



Policies, Procedures and Guidelines

RECRUITMENT POLICY

CSG027

BACKGROUND

Council maintains a recruitment process that ensures confidence, credibility and integrity. Recruiting and selecting suitable employees who exhibit the necessary level of skills and ability is integral to the success of the Council

OBJECTIVES

This Policy aims to provide guidance and assistance to all managers and supervisors who are involved in recruitment, selection and promotion of employees. It outlines the principles and procedures that are to be followed in the recruitment and selection process. This Policy is designed to ensure that recruitment standards are consistent, appropriate and free from discrimination or bias.

SCOPE

This policy will apply to the recruitment of all staff other than those defined as senior staff under the Local Government Act. Where appropriate, the Local Government Act, 1993 Section 350 will apply.

Council reserves the right to vary or revoke this policy at any time including the 'Recruitment Assistance' section of this policy dependent on the circumstances of each specific job vacancy and each specific job applicant being recruited.

DEFINITION

Senior Staff of Council

Positions in Council defined under the Local Government Act as "Senior Staff Positions", shall be recruited according to the requirements and guidelines of that Act.

MERIT PRINCIPLE APPLIES

When recruiting and promoting employees the Council aims to ensure that the best person for the job is chosen in each case.

The Council is committed to ensuring that recruitment and selection decisions are based on the principle of merit. This means that persons will be selected on the basis of whether they have the right skills, qualifications, experience and standard of work performance that is required to do the job.

Each member of the selection panel and/or manager that has a role in the recruitment of employees or in selection for promotion should do their utmost to ensure that the merit principle is applied in every case.

The Council does not have to make appointments based on merit in the case where it is a lateral transfer or in the case of a demotion. However, the Council may decide to make such appointments base on merit.

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EQUAL EMPLOYMENT OPPORTUNITY

The Council is an equal employment opportunity employer and is committed to ensuring that all applicants for selection or promotion are not discriminated against on any of the grounds of discrimination contained in equal employment opportunity laws and consistent with the organisation’s Anti-Discrimination & Bullying and Harassment and/or EEO Policy.

This means that no unlawful discrimination should take place in job advertisements, job interviews or the selection process.

THE PROCESS OF RECRUITMENT AND SELECTION

When it is proposed to make an appointment to a position within the organisation structure of the Council, the position must be advertised in a manner sufficient to enable suitably qualified persons to apply for the position. However, the Council may decide not to advertise a vacant position in limited circumstances which are provided in the Local Government Act 1993. For example, the Council is not required to advertise an appointment that is a demotion, a lateral transfer, the reappointment under a new contract of a senior staff member (as defined by the Local Government Act 1993) or where the appointment is for a fixed term of not more than 12 months or two or more periods that together are not more than 12 months in any period of 2 years.

The Council may decide to advertise positions that become vacant either internally, externally or both internally and externally.

INTERNAL ADVERTISING

Where the Council advertises internally it shall be undertaken via Notice on payslips and/or intranet. Current employees are encouraged to apply for positions for which they believe they are suitably qualified.

Each application will be assessed on its merits, based on the essential and desirable criteria required for the position. This may mean that internal applicants do not qualify for job interviews.

EXTERNAL ADVERTISING

Before placing an external advertisement for a position, prior approval is to be obtained from the appropriate supervisor/manager of Council.

When determining the method of external advertising, consideration should at least be given to the anticipated labour market for the position (i.e. demand and supply of labour), the level of seniority of the position, the audience and extent of distribution of the advertisement, and the cost of the advertising.

ADVERTISING

When filling a vacant position, the procedure below is to be followed:

- a) Once a newly created or existing position becomes vacant the Director, or Manager, is required to develop or review the position description (PD) for the vacant position to make sure it is up to date and accurate.
- b) The Manager – People and Organisational Development is to be informed of the vacancy and the need to advertise the position via a Position Advertising Request Form. The position

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description should be requested for review by the Director/Manager and then returned by email to People and Organisational Development to be incorporated with the advertising for the position.

- c) The Director/Manager shall give the Manager – People and Organisational Development written approval to advertise the vacant position via the Position Advertising Request form.
- d) The Manager – People and Organisational Development and/or the Recruitment, Learning and Development Officer, in conjunction with the Director/Manager from time to time, will draft an appropriate advertisement in accordance with anti-discrimination legislation.
- e) All Positions Vacant advertisements (whether internal or external) to be advertised for at least 10 working days. All Expressions of Interest (internal only) may be advertised for a minimum of 7 days.
- f) The following positions must be advertised externally;
 - positions equal to or above Grade 7 of Council’s Salary Policy (the Local Government (State) Award only); or
 - positions responsible for staff supervision;
 - positions where it is believed that there are insufficient internal applicants to fill the position;
 - senior staff positions.
- g) Where there is believed to be sufficiently qualified and experienced internal staff and the position does not fall into one of the categories detailed above then internal applications only may be called for. Such internal applications shall include full-time, part-time, temporary or casual staff that have already been appointed through an externally advertised appointment process.
- h) Where it is necessary, positions requiring criminal history checks (such as working with children or the elderly), or other similar legislative requirements, are to include this proviso in the advertisement.

RECEIPT OF APPLICATIONS

Applications for an advertised position are to be processed in the following manner:

- a) Applications are to be acknowledged upon receipt by Records Management and are to remain CONFIDENTIAL.
- b) Applications received after the closing date will be notified to the applicant that is was late and will not be referred to the selection committee for consideration in the first round of interviews.
- c) All applications will be placed on a restricted CONFIDENTIAL position file until the day after the closing date.

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SELECTION PROCEDURE

Once the closing date for applications has been passed all applications will be considered and dealt with in the following manner:

- a) The day after the closing date, the position file is forwarded to the Manager – People and Organisational Development or People and Organisational Development Officer.
- b) The selection committee will be convened to assess all on-time applications based upon the selection criteria contained in the position description. Any real or perceived conflicts of interest held by committee members must be disclosed at the initial meeting of the committee.
- c) This committee is to convene within 5 working days of the closing date.
- d) The deliberations of the committee are to remain CONFIDENTIAL throughout the entire recruitment process.
- e) A minimum of three (3) people will be members of the selection committee and one of the members shall be a female.
- f) Where considered appropriate to the requirements of the position, approved and certified selection tests are to be administered to applicants.
- g) Depending on the complexity of the tests and the nature of the advertised position, these tests may be administered by Council staff or by contractors specializing in staff selection and the administration of personality and/or aptitude testing.
- h) Based upon the selection committee’s review and the results of any test procedures, a cull of applications will occur. Applicants who have not been selected will be informed by mail immediately. Applicants who have been selected for interview will be informed by telephone in the first instance and a date for the interview arranged. These details will be confirmed by mail. The People and Organisational Development Manager/Recruitment, Learning and Development Officer will then notify applicants.
- i) There is no onus on the selection committee to make a selection based on the applications received, either during this phase of the recruiting process or at any other stage. Council is seeking the *best* applicant for the position. If an appointment cannot be made from among those who have applied for the position, the vacancy shall be re advertised or the matter referred back to the Director for further consideration.
- j) The total number of candidates that may be interviewed for any one position within Council is five (5).

Note: In the absence of the Manager – People and Organisational Development the Director – Community Services and Governance or their representative, shall perform the duties and role of the Manager – People and Organisational Development in this policy.

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INTERVIEWS

Once a short list of applicants for interview has been made the following procedures shall be adhered to:

- a) Members of selection committees are to have received training in interviewing to ensure legislative requirements are adhered to.
- b) A table of questions is to be drawn up, relevant to the position description and the selection criteria. These questions are to be reviewed and agreed to by all members of the panel.
- c) Interviews are to be conducted in accordance with the anti-discrimination guidelines for local Councils.
- d) Interviewees are to be informed that the recruitment process is an ongoing process that consists of the following: referee checks, working with children checks, various aptitude tests, medical and/or functional assessments by an identified Council provider. Council will pay for all testing but all travel costs will be the responsibility of the applicant.
- e) Criminal history checks must be undertaken by all applicants (internal and external)
- f) At the conclusion of the interviews, the panel is to agree to a preferred candidate and second and third preferences, where applicants are considered to be suitable. These recommendations are to be recorded on the Selection Committee Report.

APPROVALS

Once the most suitable applicant has been selected the following procedures will be carried out:-

- a) Reference checks are to be conducted on the recommended applicant. These should be done by the Panel Convenor, in a confidential manner and with due regard to privacy considerations. Only previous employers and persons giving references are to be contacted. All such persons are to be reminded at the beginning of a check that the giving of information about the candidate is voluntary and will be treated confidentially.
- b) Persons applying for sensitive positions, generally dealing with children or young persons, are to be the subject of mandatory police criminal record checks. Their consent to such a check is to be obtained before making the check.
- c) Should any person fail a reference or criminal record check, this should be brought to the notice of the interviewing panel and the panel reconvened to determine the suitability of other applicants.
- d) The recommendation of the Interviewing Panel is to be made to the Director, then the General Manager for approval.
- e) No applicant is to be advised of the outcome of the interviews until the General Manager has approved the appointment.

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- f) The Manager - People and Organisational Development will advise both the successful and unsuccessful applicants in writing.
- g) Where appropriate the Manager - People and Organisational Development may supply feedback to applicants in relation to their application overall.

RECRUITMENT ASSISTANCE

Council will provide assistance to interviewees to attend Council interviews. Such assistance shall be reasonable reimbursement of travel, accommodation and sustenance expenses. Reimbursement shall not be paid to an interviewee if an offer of a position with Council is declined. The amount of interview expenses to be reimbursed shall be determined by the General Manager.

Council recognises that in many cases it may be difficult to attract suitable applicants, or it may be that the preferred applicant will have to relocate from a considerable distance to take up their employment. In such cases Council will consider offering assistance to the preferred applicant. This assistance may take the form of:-

- a) the provision of removal and other relocation expenses,
- b) the provision of accommodation or rental assistance,
- c) the provision of such other assistance as may be deemed suitable depending on the circumstances.

The provision of removal expenses will be on the basis of the following:

- a) the applicant supplies Council with at least 2 written quotes for the cost of removal, Council approving the selection of a removalist on the basis of quality and price,
- b) the applicant will pay 100% of the removal costs, up front,
- c) once the applicant has commenced duties with Council and provides a copy of the paid tax invoice from the removalist Council will reimburse 60% of the cost,
- d) the remaining 40% will be reimbursed to incumbent after the completion 18 months employment with Council.
- e) Should the incumbent terminate their employment with Council prior to 18 months of service, Council will not be obliged to reimburse 40% of the removalist fee.

In all cases, the provision of accommodation for an applicant will be assessed in a case by case manner. Council does not, and will not, through this policy, commit itself to providing accommodation in all circumstances. The provision of accommodation expenses may be on the basis of any or all of the following:

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- a) Where Council housing is available it will provide accommodation, at market rent for the applicant.
- b) Council will advertise for rental accommodation if required for the applicant through the local media and through local real estate agents.
- c) Council may subsidise the rental for either premises identified in a) or b) above. Generally rental will be subsidised for a maximum of one year. The assistance provided shall be 50% of the property rental up to a maximum of \$75.00 per week.

LINKS

Referee Checking Form
 Selection Committee Report
 Advertising Request Form
 Recruitment Guidelines
 ICT New Staff Form
 Anti-discrimination Guidelines for Local Councils
 How to Apply for Positions Document
 Application for Employment Form

GENERAL MANAGER

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