

WORKING AT ASPECT

Autism Spectrum Australia (Aspect) recognises that the most important resource of the organisation is its people, and is committed to providing a safe, respectful, collaborative and professional workplace. 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.

Recruitment and Retention

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. Aspect applies consistent recruitment processes across the organisation to support:

- Successful candidates having the relevant skills, expertise, qualifications and mandatory training to meet Aspect's obligations to protect people who use our services and supports;
- The most suitable candidates being recruited to vacant positions or promotion opportunities;
- The principles of fairness, equal opportunity and transparency being embedded within selection processes;
- All legislative and mandatory Aspect requirements are met which includes staff background checks, in the jurisdictions in which we operate

All staff undertake an induction and probation period which is to support and assess effective participation in their roles. The induction program benefits both Aspect and its employees by providing a broad overview and 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 and carers. 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.

Learning and Development

Aspect recognises the importance and mutual benefit to Aspect employees, of continuing education and supports this through generous study leave provisions. Additionally, Aspect provides extensive learning and professional development for staff which embeds the principles of diversity, inclusion, equity and belonging. This ensures Aspect services and supports are reflective in practice, based on contemporary evidence and continuously improving to achieve the best possible outcomes for individuals.

Work Health Safety and Wellbeing

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. See Aspect's WHS Policy statement – [Appendix One](#).

Volunteers

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

Artificial Intelligence (AI)

Rapid advancements in Generative Artificial Intelligence (AI) technology have sparked a significant transformation in all industries. AI tools provide an opportunity to reshape service delivery. However, employing the use of AI tools also raises concerns regarding privacy and data, including ethical considerations and the risk of implicit bias. This new and emerging area requires an in-depth exploration and analysis to ensure that Aspect uses Generative AI in a way that positively impacts students/participants and staff, whilst upholding Aspect Policy and Procedures and mitigating cyber-risks.

Aspect is committed to the appropriate use of AI in the workplace through supporting staff to:

- explore the use of AI whilst safeguarding against its risks;
- use it in ways that align with Aspect values and the staff code of conduct;
- use it in line with compliance with legislation and regulations, including privacy and confidentiality;
- be transparent in disclosing the use of AI with relevant stakeholders;
- check the content created is accurate, suitable for the intended purpose and confirming the source information is legitimate and reliable before use;
- access AI tools that have been authorised for use by Aspect;



- be aware that entering student/participant, staff details or Aspect confidential information into AI tools is prohibited.

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.
- NESA 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.
- Australian Human Rights Commission's National Principles for Child Safe Organisations specifically:
 - 1. Child safety and wellbeing is embedded in organisational leadership, governance and culture;



- 2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
- 3. Families and communities are informed and involved in promoting child safety and wellbeing.
- 4. Equity is upheld and diverse needs respected in policy and practice.
- 5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- 6. Processes to respond to complaints and concerns are child focused.
- 7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- 8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- 9. Implementation of the national child safe principles is regularly reviewed and improved.
- 10. Policies and procedures document how the organisation is safe for children and young people.

Critical Definition

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

Legislation

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)
 Fringe Benefits Tax Act 1986
 Fringe Benefits Tax Assessment Act 1986
 Health Practitioner Regulation National Law Act 2009
 National Disability Insurance Scheme Act 2013 (Cth)
 National Disability Insurance Scheme Amendment (Quality and Safeguards Commission and other measures) Bill 2017 (Cth)
 Online Safety Act 2021 (Cth)
 Privacy Act 1988 (Cth)
 Privacy Amendment (Private Sector) Act 2000 (Cth)
 Racial Discrimination Act 1975 (Cth)
 Sex Discrimination Act 1984 (Cth)



Superannuation Guarantee (Administration) Act 1992 (Cth)
Superannuation Guarantee Charge Act 1992 (Cth)
Telecommunications (Interception and Access) Act 1979 (Cth)
Treasury Laws Amendment (Enhancing Whistleblower Protections) Act 2019 (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
Children and Young Persons (Care and Protection) Act 1998 (NSW)
Community Services (Complaints, Reviews and Monitoring) Act 1993 (NSW)
Disability Inclusion Act 2014 (NSW)
Education Standards Authority Act 2023 (NSW)
Health Practitioner Regulation National Law 2009 (NSW)
Inclosed Lands Protection Act 1901 (NSW)
Long Service Leave 1955 (NSW)
Multicultural NSW Act 2000 (NSW)
Payroll Tax Act 2007 (NSW)
Privacy and Personal Information Protection Act 1998 (NSW)
Public Interest Disclosures Act 1994 (NSW)
Superannuation Act 2016 (NSW)
Surveillance Devices Act 2007 (NSW)
Teacher Accreditation Act 2004 (NSW)
Work Health and Safety Act 2011 (NSW)
Workplace Surveillance Act 2005 (NSW)

Victoria

Children Youth and Families Act 2005 (Vic)
Crimes Amendment (Protection of Children) Act 2014 (Vic)
Disability Act 2006 (Vic)
Equal Opportunity Act 2010 (Vic)
Health Practitioner Regulation National Law Act 2009 (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)
Working with Children Act 2005 (Vic)
Workplace Safety Legislation Amendment (Workplace Manslaughter and other matters) Act 2019 (Vic)

South Australia

Children's Protection Act 1993 (SA)
Disability Services Act 1993 (SA)
Equal Opportunity Act 1984 (SA)
Health Practitioner Regulation National Law 2010 (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)

Health Practitioner Regulation National Law 2009 (ACT)

Human Rights Commission Act 2005 (ACT)

Public Disclosure Act 2012 (ACT)

Work Health and Safety Act 2011 (ACT)

Working with Vulnerable People (Background Checking) Act 2011

Workplace Privacy Act 2011 (ACT)

Queensland

Anti-discrimination Act 1991 (QLD)

Child Protection (Offender Prohibition Order) Act 2018 (Qld)

Child Protection Act 1999 (Qld)

Disability Services Act 2006 (Qld)

Health Ombudsman Act 2013 (Qld)

Health Practitioner Regulation National Law 2009 (Qld)

Information Privacy Act 2009 (Qld)

Invasion of Privacy Act 1971 (Qld)

Whistle-blowers Protection Act 1994 (Qld)

Work Health and Safety Act 2011 (Qld)

Working with Children (Risk Management and Screening) Act 2000 (Qld)

Western Australia

Children and Community Services Act 2004 (WA)

Occupational Safety and Health Act 1984 (WA)

Working with Children (Criminal Record Checking) Act 2004 (WA)

Northern Territory

Information Act 2002 (NT)

Disability Services Act 1993 (NT)

Anti-Discrimination Act 1992 (NT)

Care and Protection of Children Act 2007 (NT)

Health Practitioner Regulation (National Uniform Legislation) Act 2010 (NT)

Surveillance Devices Act 2007 (NT)

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

Tasmania

Children, Young Persons and their families Act 1997 (Tas)

Disability Services Act 2011 (Tas)

Health Practitioner Regulation National Law 2010 (Tas)

Listening Devices Act 1991

Personal Information Protection Act 2004 (Tas)

Public Interest Disclosures Act 2002 (Tas)

Registration to work with Vulnerable People Act 2013 (Tas)

Work Health and Safety Act 2011 (Tas)



Work Health and Safety Policy Statement

The health and safety of all staff, contractors and visitors to Aspect is considered to be of the utmost importance. It is Aspect's policy that its workers and contractors will be provided with a **safe and healthy** place in which to work, and that our work practices will not compromise the health or safety of others present in the workplace.

To achieve this policy, Aspect will implement **a risk management approach** to managing the health and safety of our operations, and make every effort, where reasonably practicable, to eliminate or minimise risks associated with the workplace and the work performed by our employees. This will include giving important consideration to health and safety matters in all organisational plans, procedures, programs and work instructions.

Aspect is committed to providing a safe work environment in accordance with state Health and Safety legislation and Australian Standards. In conjunction with this policy, an integrated suite of policies, procedures, plans, positions and resources, are prepared to form a comprehensive **WHS Management System**.

By approaching WHS in a systematic manner, Aspect are better able to fulfil our commitment to continuously improving health and safety performance and prevent workplace injuries and illnesses. Health and safety at work is both an **individual and shared responsibility** of all workers. Specific areas of responsibility are identified in our WHS procedures to ensure the success of this policy.

Aspect remains committed to **effective consultation, collaboration and coordination** in relation to Health and Safety matters with our employees. We recognise that there are times that we share a primary duty of care with other duty holders in regard to our work and therefore we are committed to **consult, collaborate and coordinate** with other duty holders to produce positive health and safety outcomes.

Aspect are dedicated to ensuring that WHS related matters are effectively **communicated** through a variety of avenues including, but not limited to noticeboards, staff meetings, e-mails, our staff intranet and our website.

Jacqui Borland
Chief Executive Officer

