

POLICY REGISTER

STAFF EDUCATION AND TRAINING POLICY

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DOCUMENT CONTROL

Issue	Prepared/Revised By and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No. 214.9.18 (27th September 2018)
1.1	Sarah Godwin, WHS/RO 5th April 2019	Amended to include staff induction	General Manager, Glenn Wilcox
1.2	Scott Hosking, WHS/RC 6th August 2024	Amended Document Control, Changes in Scope, Changes in Definitions, Changes to Policy Statement, Changes in Role and Responsibilities, and Changes in Review.	Council Minute No. 211.8.24 (22nd August 2024)
1.3	Sylvester Otieno 30 th April 2025	<u>Review</u>	Council Minute No. 167.5.25 (22nd May 2025)

PURPOSE

Warren Shire Council recognises that staff development is an important part of the working life of each staff member. It is associated with the development needs of the individual and work teams and the achievement of Council's overall strategy.

Council recognises that the caliber and competence of its employees are vital factors ensuring that Council remains a successful organisation. To this end, Council strives to promote employee development through high quality training and learning opportunities both on and off the job.

This Policy sets out what may be offered in terms of support from the Council and what is expected from employees.

SCOPE

This Policy applies to all permanent, full-time or part-time employees of Council. Employees within their probationary period, casual or on temporary/short-term contracts might attend training at their Manager's discretion.

This Policy does not apply to senior staff employees of Council as defined in the Local Government Act 1993. This Policy does not form part of any employee's contract of employment.

DEFINITIONS

Term	Definition
Worker	Person carrying work in any capacity for Council. This includes, employees, apprentice or trainee, student on work experience, volunteers, contractors and their workers, labour hire company worker and others including Councillors.
Workplace	A place where work is carried out for Council and includes Council buildings, vehicles, plant and land Council owns or manages.
Council	Refers to Warren Shire Council and affiliates.
Compulsory Training	Compulsory training is training that Council designates to be necessary requirement of employment. Employees who participate in compulsory training shall not lose ordinary pay. Compulsory training may have to satisfy statutory or Council determined requirements.

POLICY STATEMENT

This Policy applies to all training and competency-based assessment activities across all operational areas of Council.

Council recognises that increasing the organisation's efficiency and productivity requires an ongoing commitment to education, training and skill maintenance, development and enhancement. Therefore, Council is committed to:

- Developing a more highly skilled and flexible workforce.
- Providing employees with opportunities through appropriate education and training to acquire additional skills.
- Removing barriers to the utilisation of skills in accordance with Council's training plans.

NOTE: This Policy must be read in conjunction with Council's Annual Training Plan.

TRAINING

Training will include:

- all policies and procedures relevant to staff positions.
- licences and competencies to perform the job.
- specific hazards and risk controls.
- consultation and communication arrangements.
- incident reporting and corrective actions.
- emergency response.
- first aid.

Development of the Annual Training Plan

Council shall design an Annual Training Plan in accordance with the Local Government (State) Award requirements. The training plan is to be based on:

- The current and future skill requirements of the Council.
- The size, structure and nature of the operations of the Council.
- The need to develop vocational skills relevant to Council and the local government industry in general through the utilisation of available internal and external resources.

The training plan shall, where appropriate, provide for training that is consistent with industry specific competency standards. The training plan shall be consistent in identifying the needs of the organisation, having regard to Council's Work Force Plan and Strategy.

Selection of Staff to Undertake Training

Selection of participants to receive Council training in accordance with Council's training plan is to be based on the needs of Council and the employee as identified in the employee's annual performance review or as an outcome of workplace assessment of competency.

Employees may make application for consideration to attend training courses on the Training Application Form, available from the Executive Services Office.

The selection process will also take into consideration the capacity of the workplace to schedule and arrange the release of selected employees.

Priority of Training

Acknowledging that not all identified training needs will be able to be met within the duration of one financial year or the life of one Annual Training Plan, wherever possible, available financial and related training resources will be allocated in the following priority:

- training necessary for Council to comply with current and future legislative requirements.
- training necessary to assist employee's completing their current job to the standards required.
- training necessary to assist employees career path development.
- Notwithstanding the above, resources may be re-allocated to meet Work Health and Safety (WHS) and other statutory training which may result from legislative or technological change.

Training Undertaken as a Requirement of Council (Compulsory Training)

If an employee is required by Council to participate in a structured training program and such program is consistent with Council's training plan:

- Council shall grant the employee paid leave to attend course requirements where the training is undertaken during ordinary working hours.
- Council shall pay course fees at the commencement of each stage.
- Council shall, at the discretion of the General Manager, either provide transport or pay reasonable travelling expenses to enable employees to attend course requirements.

Non-Compulsory Training but Consistent with Council Needs & Staff Career Development

At the discretion of the General Manager, an employee undertaking a course consistent with Council's needs and requirement may be granted financial assistance towards the course fees in question and appropriate leave to attend course requirements.

The relevant staff member must make an application for assistance in writing to the General Manager and state the benefits for Council in the qualifications being gained.

Further, the General Manager's decision is final.

Council Safety Inductions

Council safety inductions and site inductions are required for all new staff. In addition, staff who have relocated to new positions or roles must also receive appropriate inductions.

Supervisors must ensure that employees receive a documented safety induction within 14 days of commencing employment with Council. This induction should include the following information:

- Council's WHS Policy.
- WHS responsibilities.
- How to access safety information.
- Incident/injury reporting.

- Hazard reporting.
- Consultation arrangements.
- Code of Conduct, particularly bullying and harassment.
- Health Management including Drug and Alcohol Policy/Procedures & Non-Smoking Policy
- Employee Assistance Program.
- Relevant WHS information including manual handling, electrical safety and chemical safety awareness.

Site-Specific Safety Inductions

Employees must receive a site-specific safety induction before starting work at a Council workplace. This includes new employees, employees acting in higher or relief duties, contractors, volunteers and unaccompanied visitors.

The induction should be delivered by someone familiar with the location and include information about:

- Incident response procedures.
- Evacuation procedures and assembly points.
- First aid personnel.
- Security arrangements.
- Amenities.
- Site-specific risks and risk controls (including those identified in the Workplace Risk Register).

If the worksite is a construction site, all persons entering the site to work must have completed the General Construction Induction Training (White Card) in accordance with WHS legislation.

ROLES AND RESPONSIBILITIES

The development of employees is a responsibility shared between individual employees, Managers, WHS and Risk Co-Ordinator and the Human Resources Officer. A shared commitment to learning and development is critical to ensure we meet our strategic objectives and foster a culture of career development for our employees.

General Manager

The General Manager is responsible for ensuring:

- provision of budget, resources and time allocation to enable workers to undergo training and competency assessment to meet the requirements of the job.
- provision of an effective worker training and competency assessment procedure system in place.

The Human Resources Officer are responsible for:

- providing employees with appropriate learning and development solutions that are relevant to their positions.

- review of the Training Procedure as required.
- promptly considering all learning and development requests.
- ensuring equitable access for all employees.
- measuring the effectiveness of programs to promote continuous improvement in our employees, providers and processes.
- providing advice on learning and development opportunities.
- reviewing competencies on a continual basis.
- providing training for languages other than English and other relevant learning barriers.

Divisional Managers/Managers/Supervisors are responsible for:

The Management Team accepts accountability for ensuring adequate training, education, skills and experience for all workers. This includes:

- conducting training needs analysis for staff.
- providing formal induction programs for new and transferred workers and contractors.
- developing individual learning and training plans for employees on an annual basis.
- demonstrating an ongoing commitment to supporting employees' learning and development.
- providing resource solutions to allow employees to attend programs.
- frequently reviewing and discussing employees' learning and development progress.
- ensuring employees meet statutory and certification requirements.

The Work Health & Safety/Risk Coordinator is responsible for:

- workers are adequately trained to a level of competency sufficient to carry out their emergency management duties.
- training will detail the expected responsibilities and roles of all workers, reporting details and emergency response procedures.
- emergency evacuation training will be conducted at least annually.
- visitors receive instruction and/or information on emergency management procedures as applicable.
- ensure training is competency-based.
- use Registered Training Organisations (where applicable) and appropriately accredited and/or approved courses/trainers.
- maintain training records.
- review the effectiveness of training.

Employees are responsible for:

- assisting Managers in identifying their learning and development needs.
- contributing to the development of their individual learning and development plan on an annual basis.

- for actively participating in and completing training and competency assessments (on-the-job, internal/external courses, formal qualifications, licenses) relevant to the performance of their position.
- providing a minimum 5 working days' notice to relevant Managers, WHS Risk Co-Ordinator and/or the HR Officer for changes to attendance for scheduled programs.
- completing evaluating and/or feedback forms as required.
- timely completion of application forms.

REVIEW

This Policy should be reviewed every 4 years or within 12 months of a Council election. The Policy may be reviewed and amended at any time at Council's discretion (or if legislative changes occur).