

POLICY:-	
Policy Title:	Pre-Placement Health Assessment Policy (Previously New Employees Pre Placement Health Assessment Policy & Procedure / Pre-Employment Medical Assessment Policy)
File Reference:	F10/618-015
Date Policy was adopted by Council initially:	20 December 2011
Resolution Number:	411/11
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Resolution Number:	411/11, 282/12, 170/16, 371/19
Current Policy adopted by Council:	21 August 2025
Resolution Number:	133/25
Next Policy Review Date:	2028

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed:	Refer to Recruitment and Selection procedure
Procedure/guideline reference number:	Refer to Recruitment and Selection procedure

RESPONSIBILITY:-	
Draft Policy developed by:	Manager Human Resources
Committee/s (if any) consulted in the development of this Policy:	WHS Committee Consultative Committee
Responsibility for implementation:	Chief Executive Officer
Responsibility for review of Policy:	Manager Human Resources

OBJECTIVE

As part of the Council recruitment process all suitable candidates /employees must take part in a Pre-Placement Health Assessment. This aims to ensure that individuals are placed in positions that will not adversely affect their health and wellbeing.

Upper Lachlan Shire Council as an Equal Employment Opportunity (EEO) employer will, in all cases, endeavor to accommodate applicants with impairment(s) who, by way of merit, are successful in applying for any available position.

In order for Council to identify any possible and equitable work adjustments/needs, Council needs to be aware of the extent of impairments.

POLICY

This policy relates to internal and external recruitment and selection of all permanent, temporary, volunteers, casual and seasonal positions under the provisions of the *Local Government Act 1993 and Local Government (State) Award*.

This policy applies to any candidate being considered for a role with Council. The candidate must be prepared to undertake the Pre-Placement Health Assessment, to provide all necessary health information to determine their capacity to undertake the inherent job requirements and job demands of the position, and to assist in determining any adjustment needs.

A person must not be appointed to a position without sign off by a medical practitioner, including both pre-medical checks and independent hearing assessment.

A person may engage their preferred medical practitioner, unless advised otherwise by Council.

Council if engaging staff through a recruitment agency will disclose that the candidate will need to undertake a Pre-Placement Health Assessment which aligns with Council's specified requirements.

Council will pay for, or reimburse, the costs associated with any pre-medical assessment in line with this policy.

Reason for New Employees Pre Placement Health Assessment

Ahead of employment / appointment the Pre-Placement Health Assessment is required:-

- To determine the candidate's ability to meet the physical requirements of the position applied for;
- To enable the best applicant to carry out the requirements of the role;
- To ensure confidential and transparent employment processes.

Results of Employees Pre Placement Health Assessment

The results of a Pre-Placement Health Assessment remain confidential. The relevant medical practitioner will provide the results to Council's Human Resources team after the assessment is completed.

The Human Resources team will then review the assessment against the role to ensure that requirements have been met before providing a formal letter of offer to the successful candidate.

Medical assessments of candidates are placed within a secure personnel file for that candidate within Council's electronic document management records system.

The personnel files are kept in accordance with legislation requirements adhering to the *Privacy and Personal Information Protection Act 1998*. It should be noted, these medical assessments will remain on the personnel file permanently.

Job Adjustments

If a health assessment determines that an applicant or employee would be capable of performing the inherent job requirement if an adjustment is made to accommodate them, Council will be informed by the medical practitioner of what adjustments are necessary to allow the person to be able to perform that particular inherent requirement. {Council would rely on the advice of a medical practitioner and the Health and Safety Leader will implement the adjustment.}

If the cost of the adjustment is significant, Council will assess its ability to implement such adjustment taking into consideration its obligations under applicable legislation.

Appeal Process

Where an applicant is dissatisfied with recommendations in respect to their capacity to perform the inherent job requirements and job demands of the position, with or without adjustments, an appeal may be lodged within 5 working days from the results of the first Pre-Placement Health Assessment.

The applicant may wish to discuss the matter with the medical practitioner. Where an applicant wishes to seek another medical opinion, this will be paid for by the applicant.

PRE-EMPLOYMENT MEDICAL ASSESSMENT

In addition, Council must fulfill its obligations as follows:-

- Under the *Work Health and Safety Act 2011 and Regulations* to ensure the health, safety and welfare of their employees and other people in the workplace;
- Under the *Anti-Discrimination Act 1977* and *Disability Discrimination Act 1992* for agencies to provide a workplace and employment opportunities free from unlawful discrimination;
- Under the *Privacy and Personal Information Protection Act 1998* to ensure that all information provided is only collected for the purpose of carrying out a Pre-employment Medical Assessment; and
- Under the *State Records Act 1998* to ensure information is stored, retained and destroyed in accordance with record keeping standards.

Definitions

New Employees Pre-Placement Health Assessment

Comprehensive medical and physical examination and appropriate investigations undertaken by a doctor.

Inherent job requirements

The requirements that are fundamental or essential to the position. These requirements must be determined objectively and cannot depend on the attitude or operational methods of the employer.

Inherent job requirements carry with them associated job demands. Inherent job requirements can be located in the Position Description relating to the position under “*Essential*”.

If Medical Assessments indicate an applicant is unfit to perform the duties of the position

If the medical practitioner determines that the duties of the position could present a risk to the applicant’s work health, safety and welfare, or poses a risk to others, the following action is to be taken:-

- Whenever necessary, and within the bounds of privacy and confidentiality, Council’s Health and Safety Leader is to confer with the medical practitioner to clarify any specific concerns and whether modification of the duties, or the manner in which the duties are performed, is feasible in the professional opinion of the medical practitioner.
- The Supervisor/Manager is then to examine the job concerned and consider what reasonable modifications could be made to the duties of the position, the equipment used, the work environment etc. The results of this examination and the Supervisor/Manager’s recommendations are to be recorded in writing and returned to Council’s Health and Safety Leader.

- Council's Health and Safety Leader will again confer with the medical practitioner to determine whether the proposed modifications would enable the employee to perform the duties of the position. If the medical practitioner concurs, then the job modifications are to be effected and the appointment is to proceed. A Return to Work Plan for the modification or permanent modifications to the position, will outline the requirements for the candidate to follow and will be drafted in consultation with the Managers and Health and Safety Leader.
- If the medical practitioner determines that, despite the proposed modifications, the applicant would be unable to perform the duties of the position, the applicant is to be notified by the Manager Human Resources and the appointment, upon direction of the CEO is to either be offered to the next most meritorious candidate (if appropriate) or the vacant job is to be re-advertised.

Disability

As part of the obligations under the *Anti-Discrimination Act 1997* and *Disability Discrimination Act 1992*, Council must ensure that any applicants with a disability are assessed using any service or facility they routinely use to perform the inherent job requirements and job demands of a position e.g. if an applicant uses a prosthesis, then the aid should be used during the assessment.

Council will assess any required adjustments on a case by case basis, in consultation with the applicant and medical practitioner.

Relevant Legislation

The following legislation that is relevant to this Policy include:-

- Anti-Discrimination Act 1977;
- Disability Discrimination Act 1992;
- Equal Employment Opportunity Act 1987;
- Fair Work Act 2009;
- Government Information (Public Access) Act 2009;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Local Government Act 1993;
- Local Government (General) Regulation 2021;
- Local Government (State) Award 2023;
- Privacy and Personal Information Protection Act 1998;
- Public Interest Disclosures Act 2022;
- State Records Act 1998;
- Workers Compensation Act 1987;
- Work Health and Safety Act 2011 & Regulations 2017;
- Workplace Injury Management Workers Compensation Act 1998;
- Workplace Relations Act 2008.

Related Council Policies and Procedures

The following Council Policies and procedures relevant to this Policy include:-

- Bribes, Gifts and Benefits Policy;
- Code of Conduct;
- Complaints Management Policy;
- Alcohol and Other Drugs Policy;
- Employment and Retention Policy;
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Policy;
- Interaction between Councillors and Staff Policy;
- Privacy Management Plan;
- Public Interest Disclosures Policy;
- Records Management Policy;
- Recruitment and Selection Policy;
- Volunteers Policy;
- Workforce Plan;
- Work Health and Safety Policy.

Relevant Form

Pre-Placement Medical Assessment Form

Variation

Council reserves the right to vary or revoke this policy at any time.

Council management may change or implement additions to the Pre-Placement Medical Assessment form related to this policy at any time.