

Title: **Employment Policy Statement**  
Policy No: 072  
Adopted By: Executive Leadership Team  
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Responsibility: General Manager City Performance  
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## 1 Policy Summary

The purpose of this policy is to ensure compliance under *Section 105* of the *NT Local Government Act 2012*, which stipulates the Chief Executive Officer must maintain an up to date statement of the Council's employment policies.

## 2 Policy Objectives

The objective of this policy is to provide Council with guidance around expected employment policies which must be consistent with *Section 104* of the *NT Local Government Act 2012*.

## 3 Background

Council has had sound human resource policies and procedures in effect for a number of years that are aligned with contemporary human resource principles and thinking. Council does not currently have an endorsed 'Employment Statement Policy' which provides a guiding statement for employees developing employment policy.

## 4 Policy Statement

This policy applies to all employees of City of Darwin responsible for policy development pertaining to Employment as defined in the *Northern Territory Local Government Act 2012*. It operates in conjunction with other legislation and relevant policies and procedures.

Council will have policies and/or procedures in place, ensuring that:

- a robust recruitment process exists which demonstrates a fair and equitable process based on the merit principle;
- all employees are provided a fair and reasonable probation period as applicable and as clearly demonstrated in the employment letter;

- employees are provided with regular feedback on performance and that an annual appraisal is conducted;
- that staff are provided with fair and equitable access to employment-related benefits;
- where employment related grievances occur Council's aims to resolve matters in a timely manner in accordance with existing processes;
- that other employment related policies or procedures will be developed as appropriate.

Council will apply the principle of human resource management as outlined in Section 104 of the *Northern Territory Local Government Act 2012* when developing or reviewing employment related policies and procedures.

## 5 Legislation, terminology and references

Section 104 of the *Northern Territory Local Government Act* states:

### 104 Principles of human resource management

A council must ensure that its policies on human resource management give effect to the following principles:

- (a) selection processes for appointment or promotion:
  - (i) must be based on merit; and
  - (ii) must be fair and equitable;
- (b) staff must have reasonable access to training and development and opportunities for advancement and promotion;
- (c) staff must be treated fairly and consistently and must not be subjected to arbitrary or capricious decisions;
- (d) there must be suitable processes for dealing with employment-related grievances;
- (e) working conditions must be safe and healthy;
- (f) there must be:
  - (i) no unlawful discrimination against a member, or potential member of 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 staff.

Section 105 of the *Northern Territory Local Government Act* states:

## **105 Statement of employment policies**

- (1) The CEO must maintain an up-to-date statement of the council's employment policies.
- (2) The statement of employment policies:
  - (a) must cover:
    - (i) recruitment; and
    - (ii) probation and performance assessment; and
    - (iii) promotion; and
    - (iv) access to employment-related benefits; and
    - (v) resolution of employment-related grievances; and
  - (b) may cover other employment-related subjects.
- (3) The statement of employment policies must be consistent with the principles of human resource management.

## **6 Implementation and delegation**

Employees will be made aware of this policy through the intranet, email and face-to-face information sessions.

## **7 Evaluation and review**

This policy should be reviewed once in the term of each Council or more often as required.