



POLICY MANUAL

WORKFORCE

3.2 INDUCTION POLICY

Distribution	Elected members, All Employees, Contractors, Visitors, Volunteers
Responsible Officer	Chief Executive Officer
Date adopted	17 November 2021
File Reference	N/A

Purpose

To guide the induction of new employees, contractors, volunteers and visitors to the Shire of Goomalling.

Objective

To ensure all new employees, contractors, volunteers and visitors of the Shire of Goomalling are inducted appropriately.

Scope

Elected members, Chief Executive Officer, Managers, all Employees, contractors and visitors.

Standard

- All new employees, contractors, volunteers and visitors will be fully inducted into the Shire of Goomalling which includes;
 - General induction;
 - An induction to all relevant work areas of the Shire;
- An employee, contractor, volunteer and visitor cannot commence his/her duties until the induction has been completed; and
- All employees, contractors, volunteers and visitors will be required to sign and adhere to the Code of Conduct upon commencement of their duties.

Note: *Inductions also apply to Contractors, Visitors and Volunteers and will be carried out by the appropriate manager or supervisor if appropriate.*

Roles & Responsibilities

Shire President

- Ensure that a new Chief Executive Officer is inducted as per this policy.

Chief Executive Officer

- Ensure that all employee inductions are in accordance with this policy.

Executive Management

- Ensure that all new employees, contractors, volunteers and visitors are inducted; and
- Ensure that all records procedures are followed.

Employees/Contractors/Visitors/Volunteers

- Fully participate in the induction process.

Legislation

[Equal Opportunities Act 1984](#)

[Work Health and Safety Act 2020](#)

Document Links

Employment Procedure Induction forms and checklists

Policy 0.2 Code of Conduct – Employees & Contractors

Local Law

Nil

Delegation

Nil

Review History

Version	Review date	Minute no.	Notes
1	September 2015	1 092015.SM	
2	21 October 2020	269 OM_211020	Formerly 4.45 Employee Induction
3	17 November 2021	9.4 OM_171121	Removed Employee from title to read "Induction Policy" Updated Work Health and Safety legislation detail - Resolution 427