



People & Wellbeing Policy

Responsible Manager

Head of People and Wellbeing

Head of power

Local Government Act 2009
Local Government Regulation 2012
Public Service Act 2008
Industrial Relations Act 1999
Anti-Discrimination Act 1991
Sex Discrimination Act 1984
Racial Discrimination Act 1975 (Cth)
Disability Discrimination Act 1992 (Cth)
Human Rights and Equal Opportunity Act 1986 (Cth)
Public Sector Ethics Act 1994
Crime and Corruption Act 2001

Authorised by

Council

Authorised on

July 2020

Implemented from

July 2020

Last reviewed

2017, 2018, 2020

Review history

2014, 2013, 2017, 2018

To be reviewed on

June 2022

Corporate Plan

People, Sustainability and Prosperity

1. Purpose

Torres Strait Island Regional Council is committed to providing effective, legal and consistent human resource systems that benefit the organisation and its employees.

The purpose of this policy is to provide guidance to Council officers in developing and implementing People and Wellbeing systems so that such systems are equitable, efficient, transparent (where possible), communicated to all staff and comply with relevant legislation and regulations.

2. Application

This policy applies to all Councillors, Council Officers and Contractors

3. Legislation/Policies

This policy is established with reference to obligations specified in the relevant legislation.

4. Provisions

It is the policy of Council to operate in a manner that provides and preserves a harmonious place for all employees within the bounds of the applicable industrial relations instruments including agreements and awards, and where all levels of management are focused on ensuring that all work is carried out with minimal disruption and maintained industrial harmony.

Employees are valued and recognised for their contribution to the organisation's successful outcomes.

Council is an equal opportunity employer. Religion, age, gender, national origin, sexual orientation, race, or colour does not affect employment, promotion, development opportunities, pay or benefits. Council provides for fair treatment of employees based on merit.

Council considers that good management of industrial relations is an important aspect of the organisation.

To achieve this, Council will:

- Provide a safe and harmonious working environment which is conducive to keeping Council's employees content and achieving operational goals.
- Comply with all applicable industrial laws, regulations, statutory obligations, award, agreements and National and State codes of practice and guidelines.
- Monitor industrial relations performance and activities of suppliers, contractors and maintaining effective communication with them, while recognising their right to have their own industrial relations policies and arrangements.
- Develop and improve the skills of Council's employees to enable them to work efficiently in a constantly evolving environment and to strive to reach their maximum potential.

All levels of management will:

- Provide reasonable management of industrial issues and expect the same from all other interested parties.
- Maintain an open relationship with employees and any elected representatives and with other interested parties.
- Apply all policies and procedures in an equitable and fair manner regardless of position.
- Promote open and effective communication between employees at all levels and resolve disputes quickly and efficiently.
- Encourage open and honest communications at all times in industrial relations matters.

Council will develop, implement and monitor a suite of People & Wellbeing related procedure documents, that provide detailed operational directions, instructions or information, to ensure compliance with this Policy.

Council expects that all employees strive to work in accordance with the desired values and behaviours outlined in "Our Values".

People and Wellbeing will make every effort to notify employees when an official change in policy or procedure has been made but employees are responsible for their own up-to-date knowledge about Council policies and procedures.

Manager Responsible for Review:

Head of People and Wellbeing

Adoption: 21 July 2020
Due for Revision: June 2022

Hollie Faithfull
Acting Chief Executive Officer

