



Induction and Orientation Policy and Procedure

August 2025

Our Values

The Uniting Church in Australia, Synod of South Australia values each of its personnel and recognises that all interactions should be approached through a lens of justice and fairness, care and safety, intentional growth and encouragement and accountability. In this way, UCASA strives for excellence in its stewardship of its people and seeks to value each individual and the unique skills, gifts and talents they possess.

Overview

This Induction and Orientation Policy outlines the process UCASA provides to all new personnel. It offers a structured and supportive approach to welcoming and integrating new staff into the organisation. The goal is to give new employees a strong foundation by introducing them to UCASA's values, culture, key personnel, and the expectations of their position. This process aims to help new personnel become confident and successful in their positions.

Scope

This policy and procedure applies to all personnel of the Uniting Church in Australia, Synod of South Australia. Presbyteries, Congregations, and other Church Body employers are encouraged to adopt or adapt this policy and procedure for personnel at their respective workplace.

This policy and procedure replace all previous versions.

Definitions

Term	Meaning
Church Body	As per the definition of Body in the Uniting Church's Constitution, includes council, committee, department, college, board, agency or other institution <u>within</u> the bounds of UCASA: Synod (Pirie St Office), Synod (Brooklyn Park) College Campus - Yarthu Apinthe, Uniting Venues SA, Uniting Aboriginal and Islander Christian Congress (UAICC), Presbyteries, Congregations and Faith Communities.
Employee	Any person directly employed by the UCASA, or employed by a Church body on behalf of the Uniting Church in Australia, and remunerated for the work they undertake for their employer. <i>An employment contract, an agreement between an employer and employee in accordance with the Fair Work Act 2009, is provided setting out the terms and conditions of employment, which includes minimum legal entitlements under the National Employment Standards (NES) and complies with any applicable industrial award, enterprise agreement or other registered agreement.</i>
Executive Officer	An individual who is appointed to lead a UCASA ministry centre by the Synod or its Standing Committee, usually a person who has been delegated authority to make decisions on behalf of the UCASA and is accountable for the delivery of outcomes for a department, function or program within their ministry centre, and reports to the General Secretary.
Manager (Leader/Supervisor)	An individual appointed by an employer or governing council of a Church body, temporarily or permanently, to a supervisory role i.e. has work performance and workplace behaviour oversight of other personnel.
Ministry Agent	Any person engaged in specified ministries within the bounds of UCASA – includes (as referenced in the Uniting Church's 'Regulations' and the 'Code of Ethics and Ministry Practice') Candidates, Community Ministers and Chaplains, Deacons, Deaconesses, Interns, Lay Pastors, Ministers of the Word, Ministry of Pastors, Accredited Youth Workers, and Ministers from other denominations serving in approved placements in the UCASA.
Personnel	Any person commissioned, employed and or engaged in, or contributes towards the planning/management/delivery of, and or are involved or participates in any functions, programs or activities associated with a Church body (includes Ministry Agent, Employee, Volunteer, Contractor, Member, Visitor and Guest).
Uniting Church (the Church)	The Uniting Church in Australia
UCASA (the Synod)	Uniting Church in Australia, Synod of South Australia
Volunteer	Either a formal or informal volunteer.
Formal Volunteer	A formal volunteer, an individual recognised by the governing council of a Church body, who has actual capacity to influence and control, and who willingly provides work or performs a service to benefit the mission and objectives of the Church or Church body and receives no payment as a result of their work. <i>For example, usually associated with long term arrangements that also involve sustained, regular attendance from the volunteer in programs that are structured and supervised, with an emphasis on policies, procedures and quality management of services being</i>

Term	Meaning
	<i>delivered. A formal volunteer may also provide leadership and direction or administration to support the governance work of a Church body council.</i>
Informal Volunteer	An informal volunteer may not necessarily fit the definition of 'worker' (but rather 'other person') under the Work Health and Safety Act 2012 (SA) as they may not be performing the work of the Church body but rather working for their own religious purposes or values and for the good of the Church body. Meaning an informal volunteer donates their time to support the activities of their Church body through voluntary acts of helping and kindness in local communities. <i>For example, such as occasionally serving food or refreshments, basic kitchen duties, greeting visitors or newcomers, directing car park traffic flow, attending to basic garden upkeep, preparing or handing out welfare packages etc.</i>
Worker	As per the definition under Section 7 of the Work Health and Safety Act 2012 (SA), a worker is a person who carries out work for the Church body, including work as an employee, a contractor, a subcontractor, a self-employed person, an outworker, an apprentice or trainee, a work experience student, an employee of a labour hire company placed with a 'host employer', or as a (formal) volunteer. By this definition, a Ministry Agent who carries out work in any capacity directly for a Church body entity as a Person Conducting a Business or Undertaking (the PCBU) is considered a worker for that entity for the purposes under the WHS Act. The term 'work' is not defined in the model WHS laws and has its ordinary meaning.
Workplace	A place where work is carried out for the Church body and includes any place where a worker goes, or is likely to be, while at work. Generally, this means in the context of the Church body, but may not be restricted to: • any place of worship within the bounds of UCASA • any UCASA property used by the Church body • any other property owned by The Uniting Church in Australia Property Trust (S.A.) • any other location or workplace (as defined by Section 8 of the Work Health and Safety Act 2012 – SA) where approved Church body work, activities or functions are being conducted.

Policy Principles

The UCASA is committed to providing an induction and orientation to all new personnel irrespective of level, position or employment status. The induction and orientation process should be pre-arranged and structured in a way that:

- provides the foundation for new personnel's long-term success
- enables new personnel to understand the values of UCASA
- helps new personnel feel welcome and valued
- ensures personnel develop an understanding of roles, responsibilities and structures
- assists in personnel engagement and cultural awareness
- assists personnel in understanding the broader UCASA context and the relationship with their local workplace
- ensures familiarity with the physical work environment and work groups
- ensures personnel are familiar with UCASA policies and procedures
- ensures personnel are aware of their WHS requirements
- includes the establishment of a Probation Plan
- includes signing off the Induction Checklist.

This policy outlines UCASA's strategies for providing induction and orientation to all personnel consistent with the UCASA workplace policies, including Human Resource and WHS policies, which are under pinned by the Fair Work Act 2009, relevant industrial awards, National Employment Standards and the Work Health & Safety Act 2012.

Responsibilities

Executive Officer, Resources is responsible for:

- approval of, and amending, this policy and procedure, in consultation with the Manager, Human Resources and Executive Officers
- ensuring that this policy and procedure will be constantly reviewed to maintain their relevance and integrity in line with appropriate legislation
- ensuring that the contents of this policy and procedure are communicated to, and accessible to all personnel.

Manager, Human Resources is responsible for:

- periodically assessing compliance with this policy and procedure to ensure consistency of application across all ministry centres.

Managers are responsible for:

- ensuring a well-structured and pro-active induction and orientation experience is provided for each new team member
- developing an induction plan prior to the new personnel joining their team
- ensuring they and personnel for whom they are responsible are aware of and comply with this policy and procedure
- ensuring they administer the induction and orientation in accordance with this policy and procedure
- welcoming new personnel to their team
- establishing a probation plan as the induction plan concludes.

Personnel are responsible for:

- actively participating in induction and orientation activities arranged as part of their induction process
- reading documentation provided in the induction process and following the Induction Checklist
- acknowledging (signing where required) all relevant documentation
- participating in the construction of the probation plan
- maintaining the required performance standards of the position they hold, either as determined in their Position Description/Person Specification document or for lay employees as established through the Performance Appraisal & Development Plan (PADP) process.

Failure to Comply with the Policy

Employees should be aware that a failure to comply with this policy and procedure, including any arrangements which are put in place under it, will be investigated and may lead to disciplinary action.

Issue Resolution

Refer to the UCASA Grievance Policy procedures for further information.

- [UCASA Grievance Policy](#).

Dissemination of Policy and Procedure

A copy of this policy and procedure will be made available to all personnel. The intent of this policy and procedure will be explained to each new personnel at their induction.

Monitoring and Review

This policy and procedure will be reviewed in accordance with any applicable legislation changes and UCASA review procedures.

Related Legislation and Documents

- Fair Work Act 2009
- [UCASA WHS Policies](#)
- Work, Health & Safety Act 2012.

Procedures

This induction and orientation process to follow for each new personnel (refer UCASA Induction Checklist) includes:

Welcome and introductions to:

- team members
- other personnel within their ministry centre and work area
- personnel in other ministry centres
- other Synod sites (212 Pirie Street, Brooklyn Park Campus, Uniting Venues SA) as relevant to their role.

Overview of UCASA by the General Secretary or Associated General Secretary including:

- the recent history of UCASA, its values and mission
- the inter-conciliar structures of the UCASA, namely Synod, Synod Standing Committee, Presbyteries, Congregations and ministry centres, Uniting College for Leadership & Theology, Uniting Aboriginal & Islander Christian Congress (UAICC) and Uniting Venues SA.

Explanation of Role and responsibilities including:

- reporting structure including organisation chart
- Position Description & Person Specification
- Probation Plan

Clarification of Employment arrangements, including

- provisions of their employment (contained in employment contract)
- any other documentation related to their employment, including but not limited to the Confidentiality Policy and Agreement and the Device Policy
- Employee Assistance Program ('EAP'): A member of Human Resources will introduce and inform the new personnel about the EAP, its purpose, its policy and how to access the service should they need to.

Inform Personnel of Workplace policies and procedures:

- introduction to Workplace policy and procedures
- new personnel shall read and acknowledge that they have read and will adhere to the policies.

Advise on Workplace Health and Safety matters including:

- emergency procedures, evacuation routes and First Aid Resources
- workplace access and exit points, emergency exits, and key common use areas (rest rooms, meeting rooms, etc)
- workstation and equipment employee self-assessment.

Explain ICT and Security, including training in:

- computer and device usage
- email protocols
- data security measures
- instruction of organisational systems, software, and online resources
- essential tools and software such as project management platforms, communication tools and collaboration software.

Outline Training & Development Opportunities, including

- Performance Appraisal & Development Plan Process (PADP)
- Probation Plan
- professional development opportunities, including training programs, workshops and study opportunities in accordance with the Education and Development Policy.

#	Action	Accountable	Timeframe
1	Prepare induction and orientation plan for new personnel in collaboration with Human Resources Staff Member Induction, Orientation and On-boarding – Form A	Manager / Human Resources Officer	Prior to new personnel commencing
2	Schedule all meetings for new personnel within their first 3–4 weeks of employment	Manager / Human Resources Officer	Prior to new personnel commencing
3	Complete necessary tasks on Induction Checklist to prepare for arrival of new personnel	Manager	Prior to new personnel commencing
4	Greet new personnel and commence induction and orientation process	Manager	Personnel's first day
5	Complete confidential and sensitive information Staff Member Induction, Orientation and On-boarding – Form B	Manager Human Resources / Work Health & Safety Coordinator	Personnel's first day
6	Establish a Probation Plan for first 6 months with the new personnel	Manager	Prior to the end of personnel's induction process

Links

- [Staff Member Induction, Orientation and Onboarding](#) checklist
- [Volunteer Member Induction and Orientation](#) checklist
- [Confidential Information at Induction](#) – Form B

Approval Authority

Approval and Review	Details
Approval Authority	Executive Officer, Resources
Advisory Committee to Approval Authority	Human Resources and Remuneration Committee
Administrator	Manager, Human Resources
Next Review Date	2028 (3-years)

Feedback

Employees may provide feedback about this Policy and Procedure by emailing resources@sa.uca.org.au or humanresources@sa.uca.org.au

Current Policy Approved: August 2025

Replaces: January 2017

First Issued: July 2008