



Hiring and Employment of Full-Time Staff

Policy number		Version	1
Drafted by	Policy Sub Committee	Approved by Committee on	17/12/13
Responsible person	President and Club Manager	Scheduled review date	December 2015

Introduction

The Management Committee of the Irish Club of WA is committed to ensuring that only the highest quality and standard of full time staff are employed at the Irish Club.

Purpose

The purpose of this policy is to establish guidelines on the hiring and engagement of full time employees of the Irish club.

Policy

The Management Committee of the Irish Club will ensure that;

A detailed job description form is produced before a vacancy for a full time position at the Irish Club is advertised,

Vacancies are advertised on the Irish Clubs website, through agencies or in the media, as deemed appropriate by the Management Committee.

An interviewing and appointment panel will be formed and this will include at least one member of the Management Committee.

The interviewing and appointment panel will firstly seek to engage or hire Australian residents but will not exclude consideration of all applicants .

The interviewing and appointment panel will not enter into any overseas staff sponsorship arrangement without the express authority to do so from a properly constituted meeting of the Management Committee.

All full time employees are properly remunerated in accordance with the obligations contained in the relevant Industrial Award and in accord with the terms of their JDF.

Responsibility

The Club President and the Management Committee are responsible for the implementation of this policy.