

Approve April 2023

Manna Gum Community House

Staff policy



Policy Statement

We are committed to attracting, retaining and valuing dedicated staff and volunteers. We ensure staff and volunteers have the ongoing support, training, professional development, supervision, and feedback they need to carry out their role and responsibilities to a high standard.

Why we have this policy

We have this policy to make sure we meet all legal requirements and continuously improve the way we support, develop, and supervise staff and volunteers, to ensure they can carry out their responsibilities to a high standard.

The policy identifies the supporting documents the Committee of Management requires to be developed, implemented, regularly reviewed, and reported on, to achieve a high standard as an employer, volunteer manager, and service provider.

Required procedures, plans and guidelines

Plans & Guidelines	Procedures
<ul style="list-style-type: none">Position DescriptionsIndividual Review and Development plansProfessional development action planNational Standards for Volunteer Involvement Action planContinuous improvement planCollective AgreementEAP plan	<ul style="list-style-type: none">Recruitment and selection proceduresInduction proceduresEAP proceduresReview and support proceduresSupervision proceduresDisciplinary proceduresVolunteer induction proceduresRights and Responsibilities of Volunteers

Date approved: April 2023

Review date: April 26

Signed: S. J. Plowright

President Manna Gum Community House 16 May 23