

Recruitment & Selection Policy

Date of Adoption: 16 February 2017

Effective Date: March 2024

1. Purpose

The Recruitment and Selection Policy outlines a framework for ethical, fair, and transparent recruitment and selection practices at the City of Canada Bay (Council).

2. Scope

This policy is designed to assist employees on the recruitment and selection guidelines and assist managers in recruiting and selecting qualified and diverse candidates who meet the capability requirements of the position. Candidates will be assessed and selected according to merit, based on the job criteria and in line with Equal Employment Opportunity (EEO) requirements except where certain elements are bona fide employment requirements.

3. Definitions

Term	Meaning
Hiring Manager	<p>Hiring manager refers to a person responsible for hiring employees to fill an open position. Generally, it's a person from the department in which the employee needs to be hired and acts as the future employee's direct superior.</p> <p>Hiring managers work alongside P&C and external recruitment agencies (where required), where they oversee the selection and hiring of new talent. Their main goal is to ensure that the candidate with the best qualifications and capability is selected and hired.</p>
Equal Employment Opportunity (EEO)	<p>EEO meaning Equal Employment Opportunity is the principle that every person, regardless of attributes such as race, gender or sexual orientation, has an equal opportunity to find employment based on merit.</p>

4. Policy principles

City of Canada Bay Council is committed to providing fair and equitable practices. Our commitment is consistent with our obligations under Equal Employment Opportunity (EEO), and the Local Government State Award (2023). Our recruitment policy and procedures must act in accordance with Council's Code of Conduct and associated policies and procedures.

The City of Canada Bay's Recruitment Policy is based on the following principles:

- **Merit based selection** – The City of Canada Bay Council will conduct recruitment according to the principle of merit selection as outlined in the Local Government Act 1993. The principle of merit requires

that all applications for a position are evaluated against the requirements and selection criteria for the position and that the applicant who has the greatest merit is selected.

Council will employ the most suitable applicants for all vacant positions by:

- Ensuring that the Council attracts the best available staff by broadly advertising (internally and externally) all vacant positions.
 - Ensuring that all current staff have the opportunity to apply for all advertised vacant positions to encourage career advancement.
 - Promoting opportunities to develop existing employees through secondment vacancies.
- **Diversity and Inclusion** – Council values diversity, individual differences, and the contributions of all people. All recruitment and selection processes and decisions will reflect Council's commitment to equal opportunity employment.

Council will ensure diversity and inclusion in the recruitment and selection process by:

- Assessing all potential candidates according to their skills, knowledge, qualifications and capabilities. No regard will be given to factors such as age, gender, marital status, race, religion or carer responsibilities.
 - Ensuring there are alternative methods of application and workplace adjustments.
 - Ensuring that management decisions are made without bias with awareness training.
 - Applying equal employment opportunity principles, ensuring candidates are treated ethically, fairly, respectfully, and free of bias.
- **Integrity** – All candidates are treated with dignity, considered equally without prejudice or favour and the process is free from conflicts of interest.

Council will ensure the integrity and fairness of its recruitment and selection decisions to minimise biases by:

- Ensure selection panels comprise balance of expertise to best assess all applications.
 - Encourage that selection panels have a gender mix.
 - Encourage that every selection panel include an independent member from outside of the department responsible for the recruitment.
 - Ensure that no member of a selection panel has or has had any family, personal or fiduciary relationship with any applicant that may affect their decision making in the selection process.
- **Confidentiality** – All recruitment and selection must be conducted impartially and objectively whilst maintaining confidentiality. Information about applicants during and after conducting recruitment and selection are confidential and should not be disclosed to those outside the process.

Council will ensure the confidentiality of its recruitment and selection decisions by:

- Maintaining a high level of confidentiality for all recruitment information.
 - Keeping detailed records of all recruitment processes confidential.
- **Public Interest** – The City of Canada Bay Council will seek to recruit and select the best employees in order to provide high quality services to the community. The City of Canada Bay Council conducts pre-employment checking as part of a risk management for relevant new positions. This will help ensure the integrity, quality and safety of the public services provided by City of Canada Bay employees.

5. Responsibility

This policy applies to all City of Canada Bay employees, managers, contractors, and directors to ensure they adhere to legal and ethical standards and make informed decisions to ensure the selection of best suited candidates.

Role	Responsibility
People & Culture	<ul style="list-style-type: none"> • Consult with the hiring manager in providing advice on the recruitment and selection process and job descriptions. • Consult with the hiring manager to assist in selecting the most suitable candidates for the job. • Coordinate all recruitment processes through Council’s online recruitment system, in consultation with the relevant hiring manager and provide advice and support as required. • Ensure confidentiality throughout the recruitment and selection process. • Ensure compliance with all legal and regulatory requirements related to the recruitment and hiring process.
Executive Team:	<ul style="list-style-type: none"> • Review and authorise recruitment request forms and letter of offer contracts. • Ensure that the principles of EEO are maintained at all times. • Role model inclusive behaviours
All Hiring Managers (Supervisors/Managers/Directors)	<ul style="list-style-type: none"> • Submit all recruitment requests to be authorised by the relevant Director. This includes the approval to fill position form and recommended applicant form for both temporary and permanent positions. • Lead the recruitment process in consultation with People and Culture. • Screening resumes and conducting interviews to assess candidate’s qualifications, skills and experience. • Follow the requirements and meet the standards of the recruitment process in alignment with the Recruitment Policy and Procedure.
All staff	<ul style="list-style-type: none"> • Employees may from time to time be asked to participate in the selection panel during the interview process. • Discuss or initiate with your Supervisor/Manager if workplace adjustments are required.

6. Recruitment Procedure

Refer to the Recruitment and Selection Guidelines for Managers Procedure that outlines the steps that

employees and hiring managers should follow to attract, assess, and select candidates for a vacant position. It typically includes steps such as job review, approval process, candidate sourcing, resume screening, interviewing, pre-employment checks, and job offer.

The procedure enables Council to select the most qualified candidates, comply with legal requirements, promote fairness, transparency, diversity and to provide a positive candidate experience.

7. Capability Framework

Council has adopted the LGNSW Capability Framework as a key resource in our recruitment process. The LGNSW Capability Framework is a comprehensive tool that outlines the skills, knowledge, and behaviors required for different roles within local government councils. The framework is used as a guide to recruit the right people with the right skills for each position as identified in the position description. This is an essential tool for building a highly skilled workforce.

8. Advertising

Council use a wide variety of advertising methods to reach a broad range of potential applicants. We use both internal and external advertising channels to promote our job opportunities, including our intranet, internal communications job board, external Council website, Seek, Indeed, LinkedIn and Counciljobs.com. We also work with our preferred listing of recruitment agencies. We ensure that all our job advertisements comply with relevant laws and regulations, including anti-discrimination laws and Children's Guardian Act 2019 and the Child and Young Persons Care and Protection Act (1998).

9. Compliance

Working Rights - This policy is in compliance with the Fair Work Act 2009, which requires all employees to have the right to work in Australia. As part of our recruitment process, we require all candidates to provide evidence of their right to work in Australia, such as a valid visa or Australian citizenship. We do not discriminate against candidates based on their nationality or immigration status.

Health and Safety – Employees are to take reasonable care for their health, safety and welfare of themselves and others in the community. Depending on the nature of the position, applicants are required to complete a Pre-Employment Medical Assessment or a Health Declaration form.

Police Check – If your role requires, a police check will need to be completed and cleared by our third-party provider Pharmacy ID in association with the Criminal Records Act (1991).

Working with Children Check – If in child-related work, a current working with children check is required in association with Child Protection (Working with Children) Act 2012 (NSW) and Children's Guardian Act 2019.

10. Conflicts of Interests

Ethical decision making in recruitment and selection is governed by the Code of Conduct. Any parties involved in a recruitment process who are responsible for recommending or approving an individual to be engaged as part of the workforce are required to take the appropriate steps necessary to disclose any actual, potential or perceived conflict of interest to the P&C team and Hiring Manager. This includes Selection Panel members who must declare if they have actual, potential or possible conflicts of interest. Any panel member who has a potential conflict of interest through their relationship with any of the applicants will be required to declare their relationship and withdraw from the panel if deemed necessary by the Director. For the avoidance of doubt, participants in selection panels will generally be required to remove themselves from a panel if they have a personal, family, or business relationship with any of the candidates.

11. Salary System

An employee is paid the salary system rate as per Council's salary system that recognises the skills and capabilities of the employee. Where the salary sits outside the Council's salary system, a memo is required to be raised by the hiring manager and authorised by the Director and General Manager.

12. Diversity and Inclusion

At City of Canada Bay Council, we are committed and responsible for contributing to maintaining a diverse and inclusive workplace and committed to promoting equal employment opportunities for all. We believe that a diverse and inclusive workplace fosters creativity, innovation, and better decision-making, and we are committed to creating a workplace that welcomes people from all backgrounds. We actively encourage applications from candidates of all ages, races, ethnicities, including Aboriginal and Torres Strait Islander peoples, people with disabilities, and those who identify as part of the LGBTQIA+ community.

Currently, Council has recruitment initiatives in place outlined in the Reconciliation Action Plan and Disability and Inclusion Action Plan. We offer alternative ways to apply for the position as well as workplace adjustments to enable the job applicant to perform the essential requirements of the position in accordance with Council's Workplace Adjustment Policy.

13. Child Safe Organisation

The City of Canada Bay is a Child Safe Organisation that recognises and advocates for the rights of Children and Young People. We aim to reduce the likelihood of harm to children, to increase the likelihood of identifying and reporting harm and respond appropriately to disclosures, allegations or suspicions of harm.

All employees will need to comply with Child Protection Legislation, such as the Children's Guardian Act 2019 and the Child and Young Persons Care and Protection Act (1998). They must comply with their duties under the City of Canada Bay Child and Young Persons Protection Policy, Council's Child Safe Code of Conduct, and any service specific Child Protection policies, to ensure Council is a Child Safe Organisation.

- It is a requirement from the Child Protection (Working with Children) Act 2012 No 51 and administered by the Office of the Children's Guardian, that people employed in child related

employment be subject to a Working with Children Check.

- Under no circumstances is a preferred candidate to commence in child related employment prior to a cleared Working with Children check being received and verified by People & Culture

All advertised positions will include Council's Child safe statement: "*The City of Canada Bay Council is a Child Safe Organisation that recognises and advocates for the rights of Children and Young People and are committed to a Safe Workplace.*" Please refer to Council's Child & Young Person Protection Policy, **Clause 6 Recruitment, Screening & Training.**

All child related position advertisements must include a current Working with Children Check, as an essential criterion of the position.

Developing appropriate selection criteria for a position is a valuable first step to reducing the risk of appointing someone who poses a child safety risk. Therefore, all positions with Council that are identified as Child-related will include appropriate selection criteria that aligns to the position. Examples of appropriate selection criteria are to include:

- Must have experience working with children.
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with Children.
- Must have a current Working with Children Check.

Council must not engage a person who does not have a satisfactory WWCC.

It is a serious breach of this policy if an Employee continues in a Child-related position if they have been charged or convicted of a crime that would make them no longer eligible to be granted a WWCC.

14. Laws and Standards

- Local Government State Award 2023
- Local Government Act 1993
- Fair Work Act 2009
- The Anti-Discrimination Act 1977 (NSW).
- The Disability Discrimination Act 1992
- Privacy and Personal Information Act, 1998
- Children's Guardian Act 2019
- Child Protection (Working with Children) Act 2012 (NSW)
- Child and Young Persons Care and Protection Act (1998)
- Criminal Records Act (1991)

15. Related City of Canada Bay policies and procedures

- Recruitment and Selection Guidelines for Managers Procedure
- Code of Conduct
- Workplace Adjustments Policy
- Child & Young Person Protection Policy
- Reconciliation Action Plan
- Disability Inclusion Action Plan

16. Consultation

Consultation with the Executive Team and Leadership Team

17. Approval status

The General Manager approved this policy on Twelfth of April 2024



John Clark, General Manager

18. Approval history

Stage	Date	Comment	Owner Approved	Version
Original Policy	January 2017	Amendments and additions made to reflect new online recruitment process	GM/Executive	3
Reviewed	August 2023	Full review. Diversity and Inclusion Child Protection Statements	GM/Executive	4
Reviewed	March 2024	Full policy review	GM/Executive	5
Next review	March 2027			

19. Ownership and approval

Responsibility	Role
Author	P&C BP – Organisational Design and Development
Owner	Manager, People and Culture
Endorser	City of Canada Bay Executive
Approver	City of Canada Bay General Manager