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PUBLIC SECTOR MANAGEMENT ACT 1994

STANDARDS IN HUMAN RESOURCE MANAGEMENT

I Donald Wayne Saunders, Commissioner for Public Sector Standards, in accordance with sections 21(1) and 21(2) of the *Public Sector Management Act 1994*, hereby establish the following Public Sector Standards in Human Resource Management. They will operate from 1 July 2001.

RECRUITMENT, SELECTION AND APPOINTMENT STANDARD

Outcome

The most suitable and available people are selected and appointed.

The Standard

The minimum standard of merit, equity and probity is met for recruitment, selection and appointment if:

- A proper assessment matches a candidate's skills, knowledge and abilities with the work-related requirements of the job and the outcomes sought by the public sector body, which may include diversity.
- The process is open, competitive and free of bias, unlawful discrimination, nepotism or patronage.
- Decisions are transparent and capable of review.

TRANSFER STANDARD

Outcome

Transfer decisions are equitable and take into account the participating organisation's work-related requirements and employee interests.

The Standard

The minimum standard of merit, equity and probity is met for transfer if:

- Decisions are based on a proper assessment of the work-related requirements of the public sector bodies involved and identified employee interests.
- Employment conditions are comparable.
- Decisions are impartial, transparent and capable of review.

SECONDMENT STANDARD

Outcome

Secondment decisions are equitable and take into account the participating organisation's work-related requirements and employee interests.

The Standard

The minimum standard of merit, equity and probity is met for secondment if:

- Decisions are based on a proper assessment of the work-related requirements of the public sector bodies involved and identified employee interests.
- The employee consents to the secondment.
- Decisions are impartial, transparent and capable of review.

PERFORMANCE MANAGEMENT STANDARD

Outcome

The performance of all employees is fairly assessed to achieve the work-related requirements of the public sector body while paying proper regard to employee interests.

The Standard

The minimum standard of merit, equity and probity is met for performance management if:

- An employee is informed about how their performance will be managed and the results of their performance assessment.

- A proper assessment of the employee's performance takes into account both the work-related requirements of the job and identified employee interests.
- Processes, decisions and actions are impartial, transparent and capable of review.

REDEPLOYMENT STANDARD

Outcome

Redeployment decisions are equitable and take into account the organisation's work-related requirements and employee interests.

The Standard

The minimum standard of merit, equity and probity is met for redeployment if:

- Decisions are based on a proper assessment of the work-related requirements of the public sector bodies involved and identified employee interests.
- Redeployees are informed about their future options and how the process is to be managed.
- Decisions are impartial, transparent and capable of review.

TERMINATION STANDARD

Outcome

Termination decisions are fair and all entitlements are provided.

The Standard

The minimum standard of merit, equity and probity is met for termination if:

- Decisions are based on a proper assessment of the public sector body's requirements and employee's circumstances.
- Employees are informed of their rights, entitlements and responsibilities about the termination process.
- Decisions are impartial, transparent and capable of review.

DISCIPLINE STANDARD

Outcome

The discipline process observes procedural fairness.

The Standard

The minimum standard of merit, equity and probity is met for discipline if:

- Decisions are based on a proper assessment of the facts and circumstances prevailing at the time of the suspected breach of discipline.
- The employing authority ensures procedural fairness is applied to all parties.
- Decisions are impartial, transparent and capable of review.

TEMPORARY DEPLOYMENT (ACTING) STANDARD

Outcome

Temporary deployment (acting) decisions are equitable and take into account the organisation's work-related requirements and employee interests.

The Standard

The minimum standard of merit, equity and probity is met for temporary deployment (acting) if:

- The decision to offer an employee the temporary deployment (acting) opportunity is based on a proper assessment of the work-related requirements of the job and identified employee interests.
- The process is open and free from bias, unlawful discrimination, nepotism or patronage.
- Decisions are transparent and capable of review.

GRIEVANCE RESOLUTION STANDARD

Outcome

The process used by an employing authority to resolve or redress employee grievances is fair.

The Standard

The minimum standard of merit, equity and probity is met for grievance resolution if:

- Employees are informed of their rights and responsibilities in the grievance resolution process.
- The process is based on a proper consideration of the facts and circumstances prevailing at the time of the grievance.
- Decisions are impartial, transparent and capable of review.

