

Recruitment and Selection policy

Purpose

To provide a framework for the ethical, fair and transparent operation of the City's Recruitment practices.

Scope

This policy applies to all City Employees.

Definitions

Term	Meaning
Recruitment and selection	The process of attracting, screening and selecting people to work at the City, in accordance with the principle of merit-selection
City employee	Includes all full time, part time, term contract and casual employees
Senior staff	Includes the Chief Executive Officer and the holders of all other positions identified in the City's organisation structure as senior staff positions.

Policy Statement

Merit

The City will conduct all recruitment and selection according to the principle of merit selection as outlined in the Local Government Act and City of Sydney Award. The principle of merit requires that all applications for a position are evaluated against the requirements and selection criteria for the position and that the applicant who has the greatest merit is selected.

The City will employ the most suitable applicants for all vacant positions. We do this by:

- ensuring that the City attracts the best available staff by broadly advertising (internally and externally) all vacant remunerated positions
- ensuring that all current staff can apply for all advertised vacant positions to encourage career advancement.
- promoting opportunities to develop existing employees through secondment vacancies.

To attract the best candidates for a role the City may, on occasion, employ non-residents.

Fairness

The City's recruitment and selection processes will be fair and free from discrimination and bias.

The City will ensure the integrity and fairness of its recruitment and selection decisions by:

- ensuring selection panels comprise balance of expertise to best assess all applications
- ensuring that selection panels have a gender balance
- ensuring that every selection panel includes an independent member from outside of the division responsible for the recruitment
- ensuring that all panel members make a conflict of interest declaration and have, or have had, no family, personal or fiduciary relationship with any applicant that may affect their decision making in the selection process
- keeping detailed records of all recruitment processes
- maintaining a high level of confidentiality for all recruitment data
- maintaining transparent appointment processes including from eligibility lists.

Equal Opportunity

All recruitment and selection processes and decisions will reflect the City's commitment to equal opportunity employment. The City is a diverse and inclusive organisation and will ensure equal opportunity in recruitment and selection by:

- advertising vacancies in a manner sufficient to enable all suitably qualified persons in the community to apply
- encouraging cultural diversity on selection panels
- assessing all potential candidates according to their skills, knowledge, qualifications and capabilities. No regard will be given to factors such as age, gender, marital status, race or ethnicity, disability, religion or carer responsibilities
- ensuring that selection decisions are made without bias.

Child Safety

The City is committed to being a child safe organisation. Our screening and recruitment practices play a vital role in protecting children from harm, and we will ensure child safety is prioritised when recruiting employees in child related roles, including through:

- a statement of commitment to child safety in our recruitment materials
- clearly identifying which roles require a Working With Children Check on relevant position descriptions
- where relevant, using child safety interview questions to test a candidate's suitability to be employed in a child related role.

Public Interest

The City will seek to recruit and select the best employees to provide high quality services to the community.

The City will conduct pre-employment checking, such as criminal record checks, Working with Children Checks, Health assessments, qualification and identification checks as part of a risk management approach to new employees. This will help ensure the integrity, quality and safety of the public services provided by City of Sydney employees.

Conflicts of Interest

The Panel Chairperson, in consultation with Corporate Human Resources, is responsible for ensuring any declared conflict of interest is appropriately managed, including replacing a panel member where appropriate.

Appointment of senior staff

The following additional provisions apply to the recruitment and selection of senior staff:

- the CEO will consult with the Council prior to appointing any senior staff in accordance with section 337 of the Local Government Act 1993
- except for the CEO, Councillors will not be on the recruitment and selection panel for senior staff to avoid any confusion around who is responsible for the appointment
- external recruitment experts or subject matter experts will be used to assist in the recruitment and selection of senior staff.

Responsibilities

Managers

Must adhere to all Recruitment policy and procedures when undertaking recruitment at the City. Recruitment Procedures will be amended from time to time and must be followed when recruiting.

As the chair of the selection panel hiring managers will raise the recruitment request, establish the selection panel in consultation with the recruitment team, prepare interview questions, and chair meetings and interviews.

As the Chair of the selection hiring managers will ensure that all panel members have made a Conflict of Interest Declaration and that any conflicts are managed appropriately.

As the Chair of the selection hiring managers will ensure that all panel members have read the Recruitment Policy and Recruitment procedures

Consultation

This policy has been consulted with Corporate Governance, Legal Services and Social Programs and the Joint Consultative Committee.

References

Laws and Standards

- Local Government Act, 1993
- Racial Discrimination Act, 1975
- Sex Discrimination Act, 1984
- Affirmative Action (EEO for Women) Act, 1986
- Equal Employment Opportunity (Commonwealth Authorities) Act, 1992
- NSW Anti-Discrimination Act, 1977
- Disability Discrimination Act, 1992
- Children’s Guardian Act 2019
- NSW Child Safe Standards
- NSW Carers (Recognition) Act 2010

Policies and Procedures

- Recruitment and Selection Guidelines [here](#)
- Child Safety Policy
- Child Safety Procedure - Recruitment, employee conduct and training
- Recruitment Health Assessment Policy
- Code of Conduct
- Child Safe Code of Conduct

Review period

This policy will be reviewed every 4 years.

Approval Status

The Chief Executive Officer approved this policy on 15 June 2021



Monica Barone
Chief Executive Officer

Approval History

Stage	Date	Comment	TRIM Reference
Original Policy	18 June 2013	Endorsed by Executive	2009/111112
Reviewed	31 October 2017	Comprehensive review removed guidelines and procedures from policy. Restated principles. Endorsed by the Executive.	2017/567226

Stage	Date	Comment	TRIM Reference
Reviewed	15 June 2021	Full review. Emphasising the importance of Conflict of Interest declarations for all panel members, outlining the responsibilities of the hiring manager, revision of child safety considerations and inclusion of requirements for recruitment of senior employees. Endorsed by the Executive.	2017/567226
Commence Review Date	15 September 2024		
Approval Due Date	15 June 2025		

Ownership and approval

Responsibility	Role
Author	Manager Recruitment and HR Systems
Owner	Manager Corporate HR
Endorser	City of Sydney Executive
Approver	Chief Executive Officer