

Corporate People Management Policy

1 PURPOSE

The purpose of this Policy is for Council to set the framework to guide the General Manager with the necessary workplace policies that provide for employees to be treated fairly and equitably, in accordance with its collective function under section 28(2)(b) of the *Local Government Act 1993*.

2 OBJECTIVE

Burnie City Council is an Employer of Choice, and an equal opportunity employer, as such, it commits itself to meeting the requirements of duty of care to its employees and implementing and using best demonstrated people management policies and procedures that enhance its ability to attract retain and reward high quality employees.

The Council is committed to a culture of continuous improvement and is striving to build an empowered workforce where people feel confident to put forward ideas and make change.

In accordance with the *Local Government Act 1993* the General Manager of Council may –

- (a) Appoint persons as employees of the Council; and
- (b) Allocate duties to employees; and
- (c) Control and direct employees; and
- (d) Suspend or dismiss employees.

The General Manager is to develop workplace policies for human resource practices and procedures in accordance with policies of the Council to provide for employees of the Council to receive fair and equitable treatment without discrimination.

It is recognised by Council that the General Manager will use a suite of workplace policies to satisfy various *Acts* to meet the regulatory obligations.

The following key workplace policies are to be in place and will be provided to Council for noting after each review.

- Recruitment and Selection
- Diversity and Equity
- Bullying, Harassment and Violence
- Work Health and Safety

The General Manager is to report any non-compliance matters associated with the key workplace policies to the Audit Committee in the General Managers Certificate, at a level not to breach confidentiality of employees.

3 SCOPE

This policy covers all employees or potential employees within Council regardless of individual employment status or industrial instruments. The policy will also capture contractors and volunteers within the definition of the *Work Health and Safety Act 2012*.

4 RESOURCING

4.1 People and Safety

The Council will provide adequate resources to the General Manager for the management of people and safety services.

The People and Safety Business Unit is responsible for people management and safety systems to support employees and in accordance with the policies and procedures that are in place, monitoring for compliance, ensuring that the community receive maximum value for the significant investment in a skilled workforce.

5 POLICY

5.1 Recruitment and Selection

The purpose of the Recruitment and Selection Workplace Policy is to provide guidance ensuring the process for recruitment and selection is based upon the principles of merit, equal employment opportunity and confidentiality, without discrimination.

Effective employee selection and the subsequent management of employees is critical to the success of the Council and the provision of services to the community. This success depends on Council's ability to identify, attract, retain and develop employees.

Council aims to attract and appoint competent and motivated employees who aim to meet agreed objectives and performance improvement goals.

Council is committed to an effective and professional method of selecting employees that is consistent with its organisational values.

The workplace policy is to include; the principles of recruitment and selection; equal employment opportunities; merit based selection; development of employees; conflicts of interest; and confidentiality.

5.2 Diversity and Equity

The Council is committed to a workplace that is fair and inclusive and to build a workforce that is reflective of the values and diversity of the Burnie community.

The purpose of the Diversity and Equity Workplace Policy is to ensure that Council has a workplace which provides equality of opportunity and makes employment decisions which are free from unlawful discrimination. Everyone regardless of gender, race, ethnicity, age, marital or parental status, sexual preference, disability or cultural background and beliefs, among other attributes, have the right to be given fair consideration for employment or employee related benefits.

This workplace policy will outline an approach to human rights issues in the workplace that:

- ensures employees receive fair and equitable treatment;
- eliminates discriminatory practices and procedures;
- promotes respect for diversity and equity in the workplace, including gender equality; and
- provides clear pathways to address incidents of discrimination.

5.3 Bullying, Harassment and Violence

The purpose of the Bullying, Harassment and Violence Workplace Policy is to ensure that Council is an equal opportunity employer committed to support employees and a culture to call out poor behaviour.

Council is committed to the values of diversity in the workplace and, as such, is committed to ensuring it provides and maintains a safe and positive workplace, free from unlawful discrimination, harassment and bullying. Council is committed to compliance with the provisions of the *Anti-Discrimination Act 1998*.

The aim of Council is to:

- Create a working environment which is free from discrimination, harassment and bullying and where all employees are treated with dignity, courtesy and respect;
- Continue training and awareness sessions to ensure that all employees know their rights and responsibilities;
- Encourage the reporting of behaviour which breaches this policy;
- Provide an effective procedure for complaints based on the principles of procedural fairness;
- Treat all complaints in a sensitive, fair, timely and confidential manner;
- Protect employees from victimisation and reprisals for making complaints; and
- Promote appropriate standards of conduct at all times.

5.4 Work Health and Safety

Council is regulated as a Person Conducting a Business or Undertaking (PCBU), and is committed to provide a safe, supportive, protective and healthy working environment for its workers (including contractors and volunteers) along with the community and others who may be affected by the conduct of our work activities.

The purpose of the Workplace Work Health and Safety Policy is to provide, so far as is reasonably practicable, that all workers, contractors, volunteers, members of the community and others, either engaged in or effected by the work Council undertakes, are free from any hazards or risks associated with such work.

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

Policy Endorsement	
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 AO109-19
Council Meeting Date:	16 April 2019
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, CP-CBS-SG-006 Corporate Human Resource Management Policy, version 2.0 dated 9 December 2014, Item AO322-14.
Date of Commencement:	17 April 2019
Publication of policy:	Members of the public may inspect this policy at the City Offices, or access it on Council's website (www.burnie.net)