

## RECRUITMENT & SELECTION POLICY

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<b>Policy Type:</b>	Organisation
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<b>Responsible Officer:</b>	HR Coordinator
<b>Owner:</b>	People and Culture
<b>Responsible Director:</b>	Corporate Performance
<b>Relevant Legislation/Authority:</b>	City of Greater Bendigo Enterprise Agreement 2021 Equal Opportunity Act 2010 Freedom of Information Act 1982 Gender Equity Act 2020 Privacy and Data Protection Act 2014 Privacy Act 1988 Racial and Religious Tolerance Act 2001 The Victorian Charter of Human Rights and Responsibilities 2006 Local Government Act 2020 Australian Human Rights and Commission Act 1986 Age Discrimination Act 2004 Disability Discrimination Act 1992 Racial Discrimination Act 1975 Sex Discrimination Act 1984 Fair Work Act 2009 Victorian Occupational Health and Safety Act 2004 Workplace Injury, Rehabilitation and Compensation Act 2013
<b>DOCSETID:</b>	1026555

### 1. PURPOSE

The City of Greater Bendigo (the City) is an equal opportunity employer. This policy provides a framework for consistent, fair, transparent and equitable recruitment and selection of applicants for all vacant positions in accordance with the Local Government Act 2020 and any other relevant internal policy, plan or strategy.

## 2. BACKGROUND

The City is committed to ensuring employee recruitment and selection contributes to the success of Council in providing services to the community. This success will be measured by the ability to identify, attract, and retain, skilled and motivated employees. The approach to recruitment will be consistent with our organisational values and is in accordance with relevant employment legislation. The City aims to attract and appoint employees with relevant expertise, experiences, employment backgrounds and capabilities in line with its focus on achieving an inclusive and diverse workforce.

## 3. SCOPE

This policy relates to recruitment and selection of ongoing and temporary, full time, part time and casual employees.

## 4. DEFINITIONS

Term	Definition
<b>Agency Staff</b>	An employee who has been hired from a third-party company.
<b>Candidate</b>	An applicant who has been selected to attend an interview based on their application.
<b>Casual</b>	An employee who is engaged intermittently in relieving work or work of a casual and/or unexpected nature, and who is engaged and paid by the hour
<b>Child-related work</b>	Working with or caring for children in any of the occupational fields referred to as 'services, places, bodies or activities' in the Act that involves contact with a child that is direct, regular and a part of the person's duties (not incidental to the work). Any employee or volunteer engaged in Child related work, must have a valid Employee Working with Children Check.
<b>Conflict of Interest</b>	A conflict between a personal interest and a public duty. Personal interest may include family and other personal relationships, as well as business relationships and must be declared by prospective members of interview panels in relation to candidates
<b>Disclosable Court Outcomes (DCO)</b>	A police check result which indicates that police history information exists that can be released to the submitting organisation. The police history information may include: <ul style="list-style-type: none"> <li>• charges</li> <li>• court convictions – including any penalty or sentence</li> <li>• findings of guilt with no conviction</li> <li>• court appearances</li> <li>• good behaviour bonds or other court orders</li> <li>• pending matters awaiting court hearing</li> </ul>



	<ul style="list-style-type: none"> <li>• traffic offences</li> </ul>
<b>Equitable</b>	Open to all without systemic, hidden or apparent negative bias on the grounds of age, breastfeeding, employment activity, gender identity, impairment or disability, industrial activity, lawful sexual activity, marital status, parental/carer status, physical features, political belief or activity, pregnancy (or potential pregnancy), race, religious belief or activity, sex, sexual orientation or personal association
<b>Expression of Interest (EOI)</b>	A condensed recruitment process whereby a temporary position is advertised internally.
<b>Full time</b>	Employee works a 38-hour week
<b>Higher Duties</b>	Where an employee is temporarily appointed to a position which is of a higher classification and/or remuneration prescribed than that applicable to the employee's current position
<b>Hiring Manager</b>	The position responsible for the recruitment and selection process of a vacant position (usually the supervisor of the position)
<b>Internal Candidate</b>	A person who, at the time of recruitment for the vacancy, is employed on an ongoing or temporary, full time or part time basis and has been through a merit-based recruitment process or who has been employed as an active casual for greater than 6 months. This does not include Agency Staff
<b>Merit based</b>	An assessment of an applicant's abilities, aptitude, skills, knowledge, experience, personal qualities, suitability for development and qualifications relevant to the requirements of the position
<b>Part time</b>	The employee is working an agreed portion of full-time hours
<b>Ongoing Employment</b>	Employment on either a full or part time basis where the nature of the work is ongoing (permanent) and is made for an indefinite period.
<b>Police check (National Police History Check)</b>	A process of conducting a police records search about an individual's criminal history for the purposes of employment, voluntary work and occupation related licensing or registration to ensure the integrity of individuals placed in a position of trust. All employees and volunteers must have a satisfactory police check prior to commencing.
<b>Secondment</b>	The temporary assignment of one member of an organisation to another organisation. The employee remains entitled to return to their substantive position at the conclusion of the temporary appointment, subject to their substantive position being available

<b>Senior Officer</b>	A Senior Officer includes <ul style="list-style-type: none"> <li>• The Chief Executive Officer;</li> <li>• Any officer who has management responsibilities and reports directly to the Chief Executive Officer;</li> </ul> Any other CoGB employee whose total annual remuneration package exceeds \$151,000
<b>Temporary Employment</b>	Employment on either a full or part-time basis to work in a position which is temporary in nature for a specified period and/or for a specific project, task or tasks

## 5. PRINCIPLES

The City's approach to recruitment will be guided by the following principles

- That it is merit based and consistent with contemporary recruitment practices
- That it is conducted in a transparent manner reflecting fair and reasonable processes
- That it promotes workforce diversity and is free from any form of discrimination
- That it attracts applicants of the highest calibre
- That it enables the recruitment of the right people with the required experience, skills and knowledge who are committed to working in accordance with the City values;
- That it complies with legislative and other regulatory obligations;
- That is responsive to emerging needs within the community

## 6. POLICY

The policy should be read in conjunction with the Recruitment and Selection procedures and the City's Code of Conduct.

### 6.1 Recruitment and Selection Process

The recruitment and selection process outlined in the accompanying procedure outlines six essential elements these are

- Preparation for recruitment
- Advertising
- Selection and interviewing
- Pre-employment and compliance checks
- Offer management
- Post recruitment procedures

It is expected that Hiring Managers familiarise themselves with both the policy and procedure to ensure that associated processes under each of the above elements are followed and maintained. Where Hiring Managers require support and guidance in order to comply with the policy assistance is available from the HR Advisor and relevant HR Officer.

## 6.2 Workforce Planning

Workforce Planning is an essential part of strategic human resources management that includes consideration of talent attraction and employee retention. Consideration of workforce planning supports achievement of the City's plans, goals and objectives along with ensuring that capacity and capability are retained within the City's staffing complement. In addition, workforce planning facilitates a positive workplace culture by actively supporting diversity and providing staff development opportunities.

## 6.3 Equity and Merit

Appointment to positions within the City is based on the principles of merit and the provision of equal employment opportunity. Merit based selection ensures that the grounds for the appointment must directly relate to the inherent requirements of the position (including the key selection criteria). This prevents decisions being made on unjustified discriminatory grounds.

To support a focus on equity and merit, hiring managers must complete, and all panel members should complete, all required internal training on recruitment and selection including interviewing techniques, inclusiveness, unconscious bias and conflicts of interest. The appointment of employees must be made based on the individual capacity of the person having regard to their knowledge, skills, qualifications and experience along with their potential for future development. For further information and understanding of the City's commitment to Equal Employment Opportunities (EEO), refer to Council's Appropriate Workplace Behaviour Policy and Council's Code of Conduct.

## 6.4 Diversity and Inclusion

The City is committed to supporting diversity, and inclusion with recruitment and selection practices ensuring a diversity of people applying for positions and gaining employment, particularly those from under-represented groups. Diversity and inclusion employment principles will be embedded in Council's end-to-end recruitment practices.

The concept of diversity encompasses acceptance and respect recognising that each person is unique. Individual differences include race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. Diversity at the City supports a workforce from a wide range of backgrounds including mature aged workers, young people, people with disability, Indigenous Australians, people from overseas and people from culturally and linguistically diverse backgrounds. As a consequence, the workplace benefits from the different talents, experiences and perspectives of employees creating an environment of inclusion and tolerance.

In addition, the City recognises recruitment as an opportunity to promote and support gender equity. In accordance with this commitment, the City supports positive action within the recruitment arena towards achieving workplace gender equality by

- Training and development of line managers in unconscious bias, managing diversity and communication
- Evaluating and revising recruitment screening and selection procedures

## **6.5 Opportunities for existing employees**

The City provides and develops opportunities for existing employees through internal temporary employment (up to 12 months) as well as higher duties roles.

All fixed term roles over 12 months and ongoing roles will be advertised internally and externally to ensure that Council is able to appoint the best applicant to the role.

Where an internal applicant does not meet the key selection criteria and not offered an interview, they will be offered an opportunity to debrief with the Hiring Manager. The debrief will involve a discussion of the application, the key selection criteria and recommended professional development activities that address the skill gaps.

However, employees who have a current warning on their personnel file related to their performance or conduct will not be considered for internal opportunities including higher duties until that warning expires; usually a 12-month period.

## **6.6 Conversion of Temporary Position to Ongoing**

A temporary position may be converted to an ongoing position through the appropriate approval process and may also require CEO approval of a business case for the position.

The ongoing position should be advertised, internally as a minimum and be subject to a merit-based recruitment process. The temporary employee may be offered the ongoing position, in consultation with the People and Culture Unit, without advertising in the following circumstance where:

- an employee has filled the position in a temporary arrangement continuously for the previous 12 months and;
- has obtained that temporary position through a merit-based process and;
- is employed in that position when the ongoing approval occurs and;
- the Manager can substantiate the employee's satisfactory performance, conduct and suitability.

The decision to advertise the ongoing position or appoint the temporary employee permanently to that role must be made in consultation with People and Culture.

## **6.7 Confidentiality**

Confidentiality of staff selection must be maintained throughout the process by all parties involved. Applicant information (including those who applied but were unsuccessful) must be stored securely electronically as well as in hardcopy. All aspects of the selection process must not be discussed outside the selection panel, nominated human resources staff and management positions relevant to approvals.

All inquiries and applications for vacancies from internal and external applications will be treated with confidentiality. Breaches of confidentiality may result in disciplinary action.

## **6.8 Conflicts of Interest**

A general conflict of interest 'COI' is outlined within section 127 of the [Local Government Act 2020](#) it states:

*“A relevant person has a **general conflict of interest** in a matter if an impartial, fair-minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty.”*

A conflict of interest exists where a relationship reduces, or could be seen by others to reduce, the objectivity of an officer involved in the selection and recruitment process. Officers who have a conflict of interest must not participate in a recruitment and selection process.

A conflict of interest may arise from a personal relationship, professional relationship or social friendship.

An employee with a personal relationship, professional relationship or social friendship with any applicant must declare the conflict of interest and may be required to be excluded from the recruitment and selection process. This includes reviewing applications, assisting with the preparation of a shortlist, approving an appointment recommendation, determining starting salary and other conditions of employment.

For any potential conflict of interest, guidance must be sought from People and Culture and from the Manager/Director with the Recruitment Conflict of Interest Declaration form completed.

All external recruiters and third-party interview panel members are to complete a Conflict of Interest declaration form once advertising ceases and shortlist has been provided.

## 6.9 Summary of Delegations

Approvals in respect to recruitment and selection are outlined below. The accompanying Recruitment and Selection Procedure identifies these approvers and therefore must be adhered to throughout the recruitment process.

Position (Salaries Business Case)	CEO	Director
All Senior Officer positions	✓	
New ongoing positions – full time and part time	✓	
New temporary City funded positions – full and part time		✓
New temporary externally funded positions – full time and part time		✓
Replacement ongoing positions, with no position changes - full time and part time		✓
New and existing casual positions		✓



<b>Recruitment (Request for Recruitment form)</b>	<b>CEO</b>	<b>Director</b>	<b>Unit Manager</b>
Advertising of position (Band 1-8)		✓	
Advertising of position (Senior Officer)	✓		
<b>Appointment (Staff Selection Advise form)</b>	<b>CEO</b>	<b>Director</b>	<b>Unit Manager</b>
Appointment of new employee (Band 1-8) at base salary			✓
Appointment of new employee (Band 1-8) at above base salary		✓	
Appointment of Senior Officer	✓		
Signing of Letters of Offer (Band 1-8)			✓
Signing of Letters of Offer (Senior Officer)	✓		

#### **6.10 Use of Recruitment Agency and procurement requirements (Excludes Labour Hire)**

Where Hiring Managers are seeking to engage recruitment agencies requirements of both the Procurement Policy and this Policy must be addressed. In addition, if Hiring Managers are seeking to utilise agencies for ongoing placements, they are required to seek advice from the HR Coordinator. In such instances the HR Coordinator will liaise with the Procurement team and negotiation of terms of business with the relevant agency.

## **7. ROLES AND RESPONSIBILITIES**

<b>Role</b>	<b>Responsibility</b>
<b>Employees</b>	All employees are responsible and accountable for adhering to this policy and procedure
<b>People &amp; Culture</b>	<p>Providing education, support and advice to Hiring Managers and employees about the operation of this policy. Responsible for advertising and posting of all positions.</p> <p>Maintaining data about the recruitment process for the purposes of evaluation, auditing and continuous improvement</p>
<b>Hiring Managers</b>	Hiring Managers are responsible for familiarising themselves and adhering to this policy and procedure, and completing all required internal training relating to recruitment and selection



<b>Selection Panel</b>	Employees who are members of a Selection Panel are responsible for familiarising themselves and adhering to this policy and procedure and completing all required internal training relating to recruitment and selection
<b>Unit Manager</b>	Responsible for familiarising themselves and adhering to this policy and procedure and responsible for signing letters of offer
<b>Directors</b>	Responsible for recommending support for business cases/memo which request the approval of new ongoing or temporary positions Responsible for salary offers higher than entry level point
<b>Chief Executive Officer</b>	The Chief Executive Officer will approve all Senior Officer contracts prior to verbal offers being made Responsible for the approval of new positions tabled via business cases/memo.

## 8. RELATED DOCUMENTS

Employees are encouraged to access the related internal documents which are available on the intranet and/or external resources which are available as per the below.

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These include:

- Recruitment & Selection Procedure
- Code of Conduct
- Appropriate Workplace Behaviour Policy
- Child Safe Policy
- Cultural Diversity and Inclusion Plan
- Greater Bendigo City Council Enterprise Agreement 2021
- Healthy Greater Bendigo 2021 - 2025
- In the Public Interest: A conflict of interest guide for councillors, delegated committee members and council staff
- Reconciliation Action Plan
- External Secondment Policy
- People & Culture Strategy (includes The City's Workforce Plan)
- Workplace Gender Equity Plan

Further information or advice on this policy should be directed to People and Culture.

## 9. HUMAN RIGHTS COMPATIBILITY

The implications of this policy have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

## 10. ADMINISTRATIVE UPDATES

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this, such a change may be made administratively. Examples include a change to the name of a Business Unit, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be made through consultation with the staff Consultative Committee and with the approval of EMT or where required, resolution of Council.

## 11. DOCUMENT HISTORY

<b>Date Approved</b>	<b>Responsible Officer</b>	<b>Unit</b>	<b>Change Type</b>	<b>Version</b>	<b>Next Review Date</b>
2010		People & Performance	Initial version	1	JAN 2013
APRIL 2016	HR	People & Performance	Review	2	APRIL 2020
AUG 2017	HR	People and Culture	Review	3	AUG 2021
FEB 2019	JW	People and Culture	Administrative	4	AUG 2021
FEB 2020	JW	People and Culture	Administrative	5	AUG 2021
SEPT 2020	KT	People and Culture	Review	6	AUG 2021
NOV 2021	KT	People and Culture	Review	7	NOV 2025
DEC 2021	RM	Governance	Admin – update DOCSETID	8	NOV 2025