



# POLICY MANUAL

## WORKFORCE

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### 3.4 PROFESSIONAL DEVELOPMENT & TRAINING

Distribution	Elected members, All Employees, Contractors, Visitors, Volunteers
Responsible Officer	Chief Executive Officer
Date adopted	21 October 2020
File Reference	160

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#### **Purpose**

To ensure the ongoing professional development of employees at the Shire of Goomalling and to ensure that employees have the necessary training and qualifications to undertake the tasks they perform.

#### **Objective**

The Shire of Goomalling is committed to the provision of training and professional development to ensure that its employees have adequate skills to perform their roles, to maximise efficiency throughout the organisation, to ensure that the highest levels of safety are attained with well trained and competent employees and that employees remain committed and motivated.

- To identify training needs;
- To ensure training and professional development is budgeted for each year;
- To encourage employees to seek out and attend training or professional development opportunities;
- To ensure that such training or professional development enhances the development of the employee;
- To ensure such training or professional development is relevant to the duties of the employee and will benefit the organisation;
- To encourage the identification of professional development opportunities at Annual Reviews; and
- Ensure that all employees are consulted with and provided with the appropriate training for both employee and organisational development.

#### **Scope**

All permanent employees

#### **Standard**

- Managers will assess the training needs of the organisation at employee annual reviews. They will consult with employees to identify any skills gaps and will undertake or arrange training where there is an identified need;

- Consider training needs when constructing the annual budget, with regard to skills required for new projects;
- Maintain a training record, including training needs and training register;
- Ensure that an evaluation is completed after each training or professional development is undertaken and that those records are placed on the personnel file after review by the relevant Manager;
- Evaluations of the employees' performance after the training to ensure that adequate skill development has occurred;
- Expenses incurred whilst attending professional development that are deemed reasonable by the Chief Executive Officer will be reimbursed;
- Reasonable expenses may include:
  - Registration fees
  - Accommodation
  - Meals
  - Travel
  - Parking
  - No reimbursement is made for hotel mini bar, in house movies, alcohol, entertainment or other personal expenses; and
  - Employees will provide their relevant Senior Manager with feedback on the value and outcomes of attending the professional development/training.

## **Definitions**

**Professional development** Any activity that contributes to the relevant professional development of an employee and may include training, conferences, seminars, workshops.

**Training** Specific activities related to the improvement in skills for an employee relevant to their position

## **Roles & Responsibilities**

### **Elected Members**

- Authorise any professional development required by the Chief Executive Officer.

### **Chief Executive Officer**

- Authorise professional development for Senior Employees;
- Ensure that there is adequate budget provision; and  
Ensure that the professional development chosen benefits the employee and the organisation

### **Executive Management**

- Authorise professional development for employees;
- Ensure that there is adequate budget provision;
- Arrange for a shire vehicle to be available for travel to and from training where possible; and
- Ensure that the professional development chosen benefits the employee and the organisation.

## Employees

- Undertake training with interest and integrity; and
- Provide feedback.

## Legislation

[Local Government Act 1995](#) (s5.41 and S5.42)

## Document Links

### Strategic Community Plan 2018

Objective 4: Civic Leadership

### Procedures Manual

Employment Procedure Induction forms and checklists

Code of Conduct

### Local Law

Nil

## Delegation

Nil

## Review History

Version	Review date	Minute no.	Notes
1	September 2015	1 092015.SM	
2	21 October 2020	269 OM_211020	