

# **Racing Queensland Limited**

## **POLICY FOR EMPLOYMENT OF NON-LICENSED STAFF**

### **DATE THE POLICY WAS MADE**

This policy was made on 1 July 2010.

### **COMMENCEMENT DATE**

This policy comes into effect on 1 July 2010.

### **PURPOSE**

The *Racing Act 2002* (Act) authorises Racing Queensland Limited (Racing Queensland) to make policies for the sound management of the industry. Section 81(l) of the Act requires Racing Queensland to make a policy for the employment of officials, staff and other persons who are not required to be licensed.

To administer the Queensland racing industry efficiently and effectively, Racing Queensland must attract and retain suitably qualified officials and other staff, as well as other service providers such as consultants.

To attract and retain staff, Racing Queensland uses fair and open recruitment and selection practices and offers attractive remuneration and conditions for employees.

To select high quality consultants, Racing Queensland uses fair and open tendering practices, including tendering for inclusion on panels of preferred suppliers.

The purpose of this policy is to ensure Racing Queensland's recruitment, selection, staff development and tendering practices are fair to all concerned and provide value for money for the organisation.

### **POLICY STATEMENT**

Racing Queensland is an equal opportunity employer that selects officials and other staff and consultants on merit.

Racing Queensland will use fair and transparent process to recruit staff and engage consultants.

All positions within Racing Queensland 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 help make selection panels accountable for their decisions.

Authority to approve the decision to recruit for a position within Racing Queensland is vested in the Chief Executive Officer.

Racing Queensland may fill vacancies by recruiting internally or externally.

Racing Queensland will initially advertise all vacancies internally.

Racing Queensland 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 Racing Queensland conducts the recruitment directly, a selection panel of a minimum of two (2) officers of appropriate seniority will be responsible for assessing applications, interviewing applicants, selecting the preferred applicant and conducting referee checks. Where possible, selection panels will have gender balance.

Panel members should have:

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

The selection panel will contact at least two (2) referees the preferred applicant nominates.

Hiring relatives of staff or re-hiring former staff will require the Remuneration and Nomination Committee or Chief Executive Officer's approval.

### ***Engagement of recruitment agencies and other consultants***

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

When engaging a recruitment agency or employing consultants or contractors generally, Racing Queensland will adhere to the six principles guiding its purchasing policy:

- Value for money
- Quality of product, service, and support
- Open and fair competition
- Accountability of outcomes
- Use of Queensland product where price-competitive and where quality standards are met, and
- Suppliers are compliant with all taxation requirements.

Racing Queensland may engage a recruitment consultant without calling for tenders if that consultant is a member of a panel of recruitment service providers Racing Queensland has established in accordance with its procedures for preferred suppliers (see below).

### **Short-term and one-off consultancies**

For short-term, one-off contracts worth less than \$10,000, Racing Queensland 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 (3) quotes from prospective consultants will be obtained and evaluated.

For short-term, one-off contracts worth between \$10,000 and \$100,000, Racing Queensland will call tenders from at least three (3) preferred suppliers. The selection of these three (3) preferred suppliers, and subsequent evaluation of their proposals, will take into account the six (6) purchasing principles. The evaluation of the proposals will be undertaken by the Chief Executive Officer.

For short-term and one-off contracts worth more than \$100,000, Racing Queensland will use a public tender process, including appropriate advertising. Tenders will be evaluated against Racing Queensland's six (6) purchasing principles by a panel of no less than two accountable officers and be approved by a delegated officer.

### **Longer-term consultancies**

For longer-term consultancies that may involve a preferred supplier or suppliers undertaking a range of tasks over an extended time, Racing Queensland may select a consultant from a panel of preferred suppliers. Before such a selection, Racing Queensland will have established such a panel through a competitive process adhering to the six (6) purchasing principles. The process will be appropriately documented and be approved by a delegated officer.

Racing Queensland will not enter into preferred supplier arrangements for individual longer-term consultancy contracts worth more than \$100,000 without an open tender process.

### **Documentation**

Racing Queensland will not purchase supplies from entities that are unable to quote an ABN. Racing Queensland requires suppliers to provide a tax invoice in the form specified by the GST legislation.

Racing Queensland will properly document all acquisitions in accordance with the six (6) purchasing principles and guidelines specified in its purchasing policy.

Racing Queensland staff with a financial delegation must ensure any expenditure they approve is within their delegation.

## **APPLICATION**

This policy applies to Racing Queensland officials and other staff.

## **DEFINITIONS**

'Racing Queensland official' means a person employed by Racing Queensland who, under the rules of racing, is required to be a Racing Queensland official, such as a Steward.

'Other Racing Queensland staff' means a person employed by Racing Queensland which does not include executive staff, who is not a Racing Queensland official, such as a finance officer.

'Recruitment agency' means consultants Racing Queensland engages to recruit staff

'Consultants' means organisations or individuals Racing Queensland engages as needed to provide legal, human resources, information technology, technical or other specialist services.

'Human Resource and Remuneration Committee' means a Racing Queensland Board-appointed committee having a minimum of two (2) persons.

'Rules of racing' means rules of racing, rules of harness racing, and/or rules of greyhound racing.

## **PROCEDURES**

### **Roles and responsibilities**

*Selection panel members must ensure recruitment processes they participate in are conducted according to Racing Queensland's Recruitment Policy and Procedures.*

Purchasing officers must ensure their purchasing processes accord with Racing Queensland's Purchasing Policy.

Racing Queensland staff with a financial delegation must ensure any expenditure they approve is within their delegation.

The Board of Racing Queensland is responsible for approving expenditure exceeding \$100,000.

### **Rules of Racing**

Rules of Racing will not be made for this policy.

### **Review**

Review date will be July 2012.

## **REVISION HISTORY**

<b>Version</b>	<b>Date</b>	<b>Description</b>
1.01	July 2010	Board adopted under exceptional circumstances
1.02	September 2010	Board confirmed this policy continued to have effect