



SDC Induction Programme

Form 203

Version:
Template

This form is to be completed during the new staff members first five weeks

Staff Member:	
Commencement date:	
Designated Support:	

Note:

- This document is a means of tracking the induction and training of Council staff members.
- It shall be maintained as a record in the employees personal file.
- Staff providing instruction shall tick off each numbered item as it is completed, followed by final sign-off/dating at the bottom of the tasks area when all items have been completed.

Initial Induction by:		Human Resources		
No	Tasks	<input checked="" type="checkbox"/>	Date	Instruction by:
	Meet & Greet			
1	Welcome new staff member in reception area			
2	Chief Executive			
3	Group Manager Regulatory Services			
4	Building Control section staff			
5	Receptionist (issue security card/procedures)			
6	Telephonist			
7	Payroll Officer			
8	General office staff around building			
	Operational/Procedural			
9	Provide copy and review employment agreement			
10	Provide copy and review personnel manual			
11	Photograph and Email introduction around building			
12	Provision of warrant of appointment set-up			
13	Provision of name tag set-up			
14	Provision of business set-up			
15	Toilets			
16	Lunch and tea breaks			
17	Drivers license			
18	Vehicle stewardship responsibilities			
19	Fuel card			
20	Parking facilities			
21	Health insurance option			
22	Workplace chaplaincy			
23	Health and safety (video presentation)			
Support Services by:		Secretarial Support		
No	Task	<input checked="" type="checkbox"/>	Date	Instruction by:
	Overview of Council's Structure			
1	Community Boards			
2	Community Development Authorities			

3	District Councillors/Wards			
4	Council meeting procedure/protocols			
	Report Writing			
5	Report writing and submission timing			
6	Council meeting schedule			
7	Action sheets			
	Photocopiers			
8	Photocopier use instruction			
9	Allocate photocopier access number			
	Miscellaneous			
10	Newspaper advertising and submission timing			
11	Flight bookings			
12	Booking meeting rooms and arranging refreshments			
13	Directory for Councillor/staff contacts (red book)			
Word Processing by:		Senior Word Processor		
No	Task	<input checked="" type="checkbox"/>	Date	Instruction by:
	Creating documents			
1	Memos			
2	Reports			
3	Letters			
4	Fax			
5	File notes			
	Word Processing Quality Control			
6	Formatting documents			
7	Spelling/grammar checking			
8	Forwarding draft electronic documents by Email			
9	Forwarding draft hand written documents with request			
10	Dictaphone tape forwarding with written request			
11	Identifying time for response to Word Processors			
12	Power-point presentations			
13	Spreadsheets			
14	Graphs			
Computer/PC Support by:		PC Support Staff		
No	Task	<input checked="" type="checkbox"/>	Date	Instruction by:
	Set-up access to:			
1	Set-up Email address			
2	Add to "All Inspectors" Emailing list			
3	Set-up access for Manager BC to calendar			
4	Pathways system			
5	Compliance Schedule database			
	Instructional Overview			
5	Network			
6	Intranet			
7	Internet			
8	Internet policy (signed/returned to Human Resources)			
9	SDC website overview and liaison contact			
10	GIS Webmap/Terraview overview and liaison contact			
11	Communication/graphics overview and liaison contact			

Telephone System by:		Telephonist		
No	Task	<input checked="" type="checkbox"/>	Date	Instruction by:
1	Overview main and area office phone systems			
2	Landline telephone functions			
3	Voice mail set-up/recall (instruct handout provided)			
4	Fax machine use			
5	Personal use landline/fax/cellphone cost recovery			
6	Advice Telephonists of whereabouts and leave			
7	Intercom system for staff paging			
8	Newspaper articles/photo clipping			
Records System by:		Senior Records Officer		
No	Task	<input checked="" type="checkbox"/>	Date	Instruction by:
	Inward Mail Procedures			
1	Dating inward mail			
2	File reference number allocation			
3	Trim electronic system for inward mail to recipient			
4	Response due date policy			
5	Internal office deliveries			
	Outward Mail Procedures			
6	Outward mail procedures			
7	Central business area deliveries such as MWH			
8	Personal mail service			
9	Courier service to area offices			
10	Deliveries to Lindsay Pearce and Peter Meikle			
11	Omnibus envelopes to Councillors			
12	Magazines for interoffice distribution			
	Records System Guidelines			
13	Filing system (corporate, property and confidential)			
14	Records procedures for public access to property files			
15	Requesting files and logging out			
16	Trim training (instruct handout provided)			
Accounts Payable by:		Senior Accounts Officer		
No	Task	<input checked="" type="checkbox"/>	Date	Instruction by:
	Purchasing			
1	Order numbers			
2	Sign-off of invoices			
3	Department and account codes			
4	GST inclusive/exclusive			
	Payment			
5	Cheque runs 20th of each month			
6	Urgent cheques required			
7	Expense claims			
	Stationary			
8	What is available			
9	Contact for stationary requests			
	Accounts Received			
10	Requests for invoice procedures			

Waste Minimisation:		Waste Minimisation Officer		
No	Task	<input checked="" type="checkbox"/>	Date	Instruction by:
1	Waste minimisation procedures			
Building Control		Manager Building Control		
No	Task	<input checked="" type="checkbox"/>	Date	Instruction by:
	Provide Safety Equipment			
1	Safety shoes			
2	Safety gumboots			
3	Safety glasses			
4	Safety hat			
5	Overalls			
6	High visibility vest			
7	Fire Extinguisher			
8	First Aid Kit			
	Vehicle and Equipment Instruction			
9	Handover vehicle and key			
10	Provide copy of vehicle policy			
11	Overview warrant/maintenance responsibilities			
12	Overview of work/personal policy			
13	C-Fm 30 site inspection notice book			
14	Moisture meter (probe type meter)			
15	Digital camera			
16	Ladder (folding type secured in vehicle)			
17	Level for determining drain falls			
18	Foundation rod (secured in vehicle)			
19	Torch			
20	Measuring tape (retractable type)			
21	Screwdriver (multi-head type)			
22	Mirror (retractable/swivel type)			
23	Thermometer			
24	South Island township map book			
25	Phone book			
26	Contractors contact list			
27	Folder containing back-up inspection prompt sheets			
	Confirm PC Support has set-up access to:			
28	Email address			
29	Added to "All Inspectors" Emailing list			
30	Set-up access for Manager BC to calendar			
31	Pathways system			
32	Compliance Schedule database			
	Set-up desktop links for access to			
33	Procedure/Process Manual			
34	NZ Standards electronic access			
35	Risk Matrix Assessment			
36	Internal Charging database			
37	Building Contacts list			
38	Set-up on Monthly Meeting calendar bring-up			

	Workplace Introduction		
39	Allocate workstation		
40	Stationary needs met		
41	Provide diary		
42	Overview of PC use and above programmes/databases		
43	Pathways training with BC Admin		
44	Technical information library policy		
45	Area office visits coordinated with No 48		
	Procedure/Processes		
46	Overview of Procedure/Process Manual		
47	Overview of Quality Assurance Manual		
48	Awareness of signing authority and signatories		
49	Monthly Meeting forum to raise issues		
50	Plan processing procedures		
51	GIS Web Mapping system for PIM's		
52	Processing Checksheet use		
53	Site visits with BC Officers for inspection procedures		
54	Inspection Prompt Sheet use		
55	Diary recording procedures for inspections		
	Cost Recovery and Fees Structure		
56	Awareness business unit set-up within Council		
57	Designating inspections type on cost recovery basis		
58	Councils costs and fee structure		