and employment of the Chief Executive Officer.
- 3.16 The selection of a Chief Executive Officer is recommended by the panel and approved and appointed by the Board of Management.
- 3.17 The selection of a Staff Member, other than the Chief Executive Officer, is recommended by the selection panel and approved and appointed by the Chief Executive Officer.

Staff Induction

- 3.18 The Chief Executive Officer (or delegate) will conduct an induction Staff that will include:

- 3.18.1 introduction to key staff;
 - 3.18.2 access to key documents, such as the Constitution;
 - 3.18.3 explanation of the structures and functions of the Board of Management, standing committees, and sub-regional reference groups;
 - 3.18.4 explanation of the categories of Board Member, membership and associate;
 - 3.18.5 access to the manual of all relevant policies;
 - 3.18.6 building and facilities familiarisation tour.
- 3.21 As part of the induction process, new Staff will sign a confirmation that they have been given access to, viewed and understood the relevant policies.

4. Responsible Officers

- 4.1 The Board of Management, as part of its governance authority, is responsible for the approval and publication of this Policy, including the approval of any subsequent changes.
- 4.2 The Board is responsible for approving the pay grade of all positions as part of approving the organisational structure within the Operations Plan.
- 4.3 The Chief Executive Officer is responsible for the application of approved Pay Scales in all aspects of the HR systems in accordance with the Staff Remuneration and Reward Procedure.
- 4.4 The Board of Management is responsible for the appointment of the Chief Executive Officer.
- 4.5 The Audit Committee is responsible for reviewing this Policy prior to Board of Management approval, and ensuring the scheduled review of this Policy.
- 4.6 The Chief Executive Officer is responsible for the operational compliance of the organisation to this Policy.
- 4.7 The Chief Executive Officer is responsible for approving the selection of Staff, and the arrangement of Staff inductions.
- 4.8 The selection panel is responsible for the interview process and to recommend a candidate (where applicable).

5. Approval

This Policy was approved by the Board of Management on the 30th July 2014.

Jim Sullivan
Chairperson



Board of Management
Wheatbelt Natural Resource Management Incorporated