

	<h2>Casual Employment</h2>
Contact Officer	Manager, Employee Relations

PROCEDURE	Purpose	To outline the procedures for Managers/Supervisors in the appointment of casual staff.
	Procedure	Ensure minimum documentation is received before making selection and appointment.
	Recruiting Manager	Declare any close personal relationship or potential conflict of interest to supervisor.
	Supervisor	Determine if recruitment process or panel should be amended to negate any of conflict of interest .
	Recruiting Manager	Once appointment is made, send appointment paperwork and minimum documentation to Human Resources prior to commencement of employment.
	Keywords	Casual Employment

Date Approved	16 September 2008
Approval Authority	Director, Human Resources
Date of Commencement	tba
Amendment Dates	List the dates the policy has been amended (Day Month Year)
Date for Next Review	3 years from date of commencement
Related Policies, Procedures and Guidelines	Casual Employment Policy