

HUMAN RESOURCE MANAGEMENT POLICY

Type:	Council Policy – People and Culture		
Owner:	Employee Engagement Manager		
Responsible Officer:	Chief Executive Officer		
Approval Date:	28/06/2022	Next Review:	1 July 2026
Records Number:	176066	Council/CEO Decision:	Council
Legislation Reference:	Section 172 of the <i>Local Government Act 2019</i>		

1 PURPOSE

Katherine Town Council seeks to be an employer of choice, providing a safe, enjoyable, and diverse work environment, where employees are remunerated fairly and have access to training and development opportunities.

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

Council's human resource management policies will comply with the principles of human resource management and relevant legislation. Council is committed to applying the principles of merit, inclusion, diversity and accessibility and confidentiality to all processes related to current or future employees of Council.

2 SCOPE

This policy applies to all employees of Katherine Town Council, regardless of the capacity in which they are employed.

3 DEFINITIONS

Discrimination means the unjust or prejudicial treatment of different categories of people, especially on the grounds of race, age, gender, sexual orientation, or disability.

Employee means a person remunerated by Katherine Town Council on a full time, part time, casual or contract basis.

Merit principle means the assessment is based on the relationship between the candidates' work-related qualities and the work-related qualities genuinely required for the duties of a position.

Principles of natural justice means the right to be made aware of, and respond to, information which will be used in the course of a decision that will negatively affect the person.

Selection processes for appointment or promotion

Council will have a robust recruitment system that demonstrates a fair and equitable process based on the merit principle. Individuals will be assessed on their work-related qualities including:

- skills and abilities
- qualifications, training and competencies
- standard of work performance
- capacity to produce outcomes by effective performance at the level required
- relevant personal qualities, such as honesty and integrity
- potential for further development
- ability to contribute to team performance.

Council will have a documented and transparent process based on merit for permanent appointments and existing council employees will be given the opportunity to apply internally.

Council will have a robust process for the recruitment of the Chief Executive Officer, providing clarity and consistency relating to conditions and allowances.

A fair and reasonable probation period will apply to all new permanent employees.

Benefits, development and performance appraisals

Benefits available to council employees will be as provided in the relevant workplace agreement, contract or award and as contained in any relevant employment policies determined by the Chief Executive Officer.

All council employees are to have fair and equitable access to employment-related benefits and appropriate development opportunities according to their role and abilities and an annual documented performance discussion with their supervisor.

Work health and safety

Council is committed to having a safe and healthy working environment for all employees, providing appropriate training to ensure safety at work and adherence to all relevant legislative frameworks.

Employee grievances

Employee grievances will be addressed in a timely, equitable and confidential manner, applying the principles of natural justice.

A confidential register of grievances and outcomes will be kept by the Chief Executive Officer.

Discrimination

Council staff are treated fairly and consistently and are not subject to arbitrary or capricious decisions.

Council is committed to ensuring that there is no discrimination in the workplace. There is to be no unlawful discrimination against a council employee, or potential council employee, on the ground of sex, sexuality, religion, marital status, pregnancy, race, physical or intellectual impairment, age or any other ground.

There is to be no other form of unreasonable or otherwise unjustifiable discrimination against a council staff member or potential council staff member.

Certification

For each employment policy determined by the Chief Executive Officer, the Chief Executive Officer must ensure that the policy is consistent with the principles of human resource management specified in section 172 of the *Local Government Act 2019* and the Council's human resource management policies outline above.

The Chief Executive Officer must update the Council at least annually in relation to employment policies that have been introduced, materially changed or removed.

5 ASSOCIATED POLICIES/DOCUMENTS

- Katherine Town Council Enterprise Agreement
- CEO Code of Conduct
- Employee Code of Conduct
- Allowances Policy
- Corporate Uniform and Dress Policy
- Criminal and Traffic History Checking Policy
- Employee Assistance Program Policy
- Employing Children Policy
- Employee Discipline Policy
- Employee Housing Policy
- Employee Performance Management Policy
- Employee Probation Policy
- Employee Records Policy
- Equal Employment Opportunity Policy
- Flexible Working Arrangements Policy
- Leave Policy
- Long Term Absences Policy
- Loss of Driver's Licence Policy
- Providing Employee References Check Policy
- Recruitment and Selection Policy
- Redundancy Policy
- Removal and Relocation Expenses Policy
- Resignation and Termination Policy
- Return to Work and Redeployment Policy
- Salary Packaging Policy
- Secondary Employment Policy
- Training and Development Policy
- Visitor Information Centre Famils Policy
- Volunteers Policy
- Work Experience Policy
- Work health and Safety Policies
- Working From Home Policy

6 REFERENCES AND RELATED LEGISLATION

- *Local Government Act 2019*
- *Work Health and Safety (National Uniform Legislation) Act 2011*
- *Fair Work Act 2009* (Cth)
- *Local Government (General) Regulations 2021*

Revision History

Version	Approval date	Details of change	Responsible officer
1	1/07/2021	Created	HR Officer
2	28/06/2022	Minor revision and new template	CEO