



Human Resources Policy (Board)

Policy Number:	BO-028		
Date Approved:	February 2014	Approved By:	The Board
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Version 1			

1. Aim

The Breakaway Board is committed to the employment and support of sufficient, competent, skilled staff.

Staff will be supported to provide excellent service to the children, young people and their parent/carers within the framework of the mission, philosophy and values of the organisation.

Breakaway will conform to all relevant legislation and statutory requirements.

The purpose of this document is to set out the roles and responsibilities of the Board and the GENERAL MANAGER to implement this policy.

2. Scope

This policy applies to employees and volunteers of Breakaway including members of the Breakaway Board.

3. Policy

3.1 Staff Recruitment and Selection

- All staff appointments are based on merit and made through a transparent selection process in accordance with the Recruitment Policy.
- The Board recruits, selects, appoints and orientates the GENERAL MANAGER.
- The Board reserves the right to dismiss the GENERAL MANAGER for just and serious reasons for the benefit of the organisation and its future in accordance with relevant legislation.

3.2 Staff Management

The Board requires that all and volunteers employees receive appropriate orientation, supervision and support, annual performance review and just remuneration and conditions including a safe and ethical working environment.

3.3 Staff Development and Support

The Board ensures that all employees have access to professional development opportunities and staff support systems.

The Board ensures that resources are allocated within the annual budget for professional development and support systems.

3.4 Grievance and Disciplinary Situations

- Responding to grievance and disciplinary issues are the responsibility of the GENERAL MANAGER who must comply with the policies of Breakaway and the provisions of the relevant employment relations legislation.
- Where complaints are unable to be solved by the GENERAL MANAGER, they may be referred to the Board in accordance with the Feedback and Complaints policy.
- The GENERAL MANAGER must refer recommendations for the termination of employment of an employee to the Board. A special Board meeting may be called to consider the recommendation.

3.5 Board – Staff Relations

- Board members relate to staff in such a way that enhances not undermines the position of the GENERAL MANAGER.
- The Board, through its GENERAL MANAGER, supports and encourages the staff by attending staff functions and other related activities.
- Board members can only make requests of the staff through the GENERAL MANAGER, unless otherwise agreed to by the Board and GENERAL MANAGER.
- Staff only report to the Board through the GENERAL MANAGER.

This policy must be read in conjunction with the policies and procedures which supports this policy:

Recruitment Policy

Feedback and Complaints Policy

Employment Conditions Policy

Employee Assistance Program Policy

4 References

Corporate Governance Principles and Recommendations ASX Corporate Governance Council

'It's Your Business' NSW Department of Ageing, Disability and Home Care

Associations Incorporation Act 2009 (NSW)

Human Rights and Equal Opportunity Commission Act 1986 (Cth)

Work Health and Safety Act 2011

Racial Discrimination Act 1975 (Cth)

Disability Discrimination Act 1992 (Cth)

Anti-Discrimination Act 1977 (NSW)

Sex Discrimination Act 1984 (Cth)

Privacy Act 1988 (Cth)

Privacy and Personal Information Protection Act 1998 (NSW)

NSW Disability Service Standard 6

5 Persons Responsible

All employees and volunteers are responsible for:

- Compliance with all Breakaway policies and procedures.

Managers are responsible for:

- Providing leadership, management and support for Breakaways employees

- Maintaining efficient and effective human resources procedures and systems
- GENERAL MANAGER is responsible for communicating human resources matters to the Board as required by this policy

Board are responsible for:

- Approval of this policy
- Implementation of this policy

6 Definitions

Breakaway – all Breakaway Incorporated services and programs

Board – the governing body of Breakaway, comprised of elected or appointed members who jointly oversee the activities and legal responsibilities of the organisation

Manager – refers to the GENERAL MANAGER

Supervisor – refers to all senior staff who are responsible for supervising one or more staff members

Staff – refers to employees and volunteers of the organisation

Due diligence – the degree of care and caution required by the circumstances of a person

Fiduciary duty – the highest standard of care imposed at either equity or law. The duty of caring for another's money.

Governance – is the legal authority of a Board to establish and be accountable for policies that will affect the life and work of the organisation.

Constitution – the name given to the memorandum and rules of an organisation

Risk – the likelihood and consequence of something happening that will have an impact on objectives

Risk management – the process of identifying, assessing and judging risks, assigning ownership, taking actions to mitigate or anticipate them, and monitoring and reviewing progress

Duty of care – the obligation to take reasonable care to avoid causing harm to another person

Conflict of interest – situations where a conflict arises between public duty and private interest which could influence the performance of official duties and responsibilities

Pecuniary interests – financial interests or other material benefits or costs

Non-pecuniary interests – political, religious, recreational, family or other interests

Vicarious liability – situation in which an employer can be found liable for wrongs committed by employees in the course of the employer's work

Ethics - The basic concepts and fundamental principles of right human conduct. It includes study of universal values such as the essential equality of all men and women, human or natural rights, obedience to the law of land, concern for health and safety and, increasingly, also for the natural environment.

Document review history

<i>Date</i>	<i>Section</i>	<i>Change</i>