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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.