



Policy

26 TRAINING AND DEVELOPMENT POLICY

Version 02

File Reference No: 22.178.1

Strategic Outcome: Good government

Date of Adoption: 20/05/2020

Date for Review: 17/05/2023

Responsible Officer: Enterprise and Risk Manager

1. POLICY STATEMENT

Berrigan Shire Council recognises the importance of training and developing its staff and understands that employees and volunteers are vital to the continued operations and improvement of Council.

Council acknowledges that training and development of staff provides benefits to its employees and volunteers in terms of their overall career prospects for advancement within Council and personal development, as well as being central to the continual improvement of Council's services.

2. PURPOSE

The purpose of this policy is to outline Council's commitment to meeting its obligations under the *Local Government (State) Award 2017*, and to describe the training program, and its objectives for Council's workforce.

3. SCOPE

This policy relates to employment of all staff, councillors and volunteers.

4. OBJECTIVE

This policy is developed to assist Council with the following Workforce Management and Development Plan objectives:

2.1.3.5.2 *Increase the engagement and retention of Council's professional and technically skilled workforce;*

2.2.2.5.3 *Strengthen workplace training and skills*

5. DEFINITIONS

6. POLICY IMPLEMENTATION



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6.1 Identifying Training Needs

Council uses a number of mechanisms to identify training needs. These include:

- Identifying individual training needs through performance review;
- Establishing training programs as part of position requirements, changes in legislation or as part of continual improvement;
- In response to employee requests, following an assessment of the need and benefit to the position and Council.

6.2 Training Budgets

Council's training budgets are established each year to cover regular compulsory training, and identified training needs where possible.

As budgets are limited, alternative avenues to reduce training costs are encouraged. These include accessing funded programs, accessing training within close proximity to the Berrigan Shire, conducting in-house programs and inviting neighbour Councils, and utilising training expertise within Council's workforce.

Where the training need identified is urgent, Council will make every effort to ensure the training program is made available.

6.3 Staff Training Plans

Individual training plans are developed for all staff during the Performance Management Review process. This process allows the Manager to discuss with the employee, areas for improvement, aspirations, career goals and opportunities.

The individual training plan identifies and schedules a program of training that will develop skills and attributes of the employee relevant to their position or future position with the Council.

The Human Resource Services Officer will research appropriate training providers and courses, and will provide information around costs in order for the Manager to establish an accurate training budget, and schedule in accordance with Council's training and development procedures.

6.4 Workforce Management and Development Plan

The Workforce Management and Development Plan (the 'Plan') outlines the workforce development issues facing the Council, and identifies strategies and actions to implement the Shire's four year Delivery Program and Operational Plans.

Actions around training and development of Council's workforce have been identified and included in the Plan. These are broader concepts focused on addressing gaps in professional positions, attracting and retaining staff, dealing with an ageing workforce and establishing succession plans.



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Training to address the actions in the Plan will be scheduled in accordance with budgets, staff availability, course opportunities and Council's training and development procedures.

6.5 Councillor Training and Development

At the beginning of a councillor's term, an individual Councillor Development Plan will be established based on self-assessment and available training opportunities. Councillors will be provided access to internal and external training to assist them in meeting their obligations.

6.6 Volunteer Training

Volunteer training will be provided to registered volunteers of Council's S355 Committees, in accordance with the activities that have been identified and delegated to the Committee, and to assist them in completing their duties safely.

7. RELATED LEGISLATION, POLICIES AND STRATEGIES

- *Local Government (State) Award 2017*
- Berrigan Shire 2027: Workforce Management and Development Plan 2017-2021
- Equal Employment Opportunity Policy
- Work Health and Safety Policy
- Berrigan Shire Council Human Resource Manual