

	<p><b>LG500</b> <b>Effective People Management</b></p>
<p><b>Key Focus Area</b> Leadership and Governance</p>	<p><b>Responsible Directorate</b> Office of the Chief Executive</p> <p><b>Relevant Council Delegation</b> Nil</p>

### Purpose

The purpose of this policy is to provide the principles for the effective management of human resources within the Town of Claremont (**Town**).

### Policy

Council recognises the importance of a cohesive and supportive working environment in order to achieve the Town's goals.

In accordance with the *Local Government Act 1995*, the Chief Executive Officer:

1. Is authorised to establish and review the Town's organisational structure.
2. Is authorised to employ such persons as he/she believes are necessary and determine and amend position descriptions and classifications to enable the functions of the local government and the functions of the Council to be performed within the approved budget limit.
3. Is to decide the mix of permanent, contract, casual, full time or part time employment.
4. Is to provide qualitative and quantitative justification for any salary variations in the budget from the previous year and proposed budget cycle.

Council is committed to providing the budget and resources to ensure the following:

1. That the Town has sufficient employee numbers to achieve its overall strategic objectives.
2. A comprehensive induction and orientation program for new employees.
3. A performance management system linked to learning and development, training, developing career paths, succession planning and recognising and rewarding employees.
4. A culture of continuous improvement and learning and development.

5. To provide a fair and consistent approach to the way employee grievances and matters of poor standards of behaviour, conduct, performance, capability and attendance are dealt with.
6. Planning, leading or facilitating organisational change with appropriate consultation.
7. A workplace that does not tolerate discrimination, bullying and/or harassment.

<b>Document Control Box</b>			
<b>Business Unit:</b>	Office of the Chief Executive		
<b>Legislation:</b>	<i>Fair Work Act 2009</i>		
<b>Organisational:</b>	Discrimination, Harassment and Bullying Procedure IT, Social Media and e-communications Procedure Performance Assessment Cycle Procedure Grievance Procedure		
<b>Review Frequency:</b>	Annual	<b>Next Due:</b>	2022
<b>Version #</b>	<b>Decision:</b>	<b>OCM Date:</b>	<b>Resolution Number:</b>
1.	Adopted	6 March 2012	23/12
2.	Reviewed	10 December 2013	360/13
3.	Reviewed	9 December 2014	203/14
4.	Reviewed	13 December 2016	206/16
5.	Reviewed	18 December 2018	228/18
6.	Modified	1 June 2021	066/21
7.	Modified	5 October 2021	128/21