

Human Resource Management Policy

Council Policy

Policy Name	Human Resource Management		
Type	Council Policy		
Owner	Chief Executive Officer		
Responsible Officer	Director Corporate Services		
Decision Number	22680	Approval Date	27 June 2023
Records Number	D2023/011098	Next Review Date	June 2027

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 and implementing employment policies and is a requirement under the *Local Government Act (Act)*.

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 Policy Statement

2.1 Selection processes for appointment or promotion

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

Council's policies for recruitment and promotion demonstrate a fair and equitable process based on the merit principle and transparency.

2.2 Benefits and performance appraisals

All Council employees will:

- (a) be treated fairly and consistently;
- (b) be reasonably informed of any decisions affecting their benefits, performance or employment generally, to ensure they are not subject to arbitrary or capricious decisions; and
- (c) have fair and equitable access to employment-related benefits according to their role, as provided by:
 - (i) the Enterprise Agreement; and
 - (ii) any relevant employment policies determined by the CEO.

2.3 Training and development

Council staff have reasonable access to training and development and opportunities for advancement and promotion.

2.4 Employment-related processes

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

2.5 Employment-related grievances

Employment-related grievances will be addressed in a timely and confidential manner, applying natural justice.

Council will maintain a confidential register of these grievances and the outcomes of any subsequent investigation or disciplinary process.

2.6 Work Health and Safety

Council is committed to providing a safe, healthy and productive working environment.

As part of this commitment, where reasonable and practicable, Council will provide appropriate training and implement work health and safety policies to ensure safety at work.

2.7 Discrimination

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 race, religion, sex, sexuality, age, marital status, pregnancy, physical or intellectual impairment, or any other ground.

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

Council promotes an inclusive culture supporting people from diverse backgrounds to be able to overcome barriers in gaining employment and career progression, and enabling its staff to remain and thrive in the workplace.

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 of this policy.

4 Responsibilities

4.1 Elected Members

Council and its Elected Members are responsible for meeting their legislative obligations under the Act.

4.2 CEO

The CEO is responsible for ensuring that council employment policies are maintained and up-to-date.

4.3 Directors

The Director Corporate Services is responsible for monitoring and implementation of employment policies.

4.4 Council Executive and Managers

Council Managers must be aware of and follow all policies and procedures relating to human resource management principles.

5 Legislation and Reference

- *Fair Work Act 2009*
- *Local Government Act 2019*
- *Anti-Discrimination Act 1992*
- Work Health and Safety legislation
- Any other applicable legislation relevant to the course of an employee's employment with Alice Springs Town Council

5 Related Documents

- Alice Springs Town Council Enterprise Agreement
- Alice Springs Town Council Code of Conduct

6 Version History

Version	Date	Action/Description of changes made	By
V1.0	21/06/2023	New Policy	Director Corporate Services