

Policy

Eastern Victoria GP Training (EV) aims to be an employer of choice and is committed to attracting, retaining and supporting suitably skilled and experienced staff to assist in achieving its business objectives. The ethos of the organisation is that of a no-blame culture where staff are encouraged to disclose fault and learn from error.

EV provides staff with their due entitlements, and expects staff to abide by conditions specified in their Employment Contract and the organisation's policies and procedures.

EV is committed to:

1. Documenting and following a transparent, sound and fair recruitment and selection process in accordance with relevant legislation
2. Providing new staff with a comprehensive induction and cultural orientation, including the provision of organisation policies and procedures to ensure staff understand EV's expectations and standards of conduct.
3. Providing staff with a position description that outlines their role, responsibilities and key performance indicators
4. Implementing a performance development and management system for all staff
5. Providing a supportive environment that allows greater opportunities for staff to develop and increase skills and knowledge through professional development
6. Ensuring staff have consistent and fair conditions of employment that comply with legislative and industrial relations requirements, especially with regard to remuneration and working conditions
7. Complying with minimum award conditions, employment contracts and/or relevant work place agreements
8. Having clear discipline and grievance processes in place in accordance with the law, including the *Fair Work Act*
9. Ensuring employment and management practices give everyone equality of opportunity in the workplace and that decisions and practices are based on clear, predefined, job-related criteria in areas including recruitment and selection, conditions of employment, training and development and other aspects of employment
10. Maintaining the privacy and confidentiality of staff by keeping their information secure in accordance with legal requirements including the Australian Privacy Principles
11. Reporting any significant data breaches to relevant authorities and persons in accordance with the law
12. Entering into service agreements/contracts with providers who are not directly employed by EV
13. Providing equitable and fair reward and recognition opportunities for staff, based on performance and attitude
14. Supporting staff who make disclosures that reveal corrupt conduct, conduct involving the substantial mismanagement of resources, or conduct that involves a substantial risk to public health and safety or the environment

Definitions

Data breach: "The situation where personal information held by an agency organisation is lost or subjected to unauthorised access, modification, disclosure, or other misuse or interference." (Office of the Australian Information Commissioner).

Additional Information

- Fair Work Ombudsman <http://www.fairwork.gov.au/>
- Office of the Australian Information Commissioner: Data Breach Guide 2014.

Relevant Legislation

- Accident Compensation Act 1985
- Accident Compensation (Occupational Health and Safety) Act 1996
- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Australian Privacy Principles (2014)
- Disability Discrimination Act 1992
- Equal Opportunity Act 2010
- Fair Work (State Referral and Consequential and other Amendments) Act 2009

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- Fair Work (Transitional Provisions and Consequential Amendments) Act 2009
- Fair Work Act 2009 (Cth)
- Health Practitioner Regulation National Law (Victoria) Act 2009
- Long Service Leave Act 1992
- Migration Act 1958
- Migration Regulations 1994
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007
- Privacy Act 1988
- Privacy Amendment (Enhancing Privacy protection) Act 2012
- Privacy Amendment (Notifiable Data Breaches) Act 2017
- Sex Discrimination Act 1984
- Workers Compensation Act 1958
- Workplace Injury Rehabilitation and Compensation Act 2013

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