

# Recruitment, Selection and Appointment Policy

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## 1. Purpose

The purpose of the *Recruitment, Selection and Appointment Policy* (Policy) is to provide a consistent approach across the WA health system by outlining the minimum requirements and responsibilities of the Department of Health and Health Service Providers (WA health system entities), for recruitment, selection and appointment processes. The WA health system has a commitment to promoting equity and diversity in its workforce and has identified Aboriginal people as a priority diversity group.

Employment decisions, powers and functions must be made and exercised in accordance with the:

- *Equal Opportunity Act 1984*
- *Public Sector Management Act 1994*
- Commissioner's Instruction No.1 – Employment Standard (CI 1)
- Commissioner's Instruction No. 2 – Filling a Public Sector Vacancy (CI 2)
- any other applicable and current Commissioner's instructions

Recordkeeping must be managed in accordance with the legislative requirements of the *State Records Act 2000* and recorded in an approved Recordkeeping Plan (Section 19).

This Policy is a mandatory requirement for Health Service Providers under the *Employment Policy Framework* pursuant to section 26(2)(f) and (g) of the *Health Services Act 2016* (HS Act).

This Policy is also a mandatory requirement for the Department of Health (Department) pursuant to section 29 of the *Public Sector Management Act 1994* (PSMA).

## 2. Applicability

This Policy is applicable to the WA health system.

## 3. Policy Requirements

Throughout the recruitment, selection and appointment process, WA health system entities must comply with the four principles that are detailed in CI 1:

- merit
- equity
- interest
- transparency.

CI 2 sets out the requirements which must apply when filling a vacancy. WA health system entities must comply with the responsibilities detailed below.

Health Service Providers and the Department of Health must:

- ensure all recruitment, selection processes and appointment recommendations are applied fairly, are able to withstand appropriate scrutiny, and support transparency and accountability
- implement strategies to achieve diversity in employment outcomes in recruitment and selection processes, in accordance with the *Equal Opportunity Act 1984*
- regularly review appointment data to ensure that it supports the achievement of system-wide workforce strategies, diversity targets and WA health system entities workforce planning
- provide training and guidance to panel convenors to ensure that they are able to apply the following:
  - flexible recruitment, selection and appointment requirements
  - recruitment principles in the WA public sector
  - contemporary practices in candidate assessment
  - integrity governance processes
- ensure pre-employment checks are completed in accordance with applicable policies and manage adverse pre-employment screening outcomes
- ensure recruitment processes applied are timely, efficient and utilise the flexibilities available in CI 2, where appropriate, whilst adhering to the principles of the CI 1
- action any breach of standard claim referrals to the Public Sector Commission within the required timeframe.

The recruiting manager or panel convenor must:

- have a good understanding of flexible recruitment, selection and appointment requirements and principles in the WA public sector (CI 1 and CI 2)
- have completed public sector employee recruitment training, and ensure staff responsible for recruitment activities or participating on a selection panel are aware of the requirements of this Policy
- for each recruitment process:
  - plan an agreed timetable for the recruitment and selection process to facilitate timely and efficient outcomes, and ensure availability of panel members for the duration for the process
  - plan the assessment and selection process appropriate to the position, including determining the most appropriate assessment methodology and what verification is required to confirm the applicant's claims for each step of the process
  - provide an opportunity for panel members to disclose any matters deemed to be a conflict of interest, real or perceived, in relation to the field of applicants, and whether it would preclude them from participating in the selection process, and ensure any conflict of interest disclosed and decision is recorded
  - make sure a formal offer of employment is not made until redeployment clearance has been received from Health Support Services (Employee Services) where applicable.

Health Support Services (Employee Services) must provide the following services to WA health system entities where applicable:

- undertake recruitment, selection and appointment transactions

- complete quality, delegation and compliance checks in accordance with applicable legislation and policies
- ensure all recruitment, selection and appointment documents are recorded in accordance with the State Records Act 2000
- facilitate timely redeployment clearance
- draft relevant correspondence to applicants
- assessment of late applications to determine if the delay was due to Health Support Services or official postal or telecommunications service and advice to panel convenor on action
- coordinate breach of standard claims
- complete all pre-employment screening checks prior to issuing a contract of employment in line with OD 0275/10 *Criminal Record Screening Policy and Guidelines*; MP 0126/19 *Pre-Employment Integrity Check Policy*; OD 0454/13 *WA Health Working with Children Check Policy* (where a position has been identified as requiring this check) and any other mandatory pre-employment checks required of the position.

Where a person is already employed within the WA health system is transferred or seconded to another WA health system employer, the employee's personal details can be shared if the employee provides informed consent for the sharing of personal information.

The personal information to be shared with consent includes banking details, superannuation details, code of conduct and acceptable use of ICT declarations, AHPRA and Working With Children Checks.

The following processes may still be undertaken:

- Tax File Number Declaration, as required by the Australian Taxation Office
- Pre-employment Integrity Check, in accordance with [MP 0126/18 Pre-Employment Integrity Check Policy](#)
- Criminal Record Screening, in accordance with the Criminal Record Screening Policy and Guidelines.

Other processes such as Working on a Visa may be required, depending on an individual employee's circumstances.

### 3.1 Aboriginal Employment

To improve Aboriginal health outcomes, WA health entities are required to prioritise the recruitment and retention of Aboriginal people to increase Aboriginal representation at all levels of the workforce. The MP 0097/18 *Aboriginal Workforce Policy* and the Department of Health *Aboriginal Workforce Policy* outline the requirements that must be implemented by WA health system entities to grow the Aboriginal workforce.

The application of Section 51 (s.51) of the *Equal Opportunity Act 1984 (EEO Act)* by the WA health system in the recruitment of Aboriginal people is a key employment strategy to increase the Aboriginal workforce. Section 51 is intended to achieve equality in employment for Aboriginal people and is consistent with the *PSMA* and is underpinned by a robust framework of supporting policies and strategies. Importantly, s.51 of the *EEO Act* operates as an exception to other provisions of the *EEO Act* to allow greater flexibility in the recruitment, selection and appointment of Aboriginal people.

### **3.2 Recruitment Exceptions**

In certain circumstances, an appointment may be made without advertising to establish a competitive field. Decisions not to advertise or conduct a competitive assessment of merit must be made in accordance with CI 1 and CI 2 and may be subject to review by the Public Sector Commission.

### **3.3 External Recruitment Providers**

If a decision is made to use a private contractor for all or part of the recruitment process, the employing authority must use contractors listed on the Public Sector Common Use Arrangements for Human Resources Services unless an exemption is approved. The contractor must comply with all legislative obligations, CI 1 and CI 2 and this Policy.

### **3.4 Redeployment Clearance**

Vacancies greater than six months require a redeployment clearance prior to advertising or making an appointment. Redeployment clearance is required for all appointments except:

- for quarantined positions
- positions to be filled by transfer at level.

When creating a recruitment pool with a current vacancy to be filled, a redeployment clearance is required. Any subsequent vacancies to be filled from the pool must also receive a further clearance prior to appointing an applicant from the pool. A formal offer of employment to an applicant within a pool must not be made until clearance is received from Health Support Services (Employee Services).

### **3.5 Transfer and Secondment**

Transfer and secondment arrangements must comply with this Policy and the following legislative requirements under section 141 and section 142 of the *HS Act*.

### **3.6 Transfer**

If the employing authority of a WA health system entity considers it in the best interests of the WA health system entity or the WA health system to do so, the employing authority may transfer an employee:

- from one office in the Health Service Provider to another office in that Health Service Provider
- from one office in the Health Service Provider to another office in another Health Service Provider
- from an office in the Health Service Provider to an office in the Department
- or from an office in the Department to an office in a Health Service Provider.

The transfer must be:

- approved by the delegated authority and the employee that is to be transferred consulted prior to the decision
- at the same or equivalent level of classification and
  - to an office for which the employee possesses requisite qualifications
  - the functions of which are appropriate to the employee's level of classification.

A transfer may occur as a result of an advertised vacancy or by appointment without advertising, subject to approval by the delegated authority.

### 3.7 Secondment

Subject to the approval of the delegated authority, a WA health system entity may enter into arrangement with an employing authority of a department or organisation or an employer outside the Public Service for the secondment of an employee in the WA health system entity to perform functions or services for, or duties in the service of, the relevant employer during the period specified in the arrangement.

A secondment may occur if:

- the delegated authority considers it to be in the public interest to do so; and
- the employee concerned consents.

A secondment may occur as a result of an advertised vacancy or by appointment without advertising, subject to approval by the delegated authority.

## 4. Compliance Monitoring

Health Service Providers and the Department of Health are responsible for complying with this Policy.

The System Manager will monitor Health Service Provider compliance and performance with this Policy via audit and/or review. Such activities may include review of relevant governance committee/s records and local area policies.

Audits and/or reviews of Department compliance will be conducted as required.

## 5. Related Documents

The following documents are mandatory pursuant to this Policy:

- N/A

## 6. Supporting Information

The following information is not mandatory but informs and/or supports the implementation of this Policy:

- [WA Aboriginal Health and Wellbeing Framework 2015-2030](#)
- [People with Disability Action Plan to Improve WA Public Sector Employment Outcomes 2020-2025](#)

## 7. Definitions

The following definition(s) are relevant to this Policy.

Term	Definition
Appointment	To assign a person to a position.
Breach of Standard Claim	Claims made in accordance with the Public Sector Management (Breaches of Public Sector Standards) Regulations 2005 by a person who considers they have been adversely affected by a breach of a public sector standard by a public sector body.

Commissioner's Instructions	Are instruments issued by the Public Sector Commissioner under s22A of the <i>Public Sector Management Act 1994</i> which provide directions to public sector bodies and/or employees on matters relating to the Commissioner's functions or the application of the <i>Public Sector Management Act 1994</i> .
Conflict of Interest	<p>A situation giving rise to form a conflict between the performance of public duty and private or personal interests.</p> <p>Conflicts of interest may be actual, or be perceived to exist, or potentially exist at some time in the future.</p> <p>For the purpose of this Policy a conflict of interest is a situation arising from conflict between the performance of public duty and private or personal interests. Conflicts of interest may be actual, or be perceived to exist, or potentially exist at some time in the future.</p>
Department	As stated in the <i>Health Services Act 2016</i> , the Department means the department of the Public Service principally assisting the Minister in the administration of the <i>Health Services Act 2016</i> . This is known as the Department of Health as established as an administrative division of the State of Western Australia pursuant to s35 of the <i>Public Sector Management Act 1994</i> .
Equity principle	Employment decisions are to be impartial and free from bias, nepotism and patronage.
Health Service Provider	As stated in the <i>Health Services Act 2016</i> , a Health Service Provider is established by an order made under s32(1)(b).
Health Support Services (Employee Services)	Corporate Shared Services Centre providing recruitment, appointment, employment contract management and establishment services to the WA health system.
Interest principle	Decisions about an employee's secondment, transfer or acting take account of the employee's interests and work-related requirements.
Merit principle	The WA Public Sector makes employment decisions based on merit and usually involves the establishment of a competitive field.
Panel	A group of two or more people who assess applications and competency of applicants to fill a vacancy.
Panel convenor	The panel convenor is a member of the panel responsible for coordinating the recruitment, selection and appointment processes, ensuring adherence to the Policy and completing the relevant paperwork for submission.
Recruitment	Process used to attract, assess and select applicants to fill a vacancy.
Recruitment Pools (including Shared Pools)	A pool of people assessed as being suitable for appointment, usually for a finite period. A shared pool is formed by the employing authorities of two or more public sector bodies.

Transparency principle	Employment decisions are to be transparent and capable for review.
Vacancy	A vacant post, office or position within the public sector. A vacancy can result from the creation of a new post, office or position or by the temporary or permanent movement of another employee.
WA health system	The WA health system is comprised of: <ul style="list-style-type: none"> <li>(i) the Department;</li> <li>(ii) Health Service Providers (North Metropolitan Health Service, South Metropolitan Health Service, Child and Adolescent Health Service, WA Country Health Service, East Metropolitan Health Service, PathWest Laboratory Medicine WA, Quadriplegic Centre and Health Support Services); and</li> </ul> contracted health entities, to the extent they provide health services to the State.

## 8. Policy Contact

Enquiries relating to this Policy may be directed to:

Title: Director, Workforce and Employment

Directorate: Governance and System Support

Email: [EmploymentPolicyFramework@health.wa.gov.au](mailto:EmploymentPolicyFramework@health.wa.gov.au)

## 9. Document Control

Version	Published date	Effective from	Review date	Amendment(s)
MP0033/16	1 July 2016	1 July 2016	1 July 2018	Original version
MP0033/16 v.2.0	24 April 2020	24 April 2020	April 2023	Major amendment details summarised below. <ul style="list-style-type: none"> <li>• Policy transitioned to the current policy template.</li> <li>• Applicability changed to systemwide from Health Service Providers only.</li> <li>• Additional of Aboriginal Employment Section.</li> <li>• Removal of Supporting information <i>Recruitment, Selection and Appointment Procedure</i> and corresponding name change to the title of the Policy.</li> <li>• Inclusion of new Supporting information documents <i>WA Aboriginal Health and Wellbeing Framework 2015-2030</i>, <i>WA Aboriginal Health Workforce Strategy 2014-2024</i> and <i>People with Disability Action Plan to Improve WA Public Sector Employment Outcomes 2020-2025</i>.</li> </ul>
MP0033/16 v.2.1	22 August 2022	24 April 2020	April 2023	Amendment as below. <p>Amendment to update the Policy Contact Section from Executive Director, Governance and System Support to Director, Workforce and Employment.</p>
MP0033/16 v.2.2	6 August 2024	6 August 2024	April 2023	Amendment as below. <ul style="list-style-type: none"> <li>• Policy requirements amended to clarify sharing of personnel information between HSPs with employee consent.</li> </ul>

- Supporting information: removal of WA Aboriginal Health Workforce Strategy 2014-2024.

## 10. Approval

<b>Approval by</b>	Dr David Russell-Weisz, Director General, Department of Health
<b>Approval date</b>	1 July 2016

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