

Human Resources Management Policy

1. Purpose and Scope:

The Taillem Bend Community Centre (TBCC) is committed to providing a positive work environment in which employees feel that they are valued, treated fairly and given recognition for their contribution to the organisation's achievements. TBCC aims to provide an environment that fosters good working relationships at all levels and offers flexible and supportive work practices.

Working conditions for staff will comply with relevant legislation and be comparable with industry standards.

TBCC will apply the following principles to all aspects of its relationship with staff and volunteers:

- fairness and equity;
- respect for individuals, their privacy and confidentiality;
- accountability for actions and performance;
- support and encouragement for professional development;
- understanding and workplace flexibility for personal needs;
- promotion of a healthy and supportive workplace culture.

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 valued human resources.

Domestic and family violence refers to violence, intimidation and coercion most commonly perpetrated by a current or previous intimate partner (including same-sex partners), but also including violence perpetrated between family members, housemates or children. Family relationships include people who are related to one another through blood, marriage or de facto partnerships, adoption and fostering relationships. They include the full range of kinship ties in Aboriginal and Torres Strait Islander communities, extended family relationships, and constructs of family within lesbian, gay, bisexual, transgender, intersex or queer (LGBTIQ) communities. Violence includes but is not limited to physical, sexual, verbal, emotional, financial, psychological and spiritual abuse.

Parental and Maternity

Child of a person is defined under the *Family Law Act 1975* as someone's biological, adopted or step-child.

Employee couple is any two Australian employees (not necessarily working for the same employer) who are in a spousal or de facto relationship.

Employer funded parental leave is leave that can be taken when an employee gives birth, an employee's spouse or de facto partner gives birth, or an employee adopts a child under the age of 16. This is leave that can be taken for a period of [insert time period as per contract or enterprise agreement].

Parental Leave Pay, or "PLP" means government funded paid parental leave. A maximum period of 18 weeks of PLP is available to eligible employees. PLP can be taken either altogether, or as 1 "set period" and 1 "flexible period", for a total period of 18 weeks. Having an existing entitlement to employer funded parental leave does not affect an employee's eligibility for PLP.

Safe Job is a position which a pregnant employee is entitled to transfer to if medically required. If the organisation does not have any appropriate safe jobs the employee is entitled to take paid 'no safe job leave'.

Unpaid parental leave is leave that all employees with more than 12 months service are entitled to under the National Employment Standards (NES).

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. A staff member may request that the Union assists or represents them in negotiations of any area of working conditions.

4. Child safe screenings

TBCC will ensure robust recruitment National Police Check and Department Human Services (DHS) Screening processes are followed in accordance with policies, procedures and our charter of commitment to the wellbeing and safety of children and young people. Creating a safer environment for its children and young people

5. Domestic and Family Violence

Domestic and family violence (DFV) in the home or at the workplace is a serious and unacceptable workplace issue. TBCC is committed to providing training and awareness to all staff around issues of domestic violence, supporting staff who experience domestic violence and ensuring that they are not discriminated against. TBCC has in place the following measures:

- strict confidentiality for staff who choose to disclose that they are experiencing DFV;
- leave entitlements for staff to access services or make arrangements;
- flexible working conditions to meet staff needs;
- a safe and supportive workplace environment, including a workplace safety plan if necessary;
- return to work support for staff who have taken extended leave relating to domestic violence;
- support to access counselling or other relevant services;
- procedures for staff who perpetrate abuse or violence at/from the workplace.

*Evidence requirements for domestic violence related leave may include provision of police or court documents, or documentation from a health professional or counsellor. However, entitlements may be granted without documentation if not deemed appropriate or necessary by TBCC CEO or Chairman

6. Parental and Maternity Leave

TBCC promotes a healthy work/life balance for employees and is committed to ensuring the fair treatment of staff members who are parents, by offering parental and maternity leave, in accordance with national standards. By enabling parents to take leave at the time of a child's birth or adoption TBCC seeks to support working parents and encourage a balanced division of paid and unpaid labour within the family. In line with national standards under the Fair Work Act 2009, all employees of this organisation are entitled to parental leave, subject to certain conditions.

7. 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

Diversity and Social Inclusion Policy

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 National Police Check Child safe Screening Procedure

HR Criminal History Check Flowchart

HR Professional Ethics and Conduct Policy

HR Bullying and Harassment Policy

HR Life Membership Recognition Strategy

HR New Volunteers Strategy

HR New Volunteer Strategy and Procedures

HR Development and Training Policy


HR Staff Disciplinary Action Strategy

HR Staff Performance and Misconduct Policy

HR Staff and Volunteer Induction Checklist

HR Standards, Rights and Responsibilities Strategy

HR Volunteer Performance Strategy and Procedures

Date first formulated	December 2015	
Dates approved by Board	V1, V2 V3	June 2016, April 2020 April 2022
Next Review Date	April 2025	
Related Documents	<p>Human Resources Professional Ethics and Conduct Policy Human Resources Harassment and Bullying Policy Human Resources Development and Training Policy Risk Management Policy (Child Safe) Statement of Commitment to the Safety and Wellbeing of Children Feedback and complaints policy Code of Conduct TBCC Strategic Plan</p>	
Standards	<p>Legal Services Commission National Employment Standards Unions Australia Human Rights Commission Equal Opportunity Commission Children and Young People (Safety) Regulations 2017 (SA) National Principles for Child Safe Organisations Child safe environments Rights of every child Department Human Service DHS Critical Client Incidents Policy Coronial Overview of child protection legislation across state and territory jurisdictions Australian Institute of Family Studies Information Sharing Guidelines Unicef – know your rights and responsibilities Children’s rights and responsibilities flyer Department Human Services DHS Critical Incidents Gender diverse, intersex and sexually diverse children and young people</p>	
Legislation	<p>Work Health and Safety Act Work Health and Safety Regulations 2012 Codes of Practice Safework SA Return to Work SA Aged Care Quality and Safety Commission Act 2018 Aged Care Act 1997 Competition and Consumer Act 2010 Associations Incorporation Act 2009 Sex and Age Discrimination Legislation Amendment Act 2011 Woman Working Centre Australian Human Rights Commission Act 1986 Children’s Protection Act 1993 (SA) Fair Work Act 2009 Volunteers Protection Act 2001 (SA) Family Law Act 1975 Equal Opportunity Act 1984 Children and Young People (Safety) Act 2017 Commonwealth Privacy Act 1988 State Records Act 1997 Guardianship and Administration Act 1993 Australian Human Rights Commission Act 1986 (Federal) Crimes Act 1914 (Federal) Fairwork Act 2009 Federal Law Fair work Act 1994 State Law</p>	
<p>Signed on behalf of TBCC Board of Management by: Name: Jack Hunt</p> <p>Position held: Chairperson</p> <p>Signature: </p> <p>6 April 2022</p>		