

POLICY

TITLE:	Employee Retention Policy		
DIRECTORATE:	Chief Executive Officer (CEO)		
DATE OF ADOPTION:	10.02.2026	DATE OF REVIEW:	09.02.2026
POLICY NUMBER:	217		
LEGISLATIVE REF:	Local Government Act 2019 (NT); Sections 172, 173		

1. INTRODUCTION

The purpose of this policy is to outline the Barkly Regional Council's (the Council) approach to retaining skilled, capable, and engaged employees. Retention of employees supports business continuity, strengthens organisational knowledge, reduces recruitment costs, and enhances the overall workplace culture.

2. SCOPE

This policy applies to all employees, including permanent, fixed term, and casual employees, across all business units, (including employees engaged on temporary employment agreements) at Council. This Policy does not apply to volunteers.

3. RESPONSIBILITIES

All persons within scope of this Policy are required to adhere to this Policy and its associated procedures.

CEO & ELT: oversee implementation of the retention strategy and monitor outcomes.

Managers and Supervisors: Foster positive team environments, support staff development, and identify retention risks.

Human Resources: provide advice, monitor turnover data, and coordinate retention initiatives.

Employees: actively participate in engagement, feedback, and development opportunities.

The Manager, Human Resources is accountable for the overall management of this Policy.

4. POLICY OBJECTIVES

The key objectives of this policy are to:

- 1) Minimise employee turnover by addressing factors that influence job satisfaction and engagement.
- 2) Provide opportunities for career growth and professional development.
- 3) Ensure competitive and fair remuneration and benefits.
- 4) Foster a safe, inclusive, and respectful workplace culture.
- 5) Support employee wellbeing and work-life balance.
- 6) Recognise and reward employee contributions and achievements.

5. POLICY STATEMENT

Council is committed to creating a positive and supportive work environment that fosters employee engagement, professional development, and long-term employment relationships. Retention strategies will be aligned with organisational objectives, workforce planning, and the principles of fairness, equity, and inclusivity.

This Policy applies from the current version adopted date and does not apply historically.

6. RETENTION STRATEGIES

The Council will implement the following strategies to support retention:

6.1. Recruitment and Onboarding

- Ensure recruitment processes are merit-based, transparent, and aligned with organisational values.
- Provide effective induction and onboarding programs to help new employees integrate successfully.
- Assign buddies or mentors during the onboarding period to support new employees.
- Provide clear career pathways at the point of recruitment to demonstrate long-term opportunities.
- Provide realistic job previews during recruitment to set clear expectations.
- Involve teams in the recruitment process to strengthen cultural fit.
- Incorporate an Aboriginal Cultural Induction program for all new employees to build awareness, respect, and understanding of local Aboriginal culture, protocols, and community expectations.

6.2. Learning and Development

- Provide access to training, mentoring, and career development opportunities.
- Support employees in gaining new skills relevant to their roles and future career pathways.
- Offer study leave or support for professional qualifications where appropriate.
- Create individual development plans (IDPs) to align employee goals with organisational needs.
- Establish cross-training opportunities so employees can broaden skills across different areas.
- Introduce job rotation or secondments to keep work engaging and expand career options.
- Introduce an annual paid assistance for Professional Development.

6.3. Remuneration and Benefits

- Offer remuneration and benefits that are competitive and consistent with industry standards.
- Regularly review conditions of employment to ensure equity and fairness.
- Introduce non-financial benefits such as additional leave options, flexible work arrangements, or wellbeing allowances.
- Benchmark pay and benefits against industry peers on a regular basis.
- Offer performance-based incentives that reward both individual and team achievements.
- Provide access to salary packaging options.
- Provide employee discount programs where possible.

6.4. Recognition and Reward

- Acknowledge individual and team achievements formally and informally.
- Promote a culture of appreciation through recognition programs and initiatives.
- Celebrate milestones such as years of service, project completions, and community contributions.
- Encourage peer-to-peer recognition programs to build positive team culture.

- Introduce annual awards that highlight innovation, collaboration, and customer service.
- Make recognition timely and personal (e.g., handwritten notes, verbal acknowledgments).

6.5. Employee Wellbeing

- Provide access to employee assistance and wellbeing programs.
- Encourage flexible work practices where operationally possible.
- Promote safe and healthy work environments.
- Offer wellbeing initiatives such as health checks, fitness challenges, or mindfulness sessions.
- Monitor workloads regularly to prevent burnout and ensure a healthy work–life balance.
- Provide access to flexible leave types (e.g., ceremonial, cultural, or wellbeing leave).
- Create safe spaces for employees to discuss mental health and wellbeing openly.

6.6. Engagement and Communication

- Maintain open, respectful, and transparent communication with employees.
- Provide opportunities for employees to give feedback and participate in decision-making processes.
- Conduct annual engagement surveys and act on feedback received.
- Hold regular team forums or town-hall meetings to share updates and listen to employee perspectives.
- Use pulse surveys (short, regular check-ins) to quickly gauge morale and emerging issues.
- Encourage cross-departmental projects to build relationships and collaboration.

6.7. Leadership and Management Capability

- Support managers and supervisors to build effective people management skills.
- Encourage leadership that is respectful, inclusive, and supportive of employee growth.
- Provide leadership development programs for emerging leaders.
- Assess and hold managers accountable for fostering a positive and supportive workplace culture.
- Pair managers with external mentors or coaches to strengthen leadership skills.
- Regularly evaluate manager effectiveness using upward feedback from employees.

6.8. Indigenous Employment and Retention

The Council is committed to increasing Aboriginal and Torres Strait Islander participation in its workforce and ensuring culturally safe, respectful, and supportive workplaces. To support this commitment, the Council will:

- Develop and implement an Indigenous Employment Plan that sets clear targets for recruitment, retention, and progression of Aboriginal employees.
- Provide Aboriginal Cultural Induction for all new employees to foster respect and cultural awareness.
- Establish mentoring and career development programs specifically designed to support Aboriginal employees in their career progression.
- Partner with local Aboriginal organisations, schools, and training providers to create employment pathways.
- Celebrate and acknowledge Aboriginal culture and achievements within the workplace.

- Ensure policies and practices are culturally responsive and support retention, including flexible leave for cultural and ceremonial purposes.

7. RELEVANT POLICIES

Policies and procedures to be read in conjunction with this policy are:

- Code of Conduct (Staff)
- Allowances and Benefits Policy (Staff)
- Fatigue Management Policy
- Human Resources Management Policy
- Recruitment and Selection Policy
- Relocation Assistance Policy
- Reward and Recognition Policy
- Staff Performance and Appraisal Policy
- Training and Development Policy
- Work, Health and Safety Policy

8. IMPLEMENTATION AND REVIEW

8.1. Implementation

Relevant personnel will be made aware of this Policy. It is not a requirement of the Act for this Policy to be published on the Barkly Regional Council website.

8.2. Review

This policy will be reviewed on or before 09/02/2026

9. VARIATIONS, REVOCATIONS AND/OR CHANGES

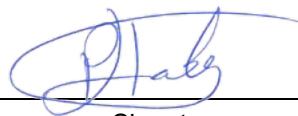
Barkly Regional Council reserves the right to revoke and/or amend this policy from time to time as is considered necessary to better manage its business and/or to comply with any legislative requirements.

10. APPROVAL

This policy is approved.

Peter Harder

Chief Executive Officer



Signature

10/02/2026

Dated

END