

ADMINISTRATION

POLICY NO.	A.1
POLICY SUBJECT	Staff Appointments – Council Requirements
ADOPTION DATE	17 December 1998
LAST VARIATION DATE	26 November 2015 (C.15/1115)
LAST REVIEW DATE	26 November 2020 (C.05/1120)

It is Council policy that all staff appointments be subject to:

- a) Medical Examinations
 1. Prior to a formal offer of employment being made the preferred candidate for appointment to a position is required to obtain a medical certificate to a format determined by the Chief Executive Officer including a basic hearing and eye sight assessment.
 2. If the Medical Certificate is deemed to be satisfactory by the Chief Executive Officer, the offer of employment can be confirmed..
 3. The costs of the medical examination is to be met by Council, but the Doctor or Medical Practice to be used is to be nominated, from time to time by the Chief Executive Officer, having regard to price, proximity and past performance.
- b) A position description is to be prepared for all permanent or part-time positions within the organisation and prior to any appointments being made to the position.
- c) A three (3) months probationary period to apply to all appointments. The probationary period may be extended at the discretion of the Chief Executive Officer other than casuals.
- d) The CEO is authorised to only appoint people to those jobs which are funded in the Budget at the time the Budget is adopted, without further reference to Council.
- e)
 1. Prior to employment, potential new employees are required to obtain a Police clearance certificate.
 2. If the Police clearance is deemed to be satisfactory by the CEO, the offer of employment can be confirmed. The cost of obtaining the Police clearance to be met by Council.