Staff Not Required to be Licensed Policy

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DATE OF COMMENCEMENT

This policy takes effect 23 February 2005

PURPOSE

The *Racing Act 2002* authorises Greyhounds Queensland Limited (GQL) to make policies for the sound management of the greyhound racing industry. Section 81 (l) of the act requires GQL to make a policy for the employment by GQL of officers and other persons who perform services for GQL who are not required to be licensed.

- To administer the industry efficiently and effectively, GQL must attract and retain suitably qualified officers as well as other service providers such as consultants.

- To attract and retain officers, GQL uses fair and open recruitment and selection practices and offers suitable remuneration and conditions for employees.

- To select high quality consultants, GQL uses fair and open tendering practices.

The purpose of this policy is to ensure GQL recruitment, selection, officer development and tendering practices are fair to all concerned and provide value for money for the organisation.

POLICY STATEMENT

GQL is an equal opportunity employer that selects officers, consultants and service providers on merit.

GQL will use fair and transparent process to recruit officers and engage consultants and service providers.

All positions within GQL will have a role profile to describe the position and selection criteria for the position to help make selection decisions more objective and transparent, and to make selection panels accountable for their decisions.

Authority to approve the decision to recruit for a position within GQL is vested in GQL.

GQL may fill vacancies by recruiting internally or externally.

GQL will initially advertise all vacancies internally.

GQL may recruit externally by using any or all of the following:

- referrals from, for example, existing staff
- files on previous applicants
- advertisements in external media or
- recruitment consultants.

Where GQL conducts the recruitment directly, a selection panel comprising a minimum of a GQL officer of appropriate seniority and a GQL member will be responsible for assessing applications, interviewing applicants, conducting referee checks and selecting the preferred applicant. Where possible, selection panels will have a gender balance.

Collectively, selection panel members should have:

- a comprehensive understanding of the role
- a comprehensive understanding of GQL Appointments, and Selection Process Policies;
- an ability to ask detailed and pertinent questions;
- prior experience in interviewing;
- a sound knowledge of equal employment opportunity principles;
- a demonstrated ability to make decisions objectively.

The selection panel will contact such referees as they think fit from the list provided by the preferred applicant.

Changes in total remuneration packages for any permanent employees require approval from GQL.

Engagement of recruitment agencies and other consultants

Where GQL uses a recruitment agency, GQL will ensure the agency's selection processes are fair and accord with GQL recruitment principles outlined above.

When engaging a recruitment agency or employing consultants or contractors generally, GQL will adhere to the principles of its Purchasing-Goods and Services Policy i.e.

- open and effective competition;
- value for money;
- enhancing the capabilities of local business and industry (on the basis of merit and value for money);

- environmental protection;
- ethical behaviour and fair dealing; and
- suppliers are compliant with all taxation requirements.

Short-term and one-off consultancies

For short-term and one-off contracts worth less than $10,000, GQL may use preferred suppliers where the supplier has provided a high quality service, has the necessary expertise and is available. The consultant may be appointed without a formal competitive process being undertaken. If such a consultant is not available, three quotes from prospective consultants will be obtained and evaluated.

For short-term one-off contracts worth between $10,000 and $100,000, GQL will call tenders from at least three (3) suppliers. The subsequent evaluation of their proposals, will take into account the principles of the GQL Purchasing-Goods and Services Policy. The evaluation of the proposals will be undertaken by two (2) senior officers and be approved by GQL.

For short-term and one-off contracts worth more than $100,000, GQL will use a public tender process, including appropriate advertising. Tenders will be evaluated against GQL Purchasing-Goods and Services Policy. The evaluation of the proposals will be undertaken by at least two (2) senior officers and be approved by GQL.

Longer-term consultancies

For longer-term consultancies that may involve a preferred supplier or suppliers undertaking a range of tasks over an extended time, GQL may select a consultant from a panel of suppliers. Before such a selection, GQL will establish such a panel through a competitive process adhering to GQL Purchasing-Goods and Services Policy principles. The process will be appropriately documented approved by GQL.

APPLICATION

This policy applies to GQL officers and other staff.

DEFINITIONS

This policy adopts the terminology used in the *Racing Act 2002*. Schedule 3 of the Racing Act 2002 contains a dictionary of words used in the *Racing Act 2002* and may be accessed via the internet at www.legislation.qld.gov.au, under the tab “R”.

Consultants– means organisations or individuals GQL engages as needed to provide legal, human resources, information technology, and technical or other specialist services.

GQL member – means a member of GQL appointed in accordance with the Act.

Officer – means a person employed by GQL.

Recruitment agency– means consultants GQL engages to recruit officers.

PROCEDURES

Selection panel members must ensure recruitment processes they participate in are conducted according to GQL:

- Appointments;
- Casual Employment;
- Equal Employment Opportunity;
- Part-Time Employment;
- Purchasing: Goods and Services; and
- Selection Process

Review

This policy will be reviewed after two years of operation.

This policy was reviewed by GQL Board on 31 January 2007, with the policy to be reviewed within two years of date or earlier as determined by GQL Board.

This policy was reviewed by GQL Board on 28 January 2009 with the policy to be reviewed within 2 years of this date or earlier as determined by GQL Board.

GQL rules of greyhound racing

GQL rules of greyhound racing provide for the application of this policy.

Authority and other information
This policy was issued by GQL on 23 February 2005 pursuant to the powers vested in GQL by the *Racing Act 2002*.