

Document Name	Document Version Number	Review Date
Recruitment and Selection Policy	1.0.3	December 2023
Date Adopted	Minute Number	Status
18 December 2019	5488	Major Revision

### Purpose

To ensure the most suitable applicant is recruited and selected from a pool of applicants, based on merit and the ability to demonstrate the essential level of skill, to a newly created, or vacant position, within Greater Hume Council (Council). This Policy provides guidelines to all parties involved in the recruitment, selection and promotion of employees at Council. It outlines the procedures that embody the recruitment and selection process, in accordance with the Local Government (State) Award and Local Government Act.

### Scope

This policy applies to all paid full time, part time, casual and fixed term positions within Greater Hume Council.

### Definitions

Refer to 'Recruitment and Selection Procedure'.

### Policy Content

As per the Local Government (State) Award 2017, Clause 33 Appointment and Promotion.

### Links to Policy

Anti-Discrimination and Equal Employment Opportunity Policy.

### Links to Procedure

Recruitment and Selection Procedure.

### Links to Forms

Authority to Recruit Form  
 Appointment Authority Form  
 Higher Duties Form  
 Shortlisting Form  
 Reference Check Form  
 Acceptance of Employment Form

### References

Model Code of Conduct for Local Councils in NSW  
 Anti-Discrimination and Equal Employment Opportunity Policy and Procedure  
 Employment Application Guidelines  
 Corporate Induction

### Responsibility

Director Corporate and Community Services  
 People and Culture Officer

### Document Author

People and Culture Officer

### Relevant Legislation

Local Government State Award 2017

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

WWCC Act 2012

Work Health Safety Act 2011 (NSW)

Equal Employment Opportunity Act 1987

Disability Inclusion Act 2014

Disability Inclusion Regulation 2014

Privacy Act 1988

Government Information (Public Access) Act 2009

### **Associated Records** **Insert Content**