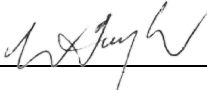


Policy Name	EMPLOYMENT POLICY
Policy Number	G003_PO (Governance)
Purpose	This policy outlines the process of staff recruitment at the Whitehouse Institute of Design, Australia (Whitehouse).
Scope	This policy applies to all current and prospective staff and contractors employed by Whitehouse across all campuses.
Policy Statement	<p>The Whitehouse Institute of Design, Australia is committed to an equitable, systematic and consistent approach to recruitment and selection in order to attract, select and retain the most capable staff through open competition and on merit. Whitehouse ensures that all stages of recruitment and selection conform to legislative requirements.</p> <p>Employment policies and practices are designed to put into effect the following principles:</p> <ul style="list-style-type: none"> • maintain the principle of open competition on the basis of merit to appoint the best candidates • provide equal opportunity for all candidates • maintain applicant confidentiality • ensure that selection procedures are efficient and effective • ensure needs of Whitehouse are accounted for through skills gap analysis • ensure that applicants are suitably qualified prior to appointments and • represent in its staffing profile the community it serves.
Relevant Legislation	<p>Commonwealth Legislation</p> <ul style="list-style-type: none"> • Fair Work Ombudsman • National employment standards • Standards for Registered Training Organisations (RTOs) 2015 • Higher Education Industry—Academic Staff—Award 2010 • Higher Education Industry—General Staff—Award 2010 • Australian Human Rights Commission Act 1986 • Age Discrimination Act 2004 • Disability Discrimination Act 1992 • Racial Discrimination Act 1975 • Sex Discrimination Act 1984 • Privacy Act (Cwlth) 1988 <p>State Legislation</p> <ul style="list-style-type: none"> • Privacy and Personal Information Protection Act 1998 (NSW) • State Records Act 1998 (NSW) • Crimes Act 1900 (NSW) No 40 • NSW Anti-Discrimination Act 1977

	<ul style="list-style-type: none"> • The Equal Opportunity Act 2010, (Victoria) • Racial and Religious Tolerance Act 2001 (Victoria) • Information Privacy Act 2000 (Victoria)
Key Related Documents	<p>Code of Conduct</p> <p>Access and Equity Policy</p> <p>Access and Equity Procedure</p> <p>Privacy Policy</p> <p>Privacy Procedure</p> <p>Staff Handbook</p> <p>Grievance and Appeals Resolution (Staff) Policy</p> <p>Grievance and Appeals Resolution (Staff) Procedure</p> <p>Interview Sheet</p> <p>Student Surveys</p>
Definitions	Offer of Appointment Letter: a document stating the terms and conditions of the position being offered to a prospective employee.
Responsible Officer	Executive Director
Approval Authority/ Authorities	Board of Governors
Date Approved	01/06/2021
Date of Commencement	02/06/2021
Date for Review	01/06/2024
Documents superseded by this Procedure	<p>Employment Policy and Procedure Dec 2012</p> <p>Old Policy Number 001.007</p> <p>The implementation of the latest version of this policy supersedes all previous versions of this policy.</p>
Amendment History	<p>06/2021</p> <p>Re-approval</p> <p>05/2018</p> <p>Re-branding – Header & Footer only</p> <p>12/2016</p> <p>Policy and Procedures separated. Updated formatting and minor amendments Updated hyperlinks</p> <p>12/ 2012</p> <p>Changed formatting- included procedure and policy in one document</p> <p>Minor adjustments and inclusions to policy wording, no material change</p> <p>Expansion of procedure text to include record keeping, material changes</p>

Signed and dated for Whitehouse Institute Pty Ltd		<u>Les Taylor</u>	<u>01/06/2021</u>
	Signature	Name	Date

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Governance
Stakeholders	Academic Board Executive Management Academic Staff Administration Staff Students