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PUBLIC SECTOR MANAGEMENT ACT 1994

PUBLIC SECTOR STANDARDS

PUBLIC SECTOR STANDARD COMMISSION

I Digby Graham Blight, Public Sector Standards Commissioner, in accordance with Section 21 (5) of the Public Sector Management Act 1994, hereby gazette the following Public Sector Standards in Human Resource Management.

1. RECRUITMENT, SELECTION AND APPOINTMENT**INTENT**

Recruitment, selection and appointment relates to establishing a field of eligible people from whom the best available person is selected and appointed.

OUTCOME

The best available person is appointed.

STANDARDS

- 1.1 The applicant's skills, knowledge and abilities, relevant to the job, are fairly assessed.
- 1.2 The job is advertised as widely as appropriate.
- 1.3 Bias free documentation outlines the role to be performed and relevant selection criteria.
- 1.4 Methodologies and their application are free from bias, patronage and nepotism.
- 1.5 The applicant is notified that a breach of standard process exists.
- 1.6 Decisions and processes embody the principles of natural justice.
- 1.7 Decisions are documented and capable of review.
- 1.8 Appropriate confidentiality is maintained.

OPERATIVE DATE: JANUARY 1 1996

2. TRANSFER**INTENT**

Transfer relates to the movement of an employee to a job with a comparable classification level within or between public sector employing authorities.

OUTCOME

A transfer is fair and equitable and takes into account organisational requirements and employee needs.

STANDARDS

- 2.1 Movement is at a comparable classification level.
- 2.2 Movement does not result in a loss of continuity of service.
- 2.3 Movement does not change tenure of employment.
- 2.4 The employee is formally notified of the transfer arrangements.
- 2.5 Policies are documented and accessible to the employee.
- 2.6 Policies are applied consistently.
- 2.7 Decisions and processes embody the principles of natural justice.
- 2.8 Decisions are documented and capable of review.
- 2.9 Appropriate confidentiality is maintained.

OPERATIVE DATE: JANUARY 1 1996

3. SECONDMENT**INTENT**

Secondment relates to the voluntary placement of an employee from one public sector employing authority to another public sector employing authority, for a defined period.

OUTCOME

A secondment is fair and equitable and takes into account organisational requirements and employee needs.

STANDARDS

- 3.1 The placement is voluntary.
- 3.2 The period of time is defined.
- 3.3 A secondment which is likely to extend beyond 12 months shall comply with the recruitment, selection and appointment standards.
- 3.4 Prior to commencement of a secondment, agreement is reached regarding the employee's continuity of service, tenure of employment and placement, at the completion of the secondment.
- 3.5 Decisions and processes embody the principles of natural justice.
- 3.6 Decisions are documented and capable of review.
- 3.7 Appropriate confidentiality is maintained.

OPERATIVE DATE: JANUARY 1 1996

4. PERFORMANCE MANAGEMENT

INTENT

Performance management relates to the optimisation of the performance of an employee in the achievement of organisational goals.

OUTCOME

Performance management contributes to and improves the efficiency and effectiveness of an organisation through its employees.

STANDARDS

- 4.1 Formal processes exist within the organisation.
- 4.2 The processes apply to all employees in the organisation.
- 4.3 The processes are documented and available to employees.
- 4.4 The processes identify organisational requirements as well as individual performance and development needs.
- 4.5 The processes identify competent and sub-standard performance.
- 4.6 Decisions and processes embody the principles of natural justice.
- 4.7 Decisions are documented and capable of review.
- 4.8 Appropriate confidentiality is maintained.

OPERATIVE DATE: MARCH 1 1996

5. REDEPLOYMENT

INTENT

Redeployment relates to the fair management of an employee by their employing authority following the decision to make their job surplus. (Not applicable to a Registered Redeployee.)

OUTCOME

The process of redeployment is applied in a manner that takes into account organisational requirements and employee preferences.

STANDARDS

- 5.1 The management of the employee is fair.
- 5.2 Decisions take into account organisational requirements.
- 5.3 The employee is informed of available options.
- 5.4 Decisions take into account employee preferences.
- 5.5 Redeployment results from the job function becoming surplus, rather than the individual becoming surplus.
- 5.6 Appropriate support services are available.
- 5.7 Redeployment does not change tenure of employment.
- 5.8 Decisions and processes embody the principles of natural justice.
- 5.9 Decisions are documented and capable of review.
- 5.10 Appropriate confidentiality is maintained.

OPERATIVE DATE: JANUARY 1 1996

6. TERMINATION

INTENT

Termination relates to the cessation of employment for reasons other than discipline, sub-standard performance or redundancy.

OUTCOME

An employee is dealt with fairly and all eligible entitlements are provided.

STANDARDS

- 6.1 Decisions and processes are in accordance with the terms and conditions of the employment contract.
- 6.2 Decisions and processes embody the principles of natural justice.
- 6.3 Decisions are documented and capable of review.
- 6.4 Appropriate confidentiality is maintained.

OPERATIVE DATE: JANUARY 1 1996

7. DISCIPLINE

INTENT

Discipline relates to the action taken by an employing authority as a result of a suspected breach of the employment contract by an employee.

OUTCOME

An employee is dealt with fairly and any sanctions imposed are appropriate.

STANDARDS

- 7.1 Procedures are documented and accessible.
- 7.2 Sanctions if imposed, are appropriate.
- 7.3 Decisions and processes embody the principles of natural justice.
- 7.4 Decisions are documented and capable of review.
- 7.5 Appropriate confidentiality is maintained.

OPERATIVE DATE: JANUARY 1 1996

TERMS

For the purpose of the Public Sector Standards in Human Resource Management these terms have been interpreted to mean—

Appropriate Confidentiality

Information kept in trust and divulged only to those with the need to know, with due regard to the requirements of the Freedom of Information Act 1992.

Breach of Standards

An action or decision contrary to a published public sector standard in human resource management.

Employing Authority

As defined in Section 5 of the Public Sector Management Act 1994.

Natural Justice

The rules of fair play—

Decision makers must act fairly and without bias.

A person should not be judge in his or her own cause.

All parties to the matter should have the opportunity to put their case and all relevant arguments considered before a decision is made.

All persons need to be informed of the basis of a decision, where that decision affects them.

Registered Employee

As defined in Regulation 11 of the Public Sector Management (Redeployment and Redundancy) Regulations 1994.

