

Managing our People

Policy Owner: Chief Executive Officer
Contact Person: Manager Human Resources
Date of Approval: 4 May 2010 – CS 05-05/10

Objective

To support the provision of effective management and leadership in order to meet the strategic objectives of the organisation through the development and fostering of a team culture based on best practice.

Statement

The City recognises it needs to acquire, develop, motivate and maintain human resources in order to achieve its goals (effective) and expending the least amount of resources necessary (efficient). The City will achieve this by:

- Ensuring the City has the right number and kinds of people, at the right places, at the right time, capable of effectively and efficiently completing those tasks that will aid the organisation in achieving its overall strategic objectives;
- Maintaining an effective induction and orientation program for new employees;
- Developing and continuously improving a learning and development culture that ensures quality training is provided. This training will deliver a learning outcome that seeks a relatively permanent change in an individual and will improve his/her ability to perform the job;
- Establishing and maintaining an effective Performance Management System linked to learning and development, developing career paths, succession planning and recognising and rewarding employees;
- Planning, leading or facilitating organisation change with appropriate consultation with all levels of the organisation and in accordance with legislative requirements;
- Establishing and facilitating effective workplace consultative committees which continuously improve productivity and workplace reform within the City; and
- Not tolerating harassment within its workplace.

For the purposes of S5.27 of the Local Government Act 1995, the Chief Executive Officer and all staff holding the position of Director are to be considered a senior employee.

Definitions

Harassment is defined as any unwelcome offensive action or remark concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, marital status, age, family status and responsibility or impediment (impairment).

Responsibility for Implementation

The Chief Executive will lead, mentor and support managers to enhance a team culture that is based on best practice principles and values our staff

Managers and Supervisors will coach and support employees or and ensure that a best practice culture is developed, maintained and continuously improved and abide by all policies and procedures.

Versions	Next Review	Record No:
1 July 1999		
26 April 2005 - GS04-04/05		
8 August 2006 - GS01-08/06	17 February 2010	
4 May 2010 – CS05-05/10	March 2012	534368 TRIM: 10/883