



# Recruitment and Selection Policy

## Purpose

This document outlines Council's commitment to providing fair, equitable and inclusive recruitment and selection practices based on merit. Our intent is to attract and retain high calibre, skilled and innovative employees. This contributes to the efficient delivery of the organisations mission, key objectives, and cultural commitments.

## Governance Principles

Section 9 of the Local Government Act 2020 (the Act) specifies the overarching governance principles and supporting principles that Council must adhere to in the performance of its role and functions.

This policy gives effect to the following overarching governance principles outlined in Section 9(2) of the Act:

- Council decisions are to be made and actions taken in accordance with the relevant law;
- Priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- The municipal community is to be engaged in strategic planning and strategic decision making;
- Innovation and continuous improvement are to be pursued;
- Collaboration with other Councils and Governments and statutory bodies is to be sought;
- The ongoing financial viability of the Council is to be ensured;
- Regional, state and national plans and policies are to be taken into account in making strategic planning and decision making;
- The transparency of Council decisions, actions and information is to be ensured.

This report also takes into account the following supporting principles defined in Section 9(3) of the Act:

- The strategic planning principles;
- The financial management principles; and,
- The service performance principles.

## Definitions

<b>Council</b>	Baw Baw Shire Council.
<b>Employee</b>	A person who is employed directly by the Council as a result of following the recruitment process.
<b>Agency Employee</b>	A person who undertakes work for Council but is employed directly by a Recruitment Agency.
<b>Temporary/Fixed term</b>	An employee employed for a limited time period, whether internal secondment or agency staff.
<b>Contractor</b>	A person or company that undertakes work for Council but is not an employee. Contractors must have an Australian Business Number (ABN), public liability insurance, work cover provisions and other relevant documentation as required by the ATO, risk management and the corporate safety systems.
<b>Equal Opportunity</b>	Council is committed to building a workforce that is reflective of the diversity found in its community. Equal opportunity is a process to ensure that all people regardless of age, gender identity, sexual orientation, race, disability, or any other characteristic has access to the same opportunities. Baw Baw Shire Council acknowledges that unconscious bias is a key barrier for many jobseekers and will adopt best-practice inclusive and accessible processes throughout all stages of the recruitment lifecycle.
<b>Conflict of interest</b>	Occurs when an individual or organisation has an interest that might compromise their impartiality. A conflict of interest can exist even if no improper act results, however this may create an appearance of impropriety that can undermine confidence in the conflicted individual or organisation.
<b>ELT</b>	Executive Leadership Team – includes CEO and Directors
<b>HR OnBoard</b>	Baw Baw Shire’s electronic Onboarding system

## Scope

This policy relates to the recruitment and selection of all employees engaged by Baw Baw Shire Council. All recruitment and selection processes are to be conducted in accordance with relevant legislation, policies, and associated processes.

## Legislative context

This policy is in accordance with the below:

Age Discrimination Act 2004

Australian Human Rights and Commissions Act 1986

Disability Discrimination Act 1992

Equal Opportunity Act 2010

Fair Work Act 2009

Freedom of Information Act 1982

Gender Equality Act 2020

Health Records Act 2001

Local Government Act 2020

Privacy Act 1988

Privacy and Data Protection Act 2014

Racial and Religious Tolerance Act 2001

Racial Discrimination Act 1975

Sex Discrimination Act 1984

The Victorian Charter of Human Rights and Responsibilities 2006

Victorian Occupational Health and Safety Act 2004

Worker Screening Act 2020

Workplace Injury, Rehabilitation and Compensation Act 2013

## Related policies and documents

Employee Code of Conduct

Equal Employment Opportunity Policy

Baw Baw Shire Council Enterprise Agreement

Flexible work Policy

Gender Equality Action Plan

Employee Remuneration Policy  
Workforce Plan  
Working with Children Check Policy  
Grievance Policy  
Performance and Behaviour Management  
policy

## Policy Principles

The principle of this policy is to maintain best practice recruitment and selection approaches. The policy ensures all applications for employment will be considered objectively against the relevant position description, with the aim to select the highest quality and most suitable candidates for interview and appointment to Council.

### 1. Policy detail

The Recruitment and selection policy has been prepared and published in alignment with Local Government Act 2020 requirements,

- ensures that recruitment decisions are based on merit; and
- supports transparency in recruitment processes and the public advertising of positions; and
- has regard to the gender equity, diversity and inclusiveness measures specified in the workforce plan.

### 2. Employment arrangement types

#### 2.1 Permanent employment

Permanent employment related to a position at Council that is on-going in nature with no conclusion date specified.

#### 2.2 Temporary employment

Temporary employment relates to when an employee is engaged on either a fulltime or part-time basis to work in a position that is temporary in nature which with a set start and conclusion date. This is typically applied for

- a specific project, task, or tasks,
- to relieve in a vacant position arising from an employee taking approved leave, whether the leave is planned or unplanned,

- to take up a position specifically created to meet Council obligations under a funding Agreement with another level of government or another agency where that funding is for a fixed term.

Council aims to minimise the use of temporary employees and labour hire workers and will not dispense with a permanent position for the purpose of creating a temporary position.

### **2.3 Higher duties - Acting arrangement**

An employee may be appointed to relieve in a position equal to or higher where the employee is required to perform the substantive functions of the role for more than one day but no more than 3 months. This arrangement will be formalised following the higher duties process and in alignment with the Employee remuneration policy.

### **2.4 Internal secondments**

This is an agreement that allows an employee to accept a fixed term role on the basis that they will return to their substantive role upon conclusion of the secondment period. Secondments are appropriate when the temporary arrangement is longer than 3 months. Secondments are subject to the eligibility criteria applicable to Internal candidates outlined in clause 6.4.

### **2.5 Full-time Employment**

Full-time employee is an employee engaged to work 38 ordinary hours per week.

### **2.6 Part-time Employment**

Part-time employment is when an employee is engaged and works less than the full-time hours of 38 per week, has a regular pattern of work and receives, on a pro rata basis, equivalent pay, and conditions.

### **2.7 Casual Employment**

Casual employment is when an employee is engaged to perform work on an occasional or non-systematic or irregular basis and paid as such but does not include a part-time or full-time employee.

## **3. Planning and Coordination of Recruitment Activities**

### **3.1 Recruitment planning**

All vacancies including internal/external vacancies and recruitment agency listings, short/long term, temporary and permanent vacancies are the responsibility of the hiring manager. The hiring manager is required to,

- Facilitate role task analysis
- Ensure the position description has been reviewed and updated accordingly

- Initiate the recruitment request; and
- job advertisement is written to attract a diverse and relevant candidate talent pool.

All stages of the recruitment process shall be supported by People and Culture.

### 3.2 Recruitment Approvals

- All newly created positions must be approved by the Executive Leadership team. New positions can be requested via the Budget Bid/ New Initiatives process or out of cycle new position request process.
- Changes to existing positions can be requested via the Budget Bid/ New Initiatives process or out of cycle change process in alignment with major/minor change management guidelines.
- Recruitment to unchanged, existing positions may be approved by the relevant Director.

## 4. Direct Appointment/Promotion Requests

### 4.1 Direct Appointment

In the following limited circumstances, and in consultation with the People and Culture Unit, direct appointments to vacant positions may be made without advertising and/or undertaking the recruitment process subject to suitable assessment:

- Casual or temporary positions less than three months.
- Regular and systematic work
- Redeployment of employees and obligations under the Baw Baw Shire Enterprise Agreement 2019 (EA) or its successor.
- Return to work situations under Workplace Injury, Rehabilitation and Compensation Act 2013 and Occupational Health and Safety Act 2004
- Endorsement from the Chief Executive Officer in consultation with the respective Director.

### 4.2 Promotion

A current temporary incumbent may at Director's discretion, be offered the permanent role provided the following conditions have been satisfied:

- The temporary position was advertised internally or externally, and the existing temporary incumbent went through a competitive process prior to temporary appointment within the last 12 months; and
- The incumbent has demonstrated the skills, knowledge, qualifications, previous experience, and personal attributes that relate to the requirements of the position; and

- The incumbent has been fulfilling the duties of the role for a minimum of 12 months.

## **5. Recruitment planning and Advertising**

### **5.1 Banded Officer Recruitment**

The appropriate advertising method/s will be selected by the hiring manager in alignment with policy guidelines pending the nature of the vacancy and in conjunction with People and Culture.

Positions will be advertised for a minimum of 7 days and maximum of 28 days clearly defining an application close date and time in the job advertisement.

### **5.2 Executive and Senior Officer Recruitment**

A recruitment agency may be used for the recruitment and selection process for executive positions; this is at the discretion of the CEO.

### **5.3 External Advertisement**

All externally advertised vacant positions will be marketed on various web-based media, with only hard to fill or management roles to be placed in the appropriate print media.

### **5.4 Internal Expressions of Interest**

From time to time, short-term temporary vacancies between 3-12 months may arise within Business units. These roles may be back filled internally via an Expressions of Interest process (EOI). However, appropriately qualified, and experienced staff may be engaged through an agency placement subject to criteria outlined below in clause 5.5.

### **5.5 Use of Labour Hire Agencies**

In the instance where a suitably qualified and experienced candidate cannot be engaged in a timely manner, a temporary staff member may be engaged through the use of a recruitment or labour hire agency.

- Hiring managers are responsible to engage an appropriate agency to support their needs.
- Labour hire arrangements are subject to Director approval
- All engaged agency employees to provide a completed National Criminal history check within the last 3 months and accept an offer of “agency engagement” via HR OnBoard.

## 6. Interview planning and Selection process

### 6.1 Applications

All applicants will be assessed according to their merits, with regard to their capacity to perform the requirements of the advertised role.

- Short listing will be completed within 10 working days of the advertised closing date, and all applicants must receive notification of the status of their application within 28 days of the advertised closing date.
- In most circumstances, it is expected that a decision regarding the successful candidate will be made within 5 business days of the final interview. Unsuccessful interviewed candidates will be notified within 5 days of the final decision, with feedback provided via phone call from the hiring manager.
- All candidates will be notified if additional time is required to carry out the recruitment process.

### 6.2 Application method

All vacancies will be advertised clearly articulating the preferred application format to ensure equity in the review and assessment of submitted applications.

- Baw Baw Shires standard application method will be the submission of a Resume/CV outlining their experience, skills, and qualifications.
- In the event that a hiring manager deems an alternate submission format appropriate they will consult with People and Culture and ensure all applications are requested in the same format to ensure equity.
- All candidates may be offered the opportunity to request special measures and/or reasonable accommodations so they can participate in the application process on an equal basis with others.

### 6.3 Late applications

Late applications, after the closing date, will not be considered, except where the:

- Applicant has arranged an extension with the hiring manager or the advert contact person, in writing prior to the closing date; or
- Application has a post mark prior to the closing date and was received the next working day; or
- Applicant has encountered issues with the web recruitment system.

All late applications must be communicated to the Recruitment Officer for manual data entry into the respective campaign management system.



## 6.4 Internal Candidates

Subject to business needs and the approval of the releasing manager, internal candidates can be offered short term temporary roles as a secondment as a result of an internal advertising campaign. Any such offer will be made in accordance with the below eligibility criteria and in alignment with the Employee Remuneration policy.

- To be eligible to apply for a secondment, employees must fulfil the eligibility requirement of completing 12 months service in their current position. This is to ensure minimal disruption to the business and provide sufficient time and opportunity for development.
- Internal candidates may be considered for positions prior to completing 12 months of service upon seeking Director approval.
- Employees who are on a limited tenure contract, where the period of the secondment exceeds their remaining contract, are eligible to apply for alternate roles to extend their contract.

In the event that an employee applies for a temporary/fixed-term position advertised via an external web-based platform only, the employee must acknowledge that a condition of their acceptance of the role if they are successful is that they may be required to relinquish their substantive role at Council.

## 6.5 Interviews preparation and Selection Panel

### 6.5.1 Interview preparation

- Interviews should be scheduled within two (2) weeks of the advertising period closing.
- Interview questions should be developed by the hiring manager utilising the Interview guide and shared with your panel members prior to conducting interview.
- You should allocate between 30 – 60 minutes for each interview, depending on the position level and the number of behavioural based questions. i.e., for senior roles you would allow between 45-60 minutes.

### 6.5.2 Selection panel

The interview panel must comprise of three members and will have:

- gender balanced representation,
- at least one panel member with detailed knowledge of the position (subject matter expert),
- the supervisor of the position advertised (panel chair),

- an “independent” member who works outside of the hiring team.

The interview panel will not include a person who has a conflict of interest with a candidate. Panel members must declare any possible conflict of interest to People and Culture before the interview and may be advised to withdraw from the panel.

All employees must refrain from being involved in making any decision or being involved in any decision-making process that might provide or might be seen to provide a benefit to the any relative, friend or associate of the employee. The Code of Conduct is to be referred to for further information on conflict of interest.

### **6.5.3 Reasonable adjustment**

All candidates must be offered the opportunity to request special measures and/or reasonable accommodations so they can participate in the interview and on an equal basis with others.

## **6.6 Employment Checks**

### **6.6.1 Reference Checks**

- Professional reference checks should include a check with the candidate’s most recent employer and should be completed by the hiring manager.
- The CEO, Directors, People and Culture, and direct supervisors are the only employees permitted to provide a professional reference for candidates applying for other roles internally, or with other organisations.

### **6.6.2 Criminal History Checks**

- Criminal history checks apply to all appointments and will be completed prior to offer stage.
- For internal applicants moving to a new position within Council a police check will be required in the event the existing check was completed 12+ months prior.

### **6.6.3 Working with Children Checks and Child Safety Standards**

Certain roles within Council will mandate a Working with Children check to be completed and presented to progress through to the offer stage. These roles will be identified and listed within the Baw Baw Shire Employment screening index document.

All applicants should be assessed for suitability in line with Victorian Child safety standards.

### **6.6.4 Eligibility to Work in Australia**

Council has an obligation to ensure all employees are eligible to work in Australia. Acceptable forms of eligibility to work include:

- Australian or New Zealand passport; or
- Full Australian birth certificate and a form of photo identification; or
- Evidence of Australian citizenship and a form of photo identification
  - Certificate of Status for New Zealand citizens in Australia and a form of photo identification.
  - Certificate of permanent resident status and a form of photo identification
  - a valid visa with work rights.

Internal employees who are currently employed under a Visa provision will be required to undergo the Eligibility to Work in Australia pre-employment check and will be made an offer of employment subject to the provisions contained within the Visa.

Where the Right to Work has not been made clear on a Visa, the People and Culture team will aid by conducting Right to Work Checks (Vevo) with the Department of Immigration and Border Protection.

#### **6.6.5 Fit for the inherent requirements assessments**

Selected positions will require candidates to go through additional assessments prior to offer and appointment to ensure they are fit for the inherent requirements of the role. These roles will be identified and listed within the Baw Baw Shire Employment screening index document.

#### **6.6.6 Qualifications**

All relevant identification, mandatory qualifications, and certificates must be provided prior to appointment and originals must always be sighted.

## **7. Offer and Appointment**

### **7.1. Offer of Employment**

The appointment of employees must be made on the basis of the individual capacity of the person having particular regard to the knowledge, skills, qualifications, experience, and potential for future development of that person in their employment.

- Hiring Managers are responsible for discussing the offer details in alignment with the Employee remuneration policy with preferred candidates.
- All successful candidates will be appointed at the entry level of the banding classification aligned to the role. Any exceptions must be approved by the relevant Director prior to offer.
- All offers of employment are required to be generated through People and Culture.

## 7.2 Qualifying Period

All employees will be subject to a six-month probation period as part of their employment conditions with Council.

## 8. Internal Governance

### 8.1. Confidentiality

All matters associated with the recruitment, application, evaluation, and selection process should be considered confidential. Details pertaining to this process (including the names and personal details of internal and external applicants) will be treated with utmost confidentiality and will not be discussed with any person other than those directly involved in the selection process.

### 8.2 Grievance procedure for internal/external applicants.

If an applicant feels that they have been treated unfairly or unreasonably during a recruitment process they should refer to the Grievance Policy.

### 8.3 Breaches

Breaches of this policy would additionally constitute a breach of the Employee Code of Conduct. This may result in action being taken in accordance with Council's Performance and Behaviour Management policy and may result in termination of employment.

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