HEALTH INFORMATION POLICY

Human Resources
YASC POL 12 – V7

2026

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)
Privacy Act 1988 (Cth)
Australian Privacy Principles (APP)
Information Privacy Act 2009 (Qld)
YASC Code of Conduct POL 01

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 endeavours to establish and maintain a safe and fair work environment for all workplace participants.

Collecting medical information about workplace participants has three purposes:

- To assess the workplace participant's ability to perform the inherent (essential) requirements of the position;
- To be alert to the possible dangers or risks to a workplace participant's health arising from the performance of particular work; and
- To ensure the health, safety and welfare in the workplace.

4. COMMENCEMENT OF POLICY

This Policy replaces all health information collection policies of YASC (whether written or not).

5. APPLICATION OF THE POLICY

This Policy applies to employees, prospective employees, agents and contractors (including temporary contractors) of YASC, collectively referred to in this Policy as 'workplace participants'. This Policy does not form part of any person's contract of employment. Nor does it form part of any other contractor's contract for services.

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6. PRIVACY AND CONFIDENTIALITY

Information about a workplace participant's health will be handled in a confidential and secure manner. The information will be used only for the purposes intended and limited to those who need to know the information for the purposes of decision making.

7. PROCEDURE

Job analysis

To ensure that health information which is requested from workplace participants relates to the individual's ability to perform the inherent requirements of the position, the Director – Human Resources, Risk & Regulations will endeavour to analyse the position to determine the requirements of the position.

Such analysis will involve consideration of the physical requirements of a position. This involves considering whether the physical requirements of the position are such that the workplace participant should be required to undertake either or both of the following steps prior to YASC deciding whether to make a job offer:

- a Health Declaration; and/or
- a Pre-employment medical examination.

Health Declaration

The health declaration must clearly identify the physical requirements for the position. In the health declaration, the workplace participant is required to state that they understand and can comply with the physical requirements for the position, as per the Position Description for that role.

Pre-Employment Medical Examinations

A pre-employment medical examination will only examine physical attributes which are required to enable the workplace participant to fulfil the physical requirements of the position.

Pre-employment examinations will be performed by a medical practitioner nominated by YASC and YASC will cover the cost of the medical examination.

The workplace participant is entitled to access the results of the pre-employment medical examination.

Use of Medical Information

If a workplace participant does not meet the health requirements for a position, even allowing for reasonable accommodations (which do not cause unjustifiable hardship for YASC), YASC will inform the workplace participant that it is not able to offer employment.

The use of health information will be confined to the purposes outlined in this policy.

8. ACCOMMODATION

Where a medical condition exists which may prevent the workplace participant from performing the inherent requirements of the job, YASC will endeavour to make reasonable adjustments to the position to accommodate the person. If such accommodation can be made, YASC will consider

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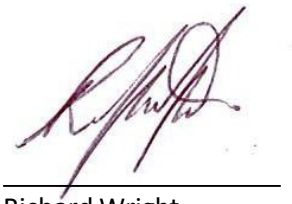
whether doing so would impose an unjustifiable hardship on YASC. If it would impose an unjustifiable hardship on YASC, such accommodation will not be made.

9. VARIATIONS

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

10. DOCUMENT CONTROL

Adoption Date:	12 January 2016	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
Reviewed Date:	19 August 2026	Resolution No. 28:19/08/2026	Version No. 7
Next Review Date:	2027		
Responsible Officer:	Chief Executive Officer (CEO)		



Richard Wright
Chief Executive Officer

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