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POLICY

Central Tablelands Water

Recruitment and Selection Policy

DOCUMENT CONTROL

Document Title	Recruitment and Selection Policy
Policy Number	
Responsible Officer	Executive Manager Corporate Services
Reviewed by	Executive Management Team
Date Adopted	Xx October 2026
Adopted by	Council
Review Due Date	Xx October 2030
Revision Number	1

Versions	**Date**	**Description of Amendments**	**Author**	**Review/ Sign Off**	**Minute No:** (if relevant)
1	Aug 2026	New policy	EMCS	Council	

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PURPOSE

The purpose of this policy is to establish a consistent, transparent and merit-based approach to recruiting and selecting employees for Central Tablelands Water (Council). It supports sound workforce planning, fair access to employment, good governance and the appointment of people who can safely and effectively deliver Council services.

SCOPE

This Policy applies to recruitment for permanent, temporary, fixed-term, casual, apprentice, trainee and cadet roles at Council. It applies to employees, hiring managers, selection panel members and external providers involved in recruitment.

The policy does not cover the engagement of contractors or consultants, which should be managed under Council's procurement and contract management requirements.

POLICY STATEMENT

Principles

- Merit: decisions are based on the requirements of the role and the applicant's demonstrated capability, qualifications, experience, potential and suitability.
- Fairness and consistency: applicants are treated respectfully and assessed using a documented and reasonably consistent process.
- Equal opportunity and inclusion: recruitment is free from unlawful discrimination, harassment, victimisation and irrelevant bias, with reasonable adjustments available where required.
- Privacy and confidentiality: applicant information is collected, accessed, stored and disclosed only for legitimate recruitment purposes.
- Probity and accountability: conflicts of interest are declared and managed, decisions are documented, and delegations are observed.
- Safety and integrity: proportionate pre-employment checks are completed before appointment, particularly where a role has safety, financial, regulatory or community responsibilities.
- Workforce sustainability: recruitment considers workforce plans, skills gaps, succession needs, local employment pathways and opportunities to develop apprentices, trainees and cadets.

Recruitment approval and planning

- Before advertising, the Executive Manager Corporate Services must confirm the need for the role, approved position description, classification or remuneration basis, employment status, funding, reporting line and delegated approval.
- The position description must identify the role purpose, duties, essential requirements, capabilities and any inherent job requirements relevant to safe performance.
- Recruitment methods should be proportionate to the role and designed to attract a competitive field. Internal advertising, external advertising, talent pools, specialist sourcing or a recruitment provider may be used where appropriate.
- For apprenticeships, traineeships and cadetships, planning should also address training arrangements, supervision, mentoring, workplace learning opportunities and the likely career pathway.

Advertising and candidate information

Advertisements and recruitment information packs should be clear, accurate and written in plain language. They should include:

- role title, location and employment status

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- a concise summary of the role and key accountabilities
- essential requirements and any licences, qualifications or checks
- how to apply, the closing date and contact details
- a statement supporting equal opportunity, inclusion and workplace adjustments
- any eligibility requirements that are lawful and genuinely connected to the role.

CTW should avoid unnecessary selection barriers. Essential criteria should be limited to what is genuinely required to perform the role

Selection panel and conflicts of interest

- A selection panel should normally include at least two people and have sufficient knowledge of the role. Where practical, panel composition should support balanced perspectives.
- Panel members must declare any actual, potential or perceived conflict of interest as soon as it arises. The panel chair must document how the conflict will be managed. A person may be removed from the panel where the conflict could reasonably affect confidence in the process.

Panel members must keep applications, interview content, referee information, deliberations and outcomes confidential, except where disclosure is authorised or required

Assessment and selection

Applicants must be assessed against the requirements of the role using evidence gathered through one or more suitable methods. The same core assessment approach should be applied to shortlisted applicants unless a documented adjustment is required.

- application and resume review
- structured interview questions
- practical, technical or work-sample assessment
- presentation or written exercise
- qualification, licence or registration verification
- referee checks
- other pre-employment checks proportionate to the role.

The preferred applicant is the person who best demonstrates the overall capability and suitability to perform the role. The decision must not be based on a protected attribute or other irrelevant personal information

Shortlisting and interviews

- Shortlisting must be based on the position requirements and documented sufficiently to explain who progressed and why.
- Interview questions should be prepared in advance, be relevant to the role and give applicants a fair opportunity to demonstrate capability.
- Panel members should take objective notes and assess the evidence rather than relying on general impressions.
- Reasonable adjustments should be offered for applicants who require them to participate fairly in the process.

Referee and pre-employment checks

Referee checks should normally be completed for the preferred applicant before a final offer. The applicant's consent should be obtained before contacting a current employer. Checks must be relevant to the role and may include:

- identity and right-to-work verification

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- qualifications, licences and professional registrations
- employment history and nominated referees
- criminal history, working with children or other statutory checks where relevant
- medical or functional capacity assessment, only where connected to the inherent requirements of the role
- driver licence and driving history where driving is an essential duty
- eligibility for apprenticeship, traineeship, cadetship or grant-funded employment where applicable.

An adverse result must be considered fairly, confidentially and in context. The applicant should ordinarily have an opportunity to respond before a decision is made, unless prohibited by law

Recommendation, approval, and offer

- The panel must prepare a written recommendation identifying the preferred applicant and summarising the evidence supporting the decision.
- The appointment must be approved under the relevant delegation before an offer is made.
- Offers should be made in writing and state the position, employment status, remuneration, commencement arrangements, probation where applicable, and any conditions that must be satisfied.

No applicant should commence work until required approvals and essential pre-employment checks have been completed, unless an authorised risk-based exception is documented

Notification and feedback

- Applicants should be advised of the outcome promptly after the appointment decision is confirmed.
- Unsuccessful interviewed applicants may be offered constructive feedback focused on the selection criteria and evidence presented.

Feedback must not disclose confidential information about other applicants or panel deliberations.

Records, privacy, and access

Recruitment records must be accurate, secure and retained in accordance with Council recordkeeping requirements and applicable law. Records should include approvals, advertisement, applications, shortlisting, assessments, panel notes, conflict declarations, referee checks, recommendation, approvals and offer documentation.

Access to applicant information is limited to people who require it for the recruitment process, review, audit, legal compliance or authorised reporting. Sensitive information must not be retained longer than required

Complaints and process review

A person who raises a concern about a recruitment process should be treated respectfully and without victimisation. Concerns should be directed to the Executive Manager Corporate Services or another authorised officer where a conflict exists. A review will focus on whether the process was fair, consistent with this policy and properly documented. A review does not automatically require the process to be repeated or the selection decision to change

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Exceptions
Any exception to this policy must be lawful, justified by the circumstances, approved by an authorised delegate and documented. Urgency alone does not remove the need for appropriate probity, safety and recordkeeping controls

POLICY REVIEW

This policy will be reviewed every 4 years, or more frequently if needed, with reference to any relevant legislation, best practice guides, or other related factors.

REFERENCES

- Code of Conduct and delegations register
- Workforce Management Strategy
- privacy, records management, work health and safety, equal employment opportunity and grievance procedures
- Local Government (State) Award
- Anti-Discrimination Act 1977 (NSW)
- Privacy and Personal Information Protection Act 1998 (NSW)
- Government Information (Public Access) Act 2009 (NSW)
- Work Health and Safety Act 2011 (NSW)
- Apprenticeship and Traineeship Act 2001 (NSW), where applicable

VARIATION

Council reserves the right to review, vary or revoke this policy.

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