



INDUCTION POLICY

Human Resources
YASC POL 13 – V6



2024

YARRABAH ABORIGINAL SHIRE COUNCIL
56 Sawmill Rd Yarrabah, QLD 4871

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1. LEGISLATION AND AUTHORITY

The Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)
Industrial Relations Act 2016(Qld)
YASC Code of Conduct
YASC Youth Engagement Policy

2. COUNCIL'S STATEMENT

Yarrabah Aboriginal Shire Council ('YASC') conducts its business with integrity, honesty and fairness. All employees are expected to work within the rules and actions of YASC will comply with all relevant laws, regulations, codes and corporate standards.

Everyone representing YASC must reflect the highest standards of behaviour. Our relationships are critical to the ongoing success of our organisation. Our leaders have responsibility for fostering a culture where ethical conduct is recognised, valued and applied at all levels.

This policy is to be read in conjunction with the Code of Conduct, which outlines our standards of behaviour and workplace culture are in accordance with YASC's principles.

3. PURPOSE OF THIS POLICY

YASC realises the importance of induction to assist new workplace participants to settle into the workplace and to inform new workplace participants about YASC and YASC's policies.

The purpose of this Induction Policy is to outline the Induction process that all new employees of YASC will participate in on commencement of employment.

4. COMMENCEMENT OF POLICY

This Policy replaces all other Induction Policies of YASC (whether written or not).

5. APPLICATION OF THE POLICY

This Induction Policy applies to employees, agents and contractors (including temporary contractors) of YASC, collectively referred to in this Induction Policy as 'workplace participants'.

This Induction Policy does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for services.

6. THE INDUCTION PROCESS

The Induction process will typically comprise 2 phases. Phase 1 involves completion of relevant paperwork such as payroll details etc. Phase 2 involves a face to face induction session that covers a range of topics about YASC.

7. PHASE 1 - PAPERWORK

Phase 1 of YASC's induction process involves new workplace participants completing necessary paperwork, to ensure the new workplace participant can be established on YASC's databases.

This phase should occur on the first day of the workplace participant's employment/engagement.

The paperwork includes completing:

- an employment contract;
- contact details;
- details of banking information;
- superannuation documentation;
- tax file number declaration.

8. PHASE 2 - INDUCTION SESSION

The second phase of YASC's induction involves a workplace and safety induction session which is typically conducted by the Human Resources Department and/or Safety Officer.

The sessions are run on a needs-basis, however a new workplace participant should typically be required to attend an induction session within 2 weeks of commencing work with YASC.

The induction session will typically cover:

- A brief history of YASC;
- A general outline of YASC, including an outline of the various units/departments in the organisation;
- workplace health and safety, including the emergency evacuation procedure, WHS Policy and Procedures, Health & Safety Representatives, First Aid Officer etc
- availability of training;
- a general overview of policies with more detail on certain policies including:
 - YASC Code of Conduct
 - YASC Drug & Alcohol Policy and Procedures
 - Cultural Awareness (ILUA criteria for Contractors)

At the end of the induction process, new workplace participants are required to sign a form confirming their attendance at the induction session and their understanding of the various issues covered in the induction session.

9. INTRODUCTION TO STAFF/MENTORING

The new workplace participant's Manager / Supervisor is responsible for ensuring the new workplace participant is introduced to other workplace participants.

New workplace participants should wherever possible, be allocated a mentor to assist with transition into YASC's organisation. The new workplace participants should be acquainted with the day to day operations of the workplace including work breaks and facilities available.

The new workplace participant should be made to feel welcome and be assisted with their transition into their new environment.

10. INDUCTION INFORMATION KIT

Depending on the work unit the new workplace participant is to be employed in, they may be given an induction information kit comprising of:

- Phone list;

- Statement of YASC's Values;
- Reference Guides to applicable computer programs and phone system;
- Maps/guides to workplace area;

11. VARIATIONS

Council reserves the right to vary, replace or terminate this policy from time to time.

12. DOCUMENT CONTROL

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Richard Wright
Chief Executive Officer