

## POLICY

<b>TITLE:</b>	Corporate Orientation Policy		
<b>DIRECTORATE:</b>	Office of the CEO		
<b>ADOPTED BY:</b>	Council Resolution:		
<b>DATE OF ADOPTION:</b>	29 November 2024	<b>DATE OF REVIEW:</b>	29 November 2026
<b>POLICY NUMBER:</b>	138		
<b>LEGISLATIVE REF:</b>	<i>Local Government Act; Sections 172-173</i> <i>Work Health &amp; Safety (National Uniform Legislation) Act 2011</i> <i>Fair Work Act 2009</i>		

### 1. INTRODUCTION

#### 1.1. Purpose

The Barkly Regional Council (BRC) Corporate Orientation is designed to welcome new persons to Council, and to meet legislative and best practice workplace requirements to assist new persons to quickly become workplace safe and productive.

#### 1.2. Scope

This Policy applies to workers (as defined).

#### 1.3. Definitions

For the purposes of work health and safety, a person is a **worker** if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:

- an employee; or
- a contractor or subcontractor; or an employee of a contractor or subcontractor; or
- an employee of a labour hire company assigned to work at BRC; or
- an outworker or a student gaining work experience; or
- an apprentice or trainee; or
- a volunteer

#### 1.4. Responsibilities

Management is responsible for ensuring that this Policy and its procedures are implemented across all BRC workplaces.

The HR Manager (HRM) is responsible for the implementation of this Policy.

#### 1.5. Policy Objectives

- 1) The Council expects the implementation of the corporate orientation program as outlined in this Policy, which will ensure that individuals new to Council are introduced to its culture, values and behaviours, as well as understanding their obligations in the workplace relating to their role, our culture, values and behaviours; and their obligations concerning safe working practices.
- 2) This Policy and its associated documents are developed and implemented for Supervisors and Managers to follow, to ensure that successful outcomes are achieved relating to workplace and safety requirements.

- 3) The responsibility for the oversight of the corporate orientation rests with the Manager (HR) Human Resources and Manager (WHS) Work Health & Safety. HR have the primary responsibility in delivering the objectives of this Policy, as do Supervisors and Managers.
- 4) New workers will be expected to be proactive and take ownership of their own induction, which will form the initial stage of their learning and development.

## 2. POLICY STATEMENT

### 2.1 Policy

- 1) The positions below are responsible for the delivery of BRC's orientation program:
  - **Corporate Orientation:** Supervisor/Manager Induction - Human Resources Manager
  - **Corporate Safety Induction:** Work Health & Safety Manager
  - **Departmental Induction:** the Employee's immediate Supervisor/Manager
- 2) Depending on the nature of the role being undertaken, the following additional inductions may be necessary, and these are implemented by the individual's immediate Supervisor/Manager, according to established procedures associated with this Policy:
  - **Community Induction:** Council Service Coordinators
  - **Site Inductions & Construction Safety Plans:** immediate Supervisor/Manager
  - **Records Induction:** Records Officer
- 3) It is the responsibility of the worker's immediate Supervisor or Manager to commence the preparations for the completion of relevant aspects of the corporate orientation program by following the established procedures and system alerts in place.
- 4) It is preferred that each new employee is allocated a 'buddy' to assist in ensuring that the new employee has every assistance in settling into the organisation.

## 3. RELEVANT POLICIES

Policies and procedures to be read in conjunction with this policy are:

- 1) Inductions and Checklists

## 4. IMPLEMENTATION AND REVIEW

### 4.1. Implementation

Relevant workers will be made aware of this Policy. There is no requirement under the Act to publish this policy on the Barkly Regional Council website.

### 4.2. Review

This policy will be reviewed on or before 29 November 2026.

## 5. VARIATIONS, REVOCATIONS AND/OR CHANGES

Barkly Regional Council reserves the right to revoke and/or amend this policy from time to time as is considered necessary to better manage its business and/or to comply with any legislative requirements.

## 6. APPROVAL

This policy is approved.

Chris Kelly  
Chief Executive Officer

  
Signature

29 Nov 2024  
Dated

END