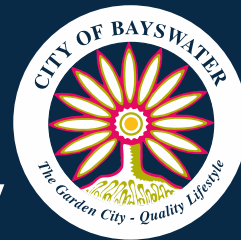


# People, Culture & Safety Policy



<b>Responsible Division</b>	Corporate Services
<b>Responsible Business Unit</b>	People, Culture and Safety
<b>Responsible Officer</b>	Manager People, Culture and Safety
<b>Affected Business Units</b>	All business units
<b>ECM Document Set ID</b>	4635453

## Purpose

This policy sets out the human resources principles and expectations as it relates to the management of employees.

## Scope

This policy applies to all City of Bayswater employees.

## Policy Statement

### 1. Accountable and Ethical Decision Making

The City will make decisions based on a fair and just assessment of the fact, taking into consideration any mitigating circumstances, and will hold up to external scrutiny.

### 2. Healthy and Safe Workplace

The City will provide a healthy and safe workplace to all employees, contractors, volunteers, other workers and visitors by ensuring compliance with the *Work Health and Safety Act 2020*.

### 3. Selection & Recruitment

Employees will be appointed based on the merit of their knowledge, skills and experience as it relates to the role, not on nepotism or patronage.

### 4. Diverse and Inclusive Workplace

The City values diversity in the workplace and will provide an inclusive environment, free from bullying, harassment, discrimination and victimisation and will comply with the *Equal Opportunity Act 1984* and the *Work Health and Safety Act 2020*.

### 5. Fair and Consistent Treatment

Employees will be treated fairly and with consistency across the City.

### 6. Performance Management

Employees will be provided with clear direction and support to reach their performance goals.

## **7. Training and Development**

Employees will receive a range of essential training to meet the requirements of the City and training received will be recorded.

## **8. Payroll Reconciliation**

Employees will be paid accurately and in a timely manner, and robust systems in place to reduce the risk of fraud.

## **9. Workforce Planning**

The City will develop a workforce plan and regularly review the plan to establish a pool of suitable and qualified employees to meet our future workforce needs.

## **Related Legislation**

*Local Government Act 1995 (WA)*

*Industrial Relations Act 1972 (WA)*

*Equal Opportunity Act 1984 (WA)*

*Work Health and Safety Act 2020 (WA)*

*Corruption Crime and Misconduct Act 2003 (WA)*

## **Related Documentation**

Integrity Strategy for WA Public Authorities 2020-2023

Workforce Diversification and Inclusion Strategy for Public Sector Employment 202-2025

Workforce Diversity and Inclusion Plan 2021-2023

Discipline Management Practice

Recruitment Management Practice

Work Health and Safety Policy

Work Health and Safety Framework

Work Health and Safety Management Practice

Managing Performance Management Practice

Bullying Harassment and Unacceptable Workplace Behaviours Management Procedure

Employee Code of Conduct 2022

Grievance Resolution Management Procedure

Training and Development Management Practice

## Document details

<b>Relevant delegations</b>	Nil.
<b>Risk evaluation</b>	Low
<b>Strategic link</b>	Theme: Leadership and Governance Goal L2: Plan and deliver projects and services in a sustainable way. Work together to deliver the best outcomes for the community by managing our resources in a financially sustainable way.
<b>Council adoption</b>	31 October 2023 <b>Resolution</b> 10.5.1.7
<b>Next review due</b>	August 2027
<b>Reviewed/modified</b>	- <b>Resolution</b> -
<b>Revision details</b>	-