
EMPLOYMENT POLICY

APPROVALS

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CATEGORY	Statutory		
POLICY OWNER	People and Performance		
APPROVAL DATE	27 February 2018	RESOLUTION NUMBER	5270

OBJECTIVE

To outline the principles that constitute a sound basis for efficient and effective employment management within Isaac Regional Council (IRC). Implementation will be inspired by sound judgement, compliance with relevant employment legislation, best practice, common sense and taking into account the specific context relevant to its application including recruitment within a practical decentralised strategy.

SCOPE

This policy applies to all those who have responsibility for defining IRC's employment standards and employing and managing "our people".

DEFINITIONS

Define terms to ensure ease of reading and interpretation to the reader.

May not be applicable. If no definitions required, remove table and type "N/A".

TERM / ACRONYM	MEANING
CEO	Chief Executive Officer
IRC	Isaac Regional Council
P&P	People and Performance
OUR PEOPLE	Employees, Contractors, Consultants and Volunteers
EBA	Enterprise Bargaining Agreement
QES	Queensland Employment Standards
JCC	Joint Consultative Committee

POLICY STATEMENT

The long term success of IRC depends on its capacity to attract, retain and develop employees able to ensure its commitment to helping to energise the world. IRC is committed to fully ensuring and respecting principles and legislative requirements related to employee rights and ethical conduct. All of "our people" are expected to abide by IRC's Code of Conduct. All employment within IRC will be in accordance with and aligned to the Queensland Industrial Relations Act 2016 and the associated Regulations, the Local Government Industry Award – State 2017. The Isaac Regional Council Certified Agreement and IRC's policies and procedures.

The IRC employment process pays special attention to matching candidate and organisational values and ethics. Candidates are selected through a transparent and equitable process. No consideration in the recruitment process will be given to a candidate's origin, nationality, religion, race, gender or age unless it is to verify a candidate's right to work in Australia.

IRC is committed to promoting the organisation as a Regional Employer of Choice and will engage with schools, universities and education providers to deliver employment opportunities to local candidates, indigenous and disadvantaged members of the community.

IRC is committed to providing a workplace environment that protects the health and welfare of all of "its people" in accordance with the Work Health and Safety policy.

IRC does not tolerate discrimination, bullying or harassment. It is essential to build relationships based on trust and respect of "our people" at all levels. It is critical that each Manager knows how their employees feel in their work environment. Managers are actively encouraged to communicate and engage with their teams to continually support organisational culture and values.

The P&P team will investigate, manage and co-ordinate misconduct issues through a robust process ensuring natural justice, procedural fairness and confidentiality at all times. Where an outcome is considered by any of the parties to be unfair or unreasonable such issues may be referred to the CEO in accordance with the EBA dispute procedure.

IRC does not support casualization of its workforce.

It is committed to providing permanent employment opportunities and is further committed to ensuring that any operation or activity undertaken by IRC will as a general principle involve the employment of permanent staff. In providing job opportunities from within the region it is the policy and practice of IRC to engage permanent staff as opposed to employing a general casual workforce. IRC recognises its obligation to offer and maintain permanent employment to those in the community to which it serves aligned to and in accordance with the Strong and Sustainable Resources Communities Bill.

Where an operation cannot be undertaken internally or a decision is undertaken to outsource an operation IRC is committed to taking all reasonable steps to avoid overall loss of employment.

Where the employer seeks to outsource works and services normally undertaken by permanent employees and prior to the employer making any delegate decision, the relevant unions will be formally notified and consulted. Whilst clearly it is IRC's intention to maintain a permanent workforce and is committed to job security for its permanent employees there may be occasions that require alternative workforce solutions such as;

- i. Where funding from State or Commonwealth governments, such as for construction, reconstruction or natural disaster recovery, is conditional and cannot be applied to normal work by permanent employees;
- ii. In the event of shortages of skilled staff and resources;
- iii. The lack of available infrastructure capital and the cost of providing technology;
- iv. Any extra ordinary or unforeseen circumstances; or
- v. That is in the public interest that such services should be contracted out.

In fulfilling such alternative workforce solutions IRC will continue to observe and apply its principle of non-casualisation of its workforce.

Promoting employees from within the organisation is encouraged. Whilst P&P will provide a range of “tools” to streamline the recruitment process, the decision to hire a candidate remains the jurisdiction of the Hiring Manager in conjunction with the CEO. It is as important to hire the right person as it is to integrate newcomers into the organisation.

IRC supports transparency in its employment practises and does so through regular involvement with the JCC, a fair and responsible approach to its EBA negotiations as managed by the single bargaining unit and the CEO, compliance with the QES and the Queensland Local Government Industry Award – State 2017. IRC is committed to continuing consultation with its employees in regards to significant changes to employment conditions.

In reference to a fair and responsible approach to EBA negotiations it is acknowledged that quantitative measurement of productivity is difficult in the service sector, and in Local Government in particular. Any indexation of wage rates will not be based purely on the capacity to pay and economic factors but will also include fair consideration and consultation of the principle that the parties will aim to improve the quality and efficiency and accessibility of client service.

Policies and Procedures which are aligned to employment standards and/or conditions will be developed and submitted for endorsement to either Council or the CEO in accordance with approved Policy and Procedure Guidelines.

IRC encourages a fair and reasonable balance between an employee’s private and professional life to reinforce employee satisfaction, loyalty and productivity. IRC provides such opportunity through the flexible working conditions contained in its EBA which require;

- *current customer service requirements continue to be maintained;*
- *they must be cost neutral;*
- *they must be practicable and workable;*
- *they must not compromise workplace health and safety requirements.*

IRC strives to position itself as an Employer of Choice by offering remuneration levels that are competitive whilst acknowledging that it is not remuneration alone that motivate an employee and is committed to the provision of non-remuneration related benefits for employees.

In aligning to its employment principles IRC supports an active program of Learning and Development and a commitment to Work Health and Safety requires “our people” to be provided with the relevant competencies. The overall IRC objective is to retain and motivate employees by offering attractive and realistic career progression, allowing development of skills.

To assist in the achievement of its employment objectives IRC has had endorsed and implemented its Organisational Development Plan (ODP) which can be found on IRC’s intranet “IRIS” and resolved to endorse an annual intake of Trainees and Apprentices to support the Isaac region and community.

Furthermore, the Organisation Development Plan (ODP) identifies areas for optimisation of vacancy management through improved recruitment and retention practices. This includes forecasting methodologies, strategic recruitment attraction and retention initiatives, improved online recruitment systems and data management, and streamlined entry and exiting processes.

IRC upholds the freedom of association of its employees and the effective recognition of the right to collective bargaining. IRC maintains a relationship with Unions and other representative associations such as The Local Government Association of Queensland (LGAQ) to sustain the long term development of the organisation to benefit employees and the organisation.

LEGISLATIONS AND RELATED GUIDELINES

- *Queensland Industrial Relations Act 2016*
- *Local Government Industry Award – State 2017*
- *Queensland Employment Standards (QES)*
- *Queensland Anti-Discrimination Amendment Act 1992*
- *Local Government (Operations) Regulation 2012*
- *Equal Opportunity in Public Employment Act 1992*
- *Anti-Discrimination Act 1991*

REFERENCES

- Joint Consultative Committee (JCC) charter

TYPE

DOCUMENT ID/NAME

POLICY

- Code of Conduct
- Dispute Procedure (EBA)
- Equal Employment Opportunity (EEO) policy