

Purpose

To establish an appropriate Recruitment and Selection Policy so as to ensure the most suitable person is recruited or promoted on merit to any new or vacant position within Council in accordance with legislative and EEO provisions.

Scope

This Policy applies to all staff positions within Greater Hume Shire (Council).

Definitions

Policy Content

Staff positions within Council will be advertised in accordance with the Local Government Act 1993, Section 348 – Advertising of Staff Positions:

1. 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.
2. If the position is a senior staff, the requirement of this section is satisfied if the position is advertised at least twice in daily newspaper circulating throughout the State.
3. This section does not apply to:
 - a. The re-appointment, under a new contract, of a senior staff member, or
 - b. The appointment of an employee if the term of employment is for :
 - i. Not more than 12 months, or
 - ii. Two or more periods that together are not more than 12 months in any period of 2 years.

In addition the Local Government Act 1993, Section 349 – Appointments to be on Merit states:

1. When the decision is being made to appoint a person to a position:
 - a. Only a person who has applied for appointment to the position may be selected, and
 - b. From among the applicants eligible for appointment, the applicant who has the greatest merit is to be selected.
2. The merit of the persons eligible for appointment to a position is to be determined according to:
 - a. The nature of the duties of the position, and
 - b. The abilities, qualifications, experiences and standard of work performance of those persons relevant to those duties.

As per Local Government (State) Award 2009, Section 29 – Appointment and Promotion

- i. Where an internal applicant has applied for a new or vacant position and their application is unsuccessful, the employee may:
 - a. Request in writing the reasons as to why they were not appointed; and
 - b. Upon such request Council shall provide the reasons in writing.

Advertising Procedures

All new and/or vacant positions at Council will be advertised in such a manner as to ensure that a reasonable pool of applicants is available for the role.

The following advertising processes will be implemented in relation to new and/or vacant positions.

1. Operational positions, i.e. positions with no management or supervisory function will concurrently be advertised internally, the Border Mail and in the Eastern Riverina Chronicle.
2. Positions with management responsibilities or specialist technical/professional positions, i.e. Manager and Supervisor level positions or specialist technical/professional positions, will, as a minimum, be advertised in the regional newspapers in Albury and Wagga Wagga such as the Border Mail and Daily Advertiser.
3. Positions of General Manager and Director will, as a minimum, in addition to the above (1 & 2) be advertised at least twice in a daily newspaper circulated throughout New South Wales such as The Sydney Morning Herald.
4. All positions will be placed on Council's website in the Employment Opportunities - Position Vacant section.

In regard to the appointment of General Manager, Council may consider the appropriateness of appointing a recruitment consultant specialising in Local Government appointments to advise Council on the recruitment process including advertising, shortlisting and assisting with the selection of a suitable applicant.

Advertisements must meet the requirements of Anti-Discrimination Legislation as detailed in Council's EEO Management Plan and must not contain discriminatory or offensive language.

All advertisements for vacant positions will specify a closing date for receipt of applications. Applications may be accepted after the closing date provided that written advice of intention to apply was received from the potential applicant prior to the position's advertised closing date, is verified by Director Corporate & Community Services and the formal application is received within two working days of the closing date.

All advertisements will be distributed to staff electronically via Council's internal email system. The Human Resources Officer will ensure that a hard copy of all advertisements are placed on the notice board at each of Council's depots and other remote sites so as to ensure that those staff that do not have access to the internal email system are made aware of all advertisements.

Appointments to which Section 348 and 349 of the Local Government Act do not apply are as follows:

- a. An appointment by way of demotions or,
- b. An appointment by way of lateral transfer, unless the council decides that those sections are to apply to the appointment.
- c.

Confidentiality

Applications for employment contain personal and confidential information and will therefore be made available only to the interview selection panel or authorised officers. Applicants have a right to expect that their application will remain confidential. The Human Resources Officer is responsible for coordinating security and confidentiality of applications.

Short Listing and Interviews

Selection for the short list will be based on the established selection criteria for the position as detailed in the advertisement. Only those applicants who demonstrate in their application that they meet the essential selection criteria for the position will be eligible for an interview. Applicants selected for interview must provide proof that all licences/permits listed as essential selection criteria are current and valid.

Council will establish a panel of 10 employees who will form the basis of all interview panels. Each staff member on the panel will undergo training in interview techniques and EEO principles.

Interview Selection Panels for operational positions, i.e. positions with no management or supervisory function should consist of a maximum of 3 persons. In accordance with Council with Council's EEO policy, all selection panels will consist of both male and female panel members. The suggested composition is a maximum of 2 persons from the panel of staff who have expertise in interview techniques and the immediate supervisor of the position.

Interview Selection Panels for positions with management responsibilities or specialist technical/professional positions will consist of a maximum of 4 persons, all of whom will be from the approved panel of interview staff.

Interview Selection Panels for positions of Director will consist of 4 persons. The suggested composition is the Mayor (or his/her delegate), the General Manager, 1 other Director from Council and a panel member independent of Council with expertise/interest in Local Government.

Interview Selection Panels for position of General Manager shall be determined by Council on a case by case basis and would depend in part on whether Council has engaged a recruitment consultant to undertake the recruitment process, but could consist of the full Council or a subcommittee formally appointed by Council.

All selection panel members must be aware of their responsibilities under Anti-Discrimination Legislation.

Any staff member who has a close personal relationship with any of the applicants for a position will be disqualified from participating in the interview and appointment process. In this regard, members of the selection panel are to advise the panel convenor (or General Manager in the case of the panel convenor) if they have a conflict of interest or potential conflict of interest.

All interviewees must be subject to the same line of questioning. Questions are to be structured in accordance with the job selection criteria as advertised and are designed to gather information on the applicant's skills, abilities, qualifications and experience in relation to the position. Other matters such as conditions/benefits of employment, commencing salary, pre-employment medical requirements and any other relevant issues relating to the position should be discussed. All questions and references must be structured in a non-discriminatory manner and must be in accordance with adopted EEO principles.

Upon completion of the interview, the panel should discuss and evaluate each interview on their individual merits in relation to the position selection criteria. The applicant who displays the greatest merit is to be selected.

The panel convenor will prepare a report on the interview process to be filed in accordance with Council's records management procedures.

The Role of the Human Resources Officer

Council's Human Resources officer will be the principle support person for all recruitment functions as follows:

- Drafting advertisements for vacant positions
- Coordinating the placement of advertisements so as to ensure all provisions of this policy are adhered to
- Liaising with the immediate supervisor of the vacant position in relation to the composition of the interview panel
- Drafting appropriate interview questions
- Coordinate shortlisting activities and, taking into consideration the views of panel members, finalise the interview schedule.
- With the exception of General Manager and Director positions, participate in all interviews and provide oversight to the interview process ensuring the views of all panel members are respected.
- Coordinate appointment procedures for the successful applicant and notify all unsuccessful applicants

The Working With Children Check

The Working with Children Check is a formal process of checks to help determine someone's suitability to work with children or have unsupervised access to children in their work.

The Commission for Children and Young People Act 1998 and the Child Protection (Prohibited Employment) Act 1998 provide a structured screening process, including:

- A criminal record check
- A check of relevant Apprehended Violence Orders
- A check relating to previous relevant completed disciplinary proceedings
- And other probity check relating to previous employment or other activities.

The purpose of the Working with Children is to exclude or deter people who are clearly unsuited to working with children or having unsupervised access to children from being appointed to child related positions.

When a child related position is advertised, the following information must be incorporated in the advertisement:

- Applicants should note that they must hold a current Working With Children Check
- It is an offence under the NSW Child Protection (Prohibited Employment) Act 1998 for a person convicted of a serious sex offence to apply for this position.

Applicants will be asked to provide a copy of their current Working With Children Check which Council will verify the applicant has clearance.

Pre -Employment Functional Capacity Evaluation

Prospective employees for outdoor and/or manual labour positions with Greater Hume Shire Council may be required to undertake a Pre-Employment Functional Capacity Evaluation examination. Where it is deemed necessary for a Pre-Employment Functional Capacity Evaluation to be undertaken, appointment of the prospective employee will be subject to satisfactory results of the examination. Prospective employees are required to attend the offices of Rehabilitation Outcomes in Albury. Council will meet all costs associated with the conducting of pre-employment functional capacity evaluations.

Where it is deemed necessary for a Pre-Employment Functional Capacity Evaluation to be undertaken, the prospective employee should not commence duties prior to the results of their pre-employment functional evaluation being finalised.

Offer of Employment

All appointments to the staff of Greater Hume Shire Council must be accompanied by a written offer of employment (in duplicate).

Letters of offer will be drafted by the Human Resources Officer and signed by the General Manager and will detail all relevant terms and conditions of employment applicable to the position being offered, i.e. basis of employment (casual, temporary, full-time etc), standard hours of work, position Grade and Step, pre-employment medical requirements, probationary period, etc. The duplicate copy of the letter of offer is to be signed by the successful applicant and returned with a signed duplicate copy of the position description for the position applied for and be placed on the employee's employment file. All new employees of Council will have their choice of super fund.

The position Grade and Step and conditions offered to the successful applicant must be in accordance with the relevant "Position Vacant" advertisement.

Links to Policy

Links to Procedures

References

Responsibility

Director Corporate & Community Services

Relevant Legislation

Local Government State Award 2010
 Local Government Act 1993 (NSW)
 Anti-Discrimination Act 1977 (NSW)
 NSW Industrial Relations Act 1996
 The Commission for Children and Young People Act 1998
 Child Protection (Prohibited Employment) Act 1998

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