



Murweh Shire Council Induction Policy

Policy No: Responsible Officer:	HR-004	Date adopted:	20 Jan 2022
	Human Resources Manager	Review Date:	Jan 2025
		Version No:	1

1. Purpose

Murweh Shire Council (MSC) realises the importance of induction to assist new workplace participants to settle into the workplace and to inform new workplace participants about MSC and MSC's policies.

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

2. Commencement

This Policy will commence on adoption. It replaces all other Induction policies of MSC (whether written or not).

3. Application

This Induction Policy applies to employees, agents and contractors (including temporary contractors) of MSC, 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.

4. Induction Process

The induction process will typically comprise of 2 phases. Phase 1 involves completion of relevant commencement paperwork and Phase 2 involves a online induction session.

5. Phase 1 – Paperwork

Phase 1 of MSC's induction process involves new workplace participants completing the necessary paperwork to ensure the new workplace participant can be established on MSC's database. This phase should occur prior to the workplace participant's commencement.

The paperwork includes completing:

- A signed acceptance employment declaration form;
- MSC New Employee Details Form PY.Form.04
- LGIA Superannuation New Employee Information Form M01 / Standard Super Choice M02
- ATO Tax File Number Declaration Form NAT3092
- MSC Medical History Form PY.Form.06 HR Form.12 Ver01

6. Phase 2 – Induction Session

The second phase of MSC's induction involves a general online Induction session

- PowerPoint Presentations
- HR induction
 - A brief history of MSC
 - General overview of policies
- COVID-19
- Workplace Health & Safety
 - Including questionnaire
 - WHS policy Statement
 - WHS Obligations & Responsibilities
 - Industrial Manslaughter is a new section

7. Introduction to Staff/Mentoring

The new workplace participant's immediate supervisor is responsible for ensuring the new workplace participant is introduced to other workplace participants and is required to sign the Induction Training Record form confirming this has occurred.

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

A mentor should aim to make the new workplace participant feel welcome and assist their transition into their new environment. A mentor may also impart professional and practical experience to the new recruit as part of the induction process.

8. Induction Information Kit

A new workplace participant may be given an induction information kit comprising of:

- Staff Induction Booklet
- Phone list
- Policies of MSC
- Maps/guides to workplace area
- Job number lists for timesheets
- Payroll calendar

9. Variations

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

10 Associated Documents

Recruitment, Selection and Employment Policy

VERSION CONTROL

Version No.	Date	Approved	Amendment
V1.0	December 2017		Council Resolution
V2.0	January 2022		

APPROVAL

Chief Executive Officer		Neil Polglase	
Date:		Signature:	