

policy

Title: Human Resource Management Policy
Policy No: B014
Adopted By: Board
Next Review Date: February 2023
Responsibility: Chief Executive
Document Number: 144363

Version	Decision Number	Adoption Date	History
1	9/21	16 February 2021	New Policy – Effective 1 July 2021
2			
3			
4			

1 Policy Summary

The purpose of this policy is to ensure that overarching human resource management policies are in place which must be complied with by the Chief Executive when determining and applying operational employment policies, procedures and practices.

This human resource management policy, as well as the statutory principles of human resource management, must to be reflected appropriately in all CouncilBIZ operations.

2 Policy Objectives

To ensure the principles of human resource management are properly considered and appropriately applied within CouncilBIZ.

3 Background

CouncilBIZ has a moral and legal obligation to ensure that the principles of human resource management are appropriately applied. More specifically, s172 and s176 of the Local Government Act 2019 requires that subsidiaries adopt policies on human resource management.

policy

4 Policy Statement

4.1 Selection processes for appointment or promotion

CouncilBIZ will have a robust recruitment system for the Chief Executive that demonstrates a fair and equitable process based on the merit principle.

The Chief Executive must have a robust recruitment system for CouncilBIZ staff members that demonstrates a fair and equitable process based on the merit principle.

The Chief Executive must ensure that:

- (a) every permanent vacancy is to be publicly advertised and existing staff members may apply;
- (b) there is a documented and transparent process based on merit for temporary appointments and existing staff members will be given the opportunity to apply internally; and
- (c) a 6 month probation period will apply to all new permanent employees which may be extended for a further 3 months subject to performance.

4.2 Benefits and Performance Appraisals and Development Reviews

The Chief Executive must ensure that benefits available to staff members are as provided in the relevant workplace agreement or award and as contained in any relevant employment policies determined by the Chief Executive.

The Chief Executive must ensure that staff members 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; and
- (c) an annual documented Performance Appraisal and Development Review with their supervisor which must be reviewed by the relevant manager and the Chief Executive

4.3 Work Health and Safety

The Chief Executive must ensure a safe and healthy working environment for all staff and must provide appropriate training to ensure safety at work.

4.4 Workplace Culture

The Chief Executive must actively promote a positive, constructive and family friendly organisational culture.

policy

The Chief Executive must, as provided in the relevant workplace agreement or award and as contained in any relevant employment policies determined by the Chief Executive, ensure a flexible work environment for staff members.

4.5 Discrimination

There must be no discrimination in the CouncilBIZ workplace.

CouncilBIZ will not tolerate any form of unlawful discrimination against a staff member, or potential council staff member on the ground of sex, sexuality, marital status, pregnancy, race, physical or intellectual impairment, age or any other ground.

Further, there must not be any form of unreasonable or otherwise unjustifiable discrimination against a staff member or potential staff member.

4.6 Employment Practices

For each operational employment policy determined by the Chief Executive, the Chief Executive 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 CouncilBIZ human resource management policies outlined above.

The Chief Executive must update the CouncilBIZ Board at least once a year in relation to employment policies that have been introduced, materially changed or removed.

5 Legislation, terminology and references

- Local Government Act 2019
- Local Government (General Regulations) 2020
- Anti-Discrimination Act (NT) 1992

6 Implementation and delegation

The Chief Executive is responsible for implementation of this policy.

7 Evaluation and review

This policy will be reviewed every two years or sooner if the need arises.