

Woodcroft/Morphett Vale Neighbourhood Centre POLICY STATEMENT



SUBJECT:	People and Culture
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Portfolio Area:	People and Culture	Document Ref:	PS P&C01(2018)
Applicable From:	May 2018	Version No:	01

REVISION SCHEDULE:

Next Scheduled Review: May 2020

EFFECTIVE:	ALTERATION(S):	AUTHORISED:	
DATE:		Signed/Title	Date

1. SCOPE:

The purpose of this Policy Statement and associated Operating Procedures express the Woodcroft Morphett Vale Neighbourhood Centre's ("the Centre") commitment to building positive culture, promoting integrity and supporting the Centre's employees, volunteers, participants and visitors.

2. POLICY STATEMENT:

The Management Committee ("the Committee") will exercise effective and independent judgement and oversee the activities of the Centre to ensure that:

- Quality employees and volunteers are recruited, selected and appropriately trained through fair and equitable recruitment processes and with required probity checks completed.
- Safe work practices are implemented and monitored.
- Employee, volunteer and participant records are maintained in line with privacy legislation.
- Grievances, complaints and disputes are managed in an effective and timely manner without fear of retribution.
- Feedback is regularly sought and considered.
- A culture of continuous improvement is imbedded in work practices.
- All Committee members, employees, volunteers and visitors follow the Centre's Code of Conduct and declare conflicts of interest when they arise.
- The services of the Centre are promoted and conducted with integrity and encourage community engagement.

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3. OBJECTIVES:

This policy aims to:

- Build a positive culture through fostering a safe, respectful and rewarding environment
- Set clear expectations and accountability for responsible working, acceptable behaviours and sustainable practices
- Set the highest ethical standards for employees and volunteers
- Explain the standards and practices that employees, volunteers, participants, visitors, and the community can expect from one another.

4. GUIDING PRINCIPLES:

All members of the Centre community, including employees, volunteers, participants and visitors, are expected to be guided by, and act in accordance with, the following principles:

- Integrity
- Ethical standards
- Honesty
- Fairness
- Inclusion
- Impartiality
- Accountability
- Respect, for others and for the reputation and goodwill of the Centre
- Compliance with the law and the legislation that applies to the Centre, resources, facilities, activities and people
- Appropriate use of Centre resources, information, equipment and facilities.

5. RESPONSIBILITIES:

All members of the Committee share the following responsibilities:

- Developing /approving the Code of Conduct
- Ensuring legal requirements are met
- Ensuring a Child Safe environment is established and maintained

6. CONSEQUENTIAL DOCUMENTS:

The following documents have been developed as a consequence of this Policy Statement to guide its implementation and should be read in conjunction with the Policy Statement:

- OP P&C.01(2018) Employee Management
- OP P&C.02(2018) Volunteer Management
- OP P&C.03(2018) Code of Conduct
- OP P&C.04(2018) Confidentiality and Privacy
- OP P&C.05(2018) Protection of Children and Vulnerable People
- OP P&C.06(2018) Dispute and Conflict Resolution
- OP P&C.07(2018) Equal Opportunity
- OP P&C.08(2018) Information Sharing Guidelines - Appendix

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APPROVED BY THE MANAGEMENT COMMITTEE

This Policy Statement supersedes all other Policy Statements in relation to People and Culture and is applicable from the authorising date below.

Authorising Officer	Position	Date	Signature
Irene Woodcock	Chairperson	21/5/2018	I Woodcock