



POLICY – 5.3 – Staff Pre-employment Requirements

Relevant Delegation

N/A

Policy Statement

1. Medical Clearance of New Employees

It is Council policy that all prospective new employees undergo a medical examination and drug and alcohol test at the Council's expense. The Doctor's report must indicate that the employee is suitable to carry out the required duties before engagement.

2. National Police Clearance of New Employees

It is Council Policy that a national police clearance be obtained, at the Council's expense, to verify that the employee is suitable for the duties and responsibilities of the position.

3. The shire will not employ an applicant who refuses to obtain medical and police clearances.

4. The pre-employment assessment information is not to be used for any purposes other than recruitment.

– End of Policy

ADOPTED: 28 MARCH 2024