



## **THE ADMINISTRATION OF NORFOLK ISLAND**

### **MEDIA RELEASE**

#### **Changes to Administration recruitment for casual and temporary vacancies**

The Chief Executive Officer of the Administration of Norfolk Island, George Plant, has announced that in future all casual and temporary employment vacancies in the Administration of Norfolk Island will be filled on the basis of a merit selection process. A temporary position means work for a specific period or a project whereas a casual position usually means work for an unspecified length of time, often sporadic.

“For many years, the Administration has advertised and filled permanent positions and long-term contracts on the basis of merit”, Mr Plant said. “I believe that this process overall has resulted in a more equitable decisions and the gradual creation of a better skilled and qualified workforce.”

“The time has now come to extend this selection method to all casual and temporary vacancies. This will overcome the lack of transparency in filling vacant posts and avoid the perception that the filling of casual posts within the Administration is limited to a select few who already have experience in a specific position. In the current environment I wish to provide the greatest opportunity to the community to fill these positions”.

Mr Plant said that since assuming the role of Chief Executive Officer, he had allowed the operation of the unemployment register and filling of casual/temporary positions to continue as previously. However, he was aware of ongoing complaints of lack of transparency and fairness in filling these positions within the Administration.

The CEO said that after consultation with the Chief Minister on this matter, it has been decided that Administration will advertise all requests for filling casual/temporary positions being requested by managers. In each case Administration will ensure that the advertisement contains a brief description of the skills being sought, the duration of the position and the pay rate being offered. The advertisement will indicate that the position specification is available on the website or from the Human Resources Section of the Administration.

All casual and temporary positions will then be filled after an interview with applicants, conducted in accordance with the Administration Casual Employment Guidelines. Exemptions to these revised recruitment procedures will occur only in exceptional circumstances.

“I have written to all managers with considerable numbers of staff who have been filling temporary positions for periods of time longer than allowed by the Human Resources Policy requesting them to provide position specifications to allow filling the positions on performance-based fixed term employment contracts”, Mr Plant said. “This will provide these workers with greater security of employment than the current situation in which they can be terminated on seven days notice. Administration will no longer maintain an internal unemployment register as all positions will be filled on merit based on application”.

The new procedures for filling casual and temporary Administration vacancies take effect immediately.

George Plant  
**Chief Executive Officer**

21 August 2009