

<b>TITLE:</b>	<b>Employee Induction Policy</b>		
<b>DIVISION:</b>	Human Resources		
<b>ADOPTED BY:</b>	Barkly Regional Council		
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<b>POLICY NUMBER:</b>	HR 02		
<b>AUTHORISED:</b>	Chief Executive Officer		

**THIS POLICY APPLIES TO:**

All Employees of the Barkly Regional Council ("Council")

## PURPOSE

The purpose of this policy is to affirm Barkly Regional Council's commitment to ensuring compliance with s104(b) of the *Local Government Act* requirement for a standard approach to be adopted for the induction process that is carried out for all new employees.

## SUMMARY

Council is committed to inducting all new employees and volunteers into the organisation, in order to ensure that they have a smooth integration into their role and become operationally competent.

Induction programs which are well planned, conducted and evaluated will enable new employees to learn about the organisation, its culture and the requirements of their role.

## OBJECTIVES

The Objectives of the Council is to ensure that all staff inductions are dealt with an organised and consistent manner to enable staff to be introduced into their new position and working environment quickly, so that they can contribute effectively as soon as possible.

These guidelines are developed and implemented so that managers and staff will work collaboratively together to achieve the successful outcomes of training and work experience during the probation period so that the new employee is confident in completing the required duties of their employed role.

The Council expects that the implementation of a good induction practice by managers / supervisors will:

- Introduce new employees to the "culture" of the Council, its values and behaviours.

- Enable new employee to settle into the organisation quickly and become productive and efficient members of staff within a short period of time.
- Assist in reducing staff turnover, lateness, absenteeism and poor performance generally.
- Assist in developing a management style where the emphasis is on leadership.
- Demonstrates that Council as an employer values its people.
- Ensure that employees operate in a safe working environment.
- Will reduce costs associated with repeated recruitment, training and lost production.

## BACKGROUND

The Induction checklists are a very useful way to ensure that information is communicated to new employees when they are likely to be most receptive. It avoids overloading employees with information during the first week whilst ensuring that all areas are covered.

Managers/supervisors should ensure that these matters have been properly understood whilst the checklist is being completed. It is recommended that this is in the form of a weekly chat with the new employee. Arrangements should also be made for the new employee to visit any relevant departments in which they may have regular contact in the course of their duties.

At the end of the induction process, the induction checklist should be signed by the relevant parties and forwarded onto the Human Resources department to be placed on the new employees personnel file.

## FIRST DAY OF EMPLOYMENT

Preparations should be made for the arrival of the new employee well in advance, for example, arrangements should be made (if required) to provide internet access, work email access, computer system, work space, Uniforms, PPE, etc. Colleagues should be briefed on the new employee's arrival, and if possible one of the new employee's colleagues should be nominated as a workplace "buddy" to ensure that he/she has every assistance in settling into the organisation.

It is important to introduce the new employee to their workplace and colleagues at the earliest opportunity. An introductory talk will be appropriate while the new employee is receiving a tour of the workplace and the new employee has the opportunity to meet their designated workplace buddy.

The workplace buddy should aim to make the new employee feel welcomed and assist with their transition into the Councils workplace. The buddy may also impart professional and practical experience to the new employee as part of the induction process.

## INDUCTION LEVELS

Induction into the position for which the new employee has been employed is an essential part of the induction process and complements the probation process. Activities carried out during the induction may be used by line managers to document an individual's performance during the probationary period.

Once the induction process is fully completed, the new employee will be able to:

- Consolidate their understanding of the duties and responsibilities of their role;
- Understand the expectations of them in the form of standards, objectives and work set with their line manager;
- Acknowledge and understand the organisations Policies relating to their employment;
- Understand how their work performance will be monitored (including probation and performance review processes);
- Discover the information and support that is available to them, including mentoring and key contacts.

Due to the diversity of the Councils employees, there are a number of induction levels that new employee may attend. Below is a guide of the recommendations of the required inductions for the allocated positions within the organisation.

Position	Corporate	Community	Department
Director / Senior Management	✓	✓	✓
Area Manager / Team Leader	✓	✓	✓
Coordinator / Administration	✓		✓
Indigenous Environmental Health Worker	✓		✓
ESO		✓	✓
Municipal, Aged Care , Sport & Rec Officers			✓
Night Patrol Team Leaders / Officers		✓	✓

## CORPORATE

For best practice, the corporate induction is completed at the Administration Office, Peko Road Tennant Creek. This detailed induction specifies the Councils expectations that are required from the new employee during their employment with the organisation.

This induction is the first point of contact for communicating the organisations policies, procedures and practices relating to the daily requirements of the employee's employment.

## COMMUNITY

The Community induction activities relate to the cultural awareness and responsibilities whilst on any community within the Barkly Region. During the induction the new employees will be provided with all relevant information of the particular community and the expectations of the employee as a Council representative when associating with the community stakeholders.

## DEPARTMENT

The specific activities within the department induction will be dependent on the demands of the role and the skills and knowledge that the individuals brings with them. The department induction can be tailor made by the line manager to ensure that the new employee has the ability to adapt into the work environment efficiently and effectively.

As a duty of care, the new employee will also receive a site safety induction, to protect them from risks to their health and safety arising from the work being carried out in the work environment.

## RESPONSIBILITIES

There is a shared responsibility between individuals and line managers for the development of staff at the Council, and this begins with ensuring that all new employees receive an appropriate induction.

All new employees will be expected to be proactive and take ownership of their own induction, which will form the initial stage of their learning and development. Employees can expect support from their “buddy” and line managers who will both deliver a range of induction activities.

### Chief Executive Officer

- Provide a new Director with an organisational/directorate induction;
- Complete the induction paperwork/checklists and submit it to the Human Resources department for filing;
- Ensure that all employees complete the induction process.

### Human Resources Department

- An induction Policy procedure is developed and maintained to support and enhance Council’s objectives and requirements;
- All line managers are given support and guidance in regards to the induction policy and procedures;
- During the Corporate induction, ensure that the new employee is familiar with all procedures that relate to the new employee and their role;
- Complete the Corporate induction paperwork/checklists;
- File all induction paperwork on the new employees personnel file.

### Director

- Provide a program induction to the new area managers;
- Complete the induction paperwork/checklists and submit it to the Human Resources department for filing;
- All line managers are given support and guidance in regards to the induction policy and procedures;
- Complete the induction paperwork/checklists and submit it to the Human Resources department for filing.

### Area Manager

- Liaise with the relevant Local Authority Member to provide a cultural awareness session and community tour with the new employee;
- Provide a Community Safety induction to the new employee;
- Ensure that the new employee is familiar with all community procedures that relate to the new employee and their role;
- Ensuring that new employees complete the Community Induction;
- Complete the induction paperwork/checklists and submit it to the Human Resources department for filing.

## Department Manager/Supervisor

- Provide a Site Safety induction to the new employee;
- Ensure that the new employee is familiar with all program procedures that relate to the new employee and their role; Ensuring that new employees complete the Department Induction;
- Complete the induction paperwork/checklists and submit it to the Human Resources department for filing.

## Workplace Buddy

- Help the new employee settle into the work environment;
- Explain the general or the day to day activities relating to the new employees role;
- Introduce the new employee to other staff members who are important to the new employees role;
- Encourage the new employee to ask questions if they are unsure about aspects of their role.

## REFERENCES

Recruitment and Selection Policy

Induction Procedure

Induction Checklist

Work Health and Safety Act (NT)

Equal Opportunity Act 2010

Fair Work Act 2009

Local Government Act