Statement of Intent
Human Resources

Statement
The intention of the South West Institute of TAFE Board is to create and maintain a positive workplace environment which attracts, develops, retains and fosters a workforce which:

- supports the Institute’s values
- is committed to the achievement of excellence in Vocational Education and Training
- is committed to engaging with industry to develop specialist training which will contribute to economic development in the South West region and across Victoria

The Board delegates responsibility to the Chief Executive Officer (CEO) to develop structures, processes, procedures and guidelines to carry out the Board’s intent in relation to Human Resources. It is acknowledged that:

- Every member of the Institute community has the right to work in an environment free from discrimination and harassment, where the rights of others are recognised and promoted, where decision-making is consistent and where the highest ethical standards are maintained
- All Institute employees are expected to maintain honesty and integrity in all that they do, and conduct themselves in a manner that generates trust and confidence in them as individuals and enhances the role and image of the Institute
- All Institute employees will comply with the policies, procedures, standards, codes and lawful directives of the Institute, and State and Commonwealth law
- All Institute employees will work conscientiously, and to the best of their ability, to promote the Institute’s mission, vision values and goals to achieve excellence in its educational and business aims.

Strategy
The Human Resources Statement of Intent will be implemented using the following strategies:

- Develop, implement, maintain and regularly review human resource policies and procedures to ensure compliance with legislative and industrial requirements
- With the Institute Management Group, regularly review human resource procedures which will ensure a best practice approach in all circumstances and where required changes are communicated and implemented through a detailed and structured approach
- Recruitment, selection and appointment of staff will be merit based, follow sound human resource management principles and ensure equal employment opportunity
- Provide timely, accurate and expert advice, information and documentation to the management and staff of the Institute and to appropriate external organisations and agencies
- Provide innovative human resources services to support the achievement of Institute strategic goals and objectives.
Links
South West TAFE will use its best endeavours to comply with all relevant industrial and legislative requirements including, but not restricted to:

- Fair Work Act, 2009
- Information Privacy Act 2000
- Occupational Health and Safety Act, 2004
- Accident Compensation Act, 1985
- Superannuation Guarantee (Administration) Act, 1992

Related documents:

- Casual Specialist Staff Timesheet Guidelines
- Casual Teacher Timesheet Guidelines
- Cessation of Employment Procedure
- Code of Conduct Policy
- Contract Conversion to Ongoing Procedure
- Corporate Uniform Guidelines
- Disciplinary Policy
- Disciplinary Procedures
- Employment Probation Policy
- Equality and Fairness in the Workplace Policy & Procedure
- Flexible Working Arrangements Guidelines
- Learning and Development Policy
- Leave Arrangements Policy and Procedure
- Managing People Better Policy
- Personal Engagement Plan Procedure
- Police Check and Working With Children Check Policy & Procedures
- Recruitment & Selection Policy & Procedures
- Redundancy Policy
- Reimbursement of Work Related Travelling Expenses Procedure
- Staff Grievance Resolution Policy
- Staff Grievance Resolution Procedures
- Staff Induction Policy & Procedures
- Staff Qualifications Procedure
- Voluntary Workers Policy and Procedure