

INTRODUCTION

This policy provides guidance to ensure that all new employees of Murrumbidgee Landcare Inc are appropriately inducted into the organisation. This is a critical step both in welcoming new members to our team, and also in committing to provide all staff with the information and resources needed to undertake their roles effectively.

In order to minimise the risk of employee's failing to meet their responsibilities, or not representing MLI suitably, a thorough induction is required.

It is important to note that MLI strongly supports Equal Employment Opportunity, and as such this Policy should be implemented in a consistent manner, while taking into account any special needs which an individual may require.

PURPOSE

The purpose of this Policy is to ensure that all new MLI employees have a smooth transition into the organisation, and a sound understanding of their roles and responsibilities.

For the purposes of this Policy, it should be noted that new MLI employees includes temporary and contract staff, casuals and volunteers.

POLICY

All new MLI employees will be inducted according to the processes described in the MLI Employee Induction Procedures.

DUTIES OF KEY PERSONNEL

The Executive Officer shall take on the role of leading the implementation of Murrumbidgee Landcare's induction process.

In the majority of cases, inductions will be conducted by the EO personally. In some cases, as described below, this role may be delegated to another staff or committee member as stated:

- When the induction is for a new EO, the Chair (or other Committee member, as determined by the Chair) shall complete the induction;
- When the induction is for a short-term and/or highly specialised role, the EO may decide that the induction would be better provided by a staff member who will be working closely with the new employee;
- Should the EO be unable to provide the induction for any reason, they may delegate to another staff or Committee member as appropriate.

PROCESSES The induction of a new employee should include the steps outlined in Appendix One (Employee Induction Checklist).

In addition, all new employees should be provided with an Induction Kit, containing all items listed in Appendix Two (Employee Induction Kit).

Induction of volunteers may not be as detailed as that of employees, but should still cover all items listed in Appendix One and Two.

Approval to eliminate any item from an induction, for either an employee or a volunteer, must have prior written approval from the EO.

RESPONSIBILITIES It shall be the responsibility of the Executive Committee to ensure that the requirements of this policy are complied with.

This policy and procedures shall be reviewed annually by the Committee.

AUTHORISATION:

This version was approved on: [Click here to enter a date.](#)

This version takes effect on: [Click here to enter a date.](#)

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APPENDIX ONE: EMPLOYEE INDUCTION CHECKLIST

The following steps should be completed during the induction process for each new MLI employee.

Name of employee:

Employee's position:

Commencement date:

*Tick when
completed*

PRIOR TO COMMENCEMENT

- Provide employee with letter of engagement
- Provide details of start date, time and location
- Prepare workstation and equipment supplies
- Prepare list of first day duties
- Prepare Induction Kit (see Appendix Two)

INTRODUCTION

- Complete employee letter of engagement
- Complete Employee Details form
- Complete Tax File Number declaration
- Complete banking details
- Complete Superannuation Choice form
- Complete Employee Emergency Contact Details form
- Complete Working With Children Check
- Provide copy of Fair Work Statement
- Obtain copy of driver's licence and vehicle insurance
- Explain MLI structure, mission, values and function
- Explain supervisory structure and reporting requirements
- Explain where the employee fits into MLI
- Outline job description and responsibilities
- Indicate standards of behaviour and performance expected
- Introduce employee to other staff and colleagues
- Provide opportunity for questions and feedback

- FAMILIARISATION** Conduct site tour
- WITH SITE**
 - Explain location of toilets, first-aid, kitchen, etc
 - Explain entrances/exits, and emergency evacuation procedure
 - Provide opportunity for questions and feedback
- WORKPLACE** Explain MLI safety policies and procedures
- HEALTH AND** Provide a copy of MLI WHS Policy
- SAFETY**
 - Explain accident reports and Workers Compensation
 - Provide opportunity for questions and feedback
- CONDITIONS OF** Confirm salary for employee
- EMPLOYMENT**
 - Explain Tsheets, time and method of payment, and issue of payslips
 - Identify the relevant award/agreement that applies
 - Explain meal breaks
 - Explain procedures for notifying absences from work
 - Discuss conduct and dress requirements
 - Confirm start / finish times and time in lieu arrangements
 - Explain periods of notice required
 - Explain forms of leave available, including leave-loading
 - Discuss the MLI performance review procedures
 - Explain the MLI grievance and disciplinary procedures
 - Provide opportunity for questions and feedback

DECLARATION

<i>Manager / supervisor</i>	
Name:	Signature:
<i>Employee</i>	
Name:	Signature

APPENDIX TWO: EMPLOYEE INDUCTION KIT

The MLi Employee Induction Kit should contain copies of the following:

ORGANISATION

- MLi organisational chart, including current committee and staff roles
- Staff names and contact details
- Executive Committee names and contact details
- MLi Strategic Plan, and Action Plan for the current year
- Map of the Landcare framework in Australia
- MLi Policy and Procedures Manual

POSITION

- Copy of the employee's position description
- Employment Agreement including employment term, conditions, rate of pay and allowances
- Reporting format, dates and requirements for all relevant programs under which the employee is funded
- Any handover notes or files from previous position holders

WORKPLACE

- Security access
- Names of First Aid Officers, location of First Aid Kits and emergency evacuation procedures
- Workplace risk assessment and incident reporting forms
- Staff names and contact details for workplace (may be different from MLi staff)

OPERATIONAL

- Set up email address, mobile phone number and website/social media logins
- Set up log-in for NSW Landcare Gateway
- Explain MLi purchasing, payment and reimbursement procedures
- Outline levels of delegated authority