

STAFF LEARNING AND DEVELOPMENT POLICY

POLICY OBJECTIVE

This policy enforces Council's commitment to development of a highly skilled and flexible workforce through the opportunities in professional growth and development.

1. POLICY STATEMENT

The intent of this policy is to outline the framework for learning and professional development for staff at the Wentworth Shire Council.

2. POLICY COVERAGE

This policy applies to all areas of Council's operations and covers full time and permanent part time staff.

3. STRATEGIC PLAN LINK

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

4. DEFINITIONS AND ABBREVIATIONS

Term/Word	Definition
Training	Learning and professional development

5. POLICY CONTENT

5.1 Objective 1.3 of the 2017-2021 Delivery Program of Council is to be the best employer we can be. In order to achieve this objective, Council is committed to developing a highly skilled and flexible workforce by providing staff with opportunities in professional growth and development. Learning and development opportunities include, but are not limited to;

- Formal internal and/or external training
- On the job training
- Attendance to seminars and conferences
- Mentoring and coaching
- Project assignments

Staff Learning and Development is broken up into four main categories

Corporate Learning

Corporate learning activities are essential for an employee to participate effectively in the workplace and include:

- Corporate and site induction
- Occupational health and safety
- Code of conduct
- Equal Employment Opportunity

Statutory Learning

Statutory learning activities are those which are an essential requirement to perform specific tasks. These include:

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- Plant and Equipment licences/ certificates
- Legislative qualifications or licences eg. Confined Space Entry
- NSW Construction Induction Card

Job Specific Learning

Job specific learning activities are required for an employee to effectively perform their roles and responsibilities within Council as detailed within the position description. Examples include:

- Industry specific workshops
- Skill base training
- On the job training

Professional Development Learning

Professional Development Learning activities go beyond the skills and knowledge outlined in the position description and will assist employees developing their career and add value to the Council. Examples include:

- Acting in another employee's position
- Seminars and conferences
- Internal/ external courses deemed relevant to the development of the employee
- Specific project or assignment work
- Tertiary qualification

5.2 All Learning and Professional Development funded by Council should be designed to meet:

- a) Corporate objectives established in the Delivery Program and Operational Plan.
- b) Skills and/ or knowledge requirements based on position descriptions and/or succession planning
- c) Statutory licencing and certification requirements

5.3 The General Manager shall ensure that each Director submits an annual training plan that outlines specific training for employees within each Department.

The annual training plan is to:

- a) Be cognisant of the needs of the Workforce Management Plan, Delivery Program and Operational Plan.
- b) Meet statutory, licencing and certification requirements.
- c) Be fully costed for inclusion in the annual budget.

5.4 The General Manager shall ensure that the training needs of each Department are incorporated into the Workforce Management Plan and the costs associated with the identified training are included within the Annual Budget.

Where training has not been included within the Annual Training Plan a separate report to Council is to be provided seeking approval for the training to be funded.

5.5 The General Manager shall determine (on a case by case basis) whether training is to be fully or partially funded by Council and whether funding is to be provided up front or on successful completion.

5.6 The General Manager is responsible for ensuring that all funded training is completed in a timely manner. In the event that an employee is individually funded to undertake specific training and that training is not completed, the General Manager shall determine if the cost of the training is to be recovered from the employee.

6. RELATED DOCUMENTS & LEGISLATION

Nil.

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7. ATTACHMENTS

Nil.

8. DOCUMENT APPROVAL

For Council Policies please use the following, otherwise delete

This document is the latest version of the official policy of the Wentworth Shire Council, as adopted by Council on 18 May 2022. All previous versions of this policy are null and void.

This policy may be amended or revoked by Council at any time.

A PDF copy of the signed document can be accessed from Council's record management system and Reliansys.

Signed:


18 May 2022

General Manager Wentworth Shire Council

Date

