



two ways :: one outcome

Employee Training and Development Policy

REFERENCE NUMBER: P54

ORGANISATION UNIT: ALL

RESPONSIBLE POSITION: Director of Finance and Corporate

RELEVANT DELEGATIONS: Nil

DATE ADOPTED: 06 June 2014 (CRN 088/2014)

REVIEW DATE: Every three years

Objectives:

To ensure that all employees are provided with the opportunity to participate in training and development programs where training/development complements the Regional Council's goals and strategies, and is consistent with the skills identified during the training needs analysis, operational requirements of the section, employee's job performance and relevant to the work of the employee. This objective will be achieved by:

- Providing new staff with induction to their work and area through a coordinated induction programme.
- Ensuring that relevant staff training and development requirements are identified and opportunities are accessible to all relevant employees.
- Ensuring that training activities are aligned and support the Council's vision, mission and operational plans.
- Applying Equal Employment Opportunity (EEO) principles to staff access to training, development, conference and seminar attendance subject to funding.

Legislation and Reference:

- Central Desert Regional Council's Enterprise Agreement,
- NT Local Government Act as amended,
- Work Health and Safety (National Uniform Legislation) Act 2011 NT,
- Fair Work Act 2009 as amended,
- Local Government Award,
- Sex and Age Discrimination Legislation Amendment Act 2011,
- Racial Discrimination Act 1975 (Cth) as amended,
- Disability Discrimination Act 1992 (Cth) as amended,
- CDRC Employee Training and Development Procedures and
- Human Rights and Equal Opportunity Commission Act 1986 (Cth) as amended.
- CDRC EEO and Anti Discrimination Policy

Definition:

Training refers to the processes whereby employees acquire new knowledge, understanding and skills within their particular field of expertise. The knowledge and

skills should be those required for the functions and activities of each employee's work at the Regional Council, and should be relevant to Regional Council's objectives.

Development includes the acquisition of behavioural skills including communication, inter-personal relations, and conflict resolution. Development may also include processes aimed at the acquisition and development by employees of knowledge, understanding, behaviours or attitudes outside those specifically required for their duties at the Regional Council.

All the above processes may be either formal or informal.

Scope:

This policy applies to all employees of the Regional Council as defined by the Regional Council's Enterprise Agreement.

Policy:

1. Training plans should be integrated with, and support, the achievement of business and human resources strategies of the Regional Council.
2. Managers, Coordinators partnered by HR must ensure that all new staff receive, during their first week of commencement, adequate induction into the workplace in order to enable them to carry out their duties in a safe and effective manner.
3. Training and Development should always be performance related and designed to achieve specified improvements in corporate, departmental and individual performance.
4. Everyone in the Regional Council should be encouraged and given the opportunity to develop their skills and knowledge to their maximum capacity.
5. Managers, Coordinators and the HR function are all jointly responsible for employee coaching, mentoring, training and development.
6. A yearly employee Training and Development Plan shall be produced by HR in consultation with relevant managers and Directors after training needs analysis has been carried out across all the Regional Council's Directorates.
7. It is the responsibility of HR and the relevant manager to ensure that the training plan is systematically implemented and evaluated every quarter during the course of the year. This may entail revising and updating the Training Plan in order to align it with operational requirements of the Regional Council.
8. Attendance at training and development, conferences and seminars must be approved by the relevant Director and the CEO prior to any booking.
9. Time and dates of training shall be discussed and agreed between the employee and manager/supervisor to minimise impacts on ordinary service function. For conditions of study leave please refer to the Central Desert Regional's Council Enterprise Agreement.

History:

Adopted: 8 December 2010

Review: 3 February 2012 (268/2012)