

<b>POLICY:</b>	
Policy Title:	Recruitment and Selection Policy
File Reference:	
Date Policy was adopted by Council initially:	24 August 2006
Resolution Number:	238/06
Other Review Dates:	19 February 2009; 19 August 2010; 19 June 2014 and 16 June 2016
Resolution Number:	46/09; 318/10; 29/14 and 170/16
Current Policy adopted by Council:	17 June 2021
Resolution Number:	91/21
Next Policy Review Date:	2024

<b>PROCEDURES/GUIDELINES:</b>	
Date procedure/guideline was developed:	N/A
Procedure/guideline reference number:	N/A

<b>RESPONSIBILITY:</b>	
Draft Policy developed by:	Human Resources
Committee/s (if any) consulted in the development of this Policy:	Consultative Committee
Responsibility for implementation:	Human Resources
Responsibility for review of Policy:	Human Resources

### **OBJECTIVE**

Upper Lachlan Shire Council (Council) is committed to attracting, recruiting and selecting highly skilled people in a timely and cost effective manner to enable the successful delivery of Council's strategic objectives and operational plans.

Council seeks to provide a transparent, consistent and impartial recruitment and selection framework in accordance with the requirements of the position and consistent with Council's Policies, Values, Equal Employment Opportunity (EEO), Merit Selection (Merit) and Confidentiality.

### **POLICY**

This policy relates to internal and external recruitment and selection of all permanent, temporary, casual and seasonal positions other than those designated as Senior Staff positions under the provisions of the Local Government Act (NSW).

This policy does not relate or apply to the recruitment and selection of external agency employees or contractors.

#### **Confidentiality**

All information relating to the recruitment and selection processes must be kept strictly confidential and those staff involved in recruitment activities will take all reasonable steps to maintain confidentiality and respect the privacy of applicants. Any breaches of confidentiality in the recruitment process may constitute a breach of the Code of Conduct and may lead to disciplinary or legal action.

#### **Merit**

The principle of appointment by merit will be applied in accordance with Section 349 of the Local Government Act (NSW) where applicants are selected for appointment on the basis of their ability to best perform the duties of a position, having regard to the selection criteria and a fair selection process.

#### **Equal Employment Opportunity**

Council is committed to the development of a culture that promotes Equal Employment Opportunity (EEO) principles in the workplace. As an organisation, Council is strongly committed to:

- Providing a workplace free from discrimination, harassment and victimisation.
- Eliminating and ensuring the continued absence of discrimination and harassment in employment on the grounds of sex, pregnancy, race or ethno-religious background, marital status, disability, homosexuality, transgender and age.

#### **Recruitment and Selection Method**

The most appropriate method of recruitment will be chosen to ensure the timely and effective use of resources and the appointment of the person/s with skills, knowledge and experience to best perform the duties of the position. The relevant Hiring Manager, in consultation with the Human Resources unit, will determine the recruitment method that best fits the nature of the vacancy.

## RESPONSIBILITIES

Council Employee	Responsibility
General Manager	<ul style="list-style-type: none"><li>• Approve the governance framework (policy and procedure) that promotes and champions the intent and objectives of a recruitment, selection, appointment and onboarding process that is transparent and consistent;</li><li>• Approve the establishment and recruitment of all new positions.</li><li>• Endorse recommendations for appointment.</li></ul>
Hiring Manager / Directors / Managers / Supervisors	<ul style="list-style-type: none"><li>• Follow all recruitment guidelines as outlined in this policy and the recruitment and selection procedure.</li><li>• Support, manage and consistently apply this policy and its associated procedure within their area.</li><li>• Conduct a professional, consistent and impartial recruitment and selection process.</li><li>• Apply common sense and sound judgement, follow EEO and Merit when providing feedback and comparing views with other panel members.</li></ul>
Selection Panel	<ul style="list-style-type: none"><li>• Follow all recruitment guidelines as outlined in this policy and the recruitment and selection procedure.</li><li>• Maintain the integrity of the recruitment and selection process.</li><li>• Apply common sense and sound judgement, follow EEO and Merit when providing feedback and comparing views with other panel members.</li></ul>
Human Resources	<ul style="list-style-type: none"><li>• Ensure the position and its responsibilities sit within Council's established Organisation Structure.</li><li>• Ensure all recruitment guidelines as outlined in this policy and the recruitment and selection procedure are followed.</li><li>• Provide relevant support as requested by Hiring Manager, Director or General Manager.</li><li>• Provide information, guidance and support to all internal and external candidates involved in the recruitment, selection, appointment and onboarding process</li><li>• Administer the process with respect to record keeping.</li><li>• Report to management on recruitment, selection and probation statistics and outcomes</li></ul>

### LEGISLATION

All recruitment procedures and processes will comply with all relevant Local, State and Commonwealth legislation, awards and Council policies, processes and procedures. These include (but are not limited to):-

- Anti-Discrimination Act (NSW) 1977
- Equal Employment Opportunity Act 1987
- Disability Discrimination Act 1992
- Local Government Act, (1993) Section 349
- Local Government (General) Regulations 2005
- Local Government (State) Award 2020
- Industrial Relations Act 1996
- State Records Act 1998
- Child Protection (Prohibited Employment) Act 1998
- Privacy and Personal Information Protection Act 1998
- Government Information (Public Access) Act 2009
- Council's Code of Conduct
- Council's Equal Employment Opportunity Management Plan
- Council's Anti-Discrimination Policy
- Council's Recruitment and Selection Procedures

### Ownership and Approval

Responsibility	Role
Author	Human Resources
Owner	Manager Human Resources
Approver	Director of Finance and Administration

### Variation

Council reserves the right to vary or revoke this policy in accordance with changes to Legislation, Awards, Council Policies and Procedures.