

## 1. Purpose

This procedure identifies the processes associated with recruiting to all newly created, or vacant positions within Greater Hume Council (Council). By following this procedure, it will ensure applicants are recruited on the basis of merit and skill, in a manner free from discrimination and produces a fair and transparent outcome for all applicants. This procedure will ensure that Council's recruitment and selection process will meet the requirements of The Local Government Act 1993 Section 348 and 349 and a suitable pool of applicants is available to attract, select and retain from.

## 2. Scope

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

## 3. Definitions

### Council

Greater Hume Council (GHC), ABN: 44 970 341 154

### Employee

An individual who works under a contract of employment with Council. For the purpose of this procedure, this does not include: a contractor or subcontractor; an employee of a contractor or subcontractor; an employee of a labour hire company who has been assigned to work in the business or undertaking; a student gaining work experience; a volunteer; or a person involved with an employment scheme.

### Employer

All employers in local government or in the local government industry within NSW that are covered by clause 44, Area, Incidence and Duration of this Award. For the purpose of this procedure, the employer is Greater Hume Council.

### Equal Employment Opportunity (EEO)

The principle that ensures all employees and potential employees are treated equitably and fairly, free from discrimination, regardless of their race, sex, marital status, age or sexual preferences

### General Manager

A person appointed in accordance with section 334 of the Local Government Act 1993 (NSW) to discharge the duties and responsibilities of the office of general manager set out in section 335 of the Local Government Act 1993 (NSW) and such duties that a council may delegate to the general manager. When carrying out these duties, the general manager is acting on behalf of the council.

### Recruitment

The process of attracting a suitable pool of applicants to the organisation to fill an employment vacancy

### Secondment

Arrangements between the employer and employee, in which the employee is temporarily assigned to another role within the organisation.

### MANEX

An acronym for Council's Management and Executive team, comprising of the General Manager and the three Directors.

#### 4. Responsibility

Director Corporate and Community Services.

#### 5. Procedure Instruction

##### 5.1 Overview

The following procedure is designed to be followed for recruitment involving all paid permanent vacant positions and all paid temporary vacant positions with a timeframe greater than 12 months.

In the event that a position is vacant with a likely duration of less than 6 months, it may be appropriate to fill this position with current employees acting in Higher Duties arrangements (refer to section 5.16).

Secondment arrangements will be advertised internally to all Council employees, as an expression of interest. These arrangements will have a timeframe ranging from 6 months to 24 months, specifying an end date and that the employee will return to their substantive position and salary at the conclusion of the secondment arrangement.

Recruitment to the position of General Manager will be performed in accordance with the Local Government Act 1993. Refer to section 5.3 and 5.6.1 for further information regarding the appointment of a General Manager and designated senior staff.

##### 5.2 Position Review

Prior to commencing the recruitment process the General Manager, Director, or MANEX team will carry out a review of the position. The review will determine whether or not the position, in its current form or in a modified form, should continue. This decision should consider the following:

- Known or projected workload;
- Current staffing arrangements;
- Budget status;
- Known or projected changes in the external environment, including funding;
- Opportunities for resource sharing; and
- Comparative needs elsewhere within Council.

A review of the position description will be undertaken by the Manager of the position to ensure that it accurately describes the purpose of the role, key responsibilities and the essential criteria such as knowledge, skills, experience and qualifications required.

A job evaluation will be conducted by the People and Culture Team, using Council's Salary Evaluation System. An evaluation ensures that the classification is consistent with Award provisions and that the remuneration that is being offered is consistent with Council's salary system and Award requirements.

Any changes to the position description are to be forwarded to the People and Culture Officer prior to advertising the position, in order for amendments to be made and the position description finalised.

An Authority for Recruitment form must be completed by the requesting Manager or Director, signed and approved by the General Manager and forwarded to the People and Culture Officer prior to advertising the position. The form will then be uploaded to the specific recruitment folder on Council's Electronic Records System.

##### 5.3 Advertising Positions

All new and/or vacant positions at Council will be advertised in such a manner as to ensure that a suitable 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 initially be advertised internally. If a suitable pool of applicants are not available, such positions will be advertised externally. Advertising channels for internal positions include:
  - Council's All Staff Internal Email system;
  - Hard copies of the advert(s) placed on notice boards in each council office and depot location; and
  - Reminders emailed to Supervisor's to ensure All Staff are aware of the position(s).

Advertising channels for external positions include:

- Council's All Staff Email system;
  - Council's Website and Facebook Page;
  - Council's Youth Committee Facebook Page (if the position is applicable to youth);
  - Jobs Albury/Wodonga Facebook Page;
  - Jobs Riverina Website;
  - Border Mail Newspaper in Saturday editions;
  - Eastern Riverina Chronicle;
  - Wagga Daily Advertiser in Saturday editions (if applicable); and
  - Local Government Job Directory (if applicable)
2. Positions with management responsibilities or specialist technical/professional positions, i.e. Manager, Supervisor and Ganger level positions or specialist technical/professional positions, will, as a minimum, be advertised in the regional newspapers in Albury, such as the Border Mail
  3. Positions of Director will, as a minimum, in addition to the above (1 & 2) be advertised at least twice, in accordance with the Local Government Act 1993, in a daily newspaper circulated throughout New South Wales such as The Sydney Morning Herald
  4. The position recruitment of the General Manager will be undertaken by Council's Mayor and Councillors with the assistance of an external recruitment organisation
  5. The People and Culture Officer will prepare advertisements for internal and external positions. They will also forward the advertisement(s) to Council's Executive Assistant for formatting and provide a detailed outline of advertising channels and timeframes. All advertisements will specify a closing date for receipt of applications. 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
  6. The Executive Assistant will distribute the external advertisements to the requested advertising channels, alongside Council employees via Council's Internal Email system. The People and Culture Officer will distribute internal advertisements to All Staff via Council's Internal Email system. The People and Culture Officer will also ensure that a hard copy of all advertisements are placed on the notice boards of all Council's offices and depots to ensure All Staff are aware of the employment opportunities
  7. All positions will be placed on Council's website in the 'Careers with Us - Position Vacant' section. All positions will also be regular posted on Council's Facebook page and shared to other relevant Facebook pages.

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.

Information for all potential applicants will be available on Council's website or from the People and Culture Officer. This will include:

- A copy of the advertisement;
- A position description; and
- Employment Application Guidelines that gives a brief outline of Council's application and interview process.

### 5.4 Applications

Applications for positions will be required to be completed and submitted in align with Council's Employment Application Guidelines, located on Council's Website in the 'Careers with Us' tab. The guidelines provide a step-by-step outline on what is required in each applicant's application and how to submit it to Council.

The contact person provided in the advertisement is to be available throughout the advertising period and be willing to provide factual information about the position.

Applications may be accepted 2 working days 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. It must be verified by Director Corporate & Community Services and the formal application must be received within two working days of the closing date.

As per the Employment Application Guidelines, applicants will be contacted within three working weeks from the advertisement closing date. This contact will invite shortlisted applicants to interview via phone and email. Once interviews have been conducted, remaining applicants will receive an email to advise of their unsuccessful application,

Internal applicants for internally advertised positions are applicable to access assistance for their application. The People and Culture Officer will provide an 'Application Template' with the advertisement via Council's Internal Email system, for those employees who require assistance. A nominated employee will be available to assist with the application, however on an appointment and feedback only basis.

#### 5.4.1 Internal Expression of Interest Applications

As per section 5.16.2, short-term temporary positions must not exceed 12 months in length. Therefore, such appointments will be initiated by the People and Culture Officer emailing an advertisement internally only, via Council's Email system. All employees of Council have the opportunity to express their interest in the position and the same recruitment process will occur as detailed throughout this procedure. If the pool of applicants is not deemed suitable, the manager requesting the position is to assess the factors as listed in section 5.11 and potentially place the advertisement externally.

### 5.5 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 People and Culture Officer and Records Officer are responsible for coordinating security and confidentiality of applications.

### 5.6 Interview Preparation

#### 5.6.1 Interview Panel

A panel of interviewers will be established. The People and Culture Officer (or Director Corporate and Community Services, if the People and Culture Officer is absent) will always be a consistency and will participate in all interviews, with the exception of a Director or General Manager position.

For all positions other than General Manager and Directors, the panel will consist of the People and Culture Officer, the Director or Manager of the position and the Supervisor or Ganger (if applicable), or a colleague influenced by the position. An interview guide will be available to all panel members to assist with understanding the process of an interview. It will include how to:

- Conduct yourself;
- Be prepared;
- Ask questions;
- Be aware of legal implications;
- Remain focused;
- Take notes; and
- Analyse and elaborate on information.

The interview panel for Directors will include; Council's Mayor, General Manager, one of Council's other Directors and a person with specialised knowledge of the position who is external to Council.

#### 5.7 Short Listing

The People and Culture Officer will email a meeting request to all panel members to arrange a shortlisting date and time. This date and time will be within one working week of the advertisement closing date. It is the People and Culture Officer's responsibility to ask panel members to declare any conflict of interest, which will be dealt with in accordance with Part 5 of Council's Code of Conduct for Staff.

Shortlisting will be undertaken by all panel members involved with the advertised position. Applications are to be shortlisted against the essential criteria only. As per Council's Employment Application Guidelines, it is crucial for applicants to address the essential criteria. It is also encouraged that applicants include other relevant experience, skill sets and requirements of the role, as outlined in the position description.

Once the review of all applications has concluded, unsuitable applicants are to be removed from the shortlisting pool. Before doing so, panel members must ensure such applications are not a reasonable fit to the position, with them:

- Not addressing the essential criteria; and
- Not providing information on relevant experience, skill sets and/or requirements of the role.

Further shortlisting of applications will occur with the panel selecting from two to five applicants to invite to interview. Please note, the number of final shortlisted applicants will vary depending on the pool of applications received for the position. This variation of numbers in final shortlisted applications, provides Council with a fair and suitable pool of talent to recruit from. Final shortlisted applications will be selected in accordance with equal opportunity principles and on the basis of merit and skill.

A Shortlisting Matrix will be completed by the People and Culture Officer whilst the panel shortlist applications. It will be used on the basis of the position's essential criteria and if applicants meet the criteria. The Matrix will be uploaded to the designated recruitment folder by the People and Culture Officer once completed.

Once the shortlist is complete and the panel agree on the applicants to invite to interview, the People and Culture Officer is responsible for initiating the interviewing process and inviting applicants to interview by phone and email.

### 5.8 Interview Questions

Interview questions will be developed by the People and Culture Officer, in conjunction with the Manager or Director of the vacant position. These questions will be skill, experience and behaviourally based, focusing on the essential criteria of the position, alongside Council's guiding principles. The People and Culture Officer will draft a set of questions and email to the Manager or Director of the position to review. Once they are approved, the People and Culture Officer will create interview booklets. Please note, all interviewees are subject to and will have the same questions asked to them.

The People and Culture Officer will arrange all aspects of the interview, ranging from:

- Booking a room for interviews in one of Council's Offices;
- Preparing interview booklets and delivering to the interview;
- Contacting applicants via phone and email to advise of interview;
- Ensuring the Panel are aware of all details;
- Ensuring Customer Service are aware of interviews to greet applicants; and
- Ensuring all processes are conducted with equity.

Interviews should be held as soon as possible after the closing date. Applicants selected for interview should be given at least one week's notice and advised of time, date, venue and any other necessary information (e.g. production of qualifications, examples of written work etc.).

### 5.9 Interviews

Interviews will be conducted by the panel alongside the People and Culture Officer, in a structured and consistent manner. Each applicant will have the same set of questions asked to them, with the opportunity to seek clarification and/or ask questions at the conclusion of the interview. Confidentiality will be maintained by the panel throughout the interview process.

It is crucial to ensure panel members have a consistent scoring approach throughout interviews. Each interview booklet has a scoring rationale ranging from zero to four, accompanied by a brief explanation of the requirements of each number. It is encouraged that panel members discuss applicant answers and scores, before interviewing the following applicants.

Throughout each interview, the People and Culture Officer will sight employee documentation, including:

- Drivers licence;
- Competencies;
- Certificates or qualifications; and
- Other relevant checks such as, a Working with Children Check (depending on position requirements).

Panel members will note that a section of the interview questions has been allocated to reference each essential criteria item, in which the People and Culture Officer will confirm if the applicant holds such criteria.

Once interview questions have been asked and the applicant has no further information to add, the panel will provide the opportunity for the applicant to ask any questions they may have of the organisation or the position.

The panel will also specify the following:

- Position details - including the location of the position; work hours and days, including a 9 day fortnight;
- Range of salary;
- Additional requirements within skill and competence;
- Allowances - if applicable; and
- Probation Period – three month probation with monthly conversations and reports.

The People and Culture Officer will conclude the interview by asking if the applicant's referees are current and aware they may be contacted. They will also thank the applicant for attending the interview and reassure them contact will be made by phone or email within one week.

Once the interviews have concluded for the position, the panel will determine a preferred applicant by discussing who has provided the greatest merit, but also, who would provide the greatest organisational fit. The Summary and Recommendation form provided in each panel member's interview booklet, requires a summary of applicant interview scores, alongside an eligibility list. Number one on the eligibility list identifies the preferred applicant for the position. If the panel agree to shortlist an applicant, they will be identified as number two. The panel are also required to individually provide a brief explanation in the 'Notes' section of the form, as to why the preferred applicant has been selected.

To conclude the initial interviews, the panel are required to complete their interview booklet by ensuring the following is complete:

- Conflict of Interest Declaration;
- Each individual applicant's interview questions signed at the bottom of the scoring section;
- The Summary and Recommendation form; and
- Interview Convenor only – Reference Check and Appointment Authority form.

The interview convenor is the position's Supervisor, Manager or Director on the interview panel. They are required to conduct the preferred applicant's reference check by contacting the provided referee(s) and completing the Reference Check form, located in their interview booklet. Once this has been conducted, the convenor is to contact the other panel members and advise of the outcome and ensure the panel continues to agree to the preferred applicant. In order to continue the recruitment process, all panel members must agree on the preferred applicant.

If the panel is not in agreement and/or cannot decide on a preferred applicant, a second interview and/or an evaluation of the interview, the applicant's application and their skills and experience will be equally compared. The applicant providing the greatest merit and fit to Council will be decided upon and the necessary process of a reference check will apply. The panel also has the ability to complete a reference check on both applicants to assist with the decision.

The People and Culture Officer will then collect all panel member's interview booklets and store until the preferred applicant's appointment. Council's Records Department will then upload each panel member's booklet to the designated recruitment folder.

### 5.10 Reference Checks

Reference checks are to be conducted by the interview convenor. Each reference check is to be recorded on the Reference Check form and consists of the convenor obtaining an array of information from past employer(s) regarding the applicant's work experience and ethic, performance, skills and general behaviours. By asking questions associated with these elements, it allows the panel to gain insight into the preferred applicant's ability and potentially confirm suitability to the position. The convenor is *not* to provide the referee any indication that the applicant is the panel's preferred applicant.

Designated child-related positions in accordance with the Children Protection (Working with Children) Act 2012, must require a referee to comment on the applicant's interactions with children.

### 5.11 Inability to Decide

If a preferred applicant cannot be agreed upon, panel members will confirm their individual choices on the Summary and Recommendation form in the interview booklet. It is essential at this stage of the process that the People and Culture Officer consult with the Director Corporate and Community Services, to determine the direction of the process going forward. The panel convenor, in conjunction with the director of the position and Council's People and Culture Team, will meet to determine an outcome.

If a position is to be re-advertised, the director of the position, alongside Council's MANEX team should assess the following factors:

- Does the advertising strategy require a review?
- Is the remuneration substantial or within market standards?
- Does the position conditions, expectations or job scope require a review?
- Is there anything else we can offer to attract the talent and fit required?
- Are there any workforce planning issues hindering the appointment?
- Is there an opportunity to develop ones skills into the role, for example a career development plan?

Overall, if the pool of applicants has not provided any suitable talent, it is highly recommended the position remain vacant and no appointment is made.

### 5.12 Other Recruitment Strategies

The People and Culture Team have the ability to incorporate other recruitment strategies to assist with the appointment of a preferred applicant. The panel convenor, in conjunction with the People and Culture Team will determine if other assessments are an appropriate course of action for the position. The following strategies may include:

- Qualifications/Competencies Check;
- Criminal Records Check; and/or
- Literacy/Numeracy Test;

If any assessments are applicable, the People and Culture Officer will organise all aspects required for the assessment(s) and will be funded by the Recruitment Budget. The People and Culture Officer will receive a report from the assessment(s) and discuss the outcome with the panel convenor.

### 5.13 Compulsory Pre-Employment Assessments

As per Council's Employment Application Guidelines, the preferred applicant is notified by phone and made aware that pre-employment assessments will be arranged, before a formal written offer of employment is made. The following assessments are listed below.

However, all preferred applicants will undergo a pre-employment medical and functional assessment as a minimum. Other assessments are on an identified basis only.

#### Child Related Positions

Positions identified as child-related, require a valid Working with Children Check and will not be appointed to the position until it has been validated by the People and Culture Officer.

Preferred applicants of Council will undergo a compulsory pre-employment medical examination and functional assessment.



### Medical Assessment

The medical examination will include for all positions:

- Audio-metric testing;
- Spirometer testing;
- Skin check;
- Drug and alcohol testing; and
- Vaccination level blood test (identified positions only when requiring specific vaccinations).

### Functional Assessment

The functional assessment will include for all positions:

- A number of small assessments to determine if the preferred applicant can perform the inherent requirements of the position. For example, sit, stand, squat, safely push a loaded trolley and ergonomics set up; and
- Three-minute cardiovascular step test (this is in addition to the inherent requirements, however not essential to complete).

The People and Culture Officer will organise all aspects required for all assessments and the preferred applicant will be notified of the details by email. The People and Culture Officer will also consult with both the medical and functional provider to ensure reports are received with feedback, to determine the preferred applicant's suitability. They will also notify the panel convenor of the outcome of the assessments, without breaching privacy requirements.

### Plant Competency Assessment (identified positions only)

Identified operational positions require a plant competency assessment. This assessment determines if the preferred applicant is competent in operating the specific item of plant that had been advertised. The People and Culture Officer is responsible for organising all aspects required for the assessment. A written report will be requested, identifying if the preferred applicant is competent operating the item of plant. They will also notify the panel convenor of the outcome of the assessment.

Recommendations may be made within the reports and the People and Culture Officer, in conjunction with the Director of the position, is required to determine how they can be accommodated.

### 5.13.1 Internal Employee Appointments

Internal employees who are the preferred applicant for an alternative or secondment internal position, are not required to complete another set of pre-employment assessments. However, if the position they are the preferred applicant for requires additional physical demand, such assessments will be necessary.

### 5.14 Appointment Authority

The panel convenor is required to provide the People and Culture Officer with the Authority to Appoint form, located in their interview booklet. It should be completed by the panel convenor and all appropriate sections should provide the correct information. The People and Culture Officer should confirm with the Director of the position the starting salary grade. All applicants start on Entry Level of Council's Salary System, unless negotiated otherwise. It is the People and Culture Officer's responsibility to present the form to Council's General Manager to approve.

Once the General Manager has approved the appointment, the People and Culture Officer is required to notify the preferred applicant by phone and all other applicants by email. All applicants have the opportunity to ask for feedback, in which the panel convenor should respond, either by phone or email.

### 5.15 Offer of Employment

An offer of employment is a written contract between Greater Hume Council and the preferred applicant. The preferred applicant cannot become an employee with Council without a written offer of employment. An offer of employment will be made once the General Manager has approved the Authority to Appoint form and all relevant reference checks, pre-employment assessments and any other checks have been completed, relevant to the position. Please note the Authority to Appoint form is required to be uploaded to the designated recruitment folder on Council's InfoXpert system.

The People and Culture Officer is responsible for drafting offer of employment letters and they are signed by the General Manager. These letters detail all relevant terms and conditions of employment applicable to the position being offered, i.e.:

- Employment classification (casual, temporary, part time, full time etc.);
- Hours and days of work;
- Official start date;
- Position Grade and Step in accordance with Council's Salary System
- Probation period, etc.

The offer of employment letter is to be emailed to the preferred applicant, accompanied by Council's Acceptance of Employment form, Position Description specific to the position and a Payroll Pack. These documents and/or the email is to be uploaded to the preferred applicant's Personnel File on Council's InfoXpert system.

Meanwhile, the preferred applicant is required to return the Acceptance of Employment form and Payroll Pack to the People and Culture Officer if they wish to accept the offer of employment letter, in which the Acceptance form should also be uploaded to their Personnel File. The Payroll Pack is to be distributed to Council's Payroll Officer, in order to be set up on Council's Payroll system. All new employees of Council will have their choice of Super fund.

All overseas applicants must complete a statutory declaration in relation to Council's Criminal Record Check Procedure prior to commencement of employment.

### 5.16 Appointment of Casual and Short-Term Temporary Positions

#### 5.16.1 Casual Appointments

The direct appointment of casual employees can be considered if Council is experiencing one or more of the following:

- A reduced number in permanent employees;
- Employees are on an extended period of leave, Workers compensation or in a secondment employment arrangement;
- The need to meet the demands of work flow, for example a large project; or
- The demand of work varies depending on month to month basis for example.

The Manager of the position is required to complete an Authority to Recruit form, in order for the People and Culture Officer to have the General Manager approve. It is also the Manager's responsibility to ensure the relevant position description mirrors the tasks involved.

The People and Culture Officer will organise all aspects required for both pre-employment assessments and the preferred applicant will be notified of such appointments by email. The People and Culture Officer will also consult with both the medical and functional provider to ensure reports are received with feedback, to determine the preferred applicant's suitability. They will also notify the Manager of the outcome of the assessments, without breaching privacy requirements. The Manager of the position is to begin preparing for the incoming employee, whilst having an induction arranged.

### 5.16.2 Short-Term Temporary Appointments

The appointment of short-term temporary positions must not exceed 12 months. As above, the direct appointment of short-term temporary positions can be considered if Council is experiencing one or more of the issues identified in section 5.16.1.

The Manager of the position has the responsibility to inform the People and Culture Officer of the proposed temporary appointment and estimated end date. If applicable, a Higher Duties form is to be completed and distributed to the Payroll Officer. Otherwise, the employee will receive a letter in writing from the People and Culture Officer, detailing the short-term temporary appointment and also outlining an estimated end date to return to their substantive position and salary. The General Manager is required to sign either of these documents. Such documents will be uploaded to the employees Personnel file on Council's InfoXpert system.

### 5.17 Summary of the Role of the People and Culture Officer

Council's People and Culture Officer will be the principle support person for all recruitment functions as follows:

- Ensuring the position review and Authority for Recruitment form is complete for the General Manager;
- Drafting advertisements for vacant positions and distributing to the Executive Assistant for placement. In regards to Internal Expression of Interests, email advertisements to All Staff via Council's Email system;
- Coordinating the placement of advertisements so as to ensure all provisions of this policy are adhered to, i.e. alternative advertising channels such as Local Government Job Directory etc.;
- Maintaining confidentiality throughout the application process and liaising with the immediate supervisor of the vacant position in relation to the composition of the interview panel;
- Coordinate shortlisting activities and, taking into consideration the views of panel members, finalise the interview schedule. Drafting appropriate interview questions and having the panel convenor provide any feedback;
- Coordinate interviewing, ensuring all essential documentation is complete and the appointment of a preferred applicant if a suitable pool of applicants was received;
- Arrange pre-employment assessments, initiate offer of employment documentation and ensure all necessary checks have occurred for the on boarding of a preferred applicant. Such checks may include:
  - Operational positions – fuel card, keys, vehicle (leaseback agreements), computer access (if applicable), building access codes, uniform pick up and corporate and worksite induction
  - Office based positions – computer access, keys, building access codes and corporate and Records induction
  - On boarding – ensure the Director or Manager of the position introduce the preferred applicant to the organisation via Council's All Staff Internal Email system and/or a face-to-face introduction when applicable
- Submitting all interview documentation, applications and forms to Records for uploading to Council's Records system.

### **6. Training**

Interview Panel Training

Interview Convenor Training

Anti-Discrimination Training

### **7. Links to Policy**

Recruitment and Selection Policy

Model Code of Conduct

EEO Management Plan

Criminal Record Check Policy

Child Protection Policy

Personal Relationships Policy

### **8. Links to Other Procedures**

Criminal Record Check Procedure

Child Protection Procedure

Induction Procedure

Records Management Policy

### **9. Links to Forms**

Authority for Recruitment of Staff Form

Referee Check Form

Authority to Appoint Form

Higher Duties Form

Acceptance of Employment Form

### **10. References**

Nil at time of adoption

### **11. Relevant Legislation**

Local Government Act 1993

Local Government (State) Award 2017

Carers Recognition Act 2010

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

### **12. Associated Records**

Authority for Recruitment of Staff Form

Position Description

Employment Application Guidelines

Application Template

Interview Booklets

Referee Check Form

Authority to Appoint Form

Higher Duties Form

Acceptance of Employment Form