



# Recruitment, Selection and Appointment Policy

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## 1. Purpose

The purpose of the *Recruitment, Selection and Appointment Policy* (this policy) is to provide a consistent approach across the WA health system by outlining the minimum requirements and responsibilities for recruitment, selection, and appointment processes.

The policy will also ensure employment decisions, powers and functions are made and exercised in accordance with:

- the [Equal Opportunity Act 1984](#)
- the [Public Sector Management Act 1994](#)
- [Commissioner's Instruction No.1 – Employment Standards](#) (CI 1)
- [Commissioner's Instruction No. 2 – Filling a Public Sector Vacancy](#) (CI 2)
- [Commissioner's Instruction No 39 – Interim Arrangements to Fill Public Sector vacancies](#) (CI 39)
- any other applicable [Commissioner's Instructions](#) (CIs) which may in effect.

To improve Aboriginal health outcomes, WA health entities must prioritise the recruitment of Aboriginal people to increase Aboriginal representation at all levels of the workforce. Accordingly, this policy must be read in conjunction with [MP 0097/18 Aboriginal Workforce Policy](#) and the Department's [Aboriginal Workforce Policy](#).

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

This policy is also a mandatory requirement for the Department pursuant to section 29 of the *Public Sector Management Act 1994*.

## 2. Applicability

This policy is applicable to WA health entities.

## 3. Policy Requirements

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

- merit
- equity
- interest

- transparency.

WA health entities must also comply with the following requirements:

- ensure all recruitment and selection processes and appointment recommendations are applied fairly, can withstand appropriate scrutiny, and support transparency and accountability
- prioritise the employment of Aboriginal people, including the application of Section 51 of the *Equal Opportunity Act 1984*
- 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 it supports the achievement of system-wide workforce strategies, diversity targets and the WA health entities' plans or strategies on workforce planning, diversity and inclusion
- provide training and guidance to panel convenors and panel members to ensure they can apply the following:
  - flexible recruitment, selection, and appointment requirements
  - WA public sector recruitment principles
  - contemporary and value based practices in candidate assessment
  - integrity governance processes
  - managing unconscious bias
- ensure that at least one member of each panel has undertaken this training
- ensure pre-employment checks are completed in accordance with section 3.5 Pre-employment Screening Requirements and manage adverse pre-employment screening outcomes
- ensure recruitment processes are timely, efficient and utilise the flexibilities available in CI 2, where appropriate, whilst adhering to the principles of the CI 1 and any other Commissioner's Instructions which may be in effect
- 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 WA public sector principles, including CI 1 and CI 2
- ensure employees 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 verification requirements to confirm the applicant's claims for each step of the process
  - ensure the panel assembled is suitably diverse, experienced, and qualified to make a fair and independent assessment of all applicants
  - ensure panel members disclose any actual, potential or perceived conflicts of interest in relation to the field of applicants. This disclosure, along with how it will be managed must be recorded and provided to Health Support Services (HSS) with the selection report
  - ensure applicants and referees are not asked whether the applicant has made any claims for workers compensation, in accordance with section 506 of the Workers Compensation and Injury Management Act 2023, which prohibits discriminatory

practices, including prohibiting any person from disclosing information about a workers' compensation claim made by a worker for the purpose of pre-employment screening

- ensure that applicants are not asked any questions about their personal circumstances which would be considered unlawful discrimination under the Equal Opportunity Act 1984
- document the selection process thoroughly, ensuring that it is unbiased, transparent, and reviewable
- certify that the panel chair understands employment standards and policy requirements and that the recruitment process complied with this policy and the requirements set out in Commissioner's Instructions 1, 2 and 39
- retain records in line with the State Records Act 2000
- make sure a formal offer of employment is not made until HSS (Employee Services) has provided a redeployment clearance, where applicable (commonly in pool recruitment)

HSS, Employee Services must provide the following services to WA health entities where applicable:

- undertake recruitment, selection and appointment transactions
- complete delegation and compliance checks in accordance with applicable legislation and policies
- distribute the RSA Guideline to selection panels
- ensure all recruitment, selection and appointment documents are recorded in accordance with the [State Records Act 2000](#)
- facilitate timely redeployment clearance
- send relevant correspondence to applicants
- assessment of late applications to determine if the delay was due to HSS or telecommunications services and advice to panel convenor on action
- coordinate breach of standard claims
- complete the pre-employment screening checks according to section 3.5 Pre-employment Screening Requirements, prior to issuing a 'cleared to commence' email
- ensure line managers are advised of any delay in proposed commencement dates due to pre-employment screening delays.

### **3.1 Redeployment Clearance**

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

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

A redeployment clearance is also required for vacancies for less than six months which are likely to be extended.

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 have a redeployment clearance prior to appointment.

The redeployment clearance process is not required if a redeployment exception is in place. Redeployment exceptions are authorised by the Public Sector Commissioner.

### **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 Transfer, Secondment and Acting Opportunities**

Recruitment to vacant positions within WA health entities must use one of the options for filling a public sector vacancy set out in section 1 of CI 2 and in line with interim arrangements set out in CI 39. Health Service Providers must comply with the legislative requirements set out in section 141 and section 142 of the [Health Services Act 2016](#).

Employees cannot be appointed to a higher-level position at another WA health entity, or act in a higher-level position at their employing WA health entity, for more than 12 months unless the WA health entity has either advertised the position or conducted an expression of interest process open to all WA health employees.

Each WA health entity can determine their own advertising requirements for vacancies of less than 12 months.

Expression of interest processes for periods greater than 12 months must only be used where the opportunity does not have a possibility of becoming permanent, or in accordance with the requirements of CI 2 and CI 39.

Vacancies which are likely to become permanent, must be advertised on the WA Government's Jobs Board, Jobs WA, unless the delegated authority determines that the vacancy meets the requirements for targeted advertising or quarantining set out in CI 2.

#### **3.4.1 Transfer**

If the employing authority of a WA health entity considers it in the best interests of the WA health 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 Department may also transfer an employee from an office in the Department to another office in the Department.

The transfer must be:

- approved by the delegated authority and the employee to be transferred must be 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.

### 3.4.2 Secondment

Subject to the approval of the delegated authority, a WA health entity may enter into an arrangement with an employing authority of a department or organisation or an employer outside the public service for the secondment of a WA health entity employee 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 and the advertising requirements described in this policy.

### 3.4.3 Acting Opportunities

Subject to the approval of the delegated authority, a WA health entity may move an employee from one office to another office in the same WA health entity at either the same classification level, or at a higher classification level, for a fixed period of time.

Acting opportunities may occur following an individual assessment of merit because of an advertised vacancy or by appointment without advertising, subject to approval by the delegated authority and the advertising requirements described in this policy.

## 3.5 Pre-Employment Screening Requirements

Individuals employed by any WA health entity are required to undergo a range of pre-employment screening checks in line with the following mandatory policies:

- [MP 0189/25 Criminal Record Screening Policy](#) for all positions
- [MP 0126/19 Pre-employment Integrity Check Policy](#) for all positions
- [MP 0176/22 Working with Children Check Policy](#) for positions involving child-related work.

HSS is responsible for managing these screening requirements. The employing WA health entity is responsible for reviewing any adverse findings as well as making and documenting any recruitment decisions made because of these findings.

Individuals employed by Health Service Providers must also undergo a Pre-Employment Health Assessment (PEHA). PEHAs must be undertaken in line with the employing Health Service Provider's PEHA policy.

Some positions also have appointment pre-requisites included in the job description form (JDF) which must also be confirmed. This can include, for example, National Disability Insurance Scheme checks, provision of evidence of qualifications, and evidence of eligibility for or current registration with a relevant registration authority/body.

Employees must declare any additional employment, including within and outside the WA health system, and seek approval in line with the relevant WA health entity's policy for outside employment.

### 3.6 Information Sharing During Employee Onboarding

Employees of WA health entities may move between WA health entities through transfers and secondments, as described in section 3.4, or appointments made following selection processes for advertised vacancies.

Where a person who is already employed within the WA health system moves to a position in another WA health entity, the employee's personal details can be shared if the employee provides informed consent for the sharing of personal information. HSS is responsible for seeking and recording the employee's consent.

The personal information to be shared with consent includes:

- banking details
- Code of Conduct and acceptable use of ICT declarations
- Australian Health Practitioner Regulation Agency (AHPRA) registration information, where applicable
- current working with children checks where applicable.

Employees moving between WA health entities are required to:

- complete a Tax File Number Declaration and Superannuation Standard Choice Form, as required by the Australian Taxation Office
- undertake integrity screening in accordance with existing policies set out in section 3.5 Pre-employment Screening Requirements
- undertake a PEHA when the new employment is with a Health Service Provider, in line with that Health Service Provider's PEHA policy.

Other processes such as verifying working rights may be required, depending on an individual employee's circumstances.

### 3.7 Workforce Diversification

The WA health system is committed to workforce diversification in line with the Public Sector Commission's [Workforce Diversification and Inclusion Strategy 2020-2025](#), each WA health entity's own diversity and inclusion plans, and WA Government Policy and Strategy Frameworks.

WA health entities must prioritise the employment of Aboriginal people, as described in section 3.7.1 Aboriginal Employment.

WA health entities must also ensure strategies are in place to increase workforce representation of the following additional diversity groups as prioritised in the public sector strategy:

- people from culturally and linguistically diverse backgrounds
- people with disability
- Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, Asexual, Plus, Sistergirl, Brotherboy (LGBTIQA+SB)
- women, with a specific focus on the representation of women in management
- youth, aged 24 years and under.

WA health entities may use exceptions under the [Equal Opportunity Act 1984](#) to make employment decisions in favour of identified diversity groups as a tool to increase representation or to improve service delivery by using the genuine occupational qualifications provisions.

### 3.7.1 Aboriginal Employment

To improve Aboriginal health outcomes, WA health entities must prioritise the recruitment and retention of Aboriginal people to increase Aboriginal representation at all levels of the workforce. Health Service Providers must implement the requirements outlined in [MP 0097/18 Aboriginal Workforce Policy](#) and the Department must implement the requirements of the [Aboriginal Workforce Policy](#) to support the growth of the Aboriginal workforce. This includes applying section 51 (s.51) of the [Equal Opportunity Act 1984](#).

The application of s.51 is a key employment strategy to increase the Aboriginal workforce in the WA health system. Section 51 is intended to achieve equality in employment for Aboriginal people and is consistent with the [Public Sector Management Act 1994](#). . Importantly, s.51 operates as an exception to other provisions of the [Public Sector Management Act 1994](#) to allow greater flexibility in the recruitment, selection, and appointment of Aboriginal people.

## 4. Compliance Monitoring

The Governance and System Support Directorate (GSSD), on behalf of the System Manager, will monitor compliance with this policy by reviewing each WA health entity's "quarterly entity profile", produced by the Public Sector Commission using data collected through the *Human Resource Minimum Obligatory Information Requirement (HR MOIR)*. GSSD will use this data to monitor trends in workforce diversity and consider whether further policy direction or support is required.

The System Manager will also monitor breach claims related to Employment standards (CI 1) by reviewing data on breach of standard claims on a twelve-monthly basis commencing 1 July 2026. GSSD will use this information to identify any changes in the number of claims lodged, or the outcomes of these claims.

The System Manager may also request additional information on recruitment, selection and appointment policies and practices to ensure alignment with policy requirements. This may include periodic audits which sample recruitment processes, or periodic requests for WA health entities to self-assess their compliance with the policy and provide this assessment to GSSD.

## 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:

- [Recruitment, Selection and Appointment Guideline](#)
- [Health Support Services Recruiting Managers' Toolkit and Reference Guide](#)
- [Public Sector Commission Hiring Managers' Toolkit](#)
- [Workforce Diversification and Inclusion Strategy for WA Public Sector Employment 2020-2025](#)

- [Action Plans to improve the representation of employees in identified diversity groups in public sector employment \(Aboriginal People, CALD People, People of Diverse Sexualities and Genders, Women, Youth\)](#)
- [Government of WA: Recruiting for and Developing Diverse Talent: How to use the exceptions in the Equal Opportunity Act 1984](#)
- [Equal Opportunity Commission Unlawful Discrimination Fact Sheet](#)
- [WA Aboriginal Health and Wellbeing Framework 2015-2030](#)
- [Department of Local Government, Sport and Cultural Industries: WA Multicultural Policy Framework](#)

## 7. Definitions

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

Term	Definition
Acting	The temporary movement of an employee to the same or a higher classification level within the same WA health entity.
Appointment	To assign a person to a position.
Breach of Standard Claim	Claims made in accordance with the <i>Public Sector Management (Breaches of Public Sector Standards) Regulations 2005</i> 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	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> .
Conflicts of Interest	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.
Culturally and Linguistically Diverse (CALD)	The Office of Multicultural Interests (OMI) defines CaLD as a term that refers to groups and individuals who differ according to religion, language, and ethnicity, and whose ancestry is other than Aboriginal or Torres Strait Islander, Anglo-Saxon or Anglo-Celtic.
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> .

Employee/s	Refers to: <ul style="list-style-type: none"> <li>i. Staff Members of Health Services Providers, defined in the <i>Health Services Act 2016</i> as <ul style="list-style-type: none"> <li>a) An employee within a Health Service Provider</li> <li>b) A person engaged under a contract for services by a Health Service Provider</li> </ul> </li> <li>ii. Employees engaged by the Director General of the Department of Health.</li> </ul>
Equity principle (CI 1)	According to CI 1, employment decisions are to be impartial and free from bias, nepotism and patronage.
Health Support Services (Employee Services)	Corporate shared services centre providing recruitment, appointment, employment contract management and establishment services to the WA health system.
Human Resource Minimum Obligatory Information Requirement (HR MOIR)	Commissioner's Instruction 6 requires all public sector agencies to report workforce data to the Public Sector Commission. The dataset collected through this process is known as the Human Resource Minimum Obligatory Information Requirement (HR MOIR).
Interest principle (CI 1)	According to CI 1, decisions about an employee's secondment, transfer or acting take account of the employee's interests and the work-related requirements.
Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, Asexual, Plus, Sistergirl, Brotherboy (LGBTIQA+SB)	Stands for lesbian, gay, bisexual, transgender, intersex, queer and asexual, with the plus sign recognising some terms may not be covered by the letters in the acronym. The addition of 'SB' to this acronym stands for Sistergirl and Brotherboy which are cultural terms used by Aboriginal communities.  The reference to LGBTIQA+SB is also intended to support the "people with diverse sexualities and genders" priority group in the Workforce Diversification and Inclusion Strategy for Public Sector Employment 2020-2025.
Merit principle (CI 1)	According to CI 1, 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 ability of applicants to fill a vacancy.
Panel convenor or panel chair	The member of the panel responsible for coordinating the recruitment, selection and appointment processes, ensuring adherence to this policy, and all other policy and legislative requirements and completing the relevant paperwork for submission.
People with disability	A person is considered to have disability if they have any limitation, restriction or impairment which restricts everyday activities and has lasted, or is likely to last, for six months or more.

Pre-Employment Health Assessment (PEHA)	Process undertaken to assess and screen job applicants for risk factors that may limited their ability to perform a job safely and effectively. The PEHA includes health, medical, immunisation screening and review.
Recruitment	Process used to attract, assess and select applicants to fill a vacancy.
Recruitment Pool (including Shared Pools)	A group of people assessed as being suitable for appointment to a position (or similar positions), usually for a finite period. A shared pool is formed by the employing authorities of two or more public sector bodies.
Transparency principle (CI 1)	According to CI 1, employment decisions are to be transparent and capable for review.
Vacancy	An unfilled 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 entities	WA health entities include: <ul style="list-style-type: none"> <li>(i) Health Service Providers as established by an order made under section 32 (1)(b) of the <i>Health Services Act 2016</i>.</li> <li>(ii) Department of Health as an administrative division of the State of Western Australia pursuant to section 35 of the <i>Public Sector Management Act 1994</i>.</li> </ul>
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> <li>(iii) contracted health entities, to the extent they provide health services to the State.</li> </ul>

## 8. Policy Contact

Enquiries relating to this policy may be directed to:

Title: Executive Director, Governance and System Support

Directorate: Governance and System Support

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

## 9. Document Control

Version	Published date	Review date	Amendment(s)
MP 0033/16	1 July 2016	1 July 2018	Original version
MP 0033/16 v.2.0	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>			
MP 0033/16 v.2.1	22 August 2022	April 2023	Amendment as below.
Amendment to update the Policy Contact Section from Executive Director, Governance and System Support to Director, Workforce and Employment.			
MP 0033/16 v.2.2	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> <li>• Supporting information: removal of <i>WA Aboriginal Health Workforce Strategy 2014-2024</i></li> </ul>			
MP 0033/16 v.3.0	23 July 2025	July 2028	Policy review and amendment, details below.
<ul style="list-style-type: none"> <li>• Purpose section refined and included the prioritisation of the recruitment of Aboriginal people to increase Aboriginal representation at all levels of the workforce.</li> <li>• Applicability amended to reflect revised terminology.</li> <li>• Policy requirements sections refined, updated and rearranged for clarity and readability. Inclusion of Section 3.4.3 Acting Opportunities; Section 3.5 Pre-Employment Health Assessment; Section 3.6 Information Sharing during Employee Onboarding and Section 3.7 Workforce Diversification. Added Acting opportunities.</li> <li>• Removal of policy requirement for panel chairs to undertake RSA training. Inclusion that at least one panel member to undertake RSA training and for panel chairs to declare that they understand recruitment policy requirements and the selection process complies with these requirements.</li> <li>• Compliance monitoring arrangements updated to clarify available data sources and periodic compliance self-assessments, audits, or information requests.</li> <li>• Supporting information: Inclusion of <i>Recruitment, Selection and Appointment Guideline</i>; <i>Workforce Diversification and Inclusion Strategy for Public Sector Employment 2020-2025</i>; Action plans aimed at improving representation of employees in identified diversity groups in public sector employment; <i>WA Multicultural Policy Framework</i>; <i>Government of WA: Recruiting for and Developing Diverse Talent-How to use the exceptions in the Equal Opportunity Act 1984</i> and <i>Equal Opportunity Commission Unlawful Discrimination Fact Sheet</i>.</li> <li>• Definition section updated with the inclusion of the following definitions: 'Acting'; 'Culturally and Linguistically Diverse (CALD)'; 'Human Resource Minimum</li> </ul>			

Obligatory Information Requirement (HR MOIR); 'LGBTQIASB+'; 'People with disability'; 'Pre-Employment Health Assessment (PEHA)' and 'WA health entities. • Removal of the following definition 'Health Service Provider'.			
MP 0033/16 v. 3.1	7 August 2025	July 2028	Amendment as listed below.
• Minor update to include full title and correction of LGBTIQASB within Policy Requirement 3.7 and definitions section.			

Note: Mandatory policies that exceed the scheduled review date will continue to remain in effect.

## 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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