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|  | HUMAN RESOURCE MANAGEMENT | |
| | CATEGORY: | HUMAN RESOURCES |
| | LG ACT 2019 REF: | Section 172 |
| | RESPONSIBLE OFFICER: | CHIEF EXECUTIVE OFFICER |

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 employment policies.

These human resource management policies, as well as the statutory principles of human resource management, are to be reflected appropriately in all policies, procedures and processes of the council.

2. SCOPE

This policy applies to all workplace participants of Wagait Shire Council in providing clear direction and a safe working environment during their employment.

3. DEFINITIONS

| Term | Definition |
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| Workplace participants | Includes the Chief Executive Officer, full-time and part-time staff members, casual employees, volunteers and contractors. |
| The Award | Means the Local Government Industry Award 2020. |
| The Act | Means the NT Local Government Act 2019. |

4. POLICY

Council will ensure it meets its statutory and governance obligations in the recruitment, management and development of its employees in accordance with the requirements of the *Local Government Industry Award 2020* and the *Local Government Act (NT) 2019*.

For each employment policy determined by the CEO, the CEO must ensure that the policy is consistent with the principles of human resource management specified in section 172 of the *Local Government Act 2019* and the council's human resource management policies and procedures as outlined in this document.

The CEO will update the council at least once a year in relation to employment policies that have been introduced, materially changed or removed.

Council is committed to ensuring it attracts the most suitable individuals, who through a progressive management approach, can make a difference and experience high levels of job satisfaction, whilst working in a safe, healthy and supportive work environment.

4.1. Term of Engagement

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

4.2. Recruitment and Selection Process

Council will have a robust recruitment system for the appointment or promotion of all employees which will be based on merit and equity principles and protocols to ensure the most suitable candidate is selected for the role, in accordance with requirements of the Award and the Act.

Council directs the CEO to ensure that:

- a) every permanent vacancy is to be publicly advertised and existing council staff members may apply;
- b) there is a documented and transparent process based on merit for temporary appointments and existing council staff members will be given the opportunity to apply internally;
- c) all new employees will receive appropriate workplace induction and be provided with the equipment for the appointment; and
- d) a fair and reasonable probation period will apply to all new permanent employees, being 3 months.

4.3. Benefits and Performance Appraisals

Council will ensure that benefits available to council staff members will be as provided in the Award and as contained in any employment policies determined by the CEO.

Council directs the CEO to ensure that council staff members are to have:

- a) fair and equitable access to employment-related benefits according to their role;
- b) appropriate training and professional development opportunities according to their role and abilities; and
- c) an annual documented performance discussion with their supervisor, which will precede the renewal of a contract.

4.4. Employee Entitlements and Payments

Council will ensure that the employee terms and conditions of employment, and the classification and remuneration for each position will be in accordance with the terms and conditions, classification levels and pay schedules as contained in the Award.

4.5. Work Health and Safety

Council will ensure a safe and healthy working environment for all staff and provide appropriate training to ensure safety at work.

4.6. Workplace Culture

Council promotes a positive and family friendly organisational culture and ensures a flexible work environment for council staff members.

Council will ensure there is no discrimination in the workplace. Council is an equal opportunity employer. The Council will not tolerate any form of discrimination or harassment toward a staff member, or potential member of staff on the grounds of gender, sexuality, marital status, pregnancy, ethnicity, physical or intellectual challenge, age or any other ground.

All grievances or disputes raised by an employee will be treated with due respect, efficiency, and confidentiality as per the approved policy and procedure.

5. ASSOCIATED DOCUMENTS

- HR Code of Conduct – Workplace Participant
- HR Employee Assistance Program Policy
- HR Dispute Resolution, Counselling, Disciplining and Dismissal
- HR Discrimination, Harassment and Bullying
- HR Work Health and Safety Policy
- WSC Procedures – Recruitment and Selection
- WSC Procedures – Induction
- WSC Employee Manual

6. REFERENCES AND LEGISLATION

Local Government Act (NT) 2019

Local Government Industry Award 2020 (Cth)

7. REVIEW HISTORY

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| Date Approved: 19/05/2008 | Approved By Council Moved: Cr McIntyre Seconded: Cr Lamont Vote: 6 - 0 | Resolution No. 2008/228 | Date for review: Next Council Election |
| Date Approved: 21/07/2020 | Approved By Council: Moved: Cr Michael Vaughan Seconded: Vice President Tom Dyer Vote: AIF | Resolution No. 2020/115 | Date for review: 2022 |
| Date Approved: 18/05/2021 | Approved By Council: Moved: Cr Peter Clee Seconded: Vice President Tom Dyer Vote: AIF | Resolution No. 2021/073 | Date for review: 2023 |
| Date Approved: 17/10/2023 | Approved By Council: Moved: Vice President Tom Dyer Seconded: Cr Sarah Smith Vote: AIF | Resolution No. 2023/175 | Date for review: 2025 |