



Human Resources Framework Policy

Version:	V 1.0	Approved By	Board
Approved Date:	09/08/2018	Review period	12 months
Approval Reference:	Board Resolution 20180809/18		
Regulatory Requirements:	<p><u>Equal Opportunity Act 2010</u> (VIC) <u>Charter of Human Rights and Responsibilities Act (2006)</u> (VIC) <u>Racial and Religious Tolerance Act 2001</u> (VIC) <u>Australian Human Rights Commission Act 1986</u> (Cth) <u>Racial Discrimination Act 1975</u> (Cth) <u>Sex Discrimination Act 1984</u> (Cth) <u>Disability Discrimination Act 1992</u> (Cth) <u>Age Discrimination Act (2004)</u> (Cth) <u>Fair Work Act 2009</u> (Cth) <u>Workplace Gender Equality Act 2012</u> (Cth)</p>		
Related Policy/Procedure:	<ul style="list-style-type: none"> ➤ Bullying, Harassment and Discrimination Policy ➤ Code of Conduct (Staff and Student) ➤ Conflict of Interest Policy ➤ Delegations Policy ➤ Diversity and Equity Policy ➤ Freedom of Intellectual Inquiry Policy ➤ Health and Safety Policy (Staff and Student) ➤ Staff Professional Development and Scholarly Activity Policy ➤ Staff Recruitment Policy 		

Human Resources Framework Policy

Purpose

This Policy sets out the framework for various aspects of Human Resources and staffing at Lyons College.

Scope

This Policy applies to all staff and prospective staff at Lyons College.

Policy

Lyons College views the Human Resources function as a key component in delivering successful outcomes, in particular with academic success for students and enhancing the student experience. This Policy sets out the broad principles for other more specific Policies and Procedures.

In relation to staff and staffing issues, the Human Resources lifecycle at Lyons College encompasses the following:

- Recruitment
- Workplace diversity
- Selection
- Conditions of employment
- Training
- Development
- Management (including performance management and disciplinary action)
- Support
- Resignation/Termination
- Post Resignation/Termination actions

Recruitment and Selection

Lyons College wants to ensure that all recruitment activities are fair, transparent and equitable, ensuring that staff are appropriately qualified for the roles they apply for. This is outlined in more detail in the *Staff Recruitment Policy*.

Lyons College will also ensure compliance with State and Federal industrial relations requirement.