

Staff Policy

Commitment

Illohra is committed to providing and maintaining quality Specialist Disability Accommodation (SDA), and this policy outlines how we attract, support and monitor appropriately qualified and experienced staff. The way we recruit, select, induct and supervise staff is in line with legislation and standards.

Scope

This policy relates to the recruitment, selection, induction and supervision of staff and contractors. Staff and contractors will be managed in line with this policy and will be expected to act in line with the code of conduct.

Staff recruitment and selection

We will determine staff requirements and ensure appropriate position descriptions/contracts are developed and recruited to. Where a mandatory a qualification, registration or check is required for a role, this will be noted on the position description/contract, checked in the recruitment process and recorded on the staff file.

We are equal opportunity employers. We are committed to ensuring that equal opportunity principles are enshrined in all staff recruitment, selection and promotion practices; we do not discriminate on the grounds of age, background, beliefs, disability, gender or sexuality. The most suitable applicant for the role will be recruited, based on how they address the key selection criteria, respond in interview and meet checks. Successful and unsuccessful applicants will be notified of the recruitment outcome.

Checks

Reference checks will be conducted before staff, and significant contractors, are appointed, to determine they are suitable for the role. For staff, one of the referees must be their most recent manager.

All roles with client contact will require evidence of a National police check, and valid Working with Children Check (WWCC) assessment notice/card if there is contact with children. New staff with client contact who have lived or worked overseas for more than twelve months in the last ten years require an international police record check prior to commencing. Staff will be expected to pay for their checks.

The manager will review the results of police record checks to determine appropriateness for employment, recording details with the recruitment records. If there is a disclosable offence, the manager will review the nature of the offence and how it relates to the role requirements, time period since the offence and other relevant considerations. When the person is employed the police record check reference number and date of issue will be recorded on their file.

In Victoria, Disability Worker Exclusion Scheme Check (DWES) will be undertaken prior to employment if the role meets the definition of Disability Support Worker under [DWES](#).

Where required, the manager will review the results of WWCCs to determine appropriateness for employment, recording details with the staff records. If there is a negative notice, the manager will review the nature of the offence and how it relates to the

role requirements, time period since the offence and other relevant considerations. WWCCs require renewal every five years and updates with the Department of Justice when circumstances change. We will retain a record of renewal dates and ensure an updated check is provided. Staff should apply for a renewal three months before their WWCC expires.

Should staff be charged with an offence or receive a negative notice, it is their responsibility to inform their manager. If there is a disclosable offence, the manager will review the nature of the offence and decide whether ongoing employment or termination is the appropriate outcome. This will depend on the matter, how it relates to the role requirements, time period since the offence, National/State compliance requirements, and other relevant considerations. All decisions of this nature will be documented on the staff file.

Contractors

Illowra will ensure any staff in contractor roles have appropriate checks, and a clear understanding of their role and performance brief. Their work will be monitored for compliance and quality.

Employment

Appointment letters will contain any ongoing related requirements. All staff will have an employment contract, with conditions and remuneration in line with requirements under the Fair Work Act. Contractors will work under mutually agreed contract arrangements.

Induction

All new staff will have an induction to our people, policies, procedures and practices. Contractors will have a tailored induction relevant to their role.

Supervision

Staff will have regular documented support and/or supervision with the line manager listed in their position description. The manager responsible for contractors will engage to ensure they understand their role and monitor to ensure quality.

Poor performance

Poor performance against position description, contract arrangements or code of conduct will be managed in line with Fair Work Best Practice Guides. If a reportable incident occurs this will be managed in line with DWES requirements and incident management outlined in Chapter four of the Service Agreement Information Kit.

Staff records

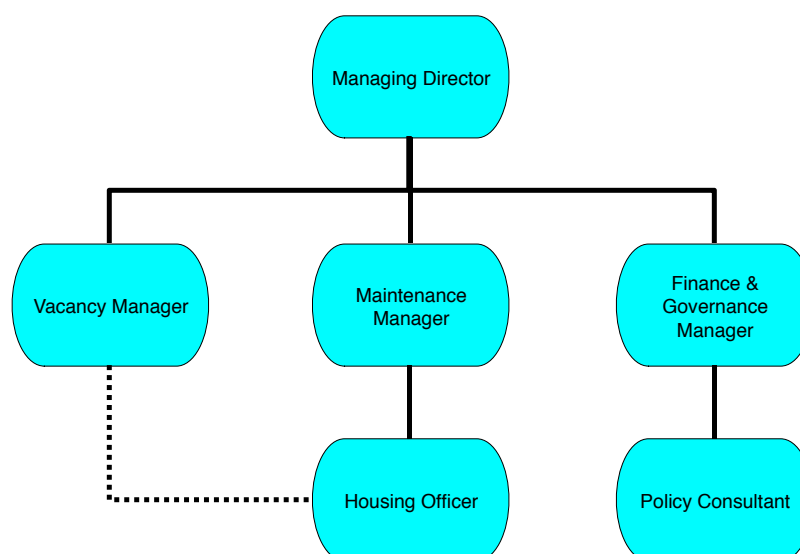
The Managing Director will maintain electronic staff records of employment contracts, roles, qualifications/training, checks and performance. The Managing Director or delegate will maintain the Personnel Details on Smartsheet, to ensure check requirements are tracked.

Illowra Org Chart

- Staff are expected to work in line with this organisational chart and reporting lines.

Responsibilities

Illowra Living Org Chart



- Staff are expected to work in line with this policy, and maintain the appropriate qualifications/registration/checks.
- Where a WWCC is required for staff, they must link this to the organisation.
- The Managing Director and the Finance and Governance Manager are responsible for the recruitment and management of staff and contractors in line with this policy.
- The Managing Director is the authorised person for DWES.

Staff Policy questions and feedback

If you would like a copy of this policy, or if you have any staff questions or feedback, please contact us at info@illowraliving.com.au or **1300 455 697 (1300 illowra)**.

Legislation, Standards and Agreements

The following legislation applies to this policy and supporting documentation:

[Disability Act 2006](#) (Vic)

[Equal Opportunity Act 2010](#) (Vic)

[Equal \(Employment\) Opportunity Act 1987](#) (Commonwealth)

[Fair Work Act 2009](#) (Commonwealth)

[National Disability Insurance Scheme Act 2013](#) (Commonwealth)

[Privacy Act 1988](#) (Commonwealth)

[Working with Children Act 2005](#) (Vic)

[Working with Children Regulations 2006](#) (Vic)

The following Standards apply to this policy and supporting documentation:

[Australian Privacy Principles](#)

[Child Safe Standards – 2016](#)

[National Standards for Disability Services \(DSS\) – 2013](#)

[NDIS Provider Toolkit and SDA requirements](#)

NDIS code of conduct (to be developed)

The following resources support this policy:

[Disability Worker Exclusion Scheme \(DWES\)](#)

[Service Agreement Information Kit](#)

www.fairwork.gov.au

Related internal documents

Diversity Policy

Finance Policy

Privacy Policy

Position Descriptions

Staff Policy	Policy Matrix: Governance and management
Version	Details
Version 3	25 February 2019
Version 4	22 May 2019
Endorsed	Managing Director
Changes	Added Org Chart