

POLICY TITLE:	HUMAN RESOURCE MANAGEMENT
POLICY NUMBER:	P08
CATEGORY:	COUNCIL POLICY
CLASSIFICATION:	
STRATEGIC PLAN REFERENCE:	
STATUS: Draft	Council Resolution

Date Approved: 15.12.2009		Approved By:	Councillors – resolution no.	Date for review:	Next Council Election
Date Approved:		Approved By:		Date for review:	
Date Approved:		Approved By:		Date for review:	
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PURPOSE:

To provide clear direction for the employment of Council employees and to provide a safe working environment for their ongoing employment.

POLICY:

Term of Engagement:

The Council favours the granting of two year contracts with an extension option in the engagement of its employees.

Selection Process:

The selection process for appointment or promotion must be based on merit and must be fair and equitable.

Training:

Staff will have reasonable access to training and development and opportunities for advancement and promotion.

Treatment of Staff:

Staff must be treated fairly and consistently and must not be subjected to arbitrary or capricious decisions.

Staff Grievances: Where a staff member has a grievance against another staff member the matter is to be adjudicated by the CEO. The CEO shall use whatever resources are available to resolve any grievance or conflict.

Where a staff member has a grievance against the CEO the matter is to be adjudicated by the human resource team or LGANT.

Where the CEO has a grievance against any individual Councillor, the matter is unable to be resolved the matter shall be adjudicated by the human resource team at LGANT.

Where the Council has a grievance against the CEO, and the matter is unable to be resolved, the matter shall be adjudicated by the human resource team at LGANT.

Health and Safety:

The Council will provide working conditions that comply with Occupational Health and Safety requirements including the provision of protective clothing.

Discrimination:

There shall be 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.

LEGISLATIVE NOTE:

The Local Government Act provides that;

The CEO is responsible to appoint, manage and, where necessary, terminate the appointment of Council Staff.

The CEO is responsible for the appointment of staff in accordance with a staffing plan approved by Council.

EFFECT:

Provides for clear direction in the employment of staff.

REFERENCES:

LGA Sec.101, 103, 104, 105