

GOV16	Human Resource Management Policy
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Policy Custodian:	Chief People and Strategy Officer
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Purpose

The purpose of this policy is to ensure that overarching human resource management policies are in place and complied with by the Chief Executive Officer (CEO) when determining employment policies.

Scope

This policy applies to Council and its staff, and to all human resource management policies of Council.

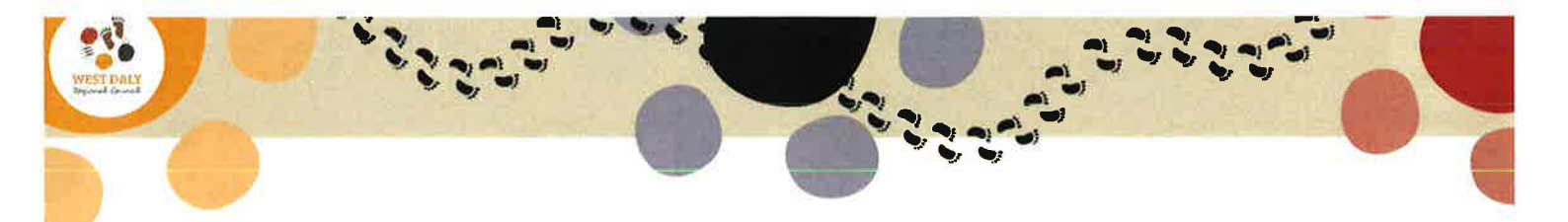
Policy Statement

1. Policy Principles

- 1.1. For each employment policy determined by the CEO, the CEO must ensure that the policy is consistent with the principles of human resource management as specified in the *Local Government Act 2019* (NT).
- 1.2. These human resource management policies, as well as the statutory principles of human resource management, are to be reflected appropriately in all policies and processes of the Council.

2. Selection Processes for Appointment or Promotion

- 2.1. Council will have a robust recruitment system for the CEO that demonstrates a fair and equitable process based on the merit principle.
- 2.2. Council delegates to the CEO the development and maintenance of a recruitment system for Council staff that demonstrates a fair and equitable process based on the merit principle.
- 2.3. Council directs the CEO to ensure that:
 - a) Permanent vacancies are publicly advertised, and existing Council staff may apply.
 - b) There is a documented and transparent process based on merit for temporary appointments and existing Council staff will be given the opportunity to apply internally.

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- c) A fair and reasonable probation period will apply to all new permanent Council staff members.
- d) An exception to clause 2.3(a) above, is that a permanent vacancy for a position that has been subject to succession planning, or where the CEO determines internal applicants have the skills and experience necessary to fill the position, may be advertised internally only. A transparent internal recruitment process will be used, and the merit principle applied in selecting a successful candidate. Where an internal recruitment process is not successful, the position will be advertised externally.

3. Benefits and Performance Appraisals

- 3.1. Council directs the CEO to ensure that benefits available to Council staff will be as provided in the relevant workplace agreement, award or National Employment Standards and as contained in any relevant employment policies determined by the CEO.
- 3.2. Council directs the CEO to ensure that Council staff are to have:
- a) Fair and equitable access to employment-related benefits according to their role.
 - b) Appropriate development opportunities according to their role and abilities.
 - c) An annual documented performance discussion with their supervisor.

4. Work Health and Safety

- 4.1. Council directs the CEO to ensure a safe and healthy working environment for Council staff.
- 4.2. Council directs the CEO to provide appropriate training to ensure safety at work.

5. Workplace Culture

- 5.1. Council directs the CEO to promote a positive and family friendly organisational culture.
- 5.2. Council directs the CEO to ensure a flexible work environment for Council staff.

6. Discrimination

- 6.1. Council directs the CEO to ensure that there is no discrimination in the workplace.
- 6.2. There is to be no unlawful discrimination against a Council staff member, or potential employee on the grounds of sex, sexuality, marital status, pregnancy, race, physical or intellectual impairment, age, or any other ground.
- 6.3. There is to be no other form of unreasonable or otherwise unjustifiable discrimination against a Council staff member or potential Council employee.

7. Notification to Council Regarding Human Resource Policies

- 7.1. The CEO will update Council at least once a year in relation to employment policies that have been introduced, materially changes, or removed.



8. Responsibilities

8.1. The CEO is responsible for ensuring appropriate policies and procedures are developed, implemented, and reviewed and brought to the attention of the Council, including providing periodic updates on the status of human resources management policies.

8.2. The Human Resources Team is responsible for ensuring:

- a) Policies and procedures are development, implemented and reviewed.
- b) Policy and procedure development reflects compliance requirements.
- c) Policy and procedure development and review incorporates consultation with Council staff.
- d) New Council staff are provided with the opportunity to become familiar with human resources management policies and procedures applicable to their role and employment conditions.

References

Local Government Act 2019 (NT)

Definitions


In the context of this policy the following definitions apply:

Human resources management is the strategic and functional approach to the effective management of people in an organisation. Human resources management is the term used to describe the strategies and systems used for the management of people.

Related Documents

Workplace Health and Safety Policy

For more information, contact the Policy Custodian.

Signature of Endorsement:	
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Position:	Chief Executive Officer

