

1. PURPOSE

The purpose of this policy is to ensure compliance under Section 172 and 173 of the *Local Government Act 2019* (NT) (the Act), which stipulates that City of Darwin must adopt policies on human resource management that give effect to the principles of human resource management as set out in the Act and that the Chief Executive Officer (CEO) must maintain up-to-date employment policies.

2. SCOPE

This policy applies to all employees of City of Darwin responsible for policy development pertaining to Employment at City of Darwin as defined in the Act. It operates in conjunction with other legislation and relevant policies and procedures.

3. POLICY STATEMENT

3.1. City of Darwin will maintain sound principals of human resource management and ensure that its policies on human resource management give effect to the principles as outlined in Section 172 of the Act:

3.1.1. selection processes for appointment or promotion:

- i. must be based on merit, and
- ii. must be fair and equitable.

3.1.2. the council's staff must have reasonable access to training and development and opportunities for advancement and promotion

3.1.3. the council's staff must be treated fairly and consistently and must not be subjected to arbitrary or capricious decisions

3.1.4. there must be suitable processes for dealing with employment-related grievances

3.1.5. working conditions must be safe and healthy

3.1.6. there must be:

- i. no unlawful discrimination against a member, or potential member of the council's staff on the ground of sex, sexuality, marital status, pregnancy, race, physical or intellectual impairment, age or any other ground, and
- ii. no other form of unreasonable or otherwise unjustifiable discrimination against a member or potential member of the council's staff.

3.2. City of Darwin will have policies and/or procedures in place, ensuring that:

3.2.1. recruitment processes are conducted in a fair and equitable manner, based on the merit principle



- 3.2.2. all employees are provided a fair and reasonable probation period as applicable and as clearly demonstrated in the employment letter
- 3.2.3. all employees are provided with feedback on their performance throughout their probation period and as part of an annual performance development review
- 3.2.4. promotions will be based on identified business needs that result in significant change to position requirements and a change in classification or through a merit based recruitment process
- 3.2.5. staff are provided with fair and equitable access to employment-related benefits as well as training and development
- 3.2.6. where employment related grievances occur City of Darwin aims to resolve matters in a timely manner in accordance with existing processes
- 3.2.7. other employment related policies or procedures are developed, reviewed and updated as required or appropriate.

4. LEGISLATIVE REFERENCES

Local Government Act 2019 (NT)

5. RELATED DOCUMENTS

- 5.1. All human resource management policies and procedures are maintained in City of Darwin's electronic document storage system for corporate documentation and are made available to employees on the City of Darwin Intranet

6. RESPONSIBILITY / APPLICATION

- 6.1. The CEO is responsible for ensuring the Employment Policies Statement is current and in accordance with the relevant legislation.
- 6.2. The implementation, maintenance and compliance with this policy is the responsibility of the Executive Manager Human Resources & Safety.

Employment Policies Statement Policy 0072.100.E.R		Page 2 of 2
Version: 2	Decision Number: ORD314/22	Adoption Date: 28/06/2022
Responsible Officer: Chief Executive Officer		Next Review Date: 28/06/2026

