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# RECRUITMENT AND SELECTION POLICY

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## Purpose

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

## Policy

Recruitment and selection refers to the process of attracting, screening and selecting people to work at the City, in accordance with the principle of merit-selection.

## Principles

### 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 have the opportunity to apply for all advertised vacant positions to encourage career advancement.
- Promoting opportunities to develop existing employees through secondment vacancies.

In order 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 include an independent member from outside of the division responsible for the recruitment.
- Ensuring that no member of a selection panel has or has had any 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 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.
- 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, religion or carer responsibilities.
- Ensuring that management decisions are made without bias.

## Public Interest

The City will seek to recruit and select the best employees in order to provide high quality services to the community. The City's recruitment and selection practices will also represent value for money.

The City will conduct pre-employment checking 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.

*For all Recruitment and Selection guidelines and user assistance please consult the CityNet Recruitment and Selection homepage*

## References

<b>Laws and standards</b>	<ul style="list-style-type: none"><li>• Local Government Act, 1993</li><li>• Racial Discrimination Act, 1975</li><li>• Sex Discrimination Act, 1984</li><li>• Affirmative Action (EEO for Women) Act, 1986</li><li>• Equal Employment Opportunity (Commonwealth Authorities) Act, 1992</li><li>• NSW Anti-Discrimination Act, 1977</li><li>• Disability Discrimination Act, 1992</li><li>• Privacy and Personal Information Act, 1998</li><li>• Recruitment and Selection: Navigating the best course of action, ICAC, Sydney, 2002</li><li>• Child Protection (Working With Children) Regulation, 2013</li><li>• Child Protection (Working With Children) Act, 2012</li></ul>
<b>Policies and procedures</b>	<ul style="list-style-type: none"><li>• Equal Employment and Anti-Discrimination Policy</li><li>• Recruitment and Selection Guidelines for Managers</li><li>• Health Assessment Policy</li><li>• Higher Grade Duties Allowance Procedure</li><li>• Code of Conduct</li></ul>

## Approval status

The Chief Executive Officer approved this policy on 31.10.17



## Approval history

Stage	Date	Comment	TRIM Reference
Original Policy	18 June 2013	Endorsed by the Executive	2009/111112
Review	31 October 2017	Comprehensive review, removed guidelines and procedures from policy. Restated principles. Endorsed by the Executive.	2017/567227
Next review	30 June 2021		

## Ownership and approval

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