



Name	HR02 Statement of Employment Policies
Policy Type	Administrative Policy
Responsible Officer	Chief Executive Officer
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**1 Purpose**

This policy provides a Statement of Employment Policies as required for compliance with Section 105 of the Local Government Act.

**2 Principles**

Litchfield Council is committed to being an employer of choice in the Top End of the Northern Territory, and attracting and retaining the most qualified and capable employees in order to ensure we continue to deliver value to the Litchfield community.

**3 Definitions**

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

Employee	Full-time, part-time and casual employees of Litchfield Council.
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**4 Policy Statement****4.1 Recruitment**

- 4.1.1 Council will employ the most suitable applicant for the job, based on the job specification and the person specification for the role. The method of advertising for a vacancy will be dependent on the type of job and availability of potential candidates, and may include online job sites, newspapers and industry publications, use of business or industry contacts, social media and similar formats.
- 4.1.2 When an employee leaves the organisation, automatic replacement of that exact position should not be assumed as the vacancy provides an opportunity for the business unit concerned to review staffing.
- 4.1.3 Council is committed to a policy of equal employment opportunity and provides equal access, consideration and encouragement in all areas of recruitment and selection.
- 4.1.4 It is Council's policy to foster the development of its employees. Where vacancies are advertised externally they will be simultaneously advertised internally.
- 4.1.5 Council encourages the development of trainees and apprentices and will create trainee or apprenticeship opportunities where appropriate.
- 4.1.6 Recruitment agencies may be employed, with the approval of the Chief Executive Officer, to carry out specific recruitment assignments.
- 4.1.7 All new employees are required to undertake an induction process. The employee's induction is the responsibility of the person making the appointment.

- 4.1.8 Reference checks must be conducted for all potential appointees. In terms of the privacy legislation, permission must be sought from candidates before an employer may undertake reference checks. In addition, referees must be asked if their comments are confidential as the privacy legislation allows for confidential information about an individual to be withheld if that information was gathered on the understanding that it was not to be passed on to the individual.
- 4.1.9 The current or most recent employer will always be contacted for a reference check.
- 4.1.10 All candidates being offered employment must undertake a Pre-Employment Medical Examination. All offers of employment must be made subject to satisfactory health assessment. In the event that a potential candidate fails the Pre-Employment Medical, the offer of employment must be withdrawn.

#### 4.2 Probation and Performance Assessment

- 4.2.1 The probation period for all new employees will be 6 months, prior to which a probation review will be carried out by their manager, and the employee informed in writing of the outcome.
- 4.2.2 All staff will participate in an annual performance review which will include:
  - A review of performance according to the classification description within the Litchfield Council Enterprise Agreement.
  - A review of performance against the position description.
  - The need and desire for training and development opportunities.
- 4.2.3 Once completed, performance reviews will be provided by the manager to the relevant Director and the Chief Executive Officer, and a copy provided to the employee. The completed review will be filed in the employee's personnel file.

#### 4.3 Promotion

- 4.3.1 As Litchfield Council employees operate under the Litchfield Council Enterprise Agreement, remuneration increases will occur as negotiated under the agreement.
- 4.3.2 Each year, following the completion of a satisfactory performance appraisal, Council will determine whether an employee moves a Step within their classification (i.e., 5 Step 2 to 5 Step 3). This is not automatic, and is determined by the Chief Executive Officer.
- 4.3.3 Should an employee seek to have their role examined for reclassification, the employee will set out to the Chief Executive Officer the justification for the reclassification by making reference to the classifications set out in the Litchfield Council Enterprise Agreement, and the Chief Executive Officer will respond in writing with an outcome within 7 working days.

#### 4.4 Access to Employment Related Benefits

- 4.4.1 Council offers salary packaging opportunities via a nominated salary packaging provider where Council is not liable for any costs associated with the package. This includes for example novated vehicle leasing, computers, and membership dues where eligible.

#### 4.5 Resolution of Employment Related Grievances

- 4.5.1 As part of its commitment to resolving issues promptly, Council has a process by which employees may raise concerns or complaints as a way of identifying and resolving issues in a constructive manner. The process should be seen to be both fair and positive for all parties and should, as far as possible, achieve a positive outcome as soon as possible.
- 4.5.2 This policy covers any and all employee concerns and complaints arising in connection with their employment that the employee wishes to resolve internally.
- 4.5.3 The internal procedure for resolving employee complaints and disputes is as follows:

- a) If an employees considers they have grounds for a dispute, they must first discuss the matter with their manager as soon as possible in an attempt to resolve the dispute.
- b) If the dispute is not resolved in that discussion, the employee shall within seven days put the complaint in writing to their manager. A further effort will be made to resolve the matter.
- c) If the matter is still not resolved, or the employee believes their manager was the cause of the dispute and there is no point in undertaking steps A and B above, the employee shall write to the Chief Executive Officer setting out the detail of the dispute, the background facts and the solution sought. This letter shall be given within seven days of undertaking step B, or as soon as possible when it is the first step undertaken by the employee. A further effort will then be made to settle the dispute.
- d) If the dispute is still not resolved, Council shall, within seven days, write to the employee setting out Council's view of the facts and the reasons why it is not prepared to accept the solution sought by the employee.
- e) If the employee does not accept Council's written response the employee shall, within seven days, write to Council advising that the employee wishes to have the matter resolved by the Fair Work Commission, as per the Section 25 of the Enterprise Agreement.
- f) The dispute process ends when either the matter is resolved.
- g) During the dispute resolution process, the employee must continue to follow the lawful directions of Council as outlined in Section 25 of the Enterprise Agreement.

## **5** Associated Documents

Litchfield Council Human Resource Policies  
Litchfield Council Enterprise Agreement 2013

## **6** References and Related Legislation

Local Government Act  
Fair Work Act