
Policy Number:	03
Relevant Delegation:	Not Applicable
Adoption Details:	28 January 2016
Last Review Details:	27 April 2021

POLICY OBJECTIVE:

To provide the Chief Executive Officer with guidance on the Council's objective for the Shire of York organisation to be regarded as a good employer and its expectations in relation to Shire of York workforce management and human resources practice.

POLICY SCOPE:

This policy applies to Chief Executive Officer of the Shire of York.

POLICY STATEMENT:

INTRODUCTION

The Chief Executive Officer is the sole employee of the Shire of York Council and in turn employs all other Shire of York employees. This rightly excludes Elected Members from involvement in the day-to-day operational management of the Shire and reduces risks of undue influence over Shire employees.

However, it is appropriate for Councillors to clearly signal their collective expectation of the Chief Executive Officer in terms of general principles of workforce and employee management, and those areas where it is expected the Chief Executive Officer should provide explicit human resources policy to protect and manage staff wellbeing.

This policy sets out principles, standards and expectations.

PRINCIPLES

- (a) The Shire of York should always aspire to be considered a good employer and to exhibit best practice in terms of workforce and employee management.
 - (b) Harassment in any form of employees in the workforce is unacceptable and any instance of harassment should be addressed quickly and effectively.
 - (c) Robust recruitment procedures are in place to ensure the employment of suitably qualified employees.
 - (d) Flexible practices in relation to job design should, where possible, be used to provide employment opportunities for people with disabilities and/or to address emerging problems around an ageing workforce and an ageing community.
 - (e) The Shire of York, as one of the largest places of employment in the Shire should try, where possible and practicable, to provide career paths for young people of the Shire and/or provide work experience.
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- (f) Volunteers, while not employees of the Shire of York, should be treated with respect and consideration and the value of the voluntary sector to the Shire explicitly acknowledged.

PROVISIONS

- 1.1 The Chief Executive Officer will as a minimum expectation, develop and maintain the following policies to a standard consistent with best practice:
- Equal Employment Opportunity.
 - Health and Wellbeing.
 - Employee Protection from Harassment and Bullying.
 - Employee Training and Development.
 - Recruitment Procedures.
- 1.2 In developing the Council's Workforce Plan, the following matters will be explicitly addressed:
- current workforce structure in relation to Equal Employment Opportunity considerations and future plans to advance EEO objectives.
 - job design and work procedures to accommodate encourage employment of people with disabilities.
 - job design and work procedures as they relate to ageing workforce issues.
 - mechanisms to provide work experience and/ or employment paths for Shire school leavers, or young people from within the Shire recently awarded a tertiary qualification.

PENALTIES:

Not applicable.

KEY TERMS/DEFINITIONS:

Suitably qualified means:

- appropriate formal education qualifications; and/or
- appropriate levels of experience; and
- appropriate levels of training and development relevant to role.

Responsible Officer: Chief Executive Officer

Contact Officer: Chief Executive Officer

Relevant Legislation: Not applicable

Review History:

Date Review Adopted:	Resolution Number
Adopted – 28 January 2016	
Reviewed – 24 October 2016	
Reviewed – 25 November 2019	291119
Reviewed – 27 April 2021	050421
Former Policy No:	N/A
