

3.9 Training

POLICY TITLE: TRAINING
FILE REF: SC284
EXPIRY DATE: NOVEMBER 2027

OBJECTIVES

To ensure that Council, through the provision of appropriate training and development, maintains a workforce that has the knowledge, skills and attitudes necessary for the efficient performance of individual jobs and effective functioning of the organisation.

POLICY STATEMENT

- 1) Council is committed, within its financial capacity to the provision of ongoing training, both on and off-the-job, for all its employees.
- 2) Core training is designated to be an essential requirement of a particular job and employment with Council.
- 3) Attendance and participation in core training is regarded as part of an employee's prescribed duties and responsibilities. Therefore non-attendance, without a reasonable excuse, may present grounds for disciplinary action as per the award.
- 4) There will be no discrimination in access to training and development.
- 5) It is the prime responsibility of every director, manager and supervisor to ensure that employees under their control receive the appropriate induction, training and development to enable them to perform their duties effectively. Each employee has a responsibility to make their management/supervisor aware of their training and development needs.

TRAINING PLAN

- 1) Training and development needs for individual employees will be identified through:
 - a) Recruitment and induction processes;
 - b) Annual performance reviews undertaken for all permanent employees; and
 - c) Consultation with individual employees.
- 2) Training and development needs identified through 1) above will be incorporated into an annual Training Plan and categorised as "high", "medium" or "low" priority.
- 3) A "high" priority will be given to training that is related to work health and safety or involves mandatory licensing and accreditation requirements relevant to the employee's position.
- 4) The Training Plan will include both personalised training and development opportunities for individual employees as well as generic organisation wide training relating to matters such as WHS, governance and integrity management issues.
- 5) Accurate records of all training activities, including on the job and induction, will be maintained.
- 6) All employees required by Council to attend training will be consulted and given reasonable notice prior to attending the training requirements.

TRAINING COSTS

- 1) Council shall pay course fees for employees required by the employer to undertake training.
- 2) Council shall, for employees required by it to undertake training, either provide transport, or pay reasonable travelling expenses to attend course requirements as per the Local Government (State) Award.
- 3) Council will pay the full cost of accommodation where necessary. Accommodation will be booked and approved by Council and will be of a suitable standard.
- 4) Reasonable sustenance expenditure will be reimbursed by Council on presentation of receipt(s) to the Accounts Payable/Payroll Officer.
- 5) An employee who attends training outside their normal working hours will not be paid overtime, however reasonable time in lieu may be granted by Council.

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*Adopted by Council 25 November 2024
Refer Minute No. 187/24*

Revised by Council 15 November 2021
Refer minute 222/21

Revised by Council 19 November 2018
Refer minute 320/18

Adopted by Council 17 August 2009
Refer minute 283/09

Amendments adopted by Council – 17 July 2000
Refer Minute No. 22273