7.7. STAFF RECRUITMENT

QUALITY AREA 7 | VERSION 2.0

Wyndham Policy & Procedure

Statement of Commitment

Wyndham City Council is committed to safeguarding children younger than 18 and ensuring their active participation as valued members of our community, while fostering a child-safe environment. We focus on early identification of risks to protect children from harm, whether caused by adults, harmful behaviours between children, exposure to family violence, or concerns like grooming, cumulative harm, or neglect.

We encourage the reporting of any concerns or suspicions of child abuse or harm. The Reportable Conduct Scheme improves how organisations respond to allegations of abuse, harm, neglect, and risk to children. Under this scheme, the CEO, or their delegate, must report any allegations of child-related misconduct to the Commission for Children and Young People within a specific timeframe.

All allegations are taken seriously, and reporting does not require agreement on the conduct. Concerns can be reported to a line manager or directly to the Senior Child Safe Advisor. Investigations will be conducted by an external party under the oversight of relevant authorities, including Victoria Police, the Department of Families, Fairness and Housing, and Child Protection.

Furthermore, Wyndham City Council has also publicly declared its commitment to being a Child Safe Organisation on our external website and recognises the importance of Child Safety in the provision of quality community services. All children and young people who attend services, programs, events, and community spaces have a right to feel safe, be safe, and be heard. We are committed to maintain a child safe environment, and value a culture of safety within council and its operations.

There are also behavioural expectations to recognise the importance of an inclusive and welcoming environment to all children & young people of the wider community including Aboriginal and Torres Strait Islanders, culturally and/or linguistically diverse, those with a disability and promoting an environment with no tolerance for racism.

Purpose

The purpose of this policy is to ensure that early Education and Care Services (EECS) recruits and selects the most suitable candidates for all staff positions in a fair, transparent, and consistent manner.

Policy Statement

EECS:

- is committed to creating a diverse and inclusive workforce that reflects the communities we serve.
- will ensure it has the best opportunity to attract quality and available staff by broadly advertising all vacant positions.
- follows a recruitment process that involves multiple stages, including resume screening, interviews, reference checks, and background checks.
- selects candidates based on their qualifications, experience, and cultural fit with our service.
- will take all reasonable steps to ensure that candidates may be safely entrusted with the duties of their position and working with children.
- will internally advertise all vacant positions to current staff and volunteers to encourage career advancement and increase participation.
- is committed to providing a work environment that is free from harassment and discrimination.

All recruitment and selection procedures will reflect EECS's commitment to equal opportunity by assessing candidates based on their skills, knowledge, qualifications, and capabilities. Factors such as age, gender, marital status, race, religion, physical impairment, or political opinions will not be considered.

In line with our commitment to child safe standards, all recruitment and selection procedures will be conducted with a focus on ensuring the safety and wellbeing of children.

Scope

This policy applies to the approved provider, nominated supervisors, persons with management or control and all potential job candidates.

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Responsibilities	Approved Provider and EECS Unit	Nominated Supervisors/ Team Leaders
Familiarise yourself with Wyndham City's recruitment policies and procedures and follow them accordingly. *(Appendix 7.7.1 & Appendix 7.7.2)*	✓	✓
Ensure all recruitment activities comply with relevant laws and regulations, including the Fair Work Act 2009, Equal Opportunity Act 2010 (Vic), and the Australian Human Rights Commission Act 1986.	✓	✓
Follow guidelines and processes to incorporate child safety into the recruitment process.	✓	
Ensure all roles have current position descriptions that specify role requirements, selection criteria, and include a commitment to Child Safe Standards.	✓	
Conduct a job analysis to identify the key skills, qualifications, experience, and competencies required for the role.	✓	
Ensure all recruitment campaigns conducted includes: • Job title • Duties and responsibilities • Selection criteria • Requirement for a current Working with Children Check (WWCC) or Victorian Institute of Teaching (VIT) registration • Remuneration • Application instructions • Closing date • Commitment to child safety *(refer to Providing a Child Safe Environment policy)*	✓	
Screen resumes against the position description to assess their suitability for the specific role.	✓	
Assess suitable ***candidates*** for shortlisting and the interview process.	✓	
Invite shortlisted candidates for an interview and inform them of any documentation they need to bring.	✓	
Develop interview questions based on the selection criteria to assess the candidate's skills, experience, and cultural fit with the service	✓	
Declare any actual or perceived conflict of interest if any candidates are known to you.	✓	✓
Ensure after all interviews are completed, candidates are systematically discussed and rated based on their performance.	✓	✓
Ensure the selection and placement decision is based on the candidate's qualifications, experience, skills, and cultural fit with the service.	✓	✓
Ensure ***People & Capability Team*** conducts at least two reference checks on the preferred candidate to verify their employment history.	✓	
Ensure ***People & Capability Team*** offer the successful candidate the role in writing, including: • expectations for commitment and responsibilities regarding child safety • that the role is subject to a satisfactory probationary period. • applicable modern award or industrial agreement. • correct award classification • pay rate • applicable conditions	✓	
Ensure ***People & Capability Team*** issue the new employee an employment contract outlining the award/agreement, employment conditions, and pay rate upon commencement.	✓	

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Responsibilities	Approved Provider and EECS Unit	Nominated Supervisors/ Team Leaders
Always offer feedback to unsuccessful interview candidates on their application and interview performance, highlighting areas for improvement.	✓	
Give all new employees the Fair Work Information Statement before they start work. *(Appendix 7.7.3: Fair Work Information Statement)*	✓	
Give all new casual employees the Casual Employment Information Statement before they start work. *(Appendix 7.7.4: Casual Employment Information Statement)*	✓	
Keep all recruitment records confidential and secure as required by the Privacy Act 1988. This includes resumes, interview notes, and reference checks.	✓	
Develop and implement a comprehensive orientation program for new staff, ensuring they understand the organisation, their role, and key policies.	✓	✓

Definitions

The terms defined in this section relate specifically to this policy:

Candidate: In the context of this policy, a candidate refers to an individual who has expressed interest in a job position by applying a resume for consideration. The candidate typically possesses the required qualifications, skills, and experience that the employer is seeking for the position.

People & Capability Team: Wyndham City department responsible for all staff and people related management. The department has five main areas that also branch out into areas such as staff wellbeing, inclusion and onboarding.

Legislation and Standards

Relevant legislation and standards include but are not limited to:

- Equal Opportunity Act 2010 (Vic)
- Racial and Religious Tolerance Act 2001 (Vic)
- Sex Discrimination Act 1984 (Cwlth)
- Racial Discrimination Act 1975 (Cwlth)
- Disability Discrimination Act 1992 (Cwlth)
- Human Rights and Equal Opportunity Commission Act 1986 (Cwlth)
- Fair Work Act 2009 (Cwlth)
- Fair Work Regulations 2009 (Cwlth)
- Privacy Act 1988 (Cth)
- Victorian Child Safe Standards

Related Appendices & Documents

- Appendix 7.7.1: Wyndham City Selection and Appointment Policy
- Appendix 7.7.2: Equal Employment Opportunity, Discrimination and Harassment Policy
- Appendix 7.7.3: Fair Work Information Statement
- Appendix 7.7.4: Casual Employment Information Statement

Related Policies

- Providing a Child Safe Environment
- Staffing
- Governance and Management of the Service
- Privacy and Confidentiality
- Dealing with Compliments and Complaints

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Authorisation and Version Control

Version	Objective ID	Action	Date	Endorsement date	Next Review Date
1	A4703795	New policy created to ensure compliance with national regulations and Child Safe Standards.	November 2023	TP	Nov, 2025
2	A4703795	Updated Wyndham City's Statement of Commitment to a Child Safe Organisation – as per Wyndham City's Child Safe Management page	23/06/2025	TP 	Nov, 2025