



POLICY

10.0 - HUMAN RESOURCES

Purpose

The purpose of this policy is to;

- Ensure Better Together staff are qualified, trained experienced staff to provide safe person entered support
- Set out promotion and leadership, selection, recruitment and employment procedures for Better Together.
- Recognises the organisation's legal and moral obligations under the *Fair Work Act 2009* which provides staff with a safety net of minimum terms and conditions of employment through the *National Employment Standards (NES)* and National Disability Insurance Scheme *Quality Practice Standards*

Applicability

This policy applies to all casual, permanent, contract staff and unpaid volunteers and board members. On occasion Better Together does utilise temporary agency staff.

Policy Statement

Better Together is committed to

- Clear responsibilities, scope and limitations for each position along with essential skills and knowledge
- A fair and equitable recruitment process
- Employees undergo the required checks and screening for suitability, meeting KPI's and previous work ethics
- Quality induction processes that include the NDIS worker orientation program
- Quality ongoing training that is identified, planned, facilitated, recorded, and evaluated for effectiveness
- the positive management of its people and work environment and is obligated to protect itself and its employees from unfair practices.
- Providing adequate supervision for staff
- Gaining feedback for improvement from staff
- Manage, develop and document their performance and identifies development opportunities.
- Equal opportunity in employment and accepts that it has a responsibility to create an environment free from discrimination and an environment of mutual obligation between the employer and the employee.
- The belief that people work best in a setting marked by mutual obligation between the employer and the employee, mutual respect, personal dignity and support which utilises one's skills and abilities, and encourages further learning.



Better Together will strive to:

- employ the most appropriate person with the appropriate skills, knowledge and experience for the job, and will use all appropriate avenues to accomplish this, which could include feedback from service users which could include a trial training and support exercise with participants;
- provide appropriate induction and training for the job, and encourage staff members to expand their knowledge and skills, through independently sort (by employee) membership and participation in valued based networks training and community groups; and
- comply with relevant awards, employment agreements and National Employment Standards.

<i>Relevant State and Commonwealth Legislation</i>
➤ <i>National Employment Standards</i>
➤ <i>MA100 (Modern Award)</i> <i>Social, Community, Home Care and Disability Services Industry Award 2010</i>
➤ <i>Work Health and Safety Act (2011)</i>
➤ <i>Queensland Anti-Discrimination Act (1991)</i>
➤ <i>Fair Work Act 2009</i>
➤ <i>Privacy Act 1998</i>
➤ <i>Racial Discrimination Act (1975)</i>
➤ <i>Sex Discrimination Act (1984)</i>
➤ <i>Australian Human Rights Commission Act (1986)</i>
➤ <i>Disability Discrimination Act (1992)</i>
➤ <i>Age Discrimination Act (2004)</i>