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## HRP001 – Employment Appointment

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### 1. Intention

To ensure recruitment and selection of prospective employees is in accordance with relevant employment legislation.

### 2. Scope

This policy applies to:

- Elected Members;
- All workers whether by way of appointment, secondment, contract, temporary arrangement or volunteering, work experience, trainees and interns; and
- Any external party involved in providing goods or services to the Council, such as contractors, consultants, outsourced service providers and suppliers.

### 3. Statement

Effective employee selection and the subsequent management of employees are critical to the success of the Council and the provision of services to the community. This success depends on Council's ability identify, attract and develop employees.

Council is committed to an effective and professional method of selecting employees that is consistent with organisational values.

Council aims to attract and appoint highly skills and motivated employees who will aim to meet agreed objectives and performance improvement goals. For every recruitment and selection decision, the Chief Executive Officer will aim to ensure the best person for the job is appointed.

1. That the appointment of the Chief Executive Officer shall be made by Council. The appointment of designated Senior Staff shall be made by Council on the recommendation of the Chief Executive Officer in accordance with Section 5.37(2) of the Local Government Act (1995).
2. The Chief Executive Officer, in consultation with the Staff member's immediate Supervisor, be empowered to dismiss or suspend subordinate staff in accordance with provisions of the Industrial Relations Reform Act with respect to fair procedure and unfair dismissal.
3. That all employee appointments be subject to the appointee being required to produce a Medical Certificate, at Council expense which indicates a full summary of the appointees health and ability to undertake work for the Shire and a National Police Clearance check.

### 4. Legislative and Strategic Context

The *Local Government Act 1995*, *Disability Discrimination Act 1992*, *Equal Opportunity Act 1984*, *Fair Work Act 2009*, *Industrial Relations Reform Act 1993*, *Racial Discrimination Act 1975*, *Sex Discrimination Act 1984* and the associated subsidiary legalisation provide the broad framework within which this policy operates.

### 5. Review

This policy is to be reviewed as required.

## 6. Associated Documents

Nil.

<b>Division</b>	Human Resources				
<b>Policy Number</b>	HRP001				
<b>Contact Officer</b>	Chief Executive Officer				
<b>Related Legislation</b>	Local Government Act 1995 Disability Discrimination Act 1992 Equal Opportunity Act 1984 Fair Work Act 2009 Racial Discrimination Act 1975 Sex Discrimination Act 1984				
<b>Related Shire Documents</b>	EEO001 – Shire of Waroona Equal Opportunity Management Plan				
<b>Risk Rating</b>	Low	<b>Review Frequency</b>	As required	<b>Next Review</b>	When required
<b>Date Adopted</b>	22/06/2004				OCM04/083

Amendments		
Date	Details of Amendment	Reference
25/09/2007	Updated as part of major review and reformatted.	OCM07/160
24/11/2009	Updated as part of major review and reformatted.	OCM09/197
22/11/2011	Updated as part of major review and reformatted.	OCM11/11/143
22/06/2021	Consolidated related policies and reformatted.	OCM21/06/071
Previous Policies		
HR010 – Council's Employment Policy HR023 – Employee Appointment Policy 2.8 – Employee Appointment Policy 2.20 – Council's Employment Policy		