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# PROBATIONARY EMPLOYMENT POLICY

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Human Resources  
YASC POL 14 – V6



2024

YARRABAH ABORIGINAL SHIRE COUNCIL  
56 Sawmill Rd Yarrabah, QLD 4871

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## **1. LEGISLATION AND AUTHORITY**

The Local Government Act 2009 (Qld)  
Local Government Regulation 2012 (Qld)  
Industrial Relations Act 2016 (Qld)  
*Queensland Local Government Industry (Stream A) Award – State 2017*  
*Queensland Local Government Industry (Stream B) Award – State 2017*  
*Queensland Local Government Industry (Stream C) Award – State 2017*  
YASC Code of Conduct

## **2. COUNCIL'S STATEMENT**

Yarrabah Aboriginal Shire Council ('YASC') conducts its business with integrity, honesty and fairness. All employees are expected to work within the rules and actions of YASC will comply with all relevant laws, regulations, codes and corporate standards.

Everyone representing YASC must reflect the highest standards of behaviour. Our relationships are critical to the ongoing success of our organisation. Our leaders have responsibility for fostering a culture where ethical conduct is recognised, valued and applied at all levels.

This policy is to be read in conjunction with the Code of Conduct, which outlines our standards of behaviour and workplace culture are in accordance with YASC's principles.

## **3. PURPOSE**

YASC requires all new employees to complete a period of probationary employment (the "**probationary period**"). The purpose of this policy is to allow YASC to assess new employees before ongoing employment is confirmed.

## **4. COMMENCEMENT OF POLICY**

This Policy replaces all other probationary employment policies of YASC (whether written or not).

## **5. APPLICATION OF THE POLICY**

This Policy applies to all new employees of YASC, including employees whose employment has transferred to YASC as part of a transfer of business arrangement (a "**transferring employee**").

This Policy does not form part of any employee's contract of employment. If a term of this policy is inconsistent with an employee's contract of employment or any relevant industrial instrument, the contract will prevail over this Policy to the extent of any inconsistency.

## **6. PROBATIONARY PERIOD**

Generally, new employees of YASC will be employed for a probationary period of three (3) months. There may however be circumstances in which an employee's performance cannot effectively be assessed within three (3) months and therefore YASC reserves the right to apply longer probationary periods to such employees.

YASC will endeavour to assess an employee's performance throughout the probationary period and provide feedback about their performance. The continued employment of the employee is dependent on their successful completion of the probationary period.

Where the employee's performance does not meet the standard required for the job, YASC may elect to terminate the employee's employment with the requisite period of notice or payment in lieu of notice.

## 7. VARIATIONS

*YASC reserves the right to vary, replace or terminate this policy from time to time.*

## 8. DOCUMENT CONTROL

Adoption Date:	15 December 2015	Resolution No.	Version No. 1
Amended Date:	30 January 2020	Resolution No. 03:30/01/2020	Version No. 2
Amended Date:	17 February 2021	Resolution No. 05:17/02/2021	Version No. 3
Amended Date:	18 May 2022	Resolution No. 09:18/05/2022	Version No. 4
Amended Date:	29 June 2023	Resolution No. 11:29/06/2023	Version No. 5
Reviewed Date:	26 July 2024	Resolution No. 12: 26/07/2024	Version No. 6
Next Review Date:	2025		
Responsible Officer:	Chief Executive Officer (CEO)		



Richard Wright  
Chief Executive Officer