



POLICY MANUAL

WORKFORCE

3.2 EMPLOYEE INDUCTION POLICY

Distribution	Elected members, All Employees, Contractors, Visitors, Volunteers
Responsible Officer	Chief Executive Officer
Date adopted	21 October 2020
File Reference	160

Purpose

To guide the induction of new employees to the Shire of Goomalling.

Objective

To ensure all new employees of the Shire of Goomalling are inducted.

Scope

Elected members, Chief Executive Officer, Managers, all Employees.

Standard

- All new employees 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 cannot commence his/her duties until the induction has been completed; and
- All employees 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 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](#)

[Occupational Safety and Health Act 1984](#)

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