

SANDAS HUMAN RESOURCES POLICY



PURPOSE:

- SANDAS recognises and acknowledges the value of a staff team which is engaged, competent and where mutual respect is accorded. Consequently, SANDAS is committed to an approach to human resources management which is safe, legal, fair, effective, and compassionate and reflects current best practice. The [Fairwork SA Best Practice Guides](#) will be used as a reference point in this regard.
- SANDAS staff will be:
 - Appropriately qualified for their role by virtue of formal education or relevant experience
 - Provided with support as required (resources, time, professional development) to enable them to meet positional requirements and organisational goals.
 - Appropriately and transparently managed.
 - Encouraged to work co-operatively, accept responsibility and exercise initiative.
 - Required to comply with the [SANDAS Code of Conduct](#).

POLICY STATEMENT:

- Appointment of Staff
 - SANDAS determines the competencies necessary for staff to undertake their work to meet the organisation's quality objectives, including service provision requirements. These competencies are outlined within individual job descriptions and are aligned with strategic directions.
 - The organisation employs people with these competencies or facilitates their training and development to satisfy those needs. New staff appointments are made in accordance with the [SANDAS Recruitment Procedure](#).
- Remuneration:
 - SANDAS staff are remunerated in accordance with the [Social, Community, Home Care and Disability Services Industry Award 2010](#), and the [SANDAS Remuneration Procedure](#).
- Support:
 - On commencement, staff are inducted into the organisation and their role in accordance with the [SANDAS Induction Procedure](#). This ensures that they are:
 - aware of the responsibilities of their role, the relevance and importance of their activities and how they contribute to the achievement of the organisational objectives
 - oriented to the Quality Management System
 - provided with appropriate physical resources

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- made aware of relevant workplace health and safety considerations.
- provided with appropriate supervision and feedback throughout the probationary period.
- Following confirmation of ongoing employment, staff receive regular supervision (from the EO, EO from the Chair) as per the [SANDAS Supervision Procedure](#). Feedback, both positive and corrective, will be provided as required and in a timely manner.
- All staff are given opportunity to undertake relevant professional development, as per the [SANDAS Professional Development Procedure](#). Funds for this are allocated within the organisational budget. Development opportunities are identified and agreed upon by both the staff member and their line manager and costs will be kept within the available budget. Should a project have unexpended funds relating to staff professional development, the EO, at his discretion can carry those funds over to be expended in the next financial year.
- External support to manage workplace issues or personal concerns which may impact on work is available to staff as per the [SANDAS Employee Assistance Program Procedure](#).

- Performance Management

Performance Management encompasses 2 aspects:

- Performance Appraisal

Guided by the [SANDAS Professional Review Procedure](#), the EO undertakes annual performance reviews with each staff member in order to consider:

- Work performance against the requirements outlined in the job description.
- Job satisfaction and ways in which this could be improved.
- Professional development needs and opportunities, along with a review and evaluation of PD events over the previous 12 months

- Management of Under-Performance

Where there is a gap between work requirements and work performance which has not been resolved via normal supervision strategies, it may be necessary to commence the process outlined in the [SANDAS Managing Under-Performance Procedure](#). This formalises and documents the steps being taken to close the gap. It is a mutual process, facilitating discussion between staff member and supervisor and leading to a plan to address the deficit(s), incorporating SMART objectives.

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LEGISLATION & STANDARDS:

- ISO9001:2015 7.2, 7.3
- [FairWork Best Practice Guides](#)
- [Social, Community, Home Care and Disability Services Industry Award 2010.](#)
- Age Discrimination Act 2004
- Disability Discrimination Act 1992
- Disability Discrimination Regulations 2019
- Equal Opportunity Act 1984 (SA)
- Fair Work Act 2009 (Commonwealth)
- Fair Work Act 1994 (State)
- Racial Discrimination Act 1975
- Return to Work Act 2014 (SA)
- Return to Work Regulations 2015 (SA)
- Sex Discrimination Act 1984
- Work Health and Safety Act 2012 (SA)
- Work Health and Safety Act 2011 (Commonwealth)
- Work Health and Safety Regulations (Commonwealth)

DEFINITIONS/REFERENCES:

Human Resources covers all activities concerned with maintaining a competent, qualified, engaged, flexible, safe and appropriately remunerated workforce.

SANDAS Documents:

- [SANDAS Code of Conduct](#)
- [SANDAS Employee Assistance Program Procedure](#)
- [SANDAS Induction Procedure](#)
- [SANDAS Leave Procedure](#)
- [SANDAS Managing Under-Performance Procedure](#)
- [SANDAS Professional Development Procedure](#)
- [SANDAS Professional Review Procedure](#)
- [SANDAS Recruitment Procedure](#)
- [SANDAS Remuneration Procedure](#)
- [SANDAS Supervision Procedure](#)