

## **1 PURPOSE**

To reflect the obligations under section 28(2)(b),(3) of the *Local Government Act 1993* and to outline Council's best demonstrated procedures in Human Resource Management ensuring all employees receive fair and equitable conditions in a flexible work environment.

## **2 OBJECTIVE**

Burnie City Council is an Employer of Choice and as such, commits itself to meeting the requirements of duty of care to its employees and implementing best demonstrated human resource policies and procedures that enhance our ability to attract retain and reward high quality employees.

## **3 SCOPE**

This policy covers all employment conditions within Council regardless of individual employment status or industrial instrument.

## **4 DEFINITIONS**

### **4.1 Human Resource Management**

Is a series of functions focusing on policies and systems that are designed to maximise our employee's performance to meet the strategic and organisational development objectives of Council.

## **5 POLICY**

### **5.1 Role of Human Resources**

5.1.1 Human Resources partners with all Directors, line managers and employees to assist operational success through highly motivated and quality employees.

5.1.2 The human resource function, its policies, processes and tools, are in place to support the directorate and business units to ensure a consistent approach in the management of all its employees.

5.1.3 Human resource functions operate in good faith, provides timely advice, guidance and support with fairness, dignity and respect while maintaining procedural fairness.

5.1.4 Human resources ensure personal information is treated in a professional and confidential manner developing rapport and maintaining trust amongst employees.

## **5.2 Human Resource Management**

5.2.1 Supports Council by providing and enforcing appropriate policies, effective tools and procedures that ensure a fair and consistent approach to employee management.

5.2.2 Identifies, promotes and implements best demonstrated human resources procedures and supports the implementation of other best demonstrated procedures across Council.

5.2.3 Ensures effective and transparent communication with all employees.

5.2.4 Provides assistance, guidance and tools, necessary to select, retain and develop appropriately qualified employees.

5.2.5 Motivates and coaches organisational change within Council

5.2.6 Develops and utilises human resource metrics that reflect Councils operational plans

5.2.7 Supports diversity in the workplace for all employees; free from discrimination, bullying, harassment and violence.

5.2.8 Provides skills and expertise in implementing procedures to effectively address consultation processes, disputes, disciplinary and grievance issues.

## **5.3 Industrial Relations**

5.3.1 Council is committed to negotiating in good faith, an Enterprise Agreement that covers conditions of employment as per the current legislation.

5.3.2 Employees whose status is under a Common Law Contract will not be disadvantaged from those employees under an Enterprise Agreement. While increments may differ, additional conditions may compensate to ensure consistency of conditions.

5.3.3 Grievances or disputes in relation to the conditions of the Enterprise Agreement or Common Law Contracts are forwarded in the first instance to the Organisational Development Manager to determine a resolution.

5.3.4 Should a grievance or dispute be forwarded to the Fair Work Commission, the Organisational Development Manager will under legal advice, negotiate on behalf of Council for an amicable solution.

#### **5.4 Employee Motivation**

5.4.1 Employee motivation is stimulated through effective policies, programs and processes that are implemented through consultation to encourage commitment and cooperation taking into account individual and team requirements.

5.4.2 Employee surveys are conducted every two years to determine employee motivation. Surveys may be used to determine cultural and motivational challenges and aim to reinstate the Employer of Choice status. Survey results may also result in the development of action plans and outcomes that are designed to improve and sustain conditions of employment.

#### **5.5 People Development**

5.5.1 Burnie City Council seeks to attract, retain and develop the right people who not only display professional skills but whose behaviours align to our Code of Conduct.

5.5.2 As an Employer of Choice, no consideration is given to our employees' origin, nationality, race, religion, gender or age.

5.5.3 Council supports skill development with all of our employees which in turn aims to create high levels of motivation and performance and to allow each employee to reach their full potential.

5.5.4 Through a robust Performance Management System, strengths and limitations are assessed against the required skills and competencies.

5.5.5 A formal Performance Feedback and Development Plan is conducted annually which results in determining actions and measures against the requirements of the position.

5.5.6 Process and procedures are applied to assist in the development of all employees.

## **5.6 Work Life Balance**

5.6.1 Burnie City Council support employees to assume their responsibilities not only in the workplace, but also in the private life by providing a variety of flexible work arrangements by mutual agreement beneficial to all.

## **5.7 Remuneration and Rewards**

5.7.1 Burnie City Council remunerates its employees under the Enterprise Agreement via a formal classification structure that recognises the responsibilities and accountabilities of each position.

5.7.2 Incremental increases are reviewed on an annual basis as part of the Performance Management System and are awarded based on improved performance and responsibilities.

5.7.3 The General Manager will review salary packages of contracted employees on an annual basis.

5.7.4 Remuneration may also include value added items in addition to the annual salary.

## **5.8 Work Health and Safety**

5.8.1 Work health and safety is a fundamental value and Burnie City Council strives for the highest standard of safety and health performance.

4.8.2 Our safety culture is based on prevention, hazard awareness, continuous improvements and compliance to legislative requirements supported by robust policies and procedures.

5.8.3 Workers rehabilitation and compensation coordination supports a structured and personalised return to work program for employees returning to work in in the event of an injury or illness.

## **5.9 Human Resources Development**

5.9.1 The human resources team is committed to ensure best demonstrated policies, procedures, support, guidance and advice for all of Council and remain proficient and knowledgeable in their profession through a serious continuous improvement practices.

## 6 LEGISLATION

*Fair Work Act (Cth) 2009*  
*Work Health and Safety Act (Tas) 2012*  
*Work Health and Safety Regulations (Tas) 2012*  
*Workers Rehabilitation and Compensation Act (Tas) 1988*  
*Anti-Discrimination Act (Tas) 1998*  
*Sex Discrimination Act (Cth) 1984*  
*Local Government Act (Tas) 1993*  
*Workplace Gender Equality Act (Cth) 2012*

## 7 RELATED DOCUMENTS

Burnie City Council Enterprise Agreement

<b>Policy Endorsement</b>	
Responsibility:	It is the responsibility of the General Manager for overall management of this policy. It is the responsibility of the Governance Unit to maintain this document in the Corporate Documents Framework.
Minute Reference:	Item AO322/14, Resolution MO399/14
Council Meeting Date:	9 December 2014
Strategic Plan Reference:	Strategy 7.1.1 Formulate policy that is equitable, inclusive and responsive to current needs, and ensure decision-making is informed and accountable. Strategy 7.7.1 Attract and retain good staff by providing strong HR practices, learning opportunities and a positive work culture.
Previous Policies Replaced:	This policy replaces the previous policy, C6-2003 Corporate HR Policy, version 1.0 dated 14 October 2003 (Minute 229, 21 October 2003).
Date of Commencement:	10 December 2014
Publication of policy:	Members of the public may inspect this policy at the City Offices, or access it on Council's website ( <a href="http://www.burnie.net">www.burnie.net</a> )