

**Staffing & Employment**  
**HACC Standard 3**  
**AQTF Standard 7**  
**Review Date June 2011**

**Policy Number: SE4**  
**Number of pages: 2**  
**Attachment: Nil**

## **POLICY REGISTER**

<b>Subject: Staff management</b>
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### **Primary Responsibility:**

Operations Manager, Executive Officer and Board

### **Policy Statement:**

Western Sydney Community Forum is committed to providing ongoing and active staff management to ensure the provision of quality services.

### **Procedure:**

1. The Board delegates staff management to the Operations Manager.
2. The Operations Manager will ensure all staff are provided with an opportunity to reflect on work practice and obtain professional support through internal supervision and appraisal processes.
3. All staff will receive a copy of their job description prior to commencing employment and whenever the job description is changed.
4. Job descriptions will be reviewed annually as part of the appraisal process by the relevant staff member, their supervisor and the Operations Manager, if relevant.
5. The Operations Manager in collaboration with the Executive Officer will ensure all staff develop a workplan that includes:
  - Tasks and strategies
  - Performance outcomes
  - Timeframes
6. In developing Work plans staff will consider:
  - job requirements,
  - organisational plan and priorities, and
  - stakeholder feedback,

7. Annual workplans will be submitted to the Operations Manager for approval.
8. Annual workplans may be provided to funding bodies by the Operations Manager.
9. Workplans will be reviewed half way through the calendar year. These reviews will provide an opportunity to up-date workplans, review project progress and identify any problems.
10. A staff appraisal will be held annually with every staff member. The process of appraisal shall be agreed between the Operations Manager and the relevant staff person. The purpose of the appraisal is to identify staff development opportunities and organisational barriers to performance. The appraisal process will not be used in lieu of an appropriate discipline procedure.
11. In the event that a Staff Disciplinary process is commenced against a staff member the Operations Manager will develop an action plan during this period in consultation with the staff person, the Executive Officer and the relevant union.

**Adopted by Board on: 02/06/2009**

### ***CROSS REFERENCE***

- GP5 Privacy & Confidentiality Policy
- SE1 Recruitment Policy
- GP6 Conflict Resolution Policy
- Harassment Policy