

Staff Induction and Orientation Policy



1. Purpose and Scope

1.1 Purpose

This policy ensures that new staff and volunteers of the South Perth Learning Centre Inc. (**Centre**) receive the essential information and training to enable them to safely commence their duties.

1.2 Scope

The Centre is committed to providing new staff and volunteers with a formal induction and orientation to the Centre and their duties.

2. Related Documents

The following documents either contain references to this policy or are referred to in this policy:

- Code of Conduct – Staff and Volunteer
- Strategic plan

3. Relevant Legislation

National Employment Standards (NES)

Fair Work Information Statement

Industrial Relations Act (WA) 1979

4. Definitions

Staff Paid employee of the Centre.

Volunteer Unpaid staff.

5. Policy

5.1 On or near commencement of service at the Centre all new staff and volunteers shall have an orientation to the Centre; induction into their position and clear information to ensure understanding of their roles and responsibilities.

5.2 The induction will be tailored to meet the specific needs of the different staff and volunteers' role/position. For example, entry level training (trainees) and immediate training and support needs as identified during the recruitment process.

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- 5.3 An induction kit will be provided to staff and volunteers on or before the commencement of their service.
- 5.4 The coordinator or a delegated staff member, will conduct the orientation and induction session for new staff and volunteers.
- 5.5 Should the new staff member be the coordinator, the outgoing coordinator or the Chair of the Management Committee will conduct the session.
- 5.6 The coordinator or delegated staff member will help induct and mentor the new staff or volunteer during the first two weeks of commencement.
- 5.7 This mentor will provide support, be available to answer questions and give advice, introduce staff and volunteers, and be involved in providing feedback.

6. Procedures

6.1 Prior to Induction

- 6.1.1 Send written notice to the new staff member or volunteer confirming their appointment and advising what information to bring for completion of paperwork.
- 6.1.2 Create an induction package. The induction package will include, where relevant:
 - Background information about the Centre, including the Constitution.
 - Contract of employment (if applicable), including Staff Employment Conditions.
 - Current job description.
 - New Employee form – to be completed by employee.
 - Taxation file number declaration – to be completed by the employee.
 - Any legal requirements and information on how to access Centre wide policies, including Staff and Volunteer Code of Conduct.
 - Complete Police clearance form and confidentiality form.
 - Sample timesheet and leave form.
 - Policy and Procedures file index.
 - List of the Centre's Management Committee members.
 - List of staff and their positions.
 - Access information for the Centre's key documents e.g., Strategic Plan and latest Annual Report.
 - List of services provided by the Centre.
 - Induction Checklist.

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- 6.1.3 Prepare Centre keys for the staff or volunteer (only if required). The key numbers are to be recorded on the Induction Checklist and Key Access Register.
- 6.1.4 Create an email account for the new staff. Record the account name on the Induction Checklist.
- 6.1.5 Create a temporary computer password. This is recorded on the Induction Checklist
- 6.1.6 Create a personnel file.

6.2 During the Induction

The coordinator will cover the following areas during the induction session:

- 6.2.1 Welcome and introduction to all staff and volunteers who are present.
- 6.2.2 Completion of paperwork:
 - Taxation File Number Declaration
 - New Employee form (which includes bank, superannuation and next of kin details)
 - Offer of Employment signed
 - Code of Code signed
 - Staff Contract and Employment Conditions signed
 - Police Clearance / Working with Children Check (if required) - retain copy
- 6.2.3 Position induction:
 - Overview of duties and responsibilities.
 - Supervision and support available
 - Probationary period.
- 6.2.4 HR Procedures:
 - Time sheets;
 - Leave forms.
 - Pay arrangements, including bank details for EFT
 - Entitlements, including staff development, flexible working conditions.
- 6.2.5 Issue of codes / keys:
 - Access to the computer.
 - Email address and password.
 - Building security code (arm/disarm procedure).
 - Key Card issue.

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- 6.2.6 Housekeeping:
- Building layout - toilets, kitchen, air-conditioning, rooms for hire.
 - Tea / coffee / water.
 - First to enter / last to leave procedures.
 - Emergency Procedures / Muster Point/ Fire extinguisher.
- 6.2.7 General Office Procedures:
- Correspondence – circulation procedure
 - Filing cabinets
 - Computer network and filing system
 - Petty cash and cash received for purchases
 - Signatory process
 - Office equipment – telephones, answering machine, computers, photocopier.
- 6.2.8 the Centre background and operations:
- Governance.
 - Meetings – AGM, committee, and staff
 - Policy and Procedures manual
 - Upcoming significant dates
 - General update on current projects.
- 6.2.9 The coordinator will ensure the induction checklist for new staff and volunteer is complete.

6.3 After the Induction

- 6.3.1 The coordinator and the staff or volunteer will each sign the completed checklist. A copy of the completed checklist will be kept in the staff member's or volunteer's personnel file.
- 6.3.2 All other completed paperwork will also be placed in the staff member or volunteer's personnel file once processed.
- 6.3.3 The details of the keys and security code issued will be recorded in the Key Access Register.
- 6.3.4 The coordinator should follow-up the staff or volunteer's induction during supervision sessions.

7. Responsibilities

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The Centre coordinator/manager is responsible for ensuring that this policy is implemented and that all new staff and volunteers receive a formal induction and orientation of the Centre and their duties.

8. Document History

Document name:			
Version number	Version date	Approved by	Description of changes
1.0	16 Jan 2019	Management Committee	Initial document.
2.0	22 June 2021	Management Committee	Revised for relevancy and clarity.

9. Approval

Name	Clementine Kohler
Position	Management Committee, Chairperson
Date	22 June 2021