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| Name: | Human Resource Management | | |
| Type: | Council Policy | | |
| Owner: | Chief Executive Officer | | |
| Responsible Officer: | General Manager People and Place | | |
| Adopted Date: | 4/07/2023 | Next Review Date: | 4/07/2027 |
| Records Number: | 466296 | Council Decision: | 10/905 |

1 PURPOSE

This policy supports Council as an employer of choice, providing a safe, fair and diverse work environment, where employees are provided training and development opportunities. The policy ensures that City of Palmerston has relevant overarching policies regarding human resource management as determined by the Chief Executive Officer and is a requirement under the *Local Government Act*.

2 PRINCIPLES

Our policies comply with the principles of human resource management and relevant legislation. We are committed to apply the principles of merit, inclusion, diversity and accessibility and confidentiality to all processes related to current or future employees of Council.

3 DEFINITIONS

For the purposes of this Policy, the following definitions apply:

| Term | Definition |
|----------|---|
| Employee | A person remunerated by City of Palmerston on a full time, part time, casual or contract basis. |
| Council | Refers to City of Palmerston. |

4 POLICY STATEMENT

4.1. Selection Processes for Appointment or Promotion

Council will have a robust process for the recruitment of the CEO, providing clarity and consistency relating to conditions and allowances.

Council's policies for recruitment and promotion are based on merit following a fair and equitable process.

4.2. Training and Development

Council staff have reasonable access to training and development opportunities for advancement and promotion.

4.3. Employment-related Processes

Council staff are treated fairly and consistently and are not subject to arbitrary or capricious decisions.

4.4. Employment-related Grievances

Council has suitable processes of dealing with employment-related grievances in a timely and equitable manner, applying natural justice.

4.5. Work Health and Safety

Council is committed to providing a safe and healthy working environment for all employees, providing appropriate training to ensure safety at work and adherence to all relevant legislative frameworks.

4.6. Discrimination

Council does not tolerate any discrimination, in the workplace. There is to be no unlawful discrimination against a council employee, or potential employee on the ground of sex, sexuality, marital status, pregnancy, race, physical or intellectual impairment, age or any other ground. There is to be no other form of unreasonable or otherwise unjustifiable discrimination against a council employee or potential council employee.

4.7. Appropriate Workplace Behaviour

Council is committed to providing a respectful environment for employees, and will not tolerate inappropriate workplace behaviour including, but not limited to all forms of harassment, inappropriate conduct, bullying, victimisation or vilification.

5 ASSOCIATED DOCUMENTS

- 5.1. Local Government Award
- 5.2. City of Palmerston Code of Conduct
- 5.3. City of Palmerston Enterprise Agreement

6 REFERENCES AND RELATED LEGISLATION

- 6.1. *Local Government Act*
- 6.2. *Fair Work Act*
- 6.3. *Work, Health and Safety Legislation*
- 6.4. Any other applicable legislation relevant to the course of an employee's employment with City of Palmerston.