

HRP002 – Appointment of Temporary Employees

1. Intention

To provide guidance when considering the engaging of temporary employees.

2. Scope

This policy applies to employments of the Shire of Waroona.

3. Statement

Where the employment of staff is required for temporary, relieving or special duties and appropriate provision has been made within the budget, the Chief Executive Officer is empowered to engage such staff as is necessary to undertake the relieving or special duties.

Where the employment of staff is required for temporary relieving of special duties and either the authorised budget provision has been allocated or no provision has been made, the matter shall be referred to the whole Council for direction.

4. Legislative and Strategic Context

The *Local Government Act 1995* 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.

Division	Human Resources				
Policy Number	HRP002				
Contact Officer	Chief Executive Officer				
Related Legislation	Local Government Act 1995				
Related Shire Documents	Nil				
Risk Rating	Low	Review Frequency	As required	Next Review	When required
Date Adopted	22/06/2004				OCM04/083

Amendments		
Date	Details of Amendment	Reference
18/12/2018	Updated as part of major review.	OCM18/12/126
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
Previous Policies		

HR005 – Appointment of Temporary Staff
2.6 – Appointment of Temporary Staff