

# Mature Age

Workforce Resource 2015



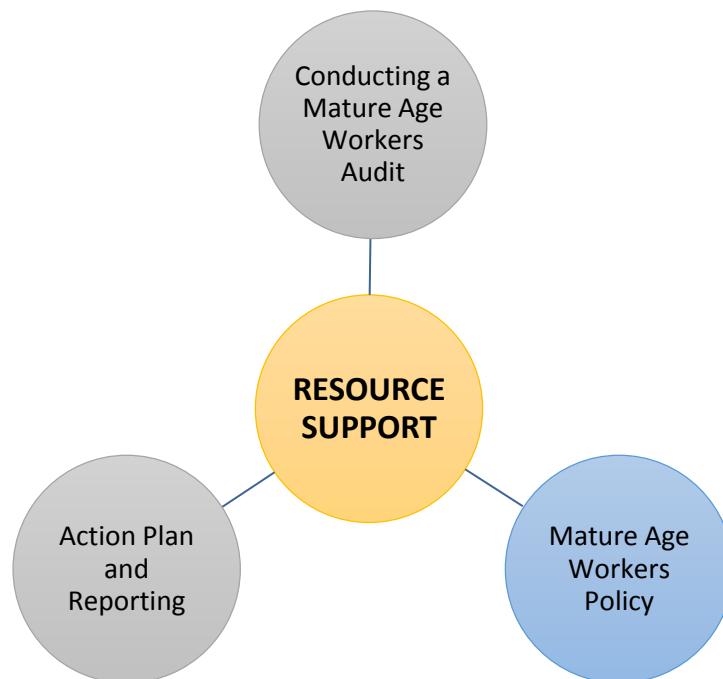
*A framework of recommendations for the management and retention of mature talent in local government*

## RESOURCE SUPPORT 2

### MATURE AGE WORKERS POLICY

#### – Policy Development, Approval and Review

This Resource Support document is the second of three template and support documents that can assist the development of the council organisation's *Mature Age Workforce Resource*.



#### 1. POLICY AND PROCEDURE DEVELOPMENT

Guidelines for the development of the mature age workers policy and procedures include awareness of the following:

- Development of the policy and procedures should not create an inequitable workplace by excluding broader staff from opportunities for improved working conditions or development options that are specifically related to mature age workers;
- Policy and procedure development is a consultative process that provides for staff and other stakeholders affected by the proposed policy and procedure;
- Policy and procedure development must follow the guidelines established by the council organisation and comply with existing quality systems and standards.

## **2. POLICY AND PROCEDURE APPROVAL AND SUSPENSION**

The proposed process for gaining approval for a mature age workers policy and procedures is:

- The mature age workers policy must be approved by the CEO;
- The CEO may delegate a senior manager or the HR manager to co-ordinate the development of the policy in consultation with other management and staff, and require the authorised officer to present the policy for final approval by the CEO;
- Where the CEO deems appropriate, they may seek overarching approval or confirmation from the Council Executive prior to policy approval being granted;
- The CEO, with the advice of the Chief Financial Officer, should identify and confirm budget and resource implications arising from the approval of all age management policies and procedures;
- The CEO has the final approval authority over any policy and procedural development and implementation, and in cases where policy or procedure is proved not to be of business benefit or is being abused, they have the right to revoke the policy or staff arrangement.

## **3. IMPLEMENTATION OF A MATURE AGE WORKERS POLICY AND PROCEDURES**

- All approved mature age workers policies and procedures should be communicated to all staff prior to implementation;
- All staff must have ready access to the policies and procedures and, where required, be made aware of how application for participation or interest can be made;
- The authorised manager in each business unit or work area should be responsible for the successful implementation of the policies and procedures within their area of operation and is accountable for the outcomes.

## **4. RECORDS MANAGEMENT**

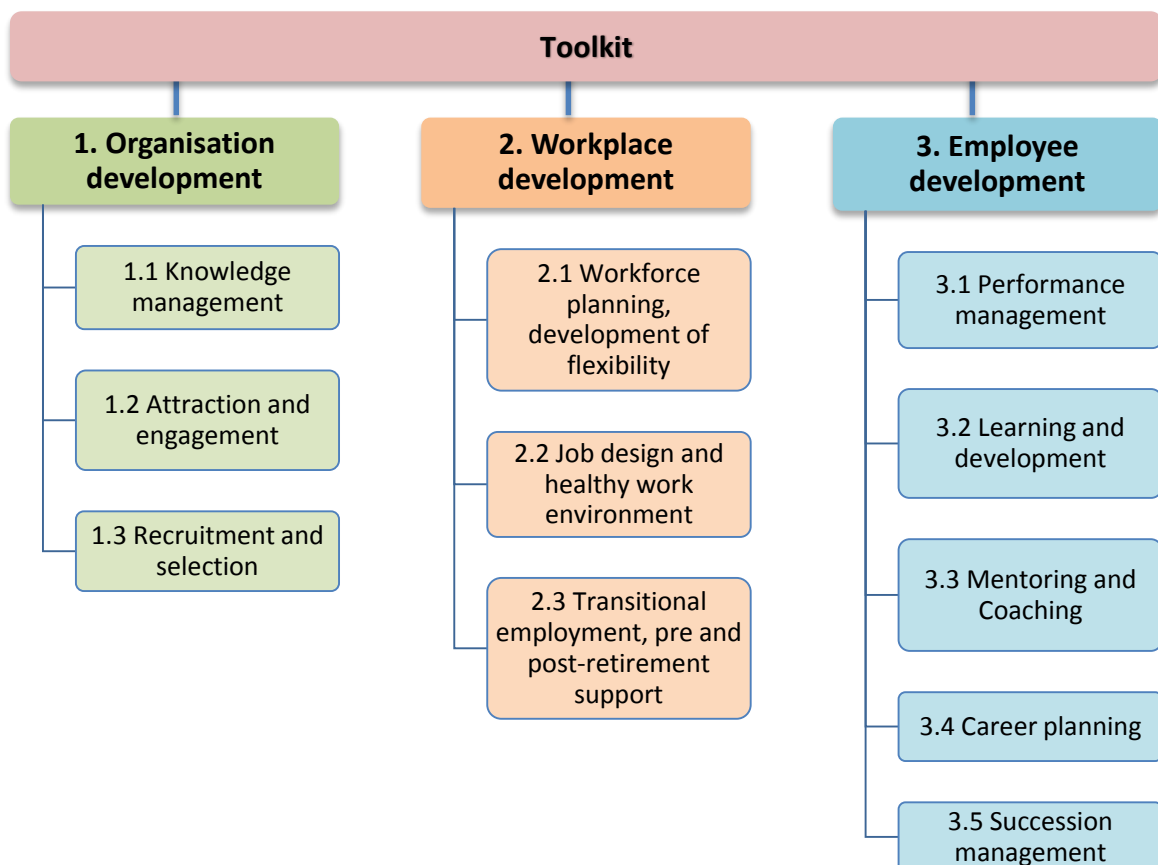
- All records management, storage and archival procedures for the mature age workers policy and procedures must be in accordance with the organisation's quality system and standards;
- Management must document any issues arising from the implementation of this policy or procedures as part of the continuous improvement cycle and forward to the delegated manager, HR manager or other officer for inclusion in policy and procedure reviews;
- All employee information and records pertaining to the policy, procedures and work agreements must be maintained in accordance with privacy and information privacy legislative standards, and organisational and Council guidelines.

## **5. POLICY REVIEW**

- The delegated manager or officer should review the approved mature age workers policy and procedures in accordance with the quality systems, and in line with the recommended policy and procedure review dates. The review should confirm:
  - that the information contained in the policy and procedures is current;
  - that the policy and procedures remain relevant to supporting the organisational and Council requirements;
  - if there is a need for policies to be withdrawn;
  - if amendments are required.

- Any variation to the policy or procedures must be in accordance with the nominated review date and as per the quality system guidelines for variation approval. Approved amendments must be communicated prior to implementation;
- The policy and procedures that have not been reviewed within the specified period may be considered void and approval should be sought to have them removed from the mature age workforce framework;
- Review of policies and procedures, including major and minor amendments should follow the procedures outlined in the organisation’s quality system. Where agreement cannot be reached on whether a change is a minor or a major amendment, the CEO will have final say;
- Policies and procedures may be required to be updated outside the scheduled review date periods for reasons including:
  - direction from the CEO;
  - legislative changes;
  - industrial changes;
  - significant change to work practices;
  - ineffectual or impracticable policies.

Implementation of this policy guideline will be supported by the Toolkit, which includes approaches to development related to the following 11 key Focus Areas:



Attached is a template for reference, for creating a [mature age workers policy](#) or an [Ageing Workforce Management](#) as required. This is presented as a starting point which may help each organisation to develop and apply organisational development initiatives associated with the mature age workforce.