



Employee Development Policy

Version: 1; Adopted: 22 February 2019

1. Intent

This policy aims to provide a framework that fosters Council's capability and flexibility through training and development opportunities on and off the job.

The objectives of this policy are to:

- Improve the ongoing performance and productivity of Council through a competent and confident workforce.
- Facilitate the development of a training plan that matches training and development opportunities to the current and future requirements of Council.
- Ensure that training and development opportunities are provided to all employees in a timely and cost effective manner.

2. Scope

This policy applies to casual, temporary and permanent employees of Council.

3. Framework

Council recognises that employee development is an investment in the skills and knowledge necessary to improve individual competence and organisational effectiveness.

Employee development are those activities undertaken by employees in the course of their employment to increase their skills, expertise and efficiency such as internal and external training, tertiary education, coaching and mentoring, on-the-job training and time with other areas of Council and/or organisations.

Council will provide assistance to employees engaged in relevant and approved training and development. This assistance may be financial or the use of Council time and/or other resources.

At a minimum, the assistance will be in accordance with training and development provisions of the Local Government (State) Award 2017.

Any assistance in excess of the minimum requirement shall reflect the benefit to Council with reference to the Priority for Approval.

3.1. PRIORITY FOR APPROVAL

Wherever possible, available financial and other training resources will be allocated in the following priority:

- a. Training necessary to comply with current and future legislative requirements (e.g. Code of Conduct training or WH&S training).
- b. Training assisting an employee to carry out the duties of their current position.
- c. Training giving an employee additional knowledge and/or skills that will benefit Council.

3.2. OTHER CONSIDERATIONS

Employee development requests may also take into account the following points:

- The strategic and operational needs of Council, including areas of current and future skill shortages.
- The career and personal development needs of the employee.
- The appropriateness of the proposed study and institution to satisfy the needs of the employee and Council.
- The direct and indirect costs to Council.

4. Accountabilities

4.1. GENERAL MANAGER

- Ensure there is an established training plan that promotes and champions the intent and objectives of this policy.
- Ensure managers and supervisors support, manage and consistently apply this policy and its associated procedure within their area.
- Approve training budget and plan.

4.2. MANAGERS AND SUPERVISORS

- Understand this policy and its associated procedure.
- Make available education, information and support regarding the policy and its associated procedure.
- Apply the policy and its associated procedure fairly, reasonably and consistently, including genuinely considers training and development needs of employees and develop training budget in consultation with Human Resources.

4.3. EMPLOYEES

- Understand this policy and its associated procedure.
- Seek information, guidance and support where necessary to understand the policy and its associated procedure.
- Genuinely and respectfully participate in the process, including work collaboratively with management when identifying development needs and participate in allocated training and development opportunities.

4.4. HUMAN RESOURCES

- Provide information, guidance and support to management and employees.
- Approve training as per the training budget and plan in consultation with management.
- Administer the process with respect to record keeping, including developing training plan in consultation with management.
- Report to management on employee development outcomes.

5. Linkages

5.1. APPLICABLE LEGISLATION

This policy is to be read in conjunction with the following:

- Local Government (State) Award 2017

5.2. RELATED POLICIES AND PROCEDURES

Please refer to the following policies/procedures:

- Respect at Work Policy
- Travel Policy

6. Review

This policy was developed as part of a Bourke, Brewarrina and Walgett Joint Project (2018).



This Policy will be reviewed every three years or as required in the event of legislative changes. Any amendment to the Policy must be by way of a Council Resolution or the approval of the General Manager.

6.1. POLICY AMENDMENTS

Version	Date Approved	Resolution No	Description of Changes
V1	22 February	15/19	

