**List of Resources and Contacts**

Supporting Human **Resources**

**Human Resources Management & Industrial Regulations**

In Western Australia, some employers are covered by the Federal workplace relations law in the Fair Work Act 2009 (Clth), while other employers come under the WA state system. Which legislation sets the minimum terms and conditions for the employees of your organisation will depend on a number of things, including whether your organisation is a ‘national system employer’, which is based on whether your organisation can be classified as a ‘trading corporation’. There are a number of nuances to this test. It is important to get legal advice if you are not sure which applies.

The resources listed in this document are a starting point to help address the basics.

|  |
| --- |
| **Government provided information services** |
| **Fair Work Ombudsman**  **Advice for organisations that operate under the Federal Fairwork Act (2009)** <https://www.fairwork.gov.au/>  Information and advice about your workplace rights and obligations   * Guides:   + For Employees: A guide to starting a new job   + For Employers: A guide for ending employment   + For Employers: A guide to hiring new Aboriginal and Torres Strait Islander employees * Online learning centre. Free and interactive online courses that take 20 - 40 minutes to complete. Access them from your computer, tablet or mobile phone.   + Courses for employers:   + Record-keeping and pay slips   + Managing employees and employee performance   + Workplace flexibility   + Diversity and discrimination   + Hiring employees   + Difficult conversations in the workplace - manager course   + Courses for employees:     - Starting a new job     - Difficult conversations in the workplace - employee course   + Online calculators for working out award, leave and termination pay entitlements * Information designed for Aboriginal peoples in the workplace <https://www.fairwork.gov.au/find-help-for/aboriginal-and-torres-strait-islander-people> * Step by step guides to help employers address common workplace problems [Fixing a workplace problem - Fair Work Ombudsman](https://www.fairwork.gov.au/workplace-problems/fixing-a-workplace-problem#step-by-step-guides) * Templates:   Job Description template  <https://www.fairwork.gov.au/ArticleDocuments/766/Job-description-template.docx.aspx>  Job Advertisement template  <https://www.fairwork.gov.au/ArticleDocuments/766/Job-advertisement-template.docx.aspx> |
| **West Australian Government – Labor Relations**  **Advice for organisations that operate under the Western Australia Regulations:**  [Labour Relations/Department of Mines, Industry Regulation and Safety (commerce.wa.gov.au)](https://www.commerce.wa.gov.au/labour-relations)  Information on employment obligations for employees and workers who are under the WA Industrial Regulations and Awards: this includes sole traders, unincorporated partnerships and trusts and some Incorporated Associations and not-for-profit organisations.  Long Service Leave entitlements: State long service leave entitlements apply to all employees regardless of the award system they fall under [Long service leave/Department of Mines, Industry Regulation and Safety (commerce.wa.gov.au)](https://www.commerce.wa.gov.au/labour-relations/long-service-leave-0).  Telephone Wageline on 1300 655 266. A free advisory service. |
| **Australian Human Rights Commission – Employers**  <https://humanrights.gov.au/education/employers>  A range of resources to help prevent discrimination, respect human rights and promote diversity in your workplace. |
| **Worksafe WA**  [Safety and health topics/Department of Mines, Industry Regulation and Safety (commerce.wa.gov.au)](https://www.commerce.wa.gov.au/worksafe/safety-and-health-topics-0)  A wide range of information on workplace safety and health is on their website, including:   * + Responding to aggression   + Frequently asked questions about alocohol and drugs in the workplace   + Bullying   + Casual workers   + Diseases and health   + Working safe in diffiecult environmental conditions   + [Fatigue](https://employsure.com.au/e-guides/protecting-small-businesses-guide/)   + [Mentally](https://employsure.com.au/e-guides/workplace-discrimination-bullying-and-violence/) healthy workplaces   + [Office](https://employsure.com.au/e-guides/leave-obligations/) safety   + [Stress](https://employsure.com.au/e-guides/employee-performance-and-termination/) |

|  |
| --- |
| **Human Resource & Industrial Regulation Information services from non-government organisations** |
| **East Kimberley Chamber of Commerce Industry / Chamber of Commerce and Industry Western Australia**  [**https://www.ekcci.com.au**](https://www.ekcci.com.au)[**https://cciwa.com/**](https://cciwa.com/)  Members of the Chamber of Commerce and Industry, can subscribe to the CCI’s Industrial Award Service. The service provides copies of relevant Awards, a comprehensive Wage Schedule and email updates whenever Awards and pay rates are amended. In addition, subscribers can make unlimited over-the-phone Employee Relations enquiries to the Employee Relations support team. The CCIWA Employee Relations team can assist in the interpretation and implementation of the relevant Awards. Members of the CCIWA have access to an on-line business toolbox with information and features on recruitment and employment, workplace health and safety and business skills.  East Kimberley Chamber of Commerce: 0429 484 662  Chamber of Commerce and Industry Western Australia 1300 422 492  **Membership fees apply.** |

|  |
| --- |
| **The Indigenous Governance Toolkit**  The Indigenous Governance Toolkit is an online resource developed for Indigenous nations, communities, individuals and organisations searching for information to build their governance. It covers all the basics – rules, values, culture, membership, leadership and decision making – and has many practical examples to help get you started. Section 7 discusses staff management.  [**https://toolkit.aigi.com.au/toolkit/7-0-management-and-staff**](https://toolkit.aigi.com.au/toolkit/7-0-management-and-staff) |
| **The Australian Human Resources Institute**  <https://www.hrmonline.com.au/hr/about/>  HRM is a website and magazine owned by the Australian HR Institute. The site contains essential news, tips and information for human resource professionals in particular, and business professionals more generally. You can find articles featuring the latest developments in HR and career management or search the site to find an article of interest for your organisation or on how to build your career. |

|  |
| --- |
| **Commercial Human Resources Service Providers** |
| **Employsure**  <https://employsure.com.au/>  Outsourced Workplace Relations and WHS services company providing HR support to small to medium sized businesses around Australia. Fees are charged for their services.  Free e-guides: <https://employsure.com.au/>e-guides   * + [Personal/Carer’s Leave Guide](https://employsure.com.au/e-guides/personal-carers-leave-guide/)   + [Workplace](https://employsure.com.au/e-guides/jobkeeper-2-0-the-ultimate-eguide/) Health and Safety   + [COVID-19 Safety Planning Pack](https://employsure.com.au/e-guides/covid-19-safety-planning-pack/)   + [Employing Casuals in Australia](https://employsure.com.au/e-guides/employing-casuals-in-australia/)   + [Protecting Small Businesses](https://employsure.com.au/e-guides/protecting-small-businesses-guide/)   + [Workplace Discrimination, Bullying and Violence](https://employsure.com.au/e-guides/workplace-discrimination-bullying-and-violence/)   + [Leave Obligations](https://employsure.com.au/e-guides/leave-obligations/)   + [Employee Performance and Termination](https://employsure.com.au/e-guides/employee-performance-and-termination/) |

|  |
| --- |
| **Training** |
| **North Regional TAFE - East Kimberley - Kununurra, Halls Creek and Wyndham**  <https://www.northregionaltafe.wa.edu.au/employers>  The North Regional TAFE can provide formal training at certificate and diploma level. They can also develop and deliver less formal training activities that are specific to your organisation’s needs and interests. Please contact North Regional TAFE's dedicated training manager to discuss your workplace and training needs. Contact: Rosemary Taffinder (Training Manager) Phone: 0439 943 574. Fees may apply.  **East Kimberley Job Pathways (EKJP)**  <https://ekjp.org.au/about-us/>  Job Pathways is an Aboriginal controlled ‘for purpose’ community development organisation empowering communities throughout the broader East Kimberley Region. EKJP’s programs and services aim to improve lives and transform communities by providing pathways for people to fully participate in society. They connect communities, strengthen relationships and networks, celebrate and protect culture, and give meaning to people’s lives.  **Kimberley Group Training**  [https://kgt.org.au/](https://kgt.org.au/about-us/)  KGT is an independent, community-based, not for profit organisations that supports people in the Kimberley region to establish a career pathway providing training, employment opportunities and support services. KGT’s offices in Kununurra and Broome provide apprentice and trainee training programmes in fields including Mining, Automotive, Hospitality, Trades, Agriculture, Business and Tourism. |

|  |
| --- |
| **Recruitment** |
| **Kununurra Job Hub**  A central office set up by the East Kimberley Job Pathways, MG Corporation, Kimberley Group Training and Wunan Employment and Training. The shared space links recruitment service providers, training providers and information for jobseekers creating a coordinated approach for employers and and local job seekers. The Hub supports employers and jobseekers , assesses readiness for work and enables upsklling and training that may be beneficial and can provide mentoring, coaching training and on-going on the job training.  77 Konkerberry Dr, Kununurra WA 6743 [**Phone**](https://www.google.com/search?rlz=1C1GCEA_enAU952AU952&q=east+kimberley+job+pathways+phone&ludocid=10976714020553294352&sa=X&ved=2ahUKEwjvnOn10vDyAhWTwjgGHYG5D3IQ6BMwF3oECC8QAg)**:**[(08) 9148 2200](https://www.google.com/search?q=East+Kimberley+Employment+Hub&rlz=1C1GCEA_enAU952AU952&oq=East+Kimberley+Employment+Hub&aqs=chrome..69i57j69i60.6305j0j9&sourceid=chrome&ie=UTF-8)  **East Kimberley Job Pathways**  <https://ekjp.org.au/about-us/>  Job Pathways is a leading Aboriginal controlled ‘for purpose’ community development organisation empowering communities throughout the broader East Kimberley Region.  EKJP programs and services provide pathways for people to fully participate in society. EKJP is a CDP provider, a training organisation and also endeavours to connect communities, strengthen relationships and networks, celebrate and protect culture, and give meaning to people’s lives.  **The Job Shop**  <https://www.thejobshop.com.au/contact> (08) 9168 1500  The Job Shop is a quality accredited, fully licensed employment agency operating since 2005. We place around 3000 people in work each year in [agriculture](https://www.thejobshop.com.au/jobs/in/24-agriculture), [hospitality](https://www.thejobshop.com.au/jobs/in/10-hospitality) and [trades & labour](https://www.thejobshop.com.au/jobs/in/17-trades). The jobs we fill include casual, medium term and permanent roles. |
| **Employment Opportunities with the Shires**  Shire of Wyndham East Kimberley website <https://www.swek.wa.gov.au/employment/>  Shire of Halls Creek website <https://www.hallscreek.wa.gov.au/council/employment> |
| **Online Employment Websites**  JobSearch.gov <https://jobsearch.gov.au/search/by-location/jobs-in-western-australia-wa?code=8>  Indeed <https://au.indeed.com/jobs-in-Western-Australia>  Seek <https://www.seek.com.au/jobs/in-Western-Australia-WA>  Gumtree Jobs <https://www.gumtree.com.au/s-jobs/wa/c9302l3008845> |

|  |
| --- |
| **Facebook pages**  East Kimberley [Kununurra, Wyndham & Halls Creek] Jobs Board <https://www.facebook.com/groups/179470958837613/>  Jobs in Kununurra WA <https://www.facebook.com/groups/179470958837613/> |

|  |
| --- |
| **Employee Wellbeing** |
| **Beyond Blue > Aboriginal and Torres Strait Islander people**  <https://www.beyondblue.org.au/who-does-it-affect/aboriginal-and-torres-strait-islander-people>  Beyond Blue provides information and support to help everyone in Australia achieve their best possible mental health. |
| **Aboriginal Health Council of Western Australia (AHCWA)**  <http://www.ahcwa.org.au/#!member-locations/cnwb>  The Aboriginal Health Council of Western Australia (AHCWA) is the peak body for Aboriginal Community Controlled Health Services (ACCHS) in Western Australia. |
| **Victorian Public Sector Commission > Aboriginal Cultural capability toolkit**  <https://vpsc.vic.gov.au/html-resources/aboriginal-cultural-capability-toolkit/supporting-aboriginal-staff/> |
| **R U OK? At Work**  <https://www.ruok.org.au/work>  R U OK? has released new resources to encourage more business leaders, owners and employees to build an R U OK? Culture in their workplace so that everyone feels safe, supported and encouraged. The resources, including the R U OK? Workplace Champions Guide, promote peer-to-peer support and regular meaningful conversations amongst colleagues in the workplace. |

|  |  |  |
| --- | --- | --- |
| **Phone Services for Health and Wellbeing** | | |
| Beyond Blue (24 hr call line) | 1300 224 636 | [www.beyondblue.org.au](http://www.beyondblue.org.au) |
| Department for Child Protection and Family Services East Kimberley | 9161 3500 | [www.dcp.wa.gov.au](http://www.dcp.wa.gov.au) |
| Crisis Care (24 hr call line) | 1800 199 008 |  |
| Kids Help Line (5-25 years) (24 hr) | 1800 551 800 |  |
| Lifeline crisis support (24 hr) | 131 114 | [www.lifeline.org.au](http://www.lifeline.org.au) |
| National Indigenous Critical Response Service | 1800 805 801 | <https://thirrili.com.au/postvention-support> |
| Mensline Australia (24hr) | 1300 789 978 | [www.mensline.org.au](http://www.mensline.org.au) |
| Poisons information | 131 126 |  |
| Police / Ambulance | 000 |  |
| Rural Link (After Hours telephone service) Mental Health Service | 1800 522 002 | [www.mhc.wa.gov.au/gettinghelp/helpline/ruralink](http://www.mhc.wa.gov.au/gettinghelp/helpline/ruralink) |
| Sexual Assault Resource Centre (24hr call) | 1800 199 888 |  |
| Kimberley Postvention Service – East Kimberley | 0488 910 012 | <https://www.kimberleypostvention.com.au/> |
| Suicide Callback Service (16 yrs +) | 1300 659 467 | [www.suicidecallbackservice.org.au](http://www.suicidecallbackservice.org.au) |
| Women’s Domestic Violence Helpline (24 hr) | 1800 007 339 |  |

**Phone contacts for People in Distress**

|  |  |  |
| --- | --- | --- |
|  | Hospital | KMHDS (8.30am – 4 pm) |
| Broome | 9194 2222 | 9194 2640 |
| Derby | 9193 3333 | 9193 3605 |
| Fitzroy Crossing | 9166 1777 | 9194 2867 |
| Halls Creek | 9168 9222 | 9166 4688 |
| Kununurra | 9166 4222 | 9166 4350 |
| Wyndham | 9161 0222 | 916604350 |