



NORTHERN MIDLANDS COUNCIL

POLICY MANUAL

PEOPLE MANAGEMENT

Originated Date: Adopted 21 October 2024; Min. Ref. 24/0350

Amended Date/s:

Applicable Legislation: *Local Government Act 1993 (Tas)*

Objective The objective of this policy is to provide an overarching framework for the creation and maintenance of effective workplace management practices at Northern Midlands Council's ("Council") in accordance with s63 of the *Local Government Act 1993* ("the Act").

Administration: Governance

Review Cycle/Date: This Policy is to be reviewed every four (4) years or as required by legislation changes, next review October 2024

1. SCOPE

This policy applies to all Council employees, including:

- (a) Full-time, part-time and casual employees;
- (b) Permanent and temporary employees performing work for the Council, including work experience students, apprentices, interns and trainees;
- (c) Temporary and casual individuals engaged through an employment agency;
- (d) Staff on secondment from another roll or another council;
- (e) Volunteers of the Council; and
- (f) Contractors, or consultants, directly engaged/renumerated by the Council.

2. POLICY

2.1. Policy Obligations

The General Manager is develop and implement key workplace policies, processes or systems that reflect the requirements under s63 of the Act to ensure that:

- (a) the council promotes fairness and equity in employment, including the provision of reasonable opportunities for members of the community to apply to be an employee of the council; and
- (b) the appointment or promotion of a person as an employee of the council is based primarily on a merit assessment of the person; and
- (c) all employees of the council receive fair and equitable treatment without discrimination.

2.2. People Management Principles

Policies, processes or systems implemented by the General Manager must promote and support the following principles:

2.2.1. *Recruitment and Selection*

Policies, processes or systems implemented by the General Manager will have a robust selection process for the recruitment and selection of employees that demonstrates a fair and equitable process based on merit assessment. Council's recruitment and selection process will encourage and enable the development of a diverse and inclusive workforce at all levels of employment in the organisation.

2.2.2. *Diversity, Equity and Inclusion*

Policies, processes or systems implemented by the General Manager will promote diversity in the workplace, including recognising, valuing and utilising the diversity of workers and reflects Council's responsibilities and commitment as an employer in relation to diversity in the workplace.



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2.2.3. *Benefits & Remuneration*

Policies, processes or systems implemented by the General Manager will ensure all Council employees will be treated fairly and consistently. These policies, processes or systems should ensure fair and equitable access to employment-related benefits, including remuneration and professional development opportunities, according to their role, as provided for by the Enterprise Agreement, or any other relevant policies, processes or systems determined by the General Manager.

2.2.4. *Work Health and Safety*

Policies, processes or systems implemented by the General Manager will promote a safe working environment for all employees, volunteers, contractors. This includes ensuring appropriate measures as in place, as far as reasonably practicable, to reduce the risk of harm to employees, including physical and psychosocial harm, and that employees are not subject to bullying, discrimination, vilification, victimisation, or sexual harassment in Council workplaces.

2.2.5. *Compliance with Legislation and other Instruments*

Policies, processes or systems implemented by the General Manager will be compliant with all applicable industrial laws, regulations, and statutory obligations, including instruments listed in clause 4, Legislation and Reference.

3. ROLES AND RESPONSIBILITIES

3.1. Elected Members

Council and its elected members are collectively responsible for meeting their legislative obligations under the Act, and ensuring sufficient resources are provided for the General Manager to enact this policy and implement related policies, processes or systems in accordance with the requirements.

3.2. General Manager

The General Manager is responsible for ensuring compliance with the Act to implement the policies of the Council, and ensuring the policy obligations of this policy are met.

3.3. Managers and Supervisors

Managers and Supervisors are responsible for the promotion, monitoring, and training of employees in the requirements of policies, processes or systems implemented by the General Manager as required by this Policy.

3.4. Employees

Employees of Council must be aware of, and comply with, all policies, processes or systems implemented by the General Manager as required by this Policy, or reporting any inability to do so to their Manager at the earliest opportunity.

4. LEGISLATION AND REFERENCE

- *Age Discrimination Act 2004 (Cth)*
- *Anti-Discrimination Act 1998 (Tas)*
- *Australian Human Rights Commission Act 1986 (Cth)*
- *Disability Discrimination Act 1992 (Cth)*
- *Fair Work Act 2009 (Cth)*
- *Local Government Act 1993 (Tas)*
- *Racial Discrimination Act 1975 (Cth)*
- *Sex Discrimination Act 1984 (Cth)*
- *Work Health and Safety Act 2012 (Tas)*
- *Work Health and Safety Regulations 2022 (Tas)*



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- *Workers Rehabilitation & Compensation Act 1988 (Tas)*
- *Workplace Gender Equality Act 2012 (Cth)*

5. DEFINITIONS

The following terms have the same meaning as the Act:

- council** means a council established under section 18 of the Act
- general manager** means the person appointed as such under section 61 and, in Part 15 , includes a person nominated under section 253A
- merit assessment** means, in accordance with Part 7, Division 1 of the Act, in relation to the appointment of a person, is a written assessment of the knowledge, skills, qualifications and experience of the person that are relevant to the required duties of the appointment, taking into consideration –
- (a) the relative suitability of candidates for the required duties of the appointment; and
 - (b) the relationship between candidates' work-related qualities and the work-related qualities genuinely required for the duties of the appointment; and
 - (c) the relative capacity of candidates to achieve outcomes related to the duties of the appointment.