



Karlka
N y i y a p a r l i
Aboriginal Corporation RNTBC

Recruitment & Selection Policy & Procedure

Document Version Control

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KARLKA NYIYAPARLI ABORIGINAL CORPORATION RNTBC (ICN 3649)

**RECRUITMENT & SELECTION – APPROVED POLICY
AND PROCEDURE**

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RECRUITMENT & SELECTION POLICY

Purpose and Scope

KNAC is committed to implementing recruitment and selection processes that are open, competitive and based on merit and adhere to Equal Employment Opportunity principles and result in the most suitable candidate being recruited.

The application of a consistent and fair process to the recruitment and selection of staff will result in the appointment of appropriately skilled and experienced personnel. This process will be applied to the recruitment and selection of permanent staff and the principles of fairness and suitability for the job will be applied to casual staff. The recruitment and selection process will follow procedures based on the principles of:

- Equal opportunity – specifically our aim is to promote the appointment of Niyaparli, Aboriginal and local people (in that order of priority) as employees where possible.
- Cultural safety- consulting our Niyaparli Cultural Advisor prior to advertising and shortlisting Native Title and Heritage roles.
- Fairness & Impartiality
- Transparency
- Integrity
- Confidentiality

The recruitment & selection process will follow a set of steps that are clearly defined and intended to achieve the abovementioned principles. Key documents will support the process and ensure that there is an appropriate level of governance and accountability.

A robust process ensures that we strive to have the right person, in the right job at the right time to ensure that KNAC can meet its business objectives. When the correct person is in a role, stability of the organisation is supported.

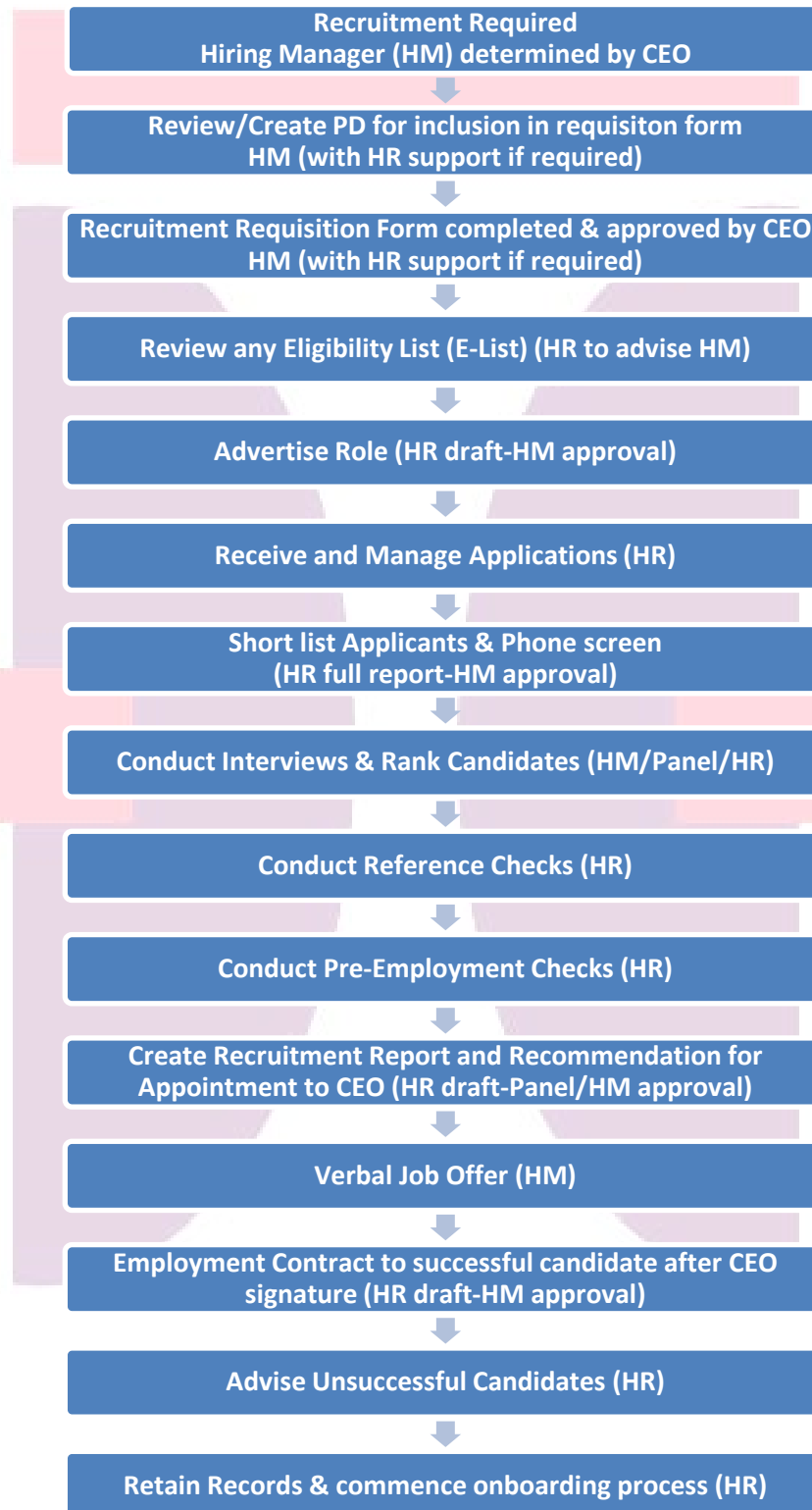
The scope of this policy covers to the actual recruitment process, from the decision to fill a vacancy to the acceptance of a job offer by the successful applicant.

This policy applies to all recruitment and selection processes at KNAC irrespective of whether the position is to be filled on a permanent or temporary basis.

This policy does not apply to contractors employed under a commercial relationship.

RECRUITMENT & SELECTION PROCEDURE (ATTACHMENT 1)

Note: The recruitment process and final recommendation to the CEO is the responsibility of the Hiring Manager (HM). It is expected that administration will be delegated to Human Resources (HR) as guided by the following and in accordance with Recruitment & Selection Policy & Procedure.



1. Appointment of the Hiring Manager

The Hiring Manager is the chairperson of the selection committee and is usually the KNAC Manager responsible for the position.

A Hiring Manager must be appointed prior to the commencement of any recruitment process. The Hiring Manager is primarily responsible for ensuring that all requirements in this policy are fulfilled with the support of Human Resources (HR).

2. Selection committee

The selection committee is responsible for assessing the relative merit of applicants for the vacant position in order to find the best possible person for the vacancy.

The selection committee may be made up as follows:

- The Hiring Manager responsible for the recruitment process; and
- A panel member with the appropriate skills and qualifications; and
- At least one Nyiyaparli person where possible; and
- a mix of gender and age where possible.

Directors may not sit on a recruitment panel except during a CEO recruitment process.

Committee members must be asked to declare any real, potential or perceived conflicts of interest as soon as they become aware of them. The Hiring Manager must also monitor and discuss potential conflicts with selection committee members if they are aware of any conflicts.

Selection committee members may not act as a referee for an applicant, except when they are the applicant's current supervisor. However, selection committee members should declare this workplace relationship when applications are received.

All committee members will be required to sign a Confidentiality & Conflict of Interest Declaration prior to the commencement of any process (**Attachment 5**).

3. Review the position documentation

When a decision is made to fill a vacancy the position description should be reviewed by the Hiring Manager, with the support of HR, prior to commencement of the recruitment and selection process.

4. Review selection criteria

Selection criteria are a key component of a transparent, fair and effective recruitment and selection process. It is therefore crucial to ensure that they are up-to-date, objective, measurable and strictly job-related.

They should also be clear, concise and easy to understand. As a general rule, selection criteria should be limited to around 6-8 requirements.

5. Recruitment Requisition Form (Attachment 2)

The **Recruitment Requisition Form** must be completed and approved prior to commencement of the recruitment process.

6. Review eligibility list (if any)

Prior to conducting a full recruitment process, the eligibility list if any must be reviewed. If the eligibility list has a suitable candidate that candidate should be contacted and offered the role first where there is only one candidate. Only if the candidate is not available should a full recruitment and selection process occur.

7. Advertise the position

Once any relevant eligibility list has been reviewed the vacancy should be opened to competitive merit selection.

HR will prepare the advertisement in accordance with KNAC branding and advertising standards for approval by the Hiring Manager.

8. Application management

The key consideration in providing further information to applicants is equity of access. Therefore, no applicant is to be provided with information that would not be made available for all other applicants, should they request it.

9. Selection

The selection committee is involved in this process and will undertake shortlisting, gathering more information about candidates primarily through interviews and reviewing information like testing results, work samples etc and referee checks against the approved selection criteria. The Hiring Manager is responsible for ensuring that all selection principles are met with the support of HR.

- i. Review the applicants' relative merit for the position

HR will collate all applications and provide the Hiring Manager with a summary of potential candidates and a report of all unsuitable candidates.

The Hiring Manager will facilitate the agreement of the Selection Committee for the shortlisting and interview process with the support of HR. The committee should make this preliminary assessment based on the relative merit of the applicants for the position. Information not relevant to the selection criteria must be excluded from considerations.

Based on the overall assessment of each candidate, the committee should then decide on

the preferred candidate/s and eligibility, listed in order of priority. This information should be documented in the Recruitment Report followed by conducting referee checks.

Referee checks must be conducted in a timely manner on the first candidate prior to an offer of employment being made. Checks are conducted by the HR. References that are not current or do not provide work-related information should not be considered. Similarly, committees must confirm the relationship between the referee and the applicant to ensure there is no conflict of interest.

Once the preferred applicant(s) has been selected, the relevant Criminal Record Check (CRC) must be initiated, Working with Children Checks may also be conducted.

ii. Make recommendations for appointment and eligibility list

Following the assessment of the referee checks, HR drafts the Recruitment Report (**Attachment 4**) for approval by the Hiring Manager and selection committee. Once approved, the Recruitment Report is forwarded to the CEO for approval. In a situation where the Selection Committee cannot agree the CEO will make the final decision.

Where an eligibility list is created, other suitable applicants must be ranked in order of merit. Not all suitable applicants have to be included in the eligibility list. Eligibility lists are current for up to 12 months.

10. Post-selection processes

i. Employment screening

Offers of employment are generally made conditional upon the appropriate outcome of any WWCC or CRC. If required, risk management action may be undertaken. If an exception to this is required it will be approved by the CEO.

ii. Ensure all required evidence has been sighted

The applicant must provide proof or evidence of professional qualifications to the HR before any formal offer of employment can be made.

11. Make the job offer(s)

Once the process steps listed above have been satisfactorily completed, a verbal offer of employment can be made to the successful applicant by the Hiring Manager. HR will draft a Letter of Offer (**Attachment 6**) including terms outlined in Schedule 1 for approval and signature by the Hiring Manager. The formal contract will be issued upon the candidate's acceptance of the Letter of Offer terms.

12. Advise unsuccessful applicants

Once the successful applicant has accepted the offer of employment, all unsuccessful applicants must be advised in writing. Such correspondence will also include advice on any eligibility list created, and the types of positions, including employment status, and locations

it will apply to.

13. Documentation and retention of records

i. Record keeping

To support selection decisions and demonstrate that a fair and transparent process has been followed in case of an appeal or complaint, KNAC must keep auditable records of the process leading up to the decision. Such documentation is to be kept on the relevant recruitment file.

ii. Confidentiality

All selection documentation related to personal information about the applicants must be treated confidentially both by the selection committee and other staff involved in managing the recruitment process in accordance with the KNAC Privacy Policy. All recruitment documentation must be stored securely.

iii. Retention of records

Recruitment and selection information must be retained as follows:

- vacancy/recruitment files - 2 years after recruitment has been finalised;
- successful applicant – minimum 7 years after employment ceases;
- unsuccessful applications – minimum 1 year, provided that all eligibility lists relevant to the position have expired, and that all appeal processes regarding the position have been completed;
- any consents or declarations by unsuccessful applicants must be destroyed once the selection process is finalised.

14. Freedom of Information (FOI) requests

Unsuccessful applicants are entitled to seek access to selection documentation, including applications and selection committee papers and reports, under the Freedom of Information legislation. Please refer to the KNAC Privacy Policy.

It should be noted that effective feedback to unsuccessful applicants may reduce the number of FOI requests for selection documentation.

15. Appeals and complaints

A number of appeal and complaint processes are available to applicants, depending on the nature of their concerns. Such processes provide a mechanism of accountability that is independent of the selection committee, or the employer. Consistent with a fair and transparent recruitment and selection process, KNAC will advise applicants wishing to lodge an appeal or complaint of their options. The following provides an overview of the

options available.

i. Internal appeal and complaint mechanisms

Where appropriate applicants may access complaint mechanisms within the organisation at any point in the recruitment and selection process. Such complaints may relate to a grievance, bullying and harassment, conflict of interest etc, and must be reported and managed under the appropriate policy and guidelines.

ii. After the appeal/complaint

Where the appeal or complaint changes the outcome of the selection process, the appropriate steps of the post-selection process are followed for the successful appellant.

ATTACHMENTS

All attachments available at

<C:\Users\CSM\Karlka Nyiyaparli Aboriginal Corporation\KarlkaData - Executive Office\HR\Human Resources\Recruitment\Recruitment and Selection>

Copies of these documents are available in the Manager's Handbook

Attachment 1: *Recruitment procedure flowchat*

Attachment 2: *Recruitment requisition form*

Attachment 3: *Interview Questionnaire Template*

Attachment 4: *Recruitment report*

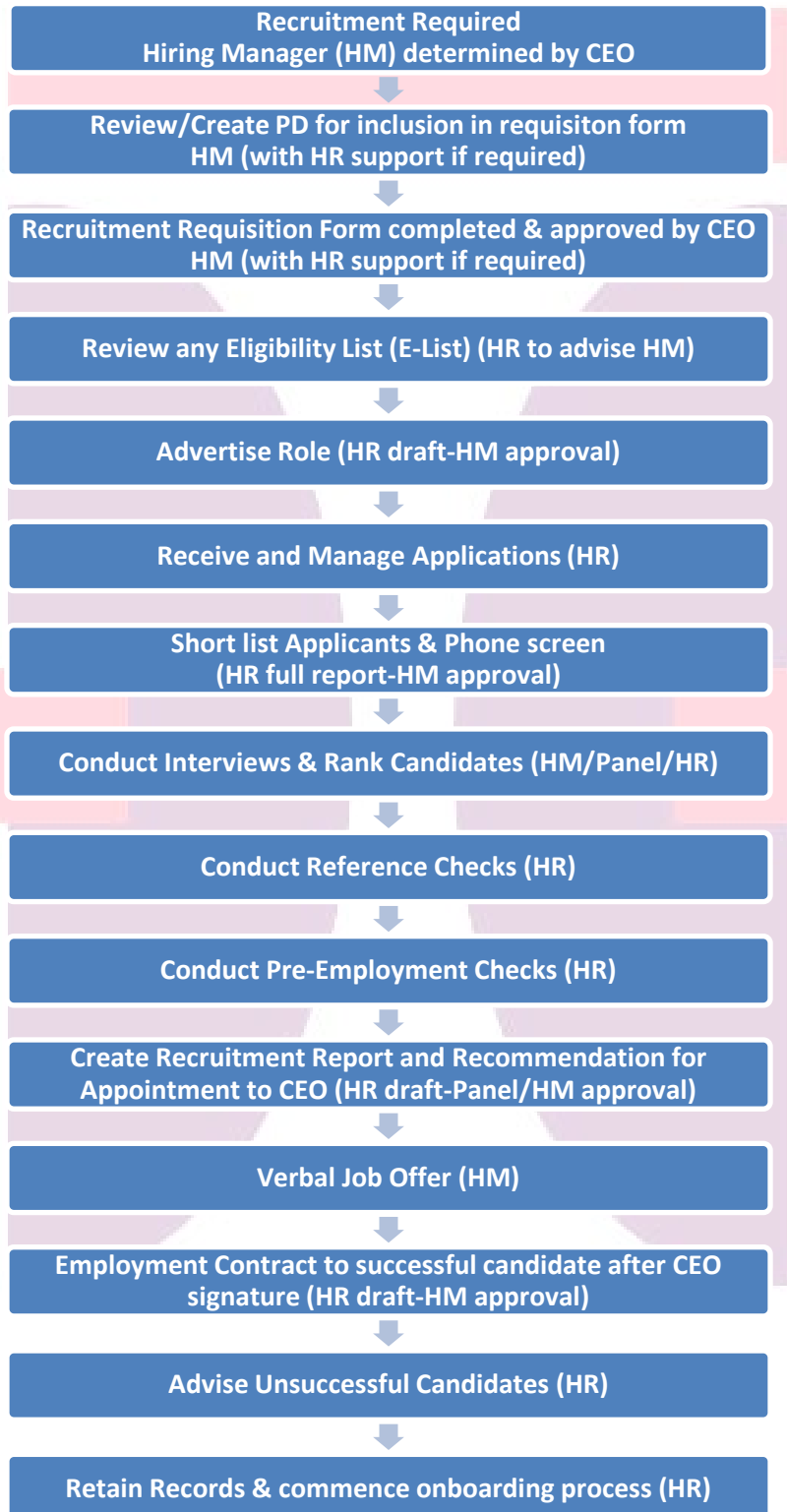
Attachment 5: *Confidentiality Agreement for Selection Committee Members*

Attachment 6: *Preliminary Offer Template*

Attachment 7: *Checklist following successful recruitment*

ATTACHMENT 1 – RECRUITMENT PROCEDURE FLOWCHART

Note: The recruitment process and final recommendation to the CEO is the responsibility of the Hiring Manager (HM). It is expected that administration will be delegated to Human Resources (HR) as guided by the following and in accordance with Recruitment & Selection Policy & Procedure.



ATTACHMENT 2 - RECRUITMENT REQUISITION FORM

<i>To be completed by the Hiring Manager/HR and submitted to Community & Corporate Services General Manager and CEO before commencing the recruitment process</i>	
Hiring Manager:	Date:
Position Information	
Position title	Start date:
Location:	Team:
Reports to (Title):	Manager Name:
Reason for vacancy:	
To be funded by:	
Is this position: <input type="checkbox"/> Permanent <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <i>Days/hours:</i>	<input type="checkbox"/> Temporary <i>Contract start:</i> <i>Contract end:</i> <input type="checkbox"/> Casual <i>Days/hours:</i>
Confirm Position Description attached? <input type="checkbox"/> Yes	
Does this position work directly with Children? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>If yes, refer to additional interview and reference check questions.</i>	
Is this a designated position? <input type="checkbox"/> Yes <input type="checkbox"/> No Gender? <input type="checkbox"/> Male <input type="checkbox"/> Female	
Remuneration	
Base salary:	
Other allowances and benefits (motor vehicle, travel allowance, mobile etc):	
Advertisement (all on KNAC website)	
<input type="checkbox"/> Local Paper <input type="checkbox"/> Koori Mail <input type="checkbox"/> Seek.com.au	<input type="checkbox"/> LinkedIn: <input type="checkbox"/> Other:

Interview Panel		
Suggested Panel Members	Location	Confirmed
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Authorisation		Date
Hiring Manager approval		
Name:	Signature:	
Community & Corporate Services General Manager approval		
Name:	Signature:	
CEO approval		
Name:	Signature:	

Applications close on **[date]**.

Shortlisting to be completed by panel by **[date]**.

Interviews to be held on **[date]**.

ATTACHMENT 3 – INTERVIEW QUESTIONNAIRE TEMPLATE

[ROLE] - INTERVIEW QUESTIONS

Applicant Name	
Interview Date	
Interviewer Name	
Interviewer Signature	

Proposed interview format

- Introductions and welcome to candidate (5 minutes)
- Six questions + discussion with the panel (40 minutes)
- Questions from candidate (5 minutes)

Panel:

- Hiring Manager - [Name & Title]
- [Name & Title]
- [Name & Title]

Panel Assessment ranking

Base your assessment on the quality and relevance of the responses to the questions asked. Rankings serve as a guide, and all aspects of an application will be considered holistically when evaluating candidates.

- **Communication Skills:** Assess the clarity and conciseness of the response.
- **Content of Answer:** Evaluate the depth and accuracy of the content provided.
- **Relevance:** Consider how well the response addresses the question.

The following is a guide to gain a maximum of 5.

- 1 - Below Average:** The response lacks clarity, depth, and relevance.
- 2 - Average:** The response is adequate but may be lacking in one or more areas.
- 3 - Above Average:** The response is clear, relevant, and demonstrates a good understanding.
- 4 - Well Above Average:** The response is very clear, highly relevant, and shows a strong understanding.
- 5 - Excellent:** The response is exceptionally clear, highly relevant, and demonstrates an outstanding understanding and insight.

QUESTIONS

1. [Question]?

Rating: 1 2 3 4 5

2. [Question]?

Rating: 1 2 3 4 5

3. [Question]?

Rating: 1 2 3 4 5

4. [Question]?

Rating: 1 2 3 4 5

5. [Question]?

Rating: 1 2 3 4 5

6. [Question]?

Rating: 1 2 3 4 5

If you are successful you will need to undertake an online criminal record check. This may require a passport or a full copy of your birth certificate. If required, we can provide support to obtain the relevant documentation. We also require two referees with one a recent previous supervisor.

[Any other relevant information for candidate such as timeframe, next step in the process etc]

ATTACHMENT 4 - RECRUITMENT REPORT

1. Position Details

Position Title	
Closing Date	

2. Members of Selection Committee

	Panel Member Name	Position Held
Hiring Manager		
Panel Member		
Panel Member		
Do any panel members have any conflict of interest to declare? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, this needs to be declared and advice sent to the CEO for decision.		

3. Selection Criteria

1. [Criteria 1]
2. [Criteria 2]
3. [Criteria 3]
4. [Criteria 4]
5. [Criteria 4]
6. [Criteria 6]
7. [Criteria 7]

4. Short Listing of Candidates

Assessment against selection criteria

✓=criteria met

N/S = criteria not shown

C/I = criteria inferred

1. Tick or cross every criteria for every applicant (DO NOT USE QUESTION MARKS)

		[Criteria 1]	[Criteria 2]	[Criteria 3]	[Criteria 4]	[Criteria 5]	[Criteria 6]	[Criteria 7]	
First Name	Last Name	1	2	3	4	5	6	7	Short listed

5. Interviews/Assessments Summary

	Name	Summary	Outcome
1.		•	
2.		•	
3.		•	
4.		•	

6. Panel Approval

	Panel Member Name	Initial	Date
Hiring Manager			
[Panel member]			
[Panel member]			
[Cultural advisor]			

6. CEO Approval

Appointment Recommendation	Approved: <input type="checkbox"/>	Not Approved: <input type="checkbox"/>
CEO comments (if any)		

ATTACHMENT 5 - CONFIDENTIALITY & CONFLICT OF INTEREST AGREEMENT FOR SELECTION COMMITTEE MEMBERS

Role:	
Panel member name:	
Hiring Manager:	

The relationship between Karlka Nyiyaparli Aboriginal Corporation (**KNAC**) and the panel members is founded on trust. Access to confidential information is a privilege that carries with it a moral, ethical, professional, and legal responsibilities.

All candidate information must be treated as private and confidential and must not be disclosed to anyone, including family, friends, KNAC employees, or any other person, without the candidate's consent.

This information includes, but is not limited to, the number of applications, names of applicants, personal information related to applicants, comments made by applicants or panel members or referees during interviews, the processes undertaken, or discussions or decisions made by the recruitment panel, including the reasons for the selection or non-selection of individual candidates.

Breaching this confidentiality would violate the KNAC Recruitment Policy and could expose KNAC to legal proceedings, including successful appeals against the recruitment process outcomes. We value the trust and integrity of our stakeholders, including the Karlka Nyiyaparli and the wider community.

Corporate information disclosed during the recruitment and selection process, including but not limited to financial details, operational business records, business plans, personnel records, and any information related to pending, threatened, or potential lawsuits or any administrative, civil, criminal, or other legal claims by or against the organisation, will also be treated as confidential.

Conflict of Interest Declaration

I understand that a conflict of interest may arise where my personal interests, relationships, or affiliations could reasonably be perceived as affecting my ability to perform my duties impartially and in the best interests of the organisation.

I declare that I will disclose any such conflicts of interest to the chair of the recruitment panel immediately, and will recuse myself from any part of the process where a conflict of interest is identified.

Confidentiality Declaration

By signing this Confidentiality & Conflict of Interest Agreement, I undertake to maintain the confidentiality of any information that I may have access to, and to not knowingly disclose any confidential information about candidates, the recruitment and selection process, or the business of KNAC.

In addition, I undertake to return or permanently delete all documents provided to me during the recruitment and selection process and forward any notes that I may have made in relation to the process at the conclusion of the recruitment process.

I have read and understood the above Confidentiality & Conflict of Interest Agreement and hereby state that I will agree to the above conditions before, during and after the process by KNAC.

Signed: _____

Date: _____

ATTACHMENT 6 - PRELIMINARY OFFER TEMPLATE

Date 2024

Name

Address

[SUBURB] WA [POSTCODE]

Via email: [xx](#)

Dear Name,

I refer to your application for the position of **position title** with Karlka Nyiyaparli Aboriginal Corporation RNTBC (KNAC). I am pleased to formally offer you the position, noting this is conditional and pending the successful reference and diligence checks.

The position is offered with a remuneration package of \$**x0,000 (xxx thousand dollars)** per annum, plus superannuation entitlements and other benefits.

As soon as practicable after receiving a signed copy of the letter of offer, KNAC will provide you with a draft copy of your employment contract. The contract will include the proposed start date of **[date]** 2024.

If you have any queries relating to this letter, please feel free to contact me. If you are satisfied with the general conditions articulated in this letter and in Schedule 1, please indicate your acceptance by signing, dating, and returning a copy of this letter to me.

We are very much looking forward to you coming to work with us.

Yours sincerely,

Cate Ballantyne
Chief Executive Officer

I accept the letter of offer outlined above: _____
[Name]

Date: _____

SCHEDULE 1 – LETTER OF OFFER

Item	Details and corresponding clause	Description
	Corporation (Parties)	Name: Karlka Niyaparli Aboriginal Corporation ICN: 3649 Address: 8 Byass Street, South Headland, WA 6722
	You (Parties)	Name: [Name] Address: [Address]
	Position (Role Title)	[Position title]
	Type of employment	Full Time
	Commencement date	[Date] 2024
	Location	8 Byass Street, South Headland, WA 6722
	Qualifying period	6 months
	Modern award	<i>Clerks Private Sector Award 2020 or Award Free , etc</i>
	Hours of work per week	37.5 per week plus reasonable additional hours DELETE WHICH IS NOT APPLICABLE Hours per week: 37.5 hours per week (Monday to Friday) You may also be required to work hours in excess of 37.5 hours per week that are: Reasonably sufficient to effectively carry out the requirements of the position Reasonably required and authorised by KNAC By signing this Letter, you acknowledge that the hours described above are necessary and reasonable having regard to the nature and responsibility of your role.
	Base salary	[\$base salary] gross per annum, excluding superannuation
	Other benefits	EXAMPLES ONLY – DELETE WHAT IS NOT APPLICABLE Salary sacrifice, laptop, mobile (business use only), \$3000 professional development Salary sacrifice Mobile phone and laptop (business use) Professional development, \$x000 per annum

Motor Vehicle, fully maintained motor vehicle available for reasonable personal use

Housing and utilities benefits (DETAILS)

Annual Leave of X weeks (accrued per year)

Annual travel budget of up to \$X000 for travel expenses related to your personal travel, and noting:

*this annual budget cannot be accumulated or carried forward
personal expenditure receipts be submitted within 14 days of
payment (noting reimbursement will be approved by the CEO in
accordance with stated requirements)*

ATTACHMENT 7: CHECKLIST FOLLOWING SUCCESSFUL RECRUITMENT

Action	Responsible	Date/Sign Completed
Recruitment reports with recommendations sent to CEO <i>Includes resume, phone screen, ref check of recommended candidate</i>	Hiring Manager/HR	
Approval sign-off to Hiring Manager/HR	CEO	
Recommendation of salary package and benefits to CEO	Hiring Manager	
Approval email to Hiring Manager of conditions	CEO (cc HR)	
Verbal offer to candidate (confirm acceptance and start date of role)	Hiring Manager	
<i>Renegotiation of conditions with CEO if required</i>	Hiring Manager	
Email confirmation to HR with verbal acceptance from candidate and start date	Hiring Manager (cc HR and CEO)	
Letter of Offer created to CEO for signature	HR	
Sign LOE and send back to HR	CEO	
Letter of offer emailed to successful candidate with FWIS, PD	HR (cc Hiring Manager & CEO)	
New team member signs and returns Letter of Offer (HR to advise Hiring manager if not cc'd)	New team member	
Create full contract (send to CEO for signature)	HR	
Sign Full Contract and send back to HR	CEO	
Police check (CV Check) link, created and send to new team member with full contract, confidentiality form, code of conduct, staff bio form	HR	
Advise Information and Technology Coordinator (IT) of requirement recommendations – systems, emails, Laptop, phone, asset requirements etc	Hiring Manager	
Confirm workstation, desk, chairs, office stationery recommendations with CEO	Hiring Manager (cc HR)	
IT seek approval from CEO for IT assets	IT (cc Hire Manager)	
Set-Up IT requirements and advise hiring manager	IT (cc HR)	

Action	Responsible	Date/Sign Completed
Advise Palisades	HR	
Payroll self-onboarding sent to new team member for completion – includes tax, super, bank, emergency contact, etc	Palisades (cc HR)	
Complete payroll paperwork	New team member	
Payroll Onboarding form with emergency contact details of new team member sent to hiring manager	HR	
Signed completed paperwork from new team member	HR to follow up and file/forward as required	
Completed staff bio form to Media Coordinator for CEO approval	HR	
HR confirm office assets set up with Hire Manager	Hiring Manager (in consultation with Office Coord)	
Follow up email to new team member to confirm: any outstanding paperwork, start-finish times, who will meet them, parking, lunches, etc	HR & Hiring Manager to coord	
Niyaparli Cultural Safety Induction (NCSI) set-up and email to new team member for completion in first week	HR	
Email to KNAC team to advise of new team member - name, team, role, start date	HR	

Steps completed successfully

Signed (CEO)

Date

Day 1		
Provide organisation assets (ID, keys, name badge, swipe card, phone etc.) Sign asset register	Hiring Manager / Office Coord	
Introduction to the organisation, colleagues and important stakeholders Complete walk-through of office - layout of premises, including fire exits, first aid facilities	Hiring Manager	
Training - Workstation and systems	Hiring Manager	
Overview of the organisational history, structure, visions, culture and values Employee handbook briefing including reference to the code of conduct, employee benefits, organisation policies, etc (sign off – copy of signing page to file) Work Health and Safety information (overview of WHS policies, procedures)	HR (Once handbooks are ready)	
Expectations Meeting – signoff PD, step 1 of qualifying period paperwork, review WFH if applicable (paperwork from HR)	New team member / hiring manager	
Niyaparli Cultural Safety Induction (NCSI) eLearning (preferable Day 1) - The Yarning Session (within first 2 weeks of commencement) - Assessment (HR to follow up)	New team member	

Steps completed successfully

Signed (Manager)_____
Date