

NDIS Leaders Electronic People Compliance Checklist

Are you compliant? Are your people performing at their best?

Compliance

Employment Contracts

In place for all employees
Compliant with National Employment Standards

In place for all contractors
Compliant with SCHADS Award Up to date

Position Descriptions

Reflect current role(s)
Establish clear expectations

Updated regularly

HR Policies and Procedures

Meet current regulatory requirements (reviewed last 12 months)
Acknowledged by all employees

Communicated to all employees

Employee Documentation

Stored securely

Automated systems for documentation management (HR System/relevant software program/s)

Mandatory Training

Bullying
Discrimination
First Aid

Harassment
Safety
Completed in the last 12 months

Employee Grievance Process

Process in place, reviewed regularly and managed

Incident Reporting

Process in place
Reviewed

Communicated
Managed

Return-to-Work Programs

Align with health and safety regulations

Annual Wage Review - in or around 1 July

Confirm wages aligned to SCHADS Award minimums including penalty, shift, overtime rates, allowances and any other relevant benefits
Rectification plan for underpayments

Employee Conditions

Confirm that shifts align with Award minimums –leave, breaks, times

Certifications and Licenses

Documentation maintained
Right to work in Australia

Monitoring of expiry dates

Casual Employees

Arrangements comply with Fair Work Australia's Employee Choice Pathway

Employee Performance

Sets up employees for success
Clear Expectations
Employee has the ability to do the task
The environment that contains all that the employee needs to complete tasks successfully (e.g. physical, intellectual environments)

Culture

Culture

The organisation has a vision, values and culture
Leaders demonstrate effective management
Negative behaviors and toxic influences are identified and resolved promptly
A culture of respect is promoted among all employees

Leaders align with organisational vision, values and culture
Leaders inspire team engagement
Feedback is given regularly
Employee recognition practices in place

Teamwork and collaboration are fostered across all levels

Communication across the team is open, transparent, and effective

Legislative Compliance | HR Policies Checklist

Policies and Procedures you need to have in writing, communicated and signed off as agreeing to adhere to, by all your staff

Policy

Do you have this policy?

Is it up to date?

Is it communicated to all employees?

Harassment & Victimisation Policy

Workplace Bullying Policy

Grievance Policy

Code of Conduct Policy

E-mail and Internet Usage Policy

Occupational Health & Safety Policy

Drug & Alcohol Policy

Motor Vehicle Policy

Intellectual Property Policy

Privacy Policy

Social Media Policy

Infectious Diseases Policy

Psychosocial Hazards Policy

Modern Slavery Policy (mandatory to all businesses)

Cybersecurity Policy

Psychosocial Safety

Psychosocial Safety

The workplace is psychologically safe for all employees

Support mechanisms are in place for employee overwhelmed by responsibilities

Employees have access to Employee Assistance Programs and Wellbeing Tools

I feel my workplace is fair

Regular debriefing sessions are held for teams managing critical incidents

Proactive strategies are implemented to support emotional well-being

I trust the leaders in my workplace

Workloads are evenly distributed

Bullying, harassment, and discrimination risks are actively prevented

I feel trusted in the workplace

Support is provided for employees dealing with emotionally challenging situations

Strategies are in place to reduce workplace fatigue

Resources are provided for managing difficult client or group dynamics

We can speak up without fear of retribution

Retention

Retention

Career development opportunities are structured and accessible to all employees

Competitive strategies are in place to attract and retain talented employees

Leaders are equipped to navigate challenging conversations

Employee turnover rates are monitored, and improvement strategies are implemented

Flexible scheduling accommodates work-life balance for employees

Recognition programs are established to credit employee contributions

Efforts are made to minimise employee turnover through a positive workplace

Opportunities for specialisation or advancement are available

Professional development courses are offered to enhance employee skills

Leadership pathways are clearly defined and accessible for interested employee

Name *

First Name Last Name

Email *

example@example.com

Phone Number *

Please enter a valid phone number.

