

# Human resources

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## Introduction







This policy provides guidance on managing workers including:

- hiring new workers
- inducting new workers
- training new workers
- performance reviewing workers
- letting workers go
- worker resignations.

## Applicability

When
<ul style="list-style-type: none"><li>• applies when managing new workers including hiring, training, performance reviewing and letting workers go.</li></ul>
Who
<ul style="list-style-type: none"><li>• applies to all key management personnel.</li></ul>

## Governing regulations for this policy

	Equal Employment Opportunity (Commonwealth Authorities) Act 1987 (Cth)
	Equal Opportunity Act 1984 (SA)
	Equal Opportunity Act 1984 (WA)
	Equal Opportunity Act 2010 (Vic)
	Fair Work Act 2009 (Cth)
	NDIS (Provider Registration and Practice Standards) Rules 2018 (Cth)

## Applicable processes for this policy

	Manage worker performance
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## Documents relevant to this policy

[NDIS Quality, Safety and You online orientation training](#)

Staff training and development register



Worker appraisal



Worker training plan

## When to hire new workers

Taking on workers allows the organisation to:

- offer additional services and supports
- provide services and supports to new participants
- improve the customer experience.

New workers should be hired when:

- participants are being turned away due to lack of workers to provide the requested supports or services
- participants are going elsewhere because the agreed supports or services cannot be provided
- the budget can afford new workers—in this case identify what gaps could best be filled with new workers
- new supports or services are planned and additional resources are required to provide those.

## Criteria for selecting new workers

The criteria for selecting new workers should consider the following:

- is the candidate suitably qualified for the role?
- will the candidate fit the culture?
- will the candidate be of value to the organisation?

## Employment contracts

All workers including full time, part time, casual or contractors require a documented and signed employment contract which sets out:

- the job title and type of job (e.g. full time, part time, casual or contract)
- the commencement date
- the worker's duties
- the worker's hours
- the worker's entitlements including any overtime or penalties
- the notice required for dismissal or resignation
- how changes to the employment contract can be made.

## Inductions of new workers

Inductions of new workers should include (where relevant):

- completing the [NDIS Worker Orientation Training](#) online orientation training
- completing the online learning [New Worker - NDIS Induction Module](#)
- legislative requirements for working with vulnerable people

- how the new worker fits into the organisation
- the worker's general duties and responsibilities including duty of care expectations
- restrictive practices including:
  - what is an authorised restrictive practice
  - what is an unauthorised restrictive practice
  - what is a prohibited practice
- organisational policies and processes (e.g. abuse and neglect, bullying, harassment and discrimination, information security, risk management, WHS)
- training in preventing, identifying, responding to abuse, neglect, harm and exploitation
- incident reporting including referrals to appropriate authorities
- handling complaints and escalating complaints
- orientation of the work site (e.g. bathrooms, kitchen, parking, emergency exits).

## Position descriptions

Each worker role type requires a documented position description which outlines:

- identified skills and knowledge required for the role
- responsibilities of the role
- scope and limitations of the role
- any mandatory training required for the role.

## Worker training

We will conduct worker training to ensure workers understand their role and have the appropriate skills to undertake their duties. Some of the key areas covered within our worker training includes:

- emergency and disaster management
- infection prevention and control
- feedback and complaints management
- incident management
- risk management
- the needs and preferences of participants the worker will be supporting.

## Performance management

Performance management of workers benefits both the organisation and the worker. Worker performance reviews should be generally conducted every 6 or 12 months by the worker's supervisor. Performance reviews can be used to:

- identify performance issues early
- provide feedback
- build skills and confidence
- set clear performance measures
- keep the worker motivated and accountable.

## Worker grievances

A grievance is a wrong or hardship suffered (real or perceived), which is grounds for a complaint. A worker grievance can also include any allegation of discrimination, bullying or harassment by another worker or manager.

A worker with a grievance should, in order of preference:

1. attempt to resolve the issue e.g. discuss the issue with the person involved
2. if not resolved, notify their supervisor or manager, preferably in writing
3. if still not resolved, the manager or supervisor should notify key management personnel of the issue
4. if still not resolved, pursue the matter with external authorities.

## Dismissals

All worker dismissals are conducted in line with legislative requirements, this includes:

- the notice given
- the worker's entitlements
- organisational responsibilities
- record keeping to avoid claims of unfair dismissal.

Workers may be dismissed without prior notice if they are implicated in cases of serious misconduct, have seriously breached abuse and neglect, bullying, harassment and discrimination policies, or breached duty of care responsibilities.

Refer to the Manage worker performance process for more information on how dismissals can be carried out correctly.

## Resignations

Worker resignations should comply with the worker's employment contract including any required notice period.

Workers that have resigned should be given an opportunity to provide feedback via an exit interview.

## Worker records

Our organisation will keep the following records about our workers:

- their contact details
- details of their secondary employment (if any)
- copy of signed employment contract
- proof of identity
- all relevant worker screening checks
- professional qualifications, such as a copy of a relevant degree or diploma
- two or more references
- membership of a professional association related to their line of work
- evidence of completion of internal workplace induction and training (or a training plan/checklist).

In addition, the following are also required in some circumstances:

- a state-specific working with children check (for any workers who will be providing support to people under 18 years old)
- completion of any other relevant government training modules, such as [COVID-19 infection control training](#).