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RESPONSIBLE COMMITTEE:	Institute Board
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Statement

The intention of the South West 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 our People and Culture. 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 South West TAFE 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 South West TAFE employees will comply with the policies, procedures, standards, codes and lawful directives of the Institute, and State and Commonwealth law
- All South West TAFE 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 People and Culture Statement of Intent will be implemented using the following strategies:

- Develop, implement, maintain and regularly review People and Culture policies and procedures to ensure compliance with legislative and industrial requirements
- With the Institute Management Group, regularly review People and Culture 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 People and Culture 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 People and Culture services to support the achievement of Institute strategic goals and objectives.

Links

South West TAFE will use its best endeavors to comply with all relevant industrial and legislative requirements including, but not restricted to:

- *Fair Work Act, 2009*
- *Equal Opportunity Act 1995*
- *Information Privacy Act, 2000*
- *Occupational Health and Safety Act, 2004*
- *Accident Compensation Act, 1985*
- *Superannuation Guarantee (Administration) Act, 1992*