

RECRUITMENT AND SELECTION POLICY

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Recruitment and Selection Policy

1. Objective

This policy supports best practice recruitment to ensure Five Good Friends attract, select and appoint people with the skills, knowledge, experience, qualifications and attributes to provide and grow our services and products. Five Good Friends make appointments aligned to the requirements of the role, the future business strategies, legal and regulatory requirements as well as the candidates fit with our values and culture.

2. Policy Statement

Five Good Friends is committed to being an 'Employer of Choice' and engaging high caliber people to build a talented, agile and sustainable workforce. Five Good Friends strives to maintain the highest level of confidence from all Members, Helpers, families, communities and other stakeholders in our ability to attract, select and recruit the best people for each role. Selection will occur on the basis of merit through a fair and transparent process accepting applications from all candidates. Safeguards are in place ensure relevant probity screening of all candidates.

This Policy is governed by the following principles:

- Each opportunity must be clearly described and made available to potential applicants
- Each role must reflect a true vacancy, be within budget and approved by the relevant Manager / Director
- Appointments must be made in line with short, medium and longer term business goals and strategies
- A merit based selection from a diverse pool of applicants to ensure the best candidate is offered the role
- Ensure sufficient talented workforce aligned to our culture and products to manage capacity and meet our customer's expectations
- Conducted to maintain the privacy of applicants and by skilled and experienced recruiters
- Where relevant decisions are collaborative across business units

- Directors have the delegation to make direct appointments
- Required to use the relevant Five Good Friends recruitment system and contract templates
- Probity and fitness for work screening must be ethical, transparent and undertaken in accordance with relevant legislation and the Five Good Friends Probity Policy
- For key personnel, relevant documentation will be sent to the Department and Five Good Friends Directors will undertake steps to ensure none of the key personnel are disqualified individuals
- Reference checks must be undertaken prior to an offer being made
- A person's eligibility to work in Australia must be confirmed before an offer of employment is made
- All new workers will be provided with an induction to the role and the business, the 'Friendly Way', and relevant systems, policies, processes and tools
- All new workers will agree to the Terms and Conditions of working with Five Good Friends

3. Responsibilities

The management team are responsible for:

- Providing leadership and guidance and commitment to this policy
- Ensuring all recruitment and selection activities are undertaken in accordance with this policy
- Ensuring the business has the right resources to provide a high-quality service
- Making and approving decisions for the recruitment to key roles

4. References

4.1 Legislation / Standards

[Fair Work Act 2009](#) | [Anti-Discrimination Act 2011](#) | [Australian Human Rights Commission Act 1986](#)

4.2 Company Documents

Terms and Conditions, Privacy Policy, Probity Policy, Contract Template, Code of Conduct

5. Authorisation and Contacts

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| Recruitment and Selection Policy Updated August 2017 |
| Date adopted: 28.02.17 |
| Applies to: All Five Good Friends staff, volunteers, contractors, sole traders and others |

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| Director: Simon Lockyer | Signature:  |
| Date Authorised: Feb 2017 | Next Review Date: Feb 2018 |
| Endorsed by: Head of Care and Member Services | |