



WEDDIN SHIRE COUNCIL

POLICY NUMBER: 14.16.3

POLICY FOR STAFF RECRUITMENT AND SELECTION

Adopted: 17 August 2017

POLICY FOR STAFF RECRUITMENT AND SELECTION (No. 14.16.3)

1. **Title:** Policy for Staff Recruitment and Selection
2. **Number:** Policy Number 14.16.3
3. **Purpose:**
The purpose of this policy is to set out Council's requirements for staff recruitment and selection, including advertising, development of selection criteria, establishment of selection panels and documentation.
4. **Application:**
The policy applies to all advertised positions for permanent, casual or fixed term employees.
5. **Associated Legislation and Other References:**
 - Weddin Shire Council Equal Employment Opportunity Management Plan
 - Local Government (State) Award 2010;
 - Local Government Act 1993;
 - NSW Anti-Discrimination Act 1977;
 - Commonwealth Sex Discrimination Act 1984;
 - Commonwealth Racial Discrimination Act 1975;
 - Commonwealth Racial Hatred Act 1995;
 - Local Government Amendment (Employment Protection) Act 2003 and related Proclamations.
6. **Policy**
 - a) **Selection Criteria**

Selection criteria will be developed for all vacant positions which are subject to recruitment action.

Selection criteria will be included:-

 - in position information packages – for managerial, professional and supervisory positions,
 - in recruitment advertising – for lower level positions where information packages may not be supplied;

Selection criteria will be developed according to the following guidelines:

Essential Criteria

 - formal educational, professional or vocational qualifications;
 - demonstrated relevant experience;
 - specialist knowledge and skills;
 - judgement and problem-solving skills;
 - management, supervisory and leadership skills;
 - interpersonal and communication skills;
 - special requirements of the position consistent with hours of operation, location, mobility, uniqueness, autonomy and so on.

Desirable Criteria

- preferred qualifications.
- preferred work experience;
- behavioural characteristics, such as ease in dealing with the public, preparedness to work alone and willingness to work elsewhere in the organisation when required;

b) Advertising

The General Manager or responsible Director will determine how each type of vacancy will be advertised so that suitably qualified people can apply.

All positions advertised externally will also be advertised internally, where applicable, using the notice boards at the office and/or the works depot.

All advertisements for vacant positions will specify a closing date for receipt of applications.

The General Manager may decide to use the services of registered employment agents. Advertising will be at least equivalent to council's normal requirements.

c) Applications

All applications shall be dealt with in confidence.

Late applications shall not be accepted except with the prior approval of the General Manager or responsible Director, unless clearly postmarked prior to the closing time.

Certain categories of positions may be subject to security checks. Various other checks including a criminal record check are prescribed for positions involving working with children.

Applicants should be prepared to provide formal evidence of credentials and qualifications, as well as evidence of citizenship, visas, work permits and the like.

d) Selection Panels

The General Manager or responsible Director will be responsible for the appointment of the selection panel and nomination of the convenor.

Selection panels will comprise at least three members, one of whom is to be independent of Council.

Gender balance of the applicants will be reflected in the membership of selection panels.

The selection panel is answerable through the convenor to the General Manager or responsible Director. The convenor is responsible for liaising with the General Manger or responsible Director. Members are responsible individually for advising the convenor of real and potential conflicts of interest. Confidentiality is to be maintained at all times.

The convenor shall prepare a report on the interviews and the panel's recommendation on conclusion of the process, for signature by all members. Where the decision is not unanimous, the majority opinion shall prevail.

POLICY FOR STAFF RECRUITMENT AND SELECTION (No. 14.16.3)

The panel is automatically dissolved when a recommendation to offer or not to offer appointment is approved. The General Manager may reconvene or dissolve a panel at any time.

Members of selection panels should be familiar with selection techniques, including merit-based recruitment and principles of equal employment opportunity. Training may be provided to assist members.

e) Interviews

A shortlist of up to five applicants will be prepared by the convenor in consultation with the General Manager or responsible Director, who may also approve the inclusion of additional applicants.

A set list of questions will be prepared by the convenor and will be put to each interviewee. Discussion may take place around the responses given.

Nominated referees may be contacted by the convenor before and/or after the interviews. A confidential record of the comments made shall be retained.

A Medical Examination may be required as part of the selection process.

Offers of employment will be made subject to the following conditions unless otherwise advised:-

- i) a probationary period
- ii) payment of wages directly into a bank account

Council may contribute to interview expenses by prior agreement.

7. Non-compliance

Non-compliance with this policy may render an employee liable for disciplinary action.

8. Review and Amendment

- This policy shall be reviewed at four (4) yearly intervals, to ensure it meets all statutory requirements and the needs of Council.
- This policy may be amended or cancelled by Council at any time without prior notice or obligation.

9. Adoption

- This policy commences as from the date of adoption by Council, being 17 August 2017

10. History

Version	Details
14.16.1	Adopted 19 March 2009
14.16.2	Adopted 21 June 2013
14.16.3	Adopted 17 August 2017