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|---------------------|--------------------------------|
| Name                | HR14 Human Resource Management |
| Policy Type         | Council                        |
| Responsible Officer | Chief Executive Officer        |
| Approval Date       | 21/09/2026                     |
| Review Date         | 20/09/2030                     |

## 1. Purpose

The purpose of this policy is to ensure that overarching human resource management policies are in place and complied with by the Chief Executive Officer (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 and processes of the Council.

## 2. Scope

This policy applies to Council's general human resource hiring procedures and employment policies.

## 3. Definitions

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

|                                   |                                                                                                                                                                                     |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Human Resources Management Policy | Human resource management policy is the continuous process of systematic planning to achieve optimum use and selection of an organisation's most important asset—quality employees. |
| Merit Principle                   | The principle is based on the relationship between the candidates' work-related qualities and the work-related qualities genuinely required for the duties.                         |
|                                   |                                                                                                                                                                                     |
| Council                           | The Chief Executive Officer and Council employees responsible for the operational management and administration of Council functions                                                |
| Discrimination                    | The unjust or prejudicial treatment of different categories of people, especially on the grounds of race, age, gender, sexual orientation, or disability.                           |

## 4. Policy Statement

### 4.1. Principles of Human Resource Management

#### 4.1.1 Council will comply with the following principles;

- (a) Council must have a robust recruitment system for employing Council employees that demonstrates a fair and equitable process based on the merit principle.

- (b) Council employees must have reasonable access to training and development and opportunities for advancement and promotion.
- (c) Council employees must be treated fairly and consistently.
- (d) There must be suitable processes for dealing with employment-related grievances.
- (e) Working conditions must be safe and healthy and meet any appropriate legislation and/or regulations associated within a safe working environment.
- (f) There must be no discrimination against an employee or potential employee of Council.

#### 4.2 Employment Policies

4.2.1 The CEO must maintain up-to-date employment policies that cover:

- (a) Recruitment;
- (b) probation and performance assessment;
- (c) opportunities for advancement that are based on merit and are fair and equitable;
- (d) access to training and development;
- (e) access to employment-related benefits; and
- (f) resolution of employment-related grievances.

4.2.2 Employment policies must be consistent with clause 4.1. above.

### **5 Associated Documents**

HR02 Statement of Employment Policies

### **6 References and Legislation**

*Northern Territory Local Government Act 2019*

### **7 Review History**

| Date Reviewed | Description of changes (Inc Decision No. if applicable) |
|---------------|---------------------------------------------------------|
| 21/04/2021    | New policy as per <i>Local Government Act 2019</i>      |
| 21/09/2026    | Policy reviewed with minor changes                      |