



# KATHERINE TOWN COUNCIL

## POLICIES & PROCEDURES

### 5. Human Resources – Principles and Policy

The objective of this policy is to ensure that management of Katherine Town Council's Human Resources are achieved by providing a structured and standardised framework of procedures and standard work instructions to guide its employees, based upon sound human resource management practice and principles.

Council is committed to ensuring it attracts the most suitable individuals, who through a progressive management and development approach, can make a difference, while at the same time experiencing high levels of job satisfaction in a working environment where their health, safety and well being is paramount.

#### General

Council will ensure that it meets its statutory and governance obligations in the management and development of its employees.

The Chief Executive Officer shall develop and maintain appropriate procedures to support this policy. The procedures will specifically focus on a number of areas within the human resource management function including, but not limited to:

#### • **Recruitment and Selection processes for appointment or promotion**

The role and responsibilities for all positions will be documented using a standardised methodology and approach. We will recruit and select employees based upon the "merit" and "equity" principles and in accordance with standard protocols to ensure the most suitable candidate is selected for the job role.

#### • **Employee Induction**

All new employees shall be required to participate in the Council Induction program upon commencement.

#### • **Employee Entitlements and Payments**

Employee terms and conditions of employment shall be in accordance with the current Council Certified Agreement, individual contracts and the relevant Award provisions as appropriate.

#### • **Performance Management**

All new employees shall participate in a performance and evaluation review during their initial three months of employment (probationary period) and thereafter have their performance evaluated on an annual basis.

#### • **Employee Grievance and Dispute Resolution**

All grievances/disputes raised by an employee will be treated with seriousness, respect, promptness and confidentiality as per the approved procedure.

#### • **Professional Development**

Employees will be encouraged to enhance their knowledge and skills through professional development through internal and external strategies with the development and implementation of an individual on an annual basis.

#### • **Equal Opportunity and Workplace Harassment**

The Council is an equal opportunity employer. The Council will not tolerate any form of discrimination or harassment.



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### • **Employee Departures (Exits)**

All employees departing Council will participate in an exit interview. All staff leaving the organisation will be paid their correct entitlements under the provisions of the Council's Certified Agreement and Award.

### • **Remuneration**

The classification and salary level for each position shall be determined using an approved evaluation methodology, to ensure an objective and consistent approach to valuing each position's worth.

### • **Occupational Health, Safety and Environment**

The Council is committed to ensuring the health, safety and welfare of its employees by providing an environment where hazards and risk of injury are reduced and/or eliminated.

### **Related Documents**

There is an extensive suite of Human Resource Procedures which are complimentary to this policy.

### **Statutory Requirements**

#### **Local Government Act**

#### **104 Principles of human resource management**

A council must ensure that its policies on human resource management give effect to the following principles:

- (a) selection processes for appointment or promotion:
  - (i) must be based on merit; and
  - (ii) must be fair and equitable;
- (b) staff must have reasonable access to training and development and opportunities for advancement and promotion;
- (c) staff must be treated fairly and consistently and must not be subjected to arbitrary or capricious decisions;
- (d) there must be suitable processes for dealing with employment-related grievances;
- (e) working conditions must be safe and healthy;
- (f) there must be:
  - (i) no unlawful discrimination against a member, or potential member of staff on the ground of sex, sexuality, marital status, pregnancy, race, physical or intellectual impairment, age or any other ground; and
  - (ii) no other form of unreasonable or otherwise unjustifiable discrimination against a member or potential member of staff.



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### POLICIES & PROCEDURES

#### 105 Statement of employment policies

- (1) The CEO must maintain an up-to-date statement of the council's employment policies.
- (2) The statement of employment policies:
  - (a) must cover:
    - (i) recruitment; and
    - (ii) probation and performance assessment; and
    - (iii) promotion; and
    - (iv) access to employment-related benefits; and
    - (v) resolution of employment-related grievances; and
  - (b) may cover other employment-related subjects.
- (3) The statement of employment policies must be consistent with the principles of human resource management.