

Title	Human Resource Management Policy
Policy No	065
Responsibility	Chief Executive Officer
Adopted by	Council
Date of Adoption	19 March 2025
Next review date	19 March 2026

1. Purpose

The purpose of this policy is to ensure that Tiwi Islands Regional Council has relevant overarching policies regarding human resource management as determined by the Chief Executive Officer and that is compliant under the *Local Government Act 2019 (The Act)*.

2. Scope

The policy applies to all employees of Tiwi Islands Regional Council.

3. Policy Statement

Tiwi Islands Regional Council will maintain contemporary principles of human resource management and ensure that the policies give effect to the principles outlined in s 172 of the Act.

4. Principles

The CEO must maintain policies in relation to the principles below:

4.1 Recruitment

4.1.1 Recruitment of employees for any permanent or temporary vacancies within the Council is to be based on merit and follow a fair and equitable process.

4.1.2 Council must establish a recruitment process/policy.

4.2 Probation and performance assessment

4.2.1 The CEO is to consider an appropriate probation period for employees depending on the role.

4.2.2 The CEO is to consider appropriate timeframes and standards for employee assessments to be undertaken with supervisors throughout the term of an employee's employment, including recording and filing completed assessments securely.



4.3 Staff training and development

- 4.3.1 All employees are to have fair access to training and development opportunities intended to assist the employee to improve in their role and develop relevant skills, knowledge, experience and qualifications.

4.4 Employee relations processes

- 4.4.1 The Council's staff must be treated fairly and consistently and must not be subjected to arbitrary or inconsistent decisions.

4.5 Grievances

- 4.5.1 There must be a suitable process for dealing with employment-related grievances.
- 4.5.2 Grievances must be resolved effectively and with sensitivity.
- 4.5.3 Natural justice must apply in handling grievances.
- 4.5.4 No employee will be victimized after lodging a grievance.

4.6 Work health and safety

- 4.6.1 Working conditions must be safe and healthy and adhere to the requirements of the *Work Health and Safety Act 2011*.

4.7 Discrimination

- 4.7.1 There must be no unlawful discrimination against a member, or potential member of the council's staff on the grounds of sex, sexuality, marital status, pregnancy, race, physical or intellectual impairment, age or any other ground.
- 4.7.2 There must be no other form of unreasonable or otherwise unjustifiable discrimination against a member or potential member of the council's staff.

5. Legislative framework

- 5.1 *Local Government Act 2019*.
- 5.2 *Fairwork Act 2009*.
- 5.3 *Work Health and Safety Act 2011*.
- 5.4 *Anti-discrimination Act 1992*.
- 5.5 *Privacy Act 1988*.

6. Document management

- 6.1 All human resource management policies and procedures are maintained in the Tiwi Islands Regional Council's document storage system are available for all staff to access.
- 6.2 The CEO is responsible for ensuring that Employment Policies are current and in accordance with the legislation.
- 6.3 The implementation, maintenance and compliance of this policy is the responsibility of the Manager, People and Wellbeing.
- 6.4 This policy will be reviewed yearly.

