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