



CHERBOURG ABORIGINAL SHIRE COUNCIL

HUMAN RESOURCES POLICY

1. POLICY STATEMENT

The Cherbourg Aboriginal Shire Council (CASC) is committed to the provision of a values framework in which to manage and promote its human resources.

The CASC is a team-focussed organisation that is characterised by:

- collaborative relationships;
- approachable and open communications;
- courteous, efficient and effective services; and
- flexibility and fairness.

CASC recognises that effective human resource management is determined by its ability to satisfy employee needs for skills and knowledge and therefore encourages a work environment that allows for the well being and full development of its people. This recognition increases the CASC's ability to achieve its corporate goals, manage change and extend organisational competence in order to meet its obligations to its members and other stakeholders.

2. PURPOSE

The purpose of this policy is to ensure that the human resources values framework incorporates four key principles, which are:

2.1 Communication

CASC will promote an environment where the principles of open communication will be upheld. For the purposes of this policy, open communication encapsulates the ideals of:

- Mutual recognition and respect at all levels;
- Freedom to express one's views and a commitment to resolving any interpersonal conflict;
- Promotion and development of two way communication incorporating constructive feedback;
- Appropriate dissemination of information.

2.2 Opportunity

CASC will promote a work environment that provides opportunity for:

- improved work practices;
- support of individuals in pursuit of personal and career growth; and
- encouragement of self development by recognising and using individual strengths.

2.3 Innovation

CASC will promote an environment to encourage initiative leading to flexibility and growth. This philosophy will facilitate improved work practices, which meet organisational needs through the challenging of preconceived ideas.

2.4 Individual

CASC acknowledges the importance of each individual's contribution to the work of the CASC by recognising their qualities, strengths and abilities and sharing these across the organisation.

ROLES AND RESPONSIBILITIES

3.1 Council

CASC will endeavour to provide:

- Direction and support to management and staff to attract, retain, motivate and develop quality staff in order to achieve the CASC's goals;
- Assistance to management and staff to focus on the performance and productivity of individuals, teams, and workgroups whilst meeting the CASC's objectives;
- Remuneration under the current employment conditions consistent with legislative requirements.

3.2 CEO

The CEO is responsible for:

- Regular review and development of human resource management practices;
- Periodic review of the work priorities to determine skill requirements needed to meet the CASC's strategic plan;
- Determination of an organisational structure that will facilitate and improve teamwork; and
- Appointment and promotion of staff on merit and to ensure that treatment of all employees is fair and equitable.

3.3 Managers

Managers are responsible for:

- providing development opportunities for staff that relate to performance in order to achieve organisational and individual needs;
- agreed performance standards for staff and assistance with the achievement of identified goals;
- regular review and improve where necessary, human resource structures and processes in line with CASC directions. This will facilitate best practice, work flexibility and the ability to adapt quickly to changing needs;
- constructive feedback with an aim to improve work practices and relationships; and
- establishment and encouragement of team development.

3.4 Employees

Employees are responsible for:

- incorporation of the principles of this policy into their work practices and to make themselves personally accountable for implementing the human resource values framework;
- use of initiative in relation to their own personal development;
- utilisation of their individual strengths in improvement of work practices;
- achievement of organisational goals through participation in the development of plans, policies and procedures;
- adherence to all policies, procedures, agreed codes and standards; and
- assistance in the prevention of discrimination and the promotion of equal opportunity when interacting with other employees.

Resolution Number : 948
Date of Effect : 27th September 2012
Update History : 27th September 2014