

<b>TITLE:</b>	Probation Policy		
<b>DIVISION:</b>	Human Resources		
<b>ADOPTED BY:</b>	Barkly Regional Council		
<b>DATE OF ADOPTION:</b>	March 2019	<b>DATE OF REVIEW:</b>	March 2022
<b>MOTION NUMBER:</b>			
<b>POLICY NUMBER:</b>	HR03		
<b>AUTHORISED:</b>	Barkly Regional Council		

**THIS POLICY APPLIES TO:**

All employees except for Casual employees and the Chief Executive Officer.

**PURPOSE**

The purpose of this policy is to affirm Council's commitment to ensuring compliance with s105(2) of the *Local Government Act* and to establish a standard approach for the probation process that is carried out for new Full-time and Part-time employees.

**SUMMARY**

Council requires all new Full-time and Part-time employee to complete a period of probation employment. This policy sets out the process for evaluating the performance of new employees to the Council. It aims to ensure that during this probationary period, employees are given every opportunity to demonstrate expected standards of conduct, attendance, capability and competence for the position to which they have been appointed within a supportive framework.

**STATEMENT**

This Policy does not form part of an employee's contract of employment. If a term of this policy is inconsistent with an employee's contract of employment or engagement, the contract will prevail over this policy to the extent of any inconsistency.

Council endorses internal career pathways for all council employees and existing council employees will be acknowledged as a suitable candidate if they meet the position criteria according to their skills, knowledge, qualifications and capabilities. Where an existing employee moves to another job within the Council, reviews will be scheduled to evaluate their performance and conduct in line with the principles of the probationary process. In circumstances where performance or conduct is identified as being unsatisfactory during the probationary period, this will be dealt with by the employee's supervisor/manager.

Redeployed staff will be subject to a trial of 60 days in accordance with Councils Enterprise Bargaining Agreement.

## PRINCIPLES

- Generally, new employees will be employed for a Probationary Period of three (3) months. There may however be circumstances in which an employee's performance cannot effectively be assessed within three (3) months therefore Council reserves the right to apply longer probationary periods to such employees.
- Due to some of the Council's specialised positions, the Probationary Period may be longer than the standard three (3) month period. In these cases, the Chief Executive Officer and the Human Resources Manager can determine the length of the Probationary Period. This Probationary Period must not extend six (6) months.
- Council will undertake to assess an employee's performance throughout the Probationary Period and provide feedback about their performance and training if appropriate. Ongoing employment or engagement or employment of the employee is subject to the successful completion of the Probation Period.
- Where the employee's performance is assessed as unsatisfactory, Council may elect to extend the probationary period to the maximum of six (6) months or elect to terminate the employees' employment with a period notice of one week.

## RESPONSIBILITIES

### Director / Area Manager / Department Manager / Department Supervisor / Team Leader

Responsible for explaining to staff:

- the purpose and importance of the probation;
- the required standards of performance and attendance;
- the length of the probation period;
- how the probation will be managed and monitored, including where practicable confirming the dates of the review meetings at the commencement of employment;
- Sources of help available during the probation period; and
- Possible outcomes of the probation and factors that will be taken into consideration.

**and** ensuring that:

- new employees know how, and from whom, to seek information and guidance to help fulfil their duties;
- other employees in the team have a supportive attitude towards new employees and play an integral part in providing assistance;
- the dates scheduled for the probation reviews are set and that the probation reports are completed promptly;
- all objectives are set and clearly defined;
- the procedure is applied fairly and consistently;
- adequate and timely training is organised as appropriate; and
- all records of probation are sent to the Human Resources department for filing.

## New Employees

Responsible for:

- abiding by the Council's Code of Conduct, the standards set and all legitimate instructions given by management;
- understanding the purpose of probation and the standards of performance, conduct

- and behaviours expected from them;
- cooperating with their manager/supervisor and raising any concerns or difficulties they encounter at the earliest opportunity;
- completing any mandatory training which is provided as identified in the employee's objectives; and
- seeking further clarification on any aspects of their role of which they are unsure.

## Human Resources

Responsible for:

- providing advice and support to managers throughout the process;
- monitoring the application of the procedure, reporting trend and non-compliance; and
- file all probation reviews and records on the employees file

## REFERENCES

Barkly Regional Council Enterprise Bargaining Agreement

*Local Government Act (NT)*

*Fair Work Act 2009 (Cth)*

*Anti – Discrimination Act (Cth)*

*Racial Discrimination Act 1975 (Cth)*

*Sex Discrimination Act 1984 (Cth)*

*Disability Discrimination Act 2004 (Cth)*

*Age Discrimination Act 2004 (Cth)*

## REVIEW

This Policy is to be reviewed every three (3) years or as required by legislation.