
OPERATIONAL POLICIES

Workforce & Human Resources



Policy Number:	03
Relevant Delegation:	Not Applicable
Adoption Details:	28 January 2016
Last Review Details:	16 January 2025

POLICY OBJECTIVE:

To provide the Chief Executive Officer with guidance on the Council's expectations for the Shire of York organisation to be regarded as an employer of choice in the region and apply best practice in relation to Human Resource management.

POLICY SCOPE:

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

POLICY STATEMENT:

INTRODUCTION

The CEO is the sole employee of the Shire of York Council. One of the core functions of the CEO is to be responsible for the employment, management, supervision, direction, and dismissal of other employees.

Elected Members are excluded from involvement in the day to day operations of the Shire reducing the risk of undue influence over Shire employees. However, as the CEO's employer, it is appropriate for Councillors to express their collective expectations in terms of general principles of human resource management.

This policy sets out these principles, standards and expectations.

PRINCIPLES

- (a) Aspire to be considered an employer of choice and to demonstrate best practice in terms of human resource management.
 - (b) Implement robust recruitment and selection procedures to ensure the employment of suitably qualified employees whose values align with those of the Shire.
 - (c) Provide good quality, industry standard learning and development programs that assist employees and volunteers to work towards achieving the strategic goals of the Shire as well as their own personal goals.
 - (d) Ensure all employees, contractors and volunteers are treated with respect and consideration and provided a safe and healthy work environment.
 - (e) Apply sound performance management procedures to empower employees to perform at their best and reach their full potential.
 - (f) Imbed flexible work practices, where possible, to provide employment opportunities for people with disabilities, career path possibilities for local young people and address emerging problems around an ageing workforce.
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PROVISIONS

- 1.1 The Chief Executive Officer will develop and maintain a suite of operational policies and procedures that align with the Principles of this policy and best practice Human Resource Management.
- 1.2 Equal Employment Opportunity (EEO) considerations and future plans to advance EEO objectives will be explicitly addressed when developing and reviewing the Council's Workforce Plan.

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:	Manager Governance & People
Relevant Legislation:	<i>Local Government Act 1995</i> <i>Equal Opportunity Act 1984</i>

Review History:

<i>Former Policy No.: N/A</i>				
Council Adoption	Date	28 January 2016	Resolution No.	
Reviewed	Date	24 October 2016	Resolution No.	
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