

Autism Spectrum Australia (Aspect) recognises that the most important resource of the organisation is its people, and is committed to providing a respectful, collaborative and professional workplace that promotes the work health and safety of all staff. Aspect is committed to the principles of equal opportunity, diversity and gender equity for staff and strives for equal access to opportunities, resources and rewards on the basis of merit and fairness.

Aspect aims to recruit, attract and retain high performing, quality staff who share Aspect's vision, mission and values; and who have the technical competencies, appropriate qualifications and behavioural capabilities to meet the requirements of Aspect, the workplace, the job, and the people we support. Staff are recruited on the basis of their strengths, abilities and commitment to placing the people we support at the centre of everything we do. Aspect applies consistent recruitment processes across the organisation that ensure the most suitable candidates are recruited to vacant positions; comply with principles of fairness, equal opportunity and transparency; and meet all legislative obligations. This includes compliance with mandatory requirements to undertake staff background, police and working with children / vulnerable people clearance checks in the jurisdictions in which it operates; and confirming candidates have the relevant skills, expertise, qualifications and mandatory training required to meet Aspect's obligations to protect people who use our services and supports.

All staff are inducted and their period of probation is managed to ensure they are able to participate effectively in Aspect and be successful in their roles. The induction program benefits both Aspect and its employees by providing each new employee with a broad understanding of Aspect, its vision, mission and values and what is expected of them. The probationary period for all new employees is six months.

Aspect is committed to ensuring that each staff member receives effective support to enhance their performance in carrying out the requirements of their position, meet Aspect's strategic objectives and achieve best outcomes for participants / students and their families. Staff are supported in their day-to-day work through:

- management support and supervision;
- annual performance planning and reviews;
- learning and professional development opportunities relevant to the complexity and scope of their role;
- competitive remuneration; and
- opportunities to give feedback, including biennial surveys of their views.

Aspect recognises the importance and benefit of continuing education for its employees and for Aspect's service provision and supports staff in their studies through generous study leave provisions. Additionally, Aspect provides internal support and education for staff regarding person-centred cultural competency and working with people on the autism spectrum. This ensures service delivery and supports that are reflective in practice and based on contemporary evidence that supports the best possible outcomes for individuals.

Aspect places high importance on its Work Health and Safety (WHS) responsibilities and is committed to ensuring Aspect workplaces are safe. This is reflected in the inclusion of WHS in Aspect's governance structures, management priorities, strategic planning and the commitment of resources to ensure Aspect's compliance with relevant WHS legislation and regulations.

Aspect recognises that volunteers are an integral part of the organisation and values the contributions of volunteers working with Aspect staff.

## **External Framework**

The Working at Aspect policy demonstrates Aspect's adherence to workplace related legislative and regulatory frameworks, and illustrates Aspect's compliance and adherence to the:

- NDIS Practice Standards (2018) and NDIS Code of Conduct, specifically within the NDIS Practice Standards & Quality Indicators:
  - Core Module: 2. Provider Governance and Operational Management, all Outcomes.
  - Core Module: 3. Provision of Supports, under the relevant Outcomes.
  - Core Module: 4. Support Provision Environment, under the relevant Outcomes.
  - Supplementary Module: 2A Implementing Behaviour Support Plans, under the relevant Outcomes.
  - Supplementary Module: 3. Early Childhood Supports, under the relevant Outcomes.
- Disability Standards for Education (2005), specifically:
  - Part 6: Standards for Curriculum Development, Accreditation and Delivery.
- NESAS Registered and Accredited Individual Non-government Schools (NSW Manual), specifically:
  - 3. Requirements for Registered Non-government Schools, under requirements for Staff, Curriculum; Safe and Supportive Environments; and Management and Operation of the School.
- Standards for Registration and Review of Registration of Schools in South Australia, specifically the relevant quality related criteria for:
  - Standard 1 School Governance.
  - Standard 2 Student Learning and Assessment.

- Standard 3 Student Safety, Health and Welfare.

## Critical Definitions

**Staff**- refers to all paid and unpaid personnel engaged by Aspect, including employees, contractors and volunteers.

## Legislation References

### National

Age Discrimination Act 2004 (Cth)

Australian Human Rights Commission Act 1986 (Cth)

Crimes Amendment (National Disability Insurance Scheme - Worker Screening) Bill 2018 (Cth)

Disability (Access to Premises- Buildings) Standards 2010 (Cth)

Disability Discrimination Act 1992 (Cth)

Disability Standards for Education 2005 (Cth)

Fair Work Act 2009 (Cth)

National Disability Insurance Scheme Amendment (Quality and Safeguards Commission and other measures) Bill 2017 (Cth)

National Disability Services Standards 2014 (Cth)

Privacy Act 1988 (Cth)

Privacy Amendment Act (Private Sector) Act 2000 (Cth)

Racial Discrimination Act 1975 (Cth)

Sex Discrimination Act 1984 (Cth)

Telecommunications (Interception and Access) Act 1979 (Cth)

Work Health and Safety Act 2011 (Cth)

Workplace Gender Equality Act 2012 (Cth)

### New South Wales

Anti-Discrimination Act 1977 (NSW)

Child Protection (Offenders Registration) Act 2000 (NSW)

Child Protection (Working with Children) Act 2012 (NSW)

Child Protection (Working with Children) Amendment (Statutory Review) Bill 2018 (NSW)

Disability Inclusion Act 2014 (NSW)

Privacy and Personal Information Protection Act 1998 (NSW)

Public Interest Disclosures Act 1994 (NSW)

Teacher Accreditation Act 2004 (NSW)

Work Health and Safety Act 2011 (NSW)

Workers Compensation Act 1987 (NSW)

Workplace Surveillance Act 2005 (NSW)

### Victoria

Crimes Amendment (Protection of Children) Act 2014 (VIC)

Disability Act 2006 (VIC)

Equal Opportunity Act 2010 (VIC)

Human Services Standards Victoria 2012 (VIC)  
Occupational Health and Safety Act 2004 (VIC)  
Privacy and Data Protection Act 2014 (VIC)  
Protected Disclosure Act 2012 (VIC)  
Racial and Religious Tolerance Act 2001 (VIC)  
Surveillance Devices Act 1999 (VIC)

#### **South Australia**

Children's Protection Act 1993 (SA)  
Disability Services Act 1993 (SA)  
Equal Opportunity Act 1984 (SA)  
Racial Vilification Act 1996 (SA)  
Surveillance Devices Act 2016 (SA)  
Teachers Registration and Standards Act 2004 (SA)  
Whistle blowers Protection Act 1993 (SA)  
Work Health and Safety Act 2012 (SA)

#### **Australian Capital Territory**

Children and Young People Act 2008 (ACT)  
Disability Services Act 1991 (ACT)  
Discrimination Act 1991 (ACT)  
Public Disclosure Act 2012 (ACT)  
Work Health and Safety Act 2011 (ACT)  
Working with Vulnerable People (Background Checking) Act 2011 (ACT)  
Workplace Privacy Act 2011 (ACT)

#### **Queensland**

Anti-Discrimination Act 1991 (QLD)  
Child Protection Act 1999 (QLD)  
Invasion of Privacy Act 1971 (QLD)  
Whistle-Blowers Protection Act 1994 (QLD)  
Work Health and Safety Act 2011 (QLD)

#### **Western Australia**

Occupational Safety and Health Act 1984 (WA)

#### **Northern Territory**

Work Health and Safety (National Uniform Legislation) Act 2011 (NT)

#### **Tasmania**

Work Health and Safety Act 2011 (TAS)