



# Tiwi Islands Regional Council

**Title:** Human Resource Management Policy

Policy No: 065

Adopted By: Council

Next Review Date: 27 October 2024

Responsibility: Manager Human Services

Document Number: 245437

Version	Decision Number	Adoption Date	History
1	Resolution 91	22 September 2021	Original
2	Resolution 57	27 October 2022	245437

## 1.0 Purpose

The purpose of this policy is to ensure that the proper overarching human resource management policies are present in order for the CEO to determine the employment processes in accordance with the Local Government Act of 2019, the Local Government Award 2020, the Fair Work Act of 2009, the Workplace Safety Act of 2011, in addition to other relevant state and federal government Acts.

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.

## 2.0 Scope

The Human resource management policy applies to all Tiwi Islands Regional Council employees.



# Tiwi Islands Regional Council

## 3.0 Procedure

### **3.1 Selection processes for appointment or promotion**

Council will have a robust recruitment system for the CEO that demonstrates a fair and equitable process based on the merit principle.

Council directs the CEO to have a robust recruitment system for council staff members that demonstrates a fair and equitable process based on the merit principle.

Council directs the CEO to ensure that:

(a) every permanent vacancy is to be publicly advertised and existing council staff members may apply;

(b) there is a documented and transparent process based on merit for temporary appointments and existing council staff members will be given the opportunity to apply internally; and

(c) a fair and reasonable probation period will apply to all new permanent employees.

### **3.2 Benefits and performance appraisals**

Council directs the CEO to ensure that benefits available to council staff members will be as provided in the relevant workplace agreement or award and as contained in any relevant employment policies determined by the CEO.

Council directs the CEO to ensure that council staff members are to have:

(d) fair and equitable access to employment-related benefits according to their role;

(e) appropriate development opportunities according to their role and abilities; and

(f) an annual documented performance discussion with their supervisor.

### **3.3 Work health and safety**

Council directs the CEO to ensure a safe and healthy working environment for all staff.

Council directs the CEO to provide appropriate training to ensure safety at work.

### **3.4 Workplace culture**

Council directs the CEO to promote a positive and family friendly organisational culture.

Council directs the CEO to ensure a flexible work environment for council staff members.

### **3.5 Discrimination**

Council directs the CEO to ensure that there is no discrimination in the workplace.

There is to be no unlawful discrimination against a council staff member, or potential council staff member 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 staff member or potential council staff member.

### **4.0 Relocation Costs**

The council may reimburse up to \$1500 for specified expenses associated with the employee's relocation. The expenses must be specified in the employment contract, as such, they are negotiated when drafting the initial offer of employment.

Please note; Eligible staff for relocation assistance are staff employed from outside of the Tiwi islands only. A staff member is eligible to claim \$1500 in relocation expenses after serving a successful six-month probation period and must provide evidence, (receipts) of expenditure. The list of qualified expenditures is as follows:

- Domestic flights and ferry tickets to the Tiwi islands. This is limited to the employee's first trip from their home to the islands (meaning that it entails only the trip to start the employment).
- Fuel and car rental expenditures resulting from road travel to Darwin (rather than catching a plane).
- Temporary lodging and meals throughout the trip
- Costs associated with bringing your vehicle to the islands

The council will reimburse up to \$1500 for any combination of the aforementioned expenses.

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### **5.0 Employment policies**

For each employment policy determined by the CEO, the CEO must ensure that the policy is consistent with the principles of human resource management specified in section 172 of the Local Government Act 2019 and the Council's human resource management policies outline above.

The CEO must update the Council at least once a year in relation to employment policies that have been introduced, materially changed or removed.

## **6.0 Evaluation and Review**

Review as needed or in one year whichever occurs first.

## **7.0 Relevant Legislations and documents:**

- *Local Government Act 2019*
- Local Government Award 2020
- *Fairwork Act 2009*
- *Anti-Discrimination Act 1992*
- *Work Health and Safety Act 2011*
- *Superannuation Guarantee Act 1992*
- *Privacy Act 1981*