



## Recruitment, Selection, Appointment and Onboarding Policy

Version: 1; Adopted: 23 November 2019

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### 1. Intent

This policy aims to provide a framework for the recruitment, selection, appointment and onboarding process that is integrated with and reflects the organisation's strategic and operational objectives.

The objectives of this policy are to:

- Champion the principles of transparency, simplicity and consistency, and ensure the recruitment, selection, appointment and onboarding process is free from discrimination and bias.
- Ensure the candidate with the greatest merit is selected for or appointed to the role, based on the principles of whole-person-fit and merit.
- Provide information and guidance to managers and supervisors involved in the recruitment, selection, appointment and onboarding of candidates.

### 2. Scope

This policy applies to all positions and internal and external candidates.

### 3. Framework

Council recognises that its most valuable asset is its employees. Council is committed to attracting and retaining a highly capable workforce.

Through the recruitment, selection, appointment and onboarding process, Council will search for and identify those with the desired knowledge, skills, experience, capabilities and attitude to strengthen our ability to achieve strategic and organisational goals.

### 4. Accountabilities

#### 4.1. GENERAL MANAGER

- Ensure the governance framework (policy and procedure) promotes and champions the intent and objectives of a recruitment, selection, appointment and onboarding process that is transparent and consistent; and
- Ensure managers and supervisors support, manage and consistently apply this policy and its associated procedure within their area.
- Approve the establishment and recruitment of all new positions.
- Consider recommendations for appointment.

#### 4.2. MANAGERS/SUPERVISORS

- Understand this policy and its associated procedure.
- Make available education, information and support regarding this policy and its associated procedure.
- Apply this policy and its associated procedure fairly, reasonably and consistently, including considering the future needs of the department when reviewing the need to recruit and making decisions relating to recruitment, selection, appointment and onboarding based on the principles of whole-person-fit and merit.



### 4.3. CANDIDATES

- Understand this policy and its associated procedure.
- Seek information, guidance and support where necessary to understand the policy and its associated procedure.
- Genuinely and respectfully participate in the process of recruitment, selection, appointment and onboarding.

### 4.4. HUMAN RESOURCES

- Provide information, guidance and support to managers and supervisors involved in the recruitment, selection, appointment and onboarding process.
- Administer the process with respect to record keeping.
- Report to management on recruitment, selection and probation statistics and outcomes.
- Undertake reference checkings and enquiries relative to applicants for consideration.

## 5. Definitions

Term	Definition
Candidate	An applicant who applies for a position through council’s recruitment process.
Merit Selection	The process used to select the candidate with the best whole-person fit based on the nature of the duties of the position and the abilities, qualifications, experience, capabilities and standard of work performance required for the position.

## 6. Linkages

### 6.1. APPLICABLE LEGISLATION

This policy is to be read in conjunction with the following:

- Local Government Act (1993) NSW
- Local Government (State) Award 2017
- 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

### 6.2. RELATED POLICIES AND PROCEDURES

Please refer to the following policies/procedures:

- Recruitment, Selection, Appointment and Onboarding Procedure
- Respect at Work Policy

## 7. Review

This policy was developed as part of a Bourke, Brewarrina and Walgett Joint Project (2018).

This Policy will be reviewed every 3 years or as required in the event of legislative changes. Any amendment to the Policy must be by way of a Council Resolution or the approval of the General Manager.

### 7.1. POLICY AMENDMENTS

Version	Date Approved	Resolution No	Description of Changes
V1	23 November 2019	219/18	

