



P019 Human Resource Management Policy

1. Scope

This policy applies to management, managers, staff, contractors and volunteers.

2. Purpose

District 360 is committed to providing effective, legal, and consistent human resources (HR) systems that benefit the organisation and its employees.

The purpose of this policy is to provide guidance to District 360 in developing and implementing human resources systems so that such systems are equitable, efficient, communicated to all staff, and comply with relevant legislation and regulations.

This policy does not provide detailed guidance on:

- Employee performance and development – refer to the Performance Management and Review Policy
- Grievance and dispute settling – refer to the Grievance and Dispute Settling Policy
- Workplace environment - refer to the Work Health and Safety Policy

3. Principles

District 360 provides an equitable, safe and encouraging workplace with the absence of nepotism or patronage.

Employees are valued and recognised for their contribution to the organisation's successful outcomes.

Flexible and supportive working conditions are provided in line with relevant legislation and comparable to industry standards.

Unlawful discrimination will not be tolerated by any potential or current employee.

4. Outcomes

Human resources practices are free from discrimination.

District 360 recruits and retains professional staff that contribute to the organisation's outcomes.

Employees' working conditions and benefits are an asset of the organisation.

5. Services provided by D360

District 360 provides the following services to NDIS participants

- Support Coordination
- In home supports
- Support to access the community
- Supported Independent Living
- Short Term Accommodation / Respite
- Medium Term Accommodation
- Counselling (Addition to services, waiting for NDIS registration)

6. Functions and Delegations

Position	Task/Delegation
CEO/Director	<ul style="list-style-type: none"> • Ensure decisions and actions relating to recruitment and management of human resources are transparent and fair. • Ensure compliance with relevant legislation. • Endorse Human Resources Management Policy. • Endorse Manager's recommendations for employment of staff members. • All human resources responsibilities for Manager.
Managers	<p><u>Manager/Leads</u></p> <ul style="list-style-type: none"> • Human resources planning, including identifying position requirements and associated budget. • Compliance with Human Resource Management Policy and procedures and relevant legislation. • All human resource responsibilities for permanent staff. • Sign off on all employee contracts (and variations). • Identify relevant staff to manage human resource responsibilities for casual employees, volunteers and student placements. • Develop and implement HR systems across the organisation. <p><u>Supervisor/Team Leaders</u></p> <ul style="list-style-type: none"> • All HR responsibilities for casual staff and others as delegated by CEO/Manager.
Staff	Compliance with all HR policy and procedures and relevant legislation.

7. Risk Management

District 360 will ensure that this policy does not breach any of its legal obligations.

All staff with recruitment and management functions are provided with ongoing support and professional development to assist them to implement effective and transparent human resource management.

8. Policy Implementation

This policy is developed in consultation with all employees and approved by the Board of Directors. All employees are responsible for understanding and adhering to this policy.

Human resources is an agenda item in all staff meetings where any member of staff can raise relevant implementation issues related to the Human Resources Management Policy.

Specific monitoring activities to be undertaken are:

- Annual personnel file audit to ensure recruitment, selection and personnel management processes are followed.
- Annual interviews with new staff on their orientation and induction experience at the organisation.
- Membership of employers' group/s to obtain and disseminate current industrial relations information.

9. Policy Details

Legal Responsibility

District 360 develops and implements human resource management systems that comply with relevant employment legislation, including:

- Industrial Relations Act 1979 (WA)
- Annual Holidays Act 1944
- Long Service Leave Act 1955
- Occupational Health and Safety Act 1984 (WA)
- Workers Compensation Act 1987
- (Commonwealth) Superannuation Guarantee (Administration) Act 1992

District 360 requires that all staff contribute to a workplace free from discrimination and that they comply with anti-discrimination legislation, including:

- Disability Discrimination Act 1992 (Commonwealth)
- Human Rights and Equal Opportunity Commission Act 1996 (Commonwealth)
- Industrial Relations Act 1979 (NSW)
- Occupational Health and Safety Act 1984 (WA)
- Racial Discrimination Act 1975 (Commonwealth)

The organisation is responsible for informing staff of their obligations under relevant anti-discrimination legislation. Information will be provided as part of the staff orientation process and as amendments to legislation are made.

All staff must agree to conditions outlined in the Code of Conduct which includes anti-discrimination behaviour.

Where incidents of discrimination are suspected or identified, the relevant supervisor is to follow the Grievance and Dispute Settling Policy and related procedures or the Feedback and Complaints Management Policy and related procedures.

Human Resource Planning

All activities and projects undertaken by the organisation are planned and considered with the human resource implications in mind to determine the required skills, knowledge and experience required to successfully complete projects.

In developing funding submissions/proposals, the human resources needs of the organisation are a key factor for consideration

Recruitment Selection

District 360 seeks to appoint the best possible candidate for all positions, and as such advertises vacant positions through relevant media, sector channels and/or recruitment agencies. The CEO/Manager may make the decision not to externally advertise a particular vacant position if:

- the position is available for a short period of time only, and
- advertising the position would significantly delay the commencement/continuation of the position activities and impact on organisation's contracted performance requirements, or
- a suitable candidate from within the organisation is identified.

The recruitment and selection of permanent or contract based staff follow a formal process, and recruitment and selection of casual or temporary staff may be undertaken through a targeted recruitment process, as outlined in the Staff Recruitment Policy and Procedures.

The selection and recruitment of staff is based on merit, with the best possible candidate identified through their curriculum vitae, responses to the position selection criteria, interview process and reference checks.

All staff positions at the organisation have a position description which outlines:

- Primary functions
- Accountabilities and performance indicators
- Lines of reporting
- Essential and desirable skills, knowledge and experience.

All position advertisements will identify:

- Position title
- Summary of the primary functions
- Process for applying
- Contact details for enquiries
- Application closing date.

All potential applicants may request a position information pack that includes:

- Position Description
- Organisation Chart
- Links to the organisation's website
- The process and documents required for applying
- Contact details for enquiries

Other information as relevant.

All applications received are formally acknowledged in writing.

Applicants that meet the essential skills, knowledge and experience are offered an interview. Applicants that meet some of the desirable skills, knowledge and experience may be offered an interview dependent on the number and quality of other applicants.

All applicants offered an interview participate in an interview process where the selection panel generally comprises:

- a mix of genders, with at least one male and one female
- at least one member with knowledge and expertise in the area the position covers
- at least one member from outside the immediate work area (this may include a person from outside of the organisation).

A participant representative may also be included on the selection panel.

Interviewees are rated against the essential skills, knowledge and experience as well as interview questions relevant to the position. The selection panel is responsible for preparing and signing a selection report.

All unsuccessful interviewees receive formal acknowledgement in writing. Feedback to unsuccessful applicants is provided if requested.

All successful interviewees receive formal acknowledgement in writing and a phone call.

Unless otherwise determined in the interview, the employees' remuneration package is to be negotiated at offer of the position.

~~Relevant screening checks (e.g. criminal record and working with children checks) will be carried out prior to commencement of employment.~~

Relevant screening checks will be required prior to commencement of employment. The checks required will be determined based on your role with the company (i.e. NDIS screening check if you are working in an identified risk assessed role and in addition a WWCC will be required if you are working with children under the age of 18yo)

All position enquiries, applications and interviews are treated confidentially and access to such details is restricted to those directly involved in the recruitment and selection process.

Induction and Orientation

All new employees participate in an induction and orientation process, led by their immediate supervisor, for the purpose of familiarising the new employee of District 360 purpose, operations, expectations of employees and requirements of the position further details can be found in the Staff Induction Policy & Procedures.

The Staff Induction and Orientation Checklist provides guidance on the process and is signed by the new employee and the supervisor once completed. The original checklist is to be held in the employee's personnel file and a copy provided to the new employee.

At commencement of employment, the new employee receives a welcome pack which includes:

- Code of Conduct
- Statutory Declaration regarding residency
- Fair Work Information statement
- Choice of Superannuation Form
- Health details Form
- Course Feedback Form
- Tax File Number Declaration.
- Privacy statement
- Induction manual
- Employment Contract / Service Agreement

- Job Description
- Orientation checklist

All permanent or contract based staff are under a three (3) month probationary period at commencement of employment. This period allows for both District 360 and the new employee to determine if the person is suitable for the position before continuation of the employment contract.

Working Conditions

All employees have a current and signed position description and a signed employee contract.

All employees receive salary paid weekly by electronic funds transfer to a bank account or accounts nominated by the employee as indicated on the Employee Details Form.

Employees' salary and remuneration packages are negotiated prior to commencement of employment.

Employees' hours of employment are clearly identified in employment contracts or service agreements. Full time employees are required to work 38 hours per week, plus reasonable additional hours.

District 360 makes employee related superannuation contributions in accordance with the Superannuation Guarantee (Administration) Act 1992 (Commonwealth). Employees elect a complying superannuation fund for payments within two (2) weeks of commencement, otherwise the organisation will elect a complying fund.

Full time employees (part time employee's pro-rata), are entitled to a range of leave entitlements as outlined below.

- **Annual Leave:** A period of four weeks of annual leave for each year of completed service, paid up to a maximum of 152 hours. Annual Leave is exclusive of any days declared and observed as public holidays as notified by the WA and/or Australian Government. Annual Leave is accrued at the rate of 1/3 week per month and may be taken after the completion of six (6) months service, unless negotiated with the supervisor, Management and/or the Board. Payment for untaken Recreational Leave at the termination of employment is exclusive of leave loading.
- **Sick / Carer Leave**
 - Full time and part time employees are entitled to paid sick leave equivalent to the number of hours they would ordinarily work in a two week period – up to a maximum of 76 hours per year, An employee is entitled to up to two days of unpaid carer's leave per occasion if an employee does not have sufficient paid leave accrued or has exceed the maximum amount of carer's leave that can be taken in any 12 month period.
 - Sick leave is a cumulative entitlement which means that if the employee does not use up their full entitlement in any one year, the leftover portion is carried over and added to the next year's entitlement.
 - Casuals are not entitled to paid sick leave but can access unpaid carer's leave up to two days unpaid carer's leave per occasion.
 - An employee taking sick leave must provider a medical certificate if over 2 days leave is take.

- **Study Leave:** Study time of up to four hours a week during semester or term may be granted at full pay to employees to assist their studies in an approved course relevant to the position and/or professional development plan, and subject to the approval of the supervisor and Management.
- **Parental Leave:** Parental leave can be maternity leave (in connection with a pregnancy or the birth of a child), paternity or partner leave (for an employee whose spouse is having a child) or adoption leave (for parents who have adopted a child under 18 years of age).
 - Full and part-time employees qualify for Parental Leave after 12 months continuous service.
 - Casual employees qualify after working on a regular and systematic basis for at least 12 months with a reasonable expectation of ongoing employment.
 - Entitlements to unpaid parental leave for the birth or adoption of a child exist for eligible full time, part time and casual employees. Unpaid parental leave for all eligible employees is provided by the federal Fair Work Act 2009. This entitlement comes from the National Employment Standards (NES) and applies to all employees in Australia, including employees covered by WA awards and award free state system employees.
 - Eligible employees are entitled to up to 12 months of unpaid parental leave with a possible extension of up to 12 months.
- **Long Service Leave:** Long Service Leave entitlements are provided in accordance with the Long Service Leave Act 1955, with the exception that employees are entitled to access Long Service Leave after 5 years continuous service at a pro rata rate. No leave loading applies to Long Service Leave.
- **Special Leave:** Special Leave may be granted for activities not regarded as being on duty and which are not covered by other forms of leave. Special Leave can only be approved by the manager in consultation with management.

Requests for leave are through the Application for Leave Form and approved by the relevant supervisor 14 days in advance to leave being taken. Sick Leave requests may be completed in retrospect, provided the staff member has advised their supervisor as soon as possible of the need for Sick Leave.

Supervisors forward approved Application for Leave Forms to the accounts department for payroll processing. Processed Application for Leave forms are filed in the relevant staff personnel files.

Flexible work practices must balance the needs of both the employer and the employee, and are to be negotiated between the employee, the supervisor and the CEO/Manager. Whilst the organisation supports flexible work practices wherever possible, they are not an employee entitlement.

Flexible work practices may include:

- **Flexible working hours:** Daily commencement and finishing times vary depending on the needs of the employee and the organisation, provided that required hours are completed, or Time in Lieu is applied.
- **Make up time:** Time from ordinary hours may be taken, with these hours worked at a later time at the ordinary rate of pay.

- **Time in lieu:** Time taken in lieu of overtime payment for above ordinary hours worked.
- **Working from home:** Duties are undertaken by employees in their homes rather than in the office. Occupational health and safety considerations apply to employees working from home with a working from home assessment of the environment to be completed and actioned before working from home commences.
- **Work related travel:** Employees may be required to travel to undertake work related duties. Leave may be taken in conjunction with work related travel with the travel time the trip ordinarily takes attributable to District 360 and any additional time attributable to the employees' leave.

10. Ceasing Employment

An Employee may elect to end their employment at any time by either resigning or retiring, ensuring they abide by the notice period requirements outlined below;

Employee's continuous service with District 360 Minimum Notice	Minimum Notice
≤1 year	1 week
>1 year to ≤3 years	2 weeks
>3 years to ≤ 5 years	3 weeks
>5 years	4 weeks

Employees are required to be aware of their obligations and responsibilities and are encouraged where possible to provide as much notice as possible of their resignation or retirement to assist District 360 in workforce planning.

A person employed for a fixed term period, ceases employment at the conclusion of the fixed period unless another employment contract with District 360 is offered and commences within one week of their previous fixed term contract ending

Except in the case of serious misconduct, as determined by Management, payment in lieu of the notice shall be paid if the appropriate notice is not given.

If redundancy action is initiated by the Board, the Board shall be required to give four (4) weeks' notice to any employee who is made redundant and the employee shall be entitled to payments equivalent to all untaken Recreational Leave plus Leave Loading and Long Service Leave.

Serious misconduct by employees that may lead to summary dismissal includes such things as: proven theft, physical assault, gross negligence, serious breach of policies and/or procedures, wilful or malicious damage, serious breach of safety procedures, illegal or fraudulent acts while representing the organisation, and/or abandonment of employment. Serious misconduct by an employee will be investigated and documented by the supervisor and the CEO/Manager as part of the dismissal process.

Employees with more than two (2) months service may request a written reference on performance and service details, unless dismissed for serious misconduct.

Employees with less than two (2) months service or those that are dismissed due to serious misconduct may request a written statement of service containing the length and nature of the employment.

11. Personnel Record Keeping

District 360 maintains individual personnel files for current employees, where information on recruitment, selection, position description, employment contracts, financials, performance and development are kept. Personnel files are kept in a locked cabinet accessible by management.

A secure electronic filing system for human resources management is maintained and accessible through the company network and accessible by Accounts, HR and Management.

All unsuccessful applicants' details are kept in a locked cabinet accessible by the HR and Management for a period of 12 months from the date of finalisation of the position appointment. After 12 months, the documents are destroyed so that no personal information is identifiable.

Personnel files of previous employees are to be securely kept for a period of six (6) years.

12. Other relevant policies

Staff, especially managers and supervisors, are encouraged to read this policy in conjunction with other relevant District 360 policies, including;

- Code of Conduct
- Privacy and Confidentiality Policy
- Staff Recruitment Policy & Procedures
- Disciplinary Procedures Policy
- Staff Induction Policy & Procedures
- Staff Development and Training Policy
- Performance Management and Training Policy
- Workplace Health and Safety Policy
- Social Media Policy

13. Related legislations and Standards;

- Annual Holidays Act 1944 (NSW)
- Disability Discrimination Act 1992 (Commonwealth)
- Human Rights and Equal Opportunity Commission Act 1996 (Commonwealth)
- Industrial Relations Act 1979 (WA)
- Long Service Leave Act 1958 (WA)
- Occupational Health and Safety Act 1984 (WA)
- Racial Discrimination Act 1975 (Commonwealth)
- Sex Discrimination Act 1984 (Commonwealth)
- Social, Community, Home Care and Disability Services Industry Award 2010
- Superannuation Guarantee (Administration) Act 1992 (Commonwealth)
- Workers' Compensation and Injury Management Act 1981 (WA)

14. More information

If you have a query about this policy or need more information, please contact the management team at info@district360.com.au

15. Review details

Approval Authority	Tanya Johnston
Responsible Officer	Coco Johnston
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