### 3.02      INDUCTION POLICY

Distribution:        Elected Members, All Employees, Contractors, Visitors, Volunteers

Responsible Officer:    Chief Executive Officer

Date Adopted:       September 2015 – Version 1 – Resolution 092015.SM

Last Review:        March 2024 – Version 3 – Resolution 032024 767

**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 visitor of the shire of Goomalling are inducted appropriately.

**Scope**
Elected members, Chief Executive, Deputy Chief Executive Officer, Officer, Managers, all Employees, Contractors, Volunteers and Visitors.

**Standard**
- All new employees, contractor, volunteers and visitors will be fully inducted into 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 and 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 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 and associated Regulations*
*Work Health and Safety Act 2020 and associated Regulations*

**Resource Documents**
*Employment Procedure Induction forms and checklists*
*Policy 0.2 Code of Conduct – Employees and Contractors*

**Local Law**
Nil

**Delegation**
Not Applicable