

Policy Manual

Title: HUMAN RESOURCES MANAGEMENT

POLICY STATEMENT

The City of Mandurah will implement Human Resources practices and procedures that will:

- Build the capability of the workforce.
- Encourage personal growth and development.
- Create an organisational climate of accountability and performance management.
- Build organisational commitment to the City's values of Trust, Respect, Integrity and Confidence.
- Recognise the commitment to the diverse community of the City.
- Recognise that compliance with employment legislation is a minimum requirement of Human Resources management.
- Attract and retain competent employees to the City.
- Ensure that all Human Resources management activities meet high ethical standards.
- Foster constructive employment relations.

CHIEF EXECUTIVE OFFICER

The Chief Executive Officer (CEO), in consultation with the Executive team will review, design and approve practices that will support this policy.

The CEO will approve an annual strategic Human Resources Plan that will be aligned to the overall strategic direction of the City.

The CEO will encourage others to apply the highest standards in human resource management and hold managers accountable for performance in human resource management.

ALL EMPLOYEES

All employees have the responsibility for ensuring the application and achievement of the Human Resources management to the highest standard.

Relevant Legislation:

Council Adoption Reference: Minute G.45/5/05, 24 May 2005

Reviewed:

RATIONALE

1. To establish one Human Resources policy that reflects the highest standards in managing people at work.
2. To provide guidance to the CEO who has authority over all matters of HR management in relation to CoM employees.
3. To have HR practices that the support the CoM Strategic Plan.
4. To recognise the CEO's authority under The Local Government Act to make decisions on all employment matters and where appropriate, the delegation of that authority.

Relevant Legislation:

Council Adoption Reference: Minute G.45/5/05, 24 May 2005

Reviewed:
