

# POLICY

<b>TITLE:</b>	HUMAN RESOURCE MANAGEMENT POLICY		
<b>DIVISION:</b>	COUNCIL		
<b>ADOPTED BY:</b>	COUNCIL		
<b>DATE OF ADOPTION:</b>	MAY 2023	<b>DATE OF REVIEW:</b>	MAY 2028
<b>MOTION NUMBER:</b>			
<b>POLICY NUMBER:</b>	CP77		
<b>LEGISLATIVE REF:</b>	Section 172 of the <i>Local Government Act 2019</i>		

## THIS POLICY APPLIES TO: CEO

### 1. Purpose

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.

### 2. Human resource management policies

#### 2.1 Selection processes for appointment or promotion

Council will have a robust recruitment system for the CEO that demonstrates a fair and equitable process based on the merit principle.

Council directs the CEO to have a robust recruitment system for council staff members that demonstrates a fair and equitable process based on the merit principle.

Council directs the CEO to ensure that:

- (a) every permanent vacancy is to be publicly advertised and existing council staff members may apply;
- (b) there is a documented and transparent process based on merit for temporary appointments and existing council staff members will be given the opportunity to apply internally; and
- (c) a fair and reasonable probation period will apply to all new permanent employees.

#### 2.2 Benefits and performance appraisals

Council directs the CEO to ensure that benefits available to council staff members will be as provided in the relevant workplace agreement or award and as contained in any relevant employment policies determined by the CEO.

Council directs the CEO to ensure that council staff members are to have:

- (d) fair and equitable access to employment-related benefits according to their role;
- (e) appropriate development opportunities according to their role and abilities; and
- (f) an annual documented performance discussion with their supervisor.

### **2.3 Work health and safety**

Council directs the CEO to ensure a safe and healthy working environment for all staff.

Council directs the CEO to provide appropriate training to ensure safety at work.

### **2.4 Workplace culture**

Council directs the CEO to promote a positive and family friendly organisational culture.

Council directs the CEO to ensure a flexible work environment for council staff members.

### **2.5 Discrimination**

Council directs the CEO to ensure that there is no discrimination in the workplace.

There is to be no unlawful discrimination against a council 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.

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

## **3. Employment policies**

For each employment policy determined by the CEO, the CEO 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 CEO must update the Council at least once a year in relation to employment policies that have been introduced, materially changed or removed.