

<b>Title:</b>	<b>4.11 Employee Training and Development</b>
<b>Previous No:</b>	
<b>File No:</b>	
<b>Statutory Environment:</b>	<i>Occupational Safety and Health Act 1984, and 2005 amendments Occupational Safety and Health Regulations 1996, and 2005 amendments</i>
<b>Minute No:</b>	<b>8.1.4 032017.OM</b>
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<b>Review Date:</b>	<b>September 2019</b>

**Objective:**

The objective of this policy and procedure is to invest in the training and development of employees to ensure the continuing success of the business.

**Policy:**

The Shire is committed to creating a “learning culture”.

The Shire recognises that the business environment is constantly changing and that they need to acquire knowledge and expertise is necessary to keep them ahead of the game.

This policy is founded on the following principles:

Employees have a major role in determining specific training and development needs;

Managers/Supervisors have a primary responsibility for ensuring staff training is directly linked to the Shire business objectives and plans; and

Encouraging employees to become professionally qualified, there is appropriate financial assistance and study leave (see section on Professional/Vocational Qualifications).

Employees are encouraged to undertake external courses of study relevant to their vocation. The CEO shall decide on applications for unpaid study leave.

If it is necessary for employees to have time off to attend classes and/or examinations they may do so, provided the study is considered of benefit to the

staff member in their career with the Shire. Normally employees allowed half a day study leave in the week prior to an exam and half a day for each exam. Any need for extended study leave should be discussed with the CEO.

Having regard to changing Government policy on student contribution towards the cost of study, the Shire will keep its policy on reimbursement of educational expenses under review.

#### *Professional/Vocational Qualifications*

The Shire recognises that there are many professional skills required to ensure that the Shire of is successful.

Subject to prior agreement with the relevant Manager/Supervisor, the fees for relevant professional education will be met or subsidised by the Shire on demonstrated successful completion of the enrolled course.

#### Employee Training

The Shire shall appoint a Training Co-coordinator to oversee training activities and to ensure implementation of training plans and maintain training records.

A performance management process operates to ensure training and development needs are discussed annually to ensure employee's skills are kept up to date.

A comprehensive training system operates, which is reviewed annually using internal and external trainers