Policy Number: 012
Staff Orientation and Induction
(including Welcome Manual)

July 2015
Policy

The Mental Health Commission of NSW is committed to providing all new and returning staff and contractors with a comprehensive and standardised orientation and induction.

The purpose of this policy is to provide a clear direction for staff, contractors and their managers of the Commission’s orientation and induction requirements to enable new staff and contractors to confidently fulfil their duties.

All new staff and contractors, including those resuming duty after leave of more than 12 months, regardless of role description, are to participate in the Commission’s Orientation and Induction Program. This Program includes formal and informal processes to assist the effective and smooth transition of a new staff member or contractor into the Commission, their team and work role. Staff and contractors at the Commission must comply with the policy and procedures. Staff members and contractors inducting volunteers should consider using this policy and procedure for guidance.

Procedure

The Commission’s Orientation and Induction Program consists of:

1. Self directed learning through the Welcome Manual (attached at Appendix A)
2. A physical Orientation of the Commission building and grounds and “meet and greet”
3. An Orientation to the Commission, including its values, organisational structure and policies and procedures
4. An Orientation to the staff member or contractor’s team, including team functions and responsibilities
5. Mandatory training
6. An introduction to the Buddy System, which supports new staff and contractors by partnering them with a “buddy” who offers guidance and shares experiences to support the staff member or contractor in their new role and responsibilities at the Commission.
The Commission’s staff and contractors will:
- Complete mandatory training and any other training as directed by their manager
- Ensure that the staff member requirements of the Welcome Manual are met and that the Staff Member Checklists are signed, completed and sent to the Business Services Coordinator one month after the staff member or contractor’s commencement date.

Business Services Coordinator will:
- Promote and support the Staff Orientation and Induction Policy
- Monitor the implementation of the Policy
- Maintain records of all signed and completed Staff Member and Manager’s Checklists
- Ensure all records are maintained securely and confidentially.

Managers will:
- Ensure that new staff and contractors are given the time and resources to complete the Commission’s Orientation and Induction Program
- Ensure that the manager requirements of the Welcome Manual are met and that the Manager’s Checklists are signed, completed and sent to the Business Services Coordinator one month after the staff member or contractor’s commencement date
- Ensure that new staff and contractors complete any mandatory training as directed in the required time frames.

Commissioner will:
- Ensure that the Policy is implemented.

Further Guidance and Resources
- The Welcome Manual (which includes the Staff Member Checklists) is attached at Appendix A.
- The Manager’s Checklists are attached at Appendix B.
## Welcome Manual

### Appendix A: Welcome Manual

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Mental Health Commission of New South Wales
Policy Number: 012 - Staff Orientation Induction
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1. Welcome to the Mental Health Commission of NSW

Welcome to the Mental Health Commission of NSW (the Commission). This manual has been developed to provide you with some useful information relating to your employment here. The manual should be used to supplement your manager’s and team’s support during your on-the-job orientation and career development at the Commission.

You are encouraged to read this manual online and utilise the links throughout this document to access further information regarding the Commission as well as relevant policies and procedures. The NSW Government, Premier & Cabinet and Public Service Commission websites also contain valuable information relating to your responsibilities as an employee in the NSW Government Service.

This manual contains checklists of information and processes to support your induction at the Commission. A summary of these is provided on page 29 and the three checklists for your completion are located on pages 30-33. Following completion in collaboration with your manager, the checklists should be forwarded to the Business Services Coordinator to be placed on your personnel file.
2. **A message from the Commissioner**

On behalf of all staff, I welcome you to the Commission.

The Commission’s role under its founding legislation is to monitor, review and improve the mental health system and the mental health and wellbeing of the people of NSW. This presents a unique opportunity to make a real difference in the lives of people in NSW who experience mental illness - a group that has been persistently and systematically marginalised both in its access to Government supports and more widely in the community.

The establishment of the Commission on 1 July 2012 represented a pivotal moment of acknowledgement in NSW that mental illness is different. For most people mental illness is episodic and fluctuates in intensity. Its complexities can easily be overwhelmed within the context of a broader public health system focused on acute illness and hospital care. It is not only a health issue, but is also about families, friends, work and communities. This is recognised in the clear legislated authority the Commission has been given to pursue a change agenda across the whole of Government.

The Commission itself is a relatively small organisation. Collaboration with colleagues through networks and working groups is critical to our success. We strive to be inclusive, connected and accountable to the people of NSW who have experience of mental illness. With that in mind I hope that you enjoy your work at the Commission and that you are able to draw upon the enthusiasm and dedication of the team.

Thank you for joining us on this journey. I hope that it will be significant and influential. There is much to do.

**John Feneley**  
NSW Mental Health Commissioner
3. **About the Commission**

The Mental Health Commission of NSW was established by the *Mental Health Commission Act 2012* (the Act) in July 2012 as an independent body for the purpose of monitoring, reviewing and improving the mental health system and the mental health and well-being of the people of NSW.

The Commission reports to the Minister for Mental Health.

The Commission receives its funding from the NSW Government via a NSW Health Grant, which covers operational and staff costs. The Commission does not hold a budget for mental health services.

**Functions of the Commission**

Section 12(1) of the Act states that the Commission’s functions are:

a. to prepare, in consultation with providers of mental health and related services and government agencies, a draft strategic plan for the mental health system in New South Wales for submission to the Minister for approval,

b. to monitor and report on the implementation of the strategic plan,

c. to review and evaluate, and report and advise on, mental health services and other services and programs provided to people who have a mental illness, and other issues affecting people who have a mental illness,

d. to promote and facilitate the sharing of knowledge and ideas about mental health issues,

e. to undertake and commission research, innovation and policy development in relation to mental health issues,

f. to advocate for and promote the prevention of mental illness and early intervention strategies for mental health,

g. to advocate for and promote the general health and well-being of people who have a mental illness and their families and carers,

h. to educate the community about mental health issues, including for the purpose of reducing the stigma associated with mental illness and discrimination against people who have a mental illness,

i. such other functions relating to mental health as may be prescribed by the regulations.

**Principles governing the work of the Commission**

Section 11 of the Act states that the principles governing the work of the Commission are:

a. people who have a mental illness, wherever they live, should have access to the best possible mental health care and support,

b. people who have a mental illness and their families and carers should be treated with respect and dignity,

c. the primary objective of the mental health system should be to support people who have a mental illness to participate fully in community life and lead meaningful lives,

d. the promotion of good mental health and the effective provision of mental health services are the shared responsibility of the government and non-government sectors,

e. an effective mental health system requires:

   i. a co-ordinated and integrated approach across all levels of government and the non-government sector, including in the areas of health, housing, employment, education and justice, and
communication and collaboration between people who have a mental illness and their families and carers, providers of mental health services and the whole community.

**Principles to guide the Commission’s focus**

The Act sets out a broad range of functions for the Commission. The Act also sets the Commission a wide canvas – the mental health and wellbeing of the people of NSW. In setting its future focus, the Commission builds from the expertise and skills of the wide range of organisations with responsibilities to improve the mental health and wellbeing of the people of NSW. In this environment, the Commission has set the following principles to help it prioritise its activities:

1. The activity reflects the uniqueness of the Mental Health Commission’s role
2. The activity is consistent with the Act
3. The activity will support the effective implementation and monitoring of the Strategic Plan for Mental Health in NSW
4. The activity could not be more appropriately completed by others (be they government departments, service providers, peak bodies, advocacy organisations, etc.)
5. The activity requires or contributes to a whole of government and whole of community perspective
6. The activity has a clear connection to improving the mental health and wellbeing of the people of NSW
7. The value of the activity justifies the resources required to undertake it.

**Commission values and behaviours**

The Commission has a set of values and behaviours which guide its internal and external interactions. All Commission staff are expected to abide by and integrate the values and behaviours into their work on a daily basis. Please note that throughout this document, staff refers to Commission employees and contractors unless otherwise indicated. The Commission values are:

- Leadership
- Independence
- Courage
- Integrity
- Innovation
- Hope.

**Support for people who experience mental illness – values and principles**

The Commission has articulated values and principles for the provision of support for people who experience mental illness - Autonomy, Recovery and Community.

- **Autonomy** The right of people to choose support according to their own wishes and preferences.
- **Recovery** The notion that the goal of mental health support should be to make things better, not just to control symptoms.
- **Community** The critical importance of social structures in mental health and the need to maintain social connection during periods of ill health.

**Lived experience**

The Commission is guided by the lived experience of people with a mental illness and their families and carers in the mental health reform process.
People with “lived experience” include those living with mental illness and their families and carers. Depending on the context, it can also refer to suicide attempt survivors and family and friends of survivors or loved ones lost to suicide.

Staff with a lived experience have valuable and unique experiences of mental illness, distress and recovery and an understanding of services and their responsiveness to consumer need. The Commission will empower and support those with lived experience to share their insights and stories in order to improve the mental health system. In particular, the inclusion of and embracing the diversity of the lived experience of Commission staff can help to guide our work and change the stigma surrounding mental illness.

Under section 8 of the Act, the Commissioner or at least one Deputy Commissioner must be a person who has or has had a mental illness. In addition, the Commission encourages applications for positions from people with a lived experience of mental illness, either as a consumer or carer.

**Advisory and Reference Groups**

The *Mental Health Commission Act 2012* establishes a Mental Health Community Advisory Council (see Section 4).

The Commissioner has established the following advisory groups and reference groups to further assist the Commission exercise its functions under the Act:

- Community Sector Reference Group
- Pharmacotherapy in Mental Health Advisory Group
- Research Advisory Group

To learn more about these groups, please refer to the Commission’s [website](#).
4. Commission Structure

Organisation Chart

NSW Mental Health Commissioner
The Commissioner is responsible for exercising the functions of the Commission as defined under the Mental Health Commission Act 2012.

Deputy Mental Health Commissioners
The role of the Deputy Commissioners is to support the Commission and the mental health community by speaking up about the issues that matter to people with a mental illness, their families and carers. The Commission’s work will be informed by the diverse expertise of the Deputy Commissioners, and importantly by the insight of those of our Deputy Commissioners who have a lived experience of mental illness.

Mental Health Community Advisory Council
Consistent with Section 10 of the Mental Health Commission Act 2012, a Mental Health Community Advisory Council has been established to advise the Commission on any mental health issue it considers appropriate or that is referred to it by the Commission. The Minister for Mental Health must ensure that the composition of the Council reflects the diversity of the community and includes representatives of the following groups:

- people who have a mental illness and their families and carers
- mental health service providers
• people living in regional and remote New South Wales
• culturally and linguistically diverse communities
• Aboriginal persons.

To learn more about the Mental Health Community Advisory Council, please refer to the Commission’s website.

**Executive Unit**
This team leads the Commission’s strategic relationships with the NSW Government and other partners to ensure the delivery of mental health reform, ensures the Commission’s effective corporate governance, and supports the Commissioner and Deputy Commissioners. Its functions also cover:
• Strategic projects and advice
• Research
• Law reform
• Coordination, resourcing and management of Commission activity.

**Strategy and Policy**
This team develops the Commission’s perspectives on aspects of mental health support and works with other organisations to advance a positive mental health policy agenda. Its functions cover:
• Strategic engagement to promote the Commission’s goals in areas such as community wellbeing, peer workforce and the positive utilisation of lived experience to advance mental health reform.
• Policy advice
• Knowledge sharing
• Contract management and relationships with non-government partners

**Accountability and Review**
This team monitors and reports on progress with mental health reform in NSW. The team also reviews and evaluates mental health services and programs. Its functions cover:
• Monitoring and reporting
• Reviewing and evaluating services and programs

**Communications and Stakeholder Relations**
This team manages the Commission’s events, publications, media, and outreach activities with community and specialist groups. Its functions cover:
• Strategic communications
• Stakeholder engagement
• Media, public profile
• Event management
• Corporate identity
• Website management
• Social media management
• Publications

**Business Operations**

This team manages the Commission’s financial, audit, human resources, operations, facilities and support functions. Its functions cover:

• Human resources
• Finance
• IT and communications
• Reception
• Facilities management
• Records management
• Administrative support
5. Working at the Commission

Workplace culture

The Commission is a people-focused organisation and has a lot of pride in its staff and the communities it serves. We strive to be inclusive, connected and accountable to the people of NSW who have experience of mental illness. We aim to provide a safe and enjoyable working environment, with opportunities for training and development, and a culture of commitment, respect and mutual support for each other.

Code of Conduct

The Commission’s Code of Conduct requires certain standards of ethical and professional conduct from everyone working here, in any capacity. It details the outcomes we are committed to, and the behaviours which are unacceptable and will not be tolerated.

You are required to read and sign the Code of Conduct in your first week at the Commission. By signing the Code of Conduct you agree to abide by it. Serious breaches of the Code will be deemed misconduct and may lead to disciplinary action, including dismissal. If you have any questions, please talk to your manager.

Conditions of employment

The following information is relevant for staff employed under the Government Sector Employment Act 2013.

The Commission utilises the delegation provided by the Secretary of the Ministry of Health to the Commissioner for its human resources functions including the recruitment of staff and management of industrial issues. As a result of this delegation, the Commission adopts the employment policies of the NSW Ministry of Health.

As an employee of the Commission and a NSW Public Servant your employment conditions and responsibilities are contained within the following sources:

- Government Sector Employment Act 2013
- Crown Employees (Public Service Conditions of Employment) Award 2009
- SES Guidelines (For Senior Executive Service employees)

The NSW Government Personnel Handbook provides detailed information concerning conditions of employment for NSW Government Service employees.

Salaries

Commission employees are paid on a fortnightly basis through FACS Business Services, our shared services provider. You will be allocated a FACS Business Services SAP user name and password, which allows you to log in to set up and amend your personal details for payroll purposes.

You can use SAP to access information about your pay including payslips, annual Payment Summaries (formerly known as Group Certificates), main bank account details, deductions, allowances, leave balances and other information. During your first week you will be shown how to access salaries information through FACS Business Services.

Flexible working hours

Commission employees are contracted to work 35 hours per week, Monday to Friday. The Flexible Working Hours agreement provides an opportunity for employees to work in excess of 210 hours per six week settlement period and accrue “flex time”. All employees must seek approval from their manager to take flex time which will be considered and approved by their manager in line with operational requirements.

Please read the Flexible Working Hours Agreement for more details.

All employees are required to complete Flex sheets. Core hours comprise a 7.30-9.30am start time and 3.30-6.30pm finish. Please discuss any planned variations to your start and finish times with your manager in advance to ensure that adequate service is available. Early or late arrivals and departures as well as extended lunch breaks must be approved by your manager. For ongoing part-time staff, flexible working hours also apply, with entitlements accrued and taken on a pro rata basis.

Leave provisions

Information on employee leave provisions is available via the Public Service Commission Employment Portal. These are summarised in the Commission’s Leave Policy.

Below is a summary of common leave arrangements processed through FACS Business Services.

Recreation leave

Recreation leave accrues at the rate of 20 days per year with a maximum accrual up to 35 days (30 days from 1 July 2015). Employees may be directed by their manager to take recreation leave accrued in excess of 35 days (30 days from 1 July 2015) Non-Executive employees receive an annual leave loading which is paid once a year. Employees may request this to be paid on the first occasion they take two weeks recreation leave or to be paid automatically in the first pay of December each year. Employees can request to receive recreation leave pay in advance for any leave taken.

Sick leave

Sick leave provision accrues to a maximum of 15 days per annum. Certificates of Capacity are required when an absence of more than two consecutive work days occur. The Managing Sick Leave Policy indicates that an employee’s leave history will be reviewed when two or more cumulative days of unsupported absences occur in a 12 month period.

Other leave options

There are several other leave options available to employees such as Parental Leave, Carers’ Leave, Study Leave, Family and Community Services Leave, Military Leave, Special Leave and Leave Without Pay. Please refer to the Public Service Commission Employment Portal for further information.

Contractors

Contractors should refer to their labour hire firm for information relating to their conditions of employment, salaries, hours of work and leave provisions. Contractors, like permanent staff, are encouraged to take leave where appropriate, which will be considered and approved by their manager in line with operational requirements. While the Flexible Working Hours agreement is not available to contractor staff, contractors should discuss any proposed flexible working hours arrangement with their manager, which will be considered and approved by their manager in line with operational requirements.
Work Health and Safety

The work health and safety of all workers and visitors to the Commission is of utmost importance. The Commission aims to prevent injuries and ill health from occurring in the workplace by identifying and eliminating associated risks. Work health and safety (WHS) principles are continuously incorporated into all facets of the Commission’s business planning and operational activities. The Commission’s policy on Work Health and Safety can be found here. The Commission’s WHS statement of commitment can be found at Appendix A of this Manual.

In order to implement the general provisions of the Commission’s WHS policy, the Business Operations team provides routine training on WHS and information on safe work practices, ergonomics, and reporting and recording of hazards, risks and incidents.

WHS is a regular standing item on the agenda for fortnightly staff meetings at the Commission, where staff is given the opportunity to raise concerns, express their views and contribute to decision making processes relating to WHS, as well as be informed about WHS updates.

More information can be found on the WorkCover NSW website at www.workcover.nsw.gov.au.

Employee Assistance Program

The Commission has an employee assistance program (EAP) which provides early intervention strategies for staff and contractors (and their families) in order to assist them to identify and resolve professional, personal, health or work-related issues.

To arrange a confidential counselling session contact Converge International on 1800 337 068. This is a 24-hour toll free number or you can access their website. Consult the Commission’s EAP Policy for further information or contact the Business Services Coordinator.

Staff performance and development

The Commission seeks to align its workforce capabilities with performance and organisational objectives. Consistent with section 67 of the Government Sector Employment Act 2013, the Commission has a Staff Performance and Development System that meets the essential elements set by the Public Service Commissioner and is aligned to the 2013 NSW Public Sector Performance Development Framework.

The Staff Performance and Development System supports Commission staff and contractors to reach their full career potential through:

- A formal Performance Agreement and Development Plan agreed on an annual basis with their manager, with key activities/targets aligned with the Public Sector Performance Development Framework capabilities, the Commission’s Business Plan, role descriptions and the Commission’s values;
- Six monthly and annual formal performance reviews with their manager to reflect on achievements and track progress against performance and development targets in their Performance Agreement and Development Plan; and
- Regular two-way informal and formal feedback.

Read more about the Staff Performance and Development System here.

Buddy system

The Commission has a buddy system in place to support new staff members in adjusting to the Commission culture and engage them at a pace that is productive and effective. A buddy partners with a new staff
member during their employment transition to offer guidance and share experiences to support them in
their new role and responsibilities at the Commission. Your buddy will be a source of information on the
operation of the Commission, policies and procedures and the work environment and will meet with you
during your first week at the Commission.

**Workplace wellbeing**
We aim to foster a safe and enjoyable working environment, with a culture of collaboration and respect.

Additionally, the wellbeing of everyone working at the Commission must be of the highest priority, as we
must be leaders of best practice for workplace environments. If you have any issues or concerns, please
speak to your manager.

The Workplace Wellbeing Framework Working Group develops and guides a variety of workplace wellbeing
activities within the Commission.

**Other employment related policies**
To access other employment related policies, which apply to all staff, click on the links below:

- [Flexible work practices](#)
- [Staff Orientation and Induction](#)
- [Grievance – Effective Workplace Resolution](#)
- [Staff Recruitment and Selection](#)
- [Injury Management and Return to Work](#)
6. Working in the NSW Government Service

The Government Sector Employment Act 2013 (GSE Act) established a new legal requirement for all people employed in the NSW Government sector to act ethically and in the public interest.

The NSW Government Service represents approximately 11% of the total NSW workforce making it the largest employer in Australia. The NSW Government service works to deliver services to support the NSW Government’s priorities which are set out in NSW 2021: A Plan to Make NSW Number One.

The NSW Public Service Commission website provides comprehensive information about its role and strategic direction for 2012-2015. The NSW Public Service Commission’s vision is a highly capable public sector workforce characterised by a culture of integrity, trust, service and accountability.

The NSW Mental Health Commission is committed to being an ethical and professional workplace. Relevant Commission policies, which affect all Commission staff (including contractors), include:

- Conflicts of Interest and Gifts and Benefits Policy
- Corrupt Conduct – Reporting to ICAC Policy
- Fraud Control Policy
- Lobbyist - Code of Conduct Policy

The Public Service Commission’s publication Behaving Ethically: A Guide for NSW Government Sector Employees supports the Ethical Framework for the NSW government sector, which requires all government sector employees to conduct themselves in ways that demonstrate the core values of integrity, trust, service and accountability. The Guide is designed to help government sector employees and other working in the government sector, such as contractors, better understand the obligation to act ethically and in the public interest.

The Commission’s Public Interest Disclosures Policy outlines the process to ensure that reports of wrongdoing relating to corruption, serious and substantial waste, maladministration and misuse of government information are treated appropriately and that staff who report wrongdoing will be protected from reprisal.

The Commission complies with the Government Information (Public Access) Act 2009 (GIPA Act), which aims make government information more readily available by creating a positive onus on agencies to release information. The Commission is committed to releasing information to the public unless there is an overriding public interest against disclosure of that information. For more information on the GIPA Act and the Commission’s responsibilities in this area, see the Commission’s Public Access to Commission Information Policy.

Please ensure that you read and understand these documents.

Equity and diversity in the NSW Government sector is a priority under the GSE Act. The GSE Act preserves the focus on existing diversity groups (Aboriginal people, women, people from culturally and linguistically diverse backgrounds, and people with disability), but also provides flexibility to encompass a broader spectrum of diversity, including mature workers, young people and carers. For further information on equity and diversity, see the Public Service Commission website.

For more information on being a NSW Government Service employee, please refer to the NSW Personnel Handbook.
The [NSW Parliament website](http://www.parliament.nsw.gov.au) provides information regarding the structure and operation of the NSW Government.
7. Emergency and Security Information

Emergency
Staff should dial **000 (Triple 0)** in an emergency.

The assembly location for all evacuations is the car park next to the Commission / Building 11 – evacuation assembly area C.

First Aid
First Aid Officer
Elizabeth Story
PH: (02) 9859 5201

Second First Aid Officer
Neda Dusevic
PH: (02) 9859 5206

Location of First Aid Kit
Main kitchen – Ground Floor

Security
For matters relating to the security of building premises during business hours, contact the Gladesville Facilities Manager on 0457 535 118 or 0410 449 443. Outside business hours, contact Gladesville Hospital Security on (02) 9816 8175 or 0450 766 946.

For all other security matters, contact Gladesville Police on (02) 9879 9699 or dial 000.
Evacuation assembly area

To City

Our evacuation area

Our Building 11

To Gladesville shops
8. **Commission location and local surrounds**

The Commission is located within NSW Health grounds at Gladesville Hospital. Click [here](#) for a summary of the history of the Gladesville Hospital grounds.

**Acknowledgement of country**

Aboriginal people lived for thousands of years in the area that is now called the City of Ryde. At the time of European arrival at Sydney Cove in January 1788, the Wallumedegal or Wallumatagal people were the traditional owners of the land in the Ryde area. See the Ryde Council website for more information.

Acknowledgement of country occurs at the commencement of all significant Commission meetings, including fortnightly staff meetings.

**Contact details**

**Physical Address:**
Mental Health Commission of NSW  
Building 11, Shea Close, Gladesville Hospital  
Victoria Road, Gladesville, NSW 2111

**Note:** The Main Gates to Gladesville Hospital open at 6am and close at 7pm Monday to Friday. They are closed on Saturday and Sunday with the only entrance being Gate 2 off Punt Road.

**Postal Address:**
Mental Health Commission of NSW  
Locked Bag 5013, Gladesville, NSW 1675

**T:** 02 9859 5200  
**F:** 02 9859 5251  
**E:** mhc@mhc.nsw.gov.au  
**W:** [www.nswmentalhealthcommission.com.au](http://www.nswmentalhealthcommission.com.au)

**Internal contact list**

The internal contact list is [here](#).

**Getting to the Commission**

**Walking**

**Cycling** – please consult this [cycleway finder](#).

**Bus** – there are bus stops on Victoria Rd. On the hospital side, the bus stops are for travellers heading away from the city towards Ryde and Parramatta. On the other side of the road, the bus goes to the city.

**Driving** - From the city (south) turn left about 100m after the Crown Street traffic lights. Or, from the north, turn right at Crown Street, take the right turn into Crown Close and enter the Hospital grounds through the side gate and the cemetery. Another approach is to turn right at Punt Road and drive through the Hospital grounds. Parking is available just beyond Building 11. There are usually spaces available before 9am. Other parking is available in the hospital grounds. Please do not park in areas that are not marked for parking or on the grass.

**Ferry** - The F3 Parramatta River Ferry runs between Parramatta and Circular Quay, stopping at Huntleys Point wharf.
Local surrounds

Cafe Cornucopia - A short five minute walk within the hospital grounds. PH: (02) 9816 0341

Shopping and services - The closest shopping centre, which has a Post Office, banks, chemist and supermarket, is at Gladesville, a 10-15 minute walk north along Victoria Road.

Walking and other exercise - There are several walks on the hospital grounds that you can do within your lunch break, including the foreshore around Bedlam Bay.

Historical walks - Friends of Gladesville Hospital hold occasional guided walks around the grounds. They can be contacted through their Facebook page.
9. **Commission stakeholders**

**Minister for Health and Minister for Medical Research**  
The Hon. Jillian Skinner, MP

**Minister for Mental Health, Assistant Minister for Health**  
The Hon. Jai Rowell, MP

**Our partners**  
The Commission funds the following key mental health organisations on behalf of the NSW Government:
- NSW Consumer Advisory Group – Mental Health Inc.
- Mental Health Carers ARAFMI
- Mental Health Association NSW
- beyondblue

If relevant to your employment at the Commission, visits to our non-government organisation partners can be arranged as part of your induction.

**Mental health service providers**  
[Link](#) peak body for mental health service providers.

**Aboriginal organisations**  
[Link](#) NSW Government stakeholders

The Commission sits within the [Health](#) cluster, one of nine administrative clusters of the NSW Government.

Key NSW Government departments are:
- [Ministry of Health](#) and its [Local Health Districts](#)
- [Department of Education and Communities](#)
- [Department of Justice](#)
- [Department of Family and Community Services](#) and its [Districts](#)

**Medicare Locals**  
Click [here](#) for a list of the 20 Medicare Locals (soon to become Primary Health Networks) across NSW.

**National stakeholders**  
[Link](#) [peak](#)
10. Business Support Services and Travel

Business Support Services
Reception operating hours are 9am to 5pm.

Swipe card access
You will be given a swipe card to provide you with building access.

Telephone
You will be provided with a telephone and a direct phone number. Instructions on how to use the telephone system, including how to transfer calls, set up voicemail, retrieve messages, etc. can be found here. The standard telephone greeting is: ‘Good morning/afternoon, Mental Health Commission of NSW, [your name] speaking. How may I help you?’

IT support
First Focus is the IT provider for the Commission. They can be contacted on: email: support@firstfocus.com.au or phone: 1300 556 531.

The Commission’s Use and Management of Misuse of Communication Systems Policy states that all staff must be efficient, economical and ethical in their use and management of public resources, including communication devices and systems. Please ensure you read and understand this Policy.

Printer and fax
The Commission aspires to be a paperless office in accordance with NSW Government directions. Please use electronic processes and digital storage as much as possible. Information on how to use the printer (including scanning documents) and fax can be found here.

Records management
The Commission policy on Records Management can be found here.

Office supplies
Staff should consult with the Business Services Coordinator, Business Operations to place an order for office supplies.

Petty cash
Small purchases (such as train fares or parking fees) may be made with petty cash. Prior approval is required to incur an expense, with a limit of $200. On approval, staff may purchase goods out of their own pocket and seek reimbursement, or a cash advance from petty cash may be sought. Staff must obtain a receipt/tax invoice and submit a completed petty cash docket within a month of the expense being incurred.

Travel
Staff should refer to the Commission’s Official Travel within Australia and Overseas Policy for specific procedures relating to the purchase of travel. All official travel bookings must be made through the Executive Support Officer.

Teleconferencing and videoconferencing should be explored prior to considering official travel. Wherever possible, public transport will be the first transport option for staff for local travel. The Commission has four OPAL cards are available via Reception for staff use. Where it is impractical or uneconomical to use other methods of transport, CabCharge vouchers may be used by staff. Managers may be issued with a Cabcharge card to be used for official business.
11. Commission facilities

Meeting spaces
There are several meeting rooms available for use at the Commission which can be booked via the Microsoft Outlook Calendar.

At the conclusion of the meeting, please ensure the room is cleared, windows are closed and any air conditioners, lights, projectors are turned off.

Quiet space
Sometimes it can be difficult to focus on your individual work tasks in the busy open plan office environment of the Commission. From time to time, you may need some space to concentrate. The Quiet Room, which is located next to the large meeting room, can be booked via the Outlook Calendar. As there is only one Quiet Room at the Commission, please be considerate to others and limit your bookings to a few hours. Another option to minimise noise and disruptions while you are working include the use of noise-cancelling head phones. Reception holds three sets of noise-cancelling headphones for staff use. If you wish to borrow a pair of head phones for your work, please see Reception.

Teleconferences
Teleconferencing equipment is available in all meeting rooms. For assistance on setting up and using the equipment for the first time, please contact the Business Services Coordinator. Instructions on teleconferencing can be found here.

Videoconferences
Videoconferencing equipment is available in the large meeting room, and a portable A/V unit is available for use in the adjoining breakout room. For assistance on setting up and using the equipment for the first time, please contact the Business Services Coordinator. Instructions on videoconferencing can be found here.

Library
The Commission has a library located in the corridor leading off the entry hall. Staff also have access to the NSW Ministry of Health online library and the hard copy library at 73 Miller Street, North Sydney.

Kitchens
The main kitchen is located on the ground floor. Kitchen amenities include a fridge, toaster, kettle, microwave, crockery and cutlery. There is another, smaller kitchen off the Play Room, which is opposite the downstairs photocopier.

Common room and veranda
The common room and veranda are located on the ground floor near the kitchen and can be used for lunch breaks. Suggested activities during your lunch break are at Appendix C.

Bathrooms and shower
Two toilets are available outside on the ground floor, one of which is an accessible toilet, as well as upstairs near the Commissioner’s office. There is a shower in the women’s bathroom upstairs, which has a lockable door.
12. **Commission Communications**

All Commission correspondence must meet the standards and guidelines set out in the Commission’s Correspondence Management Policy, Writing Style Guide and Guide to Writing Briefs located [here](#). Standard templates for briefs, reports, project plans, Ministerials and letterhead can be found [here](#).

**Calendars**

Please share your Outlook calendar with team members as appropriate. If you are attending an event, or come across something of interest to the Commission please email events@mhc.nsw.gov.au for inclusion in the NSW Mental Health Commission Events Calendar. For access to the Events Calendar, please contact the Communications Officer.

**File notes and CRM**

Please complete file notes following an event or meeting and email the Trim Reference within one week to events@mhc.nsw.gov.au. The file note template is saved in Trim under TD14/11. Please add/update the contact details and activity log, with the file note TRIM Reference, of new or existing stakeholders into the Commission’s Customer Relationship Management (CRM) system. For activity log instructions see TRIM TD15/47.

**Branding style**

The Commission has a logo and distinct visual identity to convey its objectives and values to its stakeholders, outlined in the Branding Style Guide within the Commission’s Corporate Identity Policy. The Branding Style Guide also provides detail on the correct format for Commission email signatures.

**Recovery Oriented Language**

The Commission encourages the use of recovery oriented language in its external and internal communications to convey hope and optimism and promote a culture that supports recovery from mental illness. The Mental Health Coordinating Council has developed a [Recovery Oriented Language Guide](#) which you may find a useful reference.

**PowerPoint presentations**

The Commission has a [powerpoint presentation template](#) and also has a set of pre-prepared slides with resources from the Living Well Report that can be copied and pasted into new presentations. Resources include: 8 personal story videos; photos and quotes from each story within the Report; infographics from each chapter; word clouds from each Journey; and instructions for use. Please send any external presentations to the Senior Communications Advisor, Publications a few days before your presentation, for assistance.

**Newsletter**

The Commission publishes a monthly online newsletter. Past issues can be found on the [website](#).

**Social media**

The Commission has several social media accounts including Twitter, Facebook and LinkedIn managed by authorised Communications and Stakeholder Relations staff.

Please refer to the Commission’s [Social Media Policy](#) for guidance on how you can use social media to promote the work of the Commission.

Please feel free to retweet, like or share Commission social media posts to your friends and followers.
Media enquiries
Please promptly refer any enquiries from the media to the Manager, Communications and Stakeholder Relations.

Website
The Commission’s website is managed by authorised Communications and Stakeholder Relations staff. Please contact the Manager, Communications and Stakeholder Relations to request website content to be added, deleted or modified.
## 13. Induction checklists

<table>
<thead>
<tr>
<th>Checklist</th>
<th>Responsibility</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Staff Member System Access Request</td>
<td>Manager</td>
<td>Prior to Day 1</td>
</tr>
<tr>
<td>Manager’s Checklist 1</td>
<td>Manager</td>
<td>Prior to Day 1</td>
</tr>
<tr>
<td>Manager’s Checklist 2</td>
<td>Manager</td>
<td>Day 1</td>
</tr>
<tr>
<td>Staff Member Checklist 1</td>
<td>Staff member</td>
<td>Day 1</td>
</tr>
<tr>
<td>Manager’s Checklist 3</td>
<td>Manager</td>
<td>Week 1</td>
</tr>
<tr>
<td>Staff Member Checklist 2</td>
<td>Staff member</td>
<td>Week 1</td>
</tr>
<tr>
<td>Manager’s Checklist 4</td>
<td>Manager</td>
<td>Month 1</td>
</tr>
<tr>
<td>Staff Member Checklist 3</td>
<td>Staff member</td>
<td>Month 1</td>
</tr>
</tbody>
</table>

All completed checklists must be returned to the Business Services Coordinator one month after your commencement date.
## Staff Member Checklist 1

<table>
<thead>
<tr>
<th>Day 1: Activity</th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have met with my Manager</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>I have met my team members and other key contacts in the Commission</td>
<td></td>
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<tr>
<td>I have been shown the Building amenities e.g. toilets, kitchen area, common room, meeting rooms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I have received my Building Access Card and have been made aware of security procedures and building access times</td>
<td></td>
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<tr>
<td>I have received my SAP user name and password and have been shown how to navigate the SAP online system</td>
<td></td>
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<tr>
<td>I can log in to my computer, can access email, relevant databases, intranet and Commission internet sites</td>
<td></td>
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<tr>
<td>I have received a copy of the Code of Conduct to sign</td>
<td></td>
<td></td>
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<tr>
<td>I have received a copy of my role description to sign</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>I have been introduced to staff in Business Operations and completed all relevant employment forms</td>
<td></td>
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<tr>
<td>I am aware of emergency and evacuation procedures and the area wardens, location of first aid kit and first aid officer</td>
<td></td>
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<tr>
<td>I have been shown the incident or near miss report template and record of health or safety issue report template. I also understand my work health and safety responsibilities</td>
<td></td>
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<tr>
<td>I know where supplies, stationery, photocopier, printer, scanner and fax are located</td>
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<tr>
<td>I need to ask my manager about the following matters:</td>
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</tbody>
</table>

Answered (Y/N)

<table>
<thead>
<tr>
<th>Staff Member’s Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
### Staff Member Checklist 2

<table>
<thead>
<tr>
<th>Week 1: Activity</th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have been supported to learn about the:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- NSW mental health system</td>
<td></td>
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<tr>
<td>- Importance of lived experience of people with mental illness in mental health</td>
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<td>reform</td>
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<tr>
<td>- TRIM</td>
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<tr>
<td>- CRM</td>
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<tr>
<td>- Cultural and Diversity Respect Program</td>
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<tr>
<td>I have met with the Commissioner</td>
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<tr>
<td>I have read the <em>Mental Health Commission Act 2012, Commission Business Plan</em></td>
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<tr>
<td>and any other key publications relevant to my position</td>
<td></td>
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<tr>
<td>I have been briefed about the role and functions of my team</td>
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<tr>
<td>I have been invited to visit our key partner organisations and understand how</td>
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<tr>
<td>their work relates to my role and that of the Commission</td>
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<tr>
<td>I have read and understand the following Commission policies:</td>
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<tr>
<td>- Conflicts of Interest and Gifts and Benefits Policy</td>
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<tr>
<td>- Corrupt Conduct – Reporting to ICAC Policy</td>
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<tr>
<td>- Fraud Control Policy</td>
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<tr>
<td>- Lobbyist - Code of Conduct, Management and Corruption Allegations Policy</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>- Equity and Diversity</td>
<td></td>
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<tr>
<td>I have read, understood and signed a copy of my role description</td>
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<tr>
<td>I have read, understood and signed the Code of Conduct</td>
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<tr>
<td>I have read the NSW Public Service Commission’s Ethical Framework and the</td>
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<tr>
<td>Commission’s Public Interest Disclosures Policy</td>
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<tr>
<td>I have accessed the NSW Personnel Handbook</td>
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<tr>
<td>I have been shown the Library and has been briefed about my access to the</td>
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<tr>
<td>Ministry of Health Library</td>
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<tr>
<td>I have been briefed about the different levels of delegation within the</td>
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<tr>
<td>Commission and the engagement of consultants / contractors and been provided</td>
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<tr>
<td>with a copy of the Commission’s Procurement Policy</td>
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<tr>
<td>Flex time has been explained and I’ve been shown how to complete a Flex sheet</td>
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<tr>
<td>I have read and understood this Welcome Manual</td>
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<tr>
<td>I understand my recordkeeping responsibilities</td>
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<tr>
<td>Week 1: Activity</td>
<td>Yes</td>
<td>No</td>
<td>NA</td>
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<tr>
<td>I understand policies and procedures in relation to purchasing, CabCharge use,</td>
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<tr>
<td>petty cash, and travel (where relevant)</td>
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<tr>
<td>I have been informed about Commission committees such as the Workplace</td>
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<tr>
<td>Wellbeing Committee</td>
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<tr>
<td>I need to ask my manager about the following matters:</td>
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<tr>
<td>Answered (Y/N)</td>
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</table>

Staff Member's name | Signature | Date |
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Staff Member Checklist 3

### End of Month 1: Activity

<table>
<thead>
<tr>
<th>Activity</th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
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</thead>
<tbody>
<tr>
<td>I have discussed performance and development planning with my manager and have drafted a performance management and development plan</td>
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<tr>
<td>I know how to prepare the following correspondence:</td>
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</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>Answered (Y/N)</th>
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</thead>
<tbody>
<tr>
<td>My manager has discussed the Commission’s Business Plan and my team’s plan and their relevance to my job, e.g.</td>
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<table>
<thead>
<tr>
<th>Activity</th>
<th>Answered (Y/N)</th>
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</thead>
<tbody>
<tr>
<td>I need to ask my manager about the following matters:</td>
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</table>

**Note:** Send a completed copy of the Staff Member Induction Checklists to the Business Services Coordinator.

**After 3 months with the Commission**

By your three month anniversary with the Commission you should aim to have met with your manager to discuss and complete your Performance Management and Development Plan.
Appendix A: WHS Statement of Commitment

A safe and healthy workplace

The Mental Health Commission of NSW is committed to maintaining a safe and healthy working environment for workers and visitors to the Commission, in accordance with Work Health and Safety legislation, Codes of Practice and Australian Standards. The objectives of the Commission’s Work Health and Safety Policy are to minimise workplace physical and psychological injuries and illnesses of Commission workers.

Our workers are anyone who carries out work for the Commission, including staff, contractors, volunteers, subcontractors, the employees of contractors and subcontractors, consultants, Community Advisory Council members, Commission advisors, Commission partners, students and trainees.

The Commission will consult with workers and their representatives on health, safety and welfare matters to ensure that our work health and safety risk management is a continuous process that is of the highest standard. We will take all reasonable actions to prevent injury and illness from occurring.

Incidents will be reported to WorkCover NSW in accordance with the law.

Executive responsibility

The Commission’s Executive will take all reasonable steps to promote and maintain the workplace health, safety and welfare of workers and visitors to the Commission. This includes keeping under review work health and safety programs and strategies to prevent workplace injuries and illnesses, including both physical and psychological, and continually improving the safety culture of the Commission.

Specific responsibilities

a) Workers and Visitors to the workplace have a duty to:

- Take reasonable care for their own health and safety
- Take reasonable care that their actions do not harm the health and safety of others
- Follow any reasonable instruction that is given to ensure health and safety.

Also, workers must cooperate with any reasonable policy or procedure.

b) Managers will:

- Take actions necessary to maintain a safe workplace, which is fundamental to effective workplace management, and report to more senior managers any work health and safety issues that cannot be resolved within their level of delegation
- Act quickly on matters raised by workers, WorkCover NSW or other entry permit holders
- Implement work health and safety policies, programs and procedures in their areas of control and reinforce safe workplace practices
- Ensure that workers receive on-going supervision and are trained in safe work practices and know who to use work health and safety reporting/recording systems, e.g. to report incidents and near misses
- Ensure that workers are consulted on issues which affect their health and safety and that any concerns they may have are addressed promptly. Workers will be given a reasonable opportunity to express their views relating to a health and safety matter and have their views taken into account.
Work Health and Safety Program
In order to implement the general provisions of the Commission’s Work Health and Safety Policy, a program of activities and procedures will be supported, continually updated and effectively carried out.

Commissioner’s signature
Mental Health Commission of New South Wales

Date

End of Welcome Manual
Manager’s Guide for Inducting New Staff

<table>
<thead>
<tr>
<th>Staff Member’s Name:</th>
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</thead>
<tbody>
<tr>
<td>Role Title:</td>
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<tr>
<td>Start Date:</td>
<td></td>
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<tr>
<td>Team:</td>
<td></td>
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<tr>
<td>Telephone No:</td>
<td></td>
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<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Manager’s Name:</td>
<td></td>
</tr>
<tr>
<td>Location:</td>
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</tbody>
</table>
Manager’s Guide for Inducting New Staff

Dear Manager

We only get one chance at creating a positive experience for new staff\(^1\) to the Commission. You have already started that journey during the Recruitment process, but it does not stop here. Your delivery of a relevant and well structured induction plan will play a critical part in helping your new staff members to give their best to the Commission.

You have a critical role to play during the induction of new team members and your demonstrated interest and participation in their induction will assist your new team member to feel valued, excited and confident that they have made the right decision about joining the Commission.

This guide and the accompanying Welcome Manual have been developed to assist you in this endeavour. Both documents contain checklists of required processes and ways to help you create the best possible start for your new staff member (A summary of these checklists is provided below).

**Note:** There are a number of tasks that require completion prior to the start date of your new staff member.

You may wish to delegate the co-ordination of some parts of your new team member’s induction program to another person e.g. an ‘induction buddy’. However, it is important that you as their manager monitor the induction process to ensure that key policies such as Code of Conduct and Work Health & Safety have been read and understood. More importantly your direct involvement in the induction program sets the tone for your ongoing working relationship by promoting effective communication and the Commission’s core values of Leadership, Independence, Courage, Integrity, Innovation and Hope.

**Note:** Please return the completed checklists to the Business Services Coordinator one month after the new starter commences.

---

\(^1\) Staff refers to Commission employees and contractors unless otherwise indicated.
**Induction checklists**

This guide and the accompanying Welcome Manual contain checklists of required processes to support the induction of your new staff member at the Commission. A summary of these checklists is provided below and the four checklists you are required to complete start on the following page.

<table>
<thead>
<tr>
<th>Checklist</th>
<th>Responsibility</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>New User Set-Up Request</td>
<td>Manager</td>
<td>Prior to Day 1</td>
</tr>
<tr>
<td>Manager’s Checklist 1</td>
<td>Manager</td>
<td>Prior to Day 1</td>
</tr>
<tr>
<td>Manager’s Checklist 2</td>
<td>Manager</td>
<td>Day 1</td>
</tr>
<tr>
<td>Staff Member Checklist 1</td>
<td>Staff member</td>
<td>Day 1</td>
</tr>
<tr>
<td>Manager’s Checklist 3</td>
<td>Manager</td>
<td>Week 1</td>
</tr>
<tr>
<td>Staff Member Checklist 2</td>
<td>Staff member</td>
<td>Week 1</td>
</tr>
<tr>
<td>Manager’s Checklist 4</td>
<td>Manager</td>
<td>Month 1</td>
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<tr>
<td>Staff Member Checklist 3</td>
<td>Staff member</td>
<td>Month 1</td>
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</tbody>
</table>

All completed checklists must be returned to the Business Services Coordinator one month after the staff member’s commencement date.
Manager’s Checklist 1:  (for completion prior to Day 1)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
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</thead>
<tbody>
<tr>
<td>The Business Services Coordinator has been provided with the Recruitment file including the approved Recommendation Report</td>
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<tr>
<td>A formal Letter of Offer has been signed by the new employee and returned to the Business Services Coordinator</td>
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<tr>
<td>The Business Services Coordinator has been advised of the agreed start date</td>
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<tr>
<td>A workstation / office has been prepared</td>
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<tr>
<td>A computer is available and is connected</td>
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<tr>
<td>A New User Set-Up Request has been completed to ensure IT access to relevant information and software</td>
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<tr>
<td>Key information directories and organisational documents have been arranged</td>
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<tr>
<td>Colleagues are aware of the new staff member’s role in relation to their respective roles and responsibilities</td>
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<tr>
<td>A work colleague has been selected and has agreed to act as a support person “buddy” for the new staff member</td>
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<tr>
<td>Time is diarised during their first week for the new staff member to commence their induction</td>
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</tbody>
</table>

Manager’s Name  Signature  Date
Manager’s Checklist 2 (for completion on Day 1)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
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</thead>
<tbody>
<tr>
<td>Manager, or a ‘buddy’ is available on the morning the new staff member arrives to meet them at Reception</td>
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<tr>
<td>The staff member is shown their workstation and amenities (i.e. toilets, kitchen, common room)</td>
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<tr>
<td>The staff member has been introduced to relevant staff within the Commission</td>
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<tr>
<td>The staff member has been shown how to log on to their computer and access email, relevant databases and intranet/internet pages</td>
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<tr>
<td>The staff member has been provided with the Welcome Manual</td>
<td></td>
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<tr>
<td>The staff member has been given their role description to sign</td>
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<tr>
<td>The staff member has been provided with a Building Access Card</td>
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<tr>
<td>The staff member has been made aware of security procedures e.g. building access times</td>
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<tr>
<td>People with disabilities are aware of the location of accessible toilets and facilities</td>
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<tr>
<td>The staff member has received a workplace safety induction and is aware of emergency and evacuation procedures and the area wardens, location of first aid kit and first aid officer</td>
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<tr>
<td>The staff member has been introduced to staff in Business Operations and completed all employment forms</td>
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<tr>
<td>The staff member has been advised of the WHS policy and procedures and understands their responsibilities regarding WHS including where to locate the incident or near miss report template and record of health or safety issue report template</td>
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<tr>
<td>The staff member has been shown where the stationery supplies, photocopier, printer, scanner and fax machine is located</td>
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<tr>
<td>The staff member has a copy of the Code of Conduct and knows where to find Leave policies and procedures. They also know where to find other employment related policies such as those covering cab-charge use, petty cash, and travel (where relevant)</td>
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</table>

Manager’s Name | Signature | Date

Speak to the new staff member at the end of Day 1 and make an appointment with them (and their buddy) for the morning of Day 2 to run through the Manager’s Checklist 2 and the Staff Member Checklist 1.
## Manager’s Checklist 3: (for completion by end of Week 1)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
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<tbody>
<tr>
<td>The staff member has been supported to learn about the:</td>
<td></td>
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<tr>
<td>- NSW mental health system</td>
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<tr>
<td>- Importance of lived experience of people with mental illness in mental health reform</td>
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<td>- TRIM</td>
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<td>- CRM</td>
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<tr>
<td>- Cultural and Diversity Respect Program</td>
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<tr>
<td>The staff member has met the Commissioner</td>
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<tr>
<td>The staff member has been briefed about the role and functions of their team and how it fits into the Commission’s Business Plan and has been provided with all relevant background material relevant to the position</td>
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<tr>
<td>Confirm the staff member has read, understood and signed the Commission’s Code of Conduct and can articulate the Commission’s values</td>
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<tr>
<td>Confirm the staff member has read, understood and signed their role description</td>
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<tr>
<td>Confirm the staff member has read and understood the:</td>
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<tr>
<td>- Conflicts of Interest and Gifts and Benefits Policy</td>
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<td>- Corrupt Conduct – Reporting to ICAC Policy</td>
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<td>- Fraud Control Policy</td>
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<tr>
<td>- Lobbyist - Code of Conduct, Management and Corruption Allegations Policy</td>
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<tr>
<td>- Equity and Diversity</td>
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<tr>
<td>The staff member has been shown the Library and has been briefed about their access to the Ministry of Health Library</td>
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<tr>
<td>Confirm the staff member has accessed the NSW Public Service Commission’s Ethical Framework and the Commission’s Public Interest Disclosures Policy</td>
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<tr>
<td>Confirm the staff member has read and understood the Welcome Manual</td>
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<tr>
<td>Confirm the staff member has understood their recordkeeping responsibilities including recording mail/documentation in TRIM</td>
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<tr>
<td>The staff member has been briefed about the different levels of delegation within the Commission and the engagement of consultants / contractors and been provided with a copy of the Commission’s Procurement Policy</td>
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<td>The staff member has been instructed on how to access the PSC Employment Portal and the Personnel Handbook</td>
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<tr>
<td>The staff member knows about Commission committees such as the Workplace Wellbeing Committee and has been briefed on the functions and members of these committees.</td>
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<table>
<thead>
<tr>
<th>Manager’s Name</th>
<th>Signature</th>
<th>Date</th>
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TRIM Ref: TD14/84
Make an appointment with the staff member and their buddy at the beginning of Week 2 to discuss the Manager’s Checklist 3 and the Staff Member Checklist 2

Manager’s Checklist 4: (for completion by End of Month 1)

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<tr>
<th>Activity</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Performance agreement and development plan meeting has been booked for three month anniversary</td>
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<tr>
<td>The staff member has been shown how to prepare the following correspondence:</td>
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<tr>
<td>The Commission’s Business Plan and team plan has been discussed with the staff member together with their relevance to the staff member’s role, including:</td>
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Note: Send a completed copy of the Manager’s Induction Checklists to the Business Services Coordinator.

After 3 months with the Commission
By your staff member’s three month anniversary you should aim to have met with them to discuss and complete their Performance Agreement and Development Plan.