



# HUMAN RESOURCES POLICY

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## 1. OBJECTIVE

The objective of this policy is to communicate the personnel management principles that underpin the City of Karratha's (City) culture which respects the dignity and worth of individuals, encourages the initiative of each employee, challenges individual capabilities and provides equal opportunity.

## 2. PRINCIPLES

The employees of the City are the most valuable resource as they are the primary means by which the Council's goals and objectives are met.

The City will manage, improve and develop its staff resources efficiently and effectively, through the continuous development and implementation of co-ordinated procedures, which will be maintained by Human Resources and published on the intranet.

The City operates under the following human resource management principles:

- all employees will receive fair, consistent and equitable treatment in all aspects of personnel management;
- employees are entitled to know the City's objectives and standards for their particular area of responsibility, and to know what is expected of them;
- recruitment, selection and promotion will be merit based. Merit means that the best qualified person, in terms of the skills, qualifications, and relevant experience necessary for the position is chosen;
- all employees will have access to fair and consistent redress for grievances;
- employees will be utilised effectively and efficiently;
- appropriate training and development opportunities will be available to all employees to ensure that they have the necessary skills to perform their duties effectively;
- all individual personnel matters will be kept confidential;
- all employees will be provided with a safe work environment;
- all employees will receive fair terms and conditions of employment based on the relevant Award and the City's Enterprise Agreement;
- all necessary steps will be taken to ensure that City staff maintain proper standards of integrity, conduct and concern for the public interest.

## 3. CONSEQUENCES

This policy represents the formal policy and expected standards of the Council. Appropriate approvals need to be obtained prior to any deviation from the policy. Elected Members and Employees are reminded of their obligations under the Council's Code of Conduct to give full effect to the lawful policies, decisions and practices of the Council.

## 4. REFERENCES TO RELATED DOCUMENTS

- *City of Karratha Enterprise Agreement 2015*
- City of Karratha Operational Policies

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Last Review:	May 2016
Next Review:	May 2018
Responsible Officer:	Manager Human Resources

*This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.*