

1 PURPOSE

The purpose of this Policy is for Council to set the framework to guide the General Manager with the necessary workplace policies that provide for employees to be treated fairly and equitably, in accordance with its collective function under section 28(2)(b) of the *Local Government Act 1993*.

2 OBJECTIVE

The Burnie City Council is an Employer of Choice, and an equal opportunity employer, as such, it commits itself to meeting its duty of care to its employees and implementing and using best demonstrated people management policies and procedures that enhance its ability to attract, retain and reward high quality employees.

The Council is committed to positive engagement with our people and developing our workforce so that they have the capability and culture to deliver our vision for our city. The contributions from our people are extremely valued, and without their efforts the Council could not succeed in delivering our aspirations for our community through *Making a Better Burnie 2044*.

The General Manager will develop a suite of workplace policies for contemporary human resource practices and procedures, in accordance with policies, relevant legislation, and the People Strategy, to ensure that our people receive fair and equitable treatment without discrimination.

3 SCOPE

This policy covers all employees, contracted and potential employees engaged by the Council regardless of an individual's employment status or their industrial conditions. The Policy also extends to contractors and volunteers within the definition of the *Work Health and Safety Act 2012*.

4 POLICY

The General Manager is to ensure that the following key workplace policies are to remain in place at all times, and that they are reviewed periodically.

- Recruitment and Selection
- Diversity and Equity
- Bullying, Harassment and Violence
- Work Health and Safety

The General Manager is to report any non-compliance matters associated with the key workplace policies to the Audit Panel in the General Manager's Certificate, at a level not to breach confidentiality of employees.

5.1 Recruitment and Selection

The City of Burnie is committed to providing a wide range of services to the community by recruiting and selecting the right people with the right skills. Having highly skilled and motivated people who embrace Council's values and behaviours will positively contribute to the Council's vision and enable the successful delivery of *Making a Better Burnie 2044*.

Council's recruitment and selection process will encourage and enable the development of a diverse and inclusive workforce at all levels of employment in the organisation.

5.2 Diversity, Equity and Inclusion

The Diversity, Equity and Inclusion Workplace Policy commits as an organisation to embracing diversity, promoting equity and enhancing social inclusion.

The Policy will ensure Council's compatibility and compliance with relevant legislation. It seeks to uphold human rights by incorporating the principles of diversity, equity and inclusion in all areas of its planning, decision-making, communications, workforce development and service provision.

Everyone regardless of gender, race, ethnicity, age, marital or parental status, sexual preference, disability or cultural background and beliefs, among other attributes, have the right to be given fair consideration for employment or employee related benefits.

5.3 Bullying, Harassment and Violence

The purpose of the Bullying, Harassment and Violence Workplace Policy is to outline Council's commitment to a safe workplace where employees and others in the workplace are treated fairly and with respect, and to ensure so far as reasonably practicable, that employees are not subjected to bullying, discrimination, vilification, victimisation, or sexual harassment while at work.

The City of Burnie does not tolerate bullying or harassment, or any conduct or behaviour which is humiliating, intimidating or hostile. Bullying, harassment and any form of violence can result in disciplinary action and may lead to dismissal.

5.4 Work Health and Safety

The City of Burnie is committed to providing a safe working environment for all employees, volunteers and contractors within our workplaces. Our aim is to have all of our people return home safely each day.

We work hard to put appropriate measures in place to, as far as reasonably practicable, reduce the risk of harm to our people, including physical and psychosocial harm.

The Council recognises that to achieve these goals we need positive involvement and commitment of all levels of management, and the active participation and support of our employees, contractors and volunteers.

5.5 Child and Youth Safe Workplace

Through its Child Safety and Wellbeing Policy, the City of Burnie has an expectation that its employees, volunteers and contracted organisations commit actively to the responsibility of creating, demonstrating and maintaining a child safe culture.

Our organisation has appropriate measures in place to empower young people so that they know their rights, and are actively and authentically heard in decision-making. Young people of diverse cultures and backgrounds are given the opportunity to be connected to their culture and provided with a safe, supportive and nurturing environment.

5 LEGISLATION

Fair Work Act (Cth) 2009
Sex Discrimination Act (Cth) 1984
Workplace Gender Equality Act (Cth) 2012
Anti-Discrimination Act (Tas) 1998
Child and Youth Safe Organisation Act (Tas) 2023
Local Government Act (Tas) 1993
Work Health and Safety Act (Tas) 2012
Work Health and Safety Regulations (Tas) 2012
Workers Rehabilitation and Compensation Act (Tas) 1988

6 RELATED DOCUMENTS

Burnie City Council Enterprise Agreement
Child and Youth Safe Organisational Framework

Policy Endorsement

Responsibility:	The General Manager has overall accountability for this policy. It is the responsibility of the Director Corporate and Commercial Services to operationalise this Policy and to embed its principles into workplace policies.
Minute Reference:	Item AO196-23
Council Meeting Date:	12 December 2023
Strategic Plan Reference:	<i>Making a Better Burnie 2044</i> Enabler – Our People
Previous Policies Replaced:	This policy replaces the previous Corporate People Management Policy version 3.0. dated 16 April 2019, Item AO109-19.
Date of Commencement:	13 December 2023
Publication of policy:	Members of the public may inspect this policy at the City Offices, or access it on Council's website (burnie.tas.gov.au)