



Human Resources Management Policy

1. Purpose and Scope:

Human resources management, for the purposes of this document, pertain to the employment process, induction, training, performance, discipline, security, professional development, retention, care and review processes for all volunteers and staff of the Taillem Bend Community Centre Incorporated (TBCC).

2. Definitions:

Human resources management is defined as, "*The process of hiring and developing employees so that they become more valuable to the organization*".

Source: www.businessdictionary.com/definition/human-resource-management

Human Resource Management includes, but is not necessarily limited to, conducting job analyses, planning personnel needs, recruiting the right people for the job, orienting and training, managing wages and salaries, providing benefits and incentives, evaluating performance, resolving disputes, and communicating with all employees and volunteers at all levels.

The volunteers and staff of TBCC are our much valued human resources.

3. Policy:

TBCC manages its human resources as a continuing guideline on the approach the organisation intends to adopt in managing its people. It represents specific guidelines concerning employees and volunteers. It states the intent of TBCC about different aspects of human resource management. It defines how people and things should be treated.

4. Inclusions:

This Policy is inclusive of the documents listed below, all relevant to TBCC management of human resources and complying with current Workplace Health and Safety legislation and the SA Equal Opportunity Act

HR Conflict Management and Grievance Strategy

HR Conflict Management and Grievance Procedures

HR Conflict Management and Grievance Flow Chart

HR Criminal History Check Strategy

HR Criminal History Check Procedures

HR Criminal History Check Flowchart

HR Equal Opportunity Strategy

HR Harassment, Sexual Harassment, Victimisation and Bullying Strategy

HR Harassment, Sexual Harassment, Victimisation and Bullying Procedures

HR Life Membership Strategy

HR New Volunteers Strategy

HR New Volunteer Procedures

HR Professional Development Strategy

HR Professional Development Procedures

HR Staff Disciplinary Action Strategy

HR Staff Performance and Review Strategy

HR Staff Performance and Review Procedures

HR Staff and Volunteer Induction Checklist

HR Standards, Rights and Responsibilities Strategy

HR Volunteer Performance Strategy

HR Volunteer Performance Procedures

Date first formulated	December 2015	
Dates approved by Board	V1	June 2016
Next Review Date	June 2019	
Related Documents	Delegation of Authority Policy Diversity and Social Inclusion Policy Feedback and Complaints Policy Privacy and Confidentiality Policy Work Health and Safety Policy Volunteering Strategy for South Australia (SA Govt. Office for Volunteers)	
Legislation	Affirmative Action Act 1986 (Federal) Australian Human Rights Commission Act 1986 (Federal) Crimes Act 1914 (Federal) Criminal Law Consolidation Act 1935 (SA) Equal Opportunity Act 1984 (SA) Fair Work Act 2009 Industrial Relations Reform Act 1993 Occupational Health, Safety and Welfare Act 1986 (SA) Occupational Health, Safety and Welfare Regulations, 2010 (SA) Privacy Act 1988 (amended 2000) (Federal) The Disability Discrimination Act 1992 (SA) The Sex Discrimination Act 1984 (Federal) Racial Discrimination Act 1975 Work Health and Safety Act 2012 (SA) Volunteers Protection Act 2001 (SA) Workers Rehabilitation and Compensation Act (1986)	
Signed on behalf of TBCC Board of Management by:		
Name: Lorraine Cresp		
Position held: Chairperson		
		Signature: 

