

P 4 – Staff Appointments – Council Requirements

1 Policy

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. The Doctor or Medical Practice to be used can be selected by the preferred candidate.
 - 4 A Shire supplied medical form must be used.
- (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 six (6) 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.
 - 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.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government's policies – Principles affecting employment by local governments – Functions of CEO <i>Equal Opportunity Act 1984</i> <i>Work Health and Safety Act 2020</i>
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	17 December 1998
Last Variation Date	28 April 2022 (C.08/0422)
Last Reviewed	28 April 2022 (C.08/0422)
Scheduled Reviewed Date	30 November 2023