

## 1. POLICY CERTIFICATION

Policy title:	Employee Training & Development Policy
Policy number:	<b>HR014</b>
Category:	<b>Policy</b>
Classification:	<b>HR</b>
Status:	<b>Approved (10 October 2013)</b>

## 2. PURPOSE

The purpose of this policy is to affirm Council's commitment to ensuring that each employee has opportunity to reach full potential through the development of skills and knowledge acquired in training.

All employees of Roper Gulf Regional Council are required to participate in training and development activities that are deemed mandatory and also the training and development activities which have been identified as integral to their role.

## 3. ORGANISATIONAL SCOPE

This policy applies to all Roper Gulf Regional Council employees.

## 4. POLICY STATEMENT

- 4.1 Training plans should be integrated with and support the achievement of business and human resources strategies of RGRC.
- 4.2 Council will ensure that all staff receives an adequate induction to RGRC and the Department in which they will work in order to enable them to carry out their duties in a safe and effective manner.
- 4.3 Following completion of the employees probationary period, training should always be performance related and designed to achieve specified improvements in corporate, departmental and individual performance.
- 4.4 An approved budget will be designated on an annual basis for training activities in each Department.
- 4.5 All training and development plans shall be produced and implemented with reference to Position Descriptions, Pay Bands and the Regional Plan
- 4.6 All mandatory training requirements relevant to the position will be arranged by the Human Resources Skills and Development Coordinator.
- 4.7 While RGRC is prepared to invest training and to provide appropriate training opportunities and facilities, the prime responsibility for development, rests with the

individual, who will be given the support and guidance of the manager and HR as necessary.

- 4.8** All staff members are to attend and fully participate in all training arranged for them. Failure to attend and fully participate in training could result in:
1. disciplinary action
  2. course fees being charged to the employee
  3. other fees incurred, such as Travel Allowance, accommodation etc, being charged to the employee
- 4.9** Staff not maintaining employment within six months of undertaking a course may be required to reimburse the course fees to Roper Gulf Regional Council.

## 5. DEFINITIONS

RGRC	Roper Gulf Regional Council
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## 6. PROCEDURES

The training and development that will be offered by RGRC must be systematic in that it will follow the sequence outlined as below:

### 6.1 Training Needs Analysis

- Skills audits of RGRC as a whole will result in identification of gaps in training requirements and the HR Skills and Development Coordinator will identify the most cost effective means of meeting those requirements.
- The training requirements that are identified will be directly linked to the objectives of the Regional Plan and will reference Performance Reviews, Pay Bands and Position Descriptions

### 6.2 Training Preparation

- Senior Management will use information from the needs analysis to direct employees into training mandatory for their role and to also assist employees identify the skills and qualities needed for both current and future jobs in accordance with the operational objectives of their department.
- Senior Management is responsible for ensuring training is relevant to the employee's Position Description and Pay Band

### 6.3 Training Delivery

- Training may be delivered through three main avenues
  - Internal, using Trainers employed by RGRC

HR014 – Employee Training & Development Policy

- Accredited, using a Registered Training Organisation
- Non-accredited, using various providers
- While accredited training is preferred, as it provides national recognition of an individual’s achievement, the most appropriate avenue for specific training will be determined by HR Skills and Development Coordinator, referencing the departmental budget and the Shire Plan and consideration of the availability of Training Service Providers

**6.4 Responsibility for Training and Development**

- RGRC is prepared to invest in training and provide appropriate training opportunities and facilities but the prime responsibility for development rests with the individual who will be provided with appropriate support and guidance from Senior Management
- Responsibility for employee training and development shall be jointly shared by Senior Management and the HR Skills Development Coordinator in order to ensure –
  - Training and development meets RGRC’s objectives and departmental needs
  - Training records are centralised
  - Sufficient coordination of training to ensure that all employees of RGRC have equal access to training opportunities
- Department Managers are responsible for ensuring that nominated staff attend training and may use their own discretion to ensure that training and development takes place.

**7. REFERENCES**

Acknowledgements (original author/source documents)	<ul style="list-style-type: none"> <li>• Appendix (a) Roper Gulf Regional Council Training &amp; Development Plan</li> </ul>
Related Policies	
Related Publications	<ul style="list-style-type: none"> <li>• Local Government Act</li> <li>• LGIA 2010</li> <li>• NT Workplace Health and Safety Act 2008</li> <li>• Fair Work Act 2009</li> <li>• Relevant Awards</li> <li>• Racial Discrimination Act 1975 (Cth)</li> <li>• Sex Discrimination Act 194 (Cth)</li> <li>• Disability Discrimination Act 2004 (Cth)</li> <li>• Commonwealth Age Discrimination Act 2004</li> </ul>

HR014 – Employee Training & Development Policy

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	<ul style="list-style-type: none"><li>• Human Rights and Equal Opportunity Commission Act 1986 (Cth)</li><li>• National Employee Standards (NES)</li></ul>
Relevant Forms	

**8. DOCUMENT CONTROL**

Policy number	<b>014</b>
Policy Owner	<b>HR</b>
Endorsed by	<b>OCM</b>
Date approved	<b>10 October 2013</b>
Revisions	
Amendments	
Next revision due	<b>June 2014</b>

**9. CONTACT PERSON**

Contact person	<b>Manager, Human Resource</b>
Contact number	<b>08 8972 9000</b>

**Appendix (a) Roper Gulf Regional Council Training & Development Plan**

The following courses shall be provided by RGRC in order to ensure that employees have the skills, knowledge and experience to comply with the requirements of their job role:

Key Result Area	Objective & Justification	Action Plan	Measurable Outcomes
<p><b>1. Mandatory for ALL RGRC employees:</b></p> <ul style="list-style-type: none"> <li>• Ochre Card</li> <li>• Police Check</li> <li>• Induction</li> <li>• WHS</li> <li>• Anti Discrimination</li> <li>• Fire Training</li> </ul>	<p>To ensure that all employees have a safe and healthy workplace.</p>	<ul style="list-style-type: none"> <li>• All employees must have a Police Check and Ochre Card prior to commencing employment with RGRC.</li> <li>• An Induction into RGRC will take place as soon as practically possible after commencement of the employee</li> <li>• Induction to the department will take place at the commencement of the employees employment in that location</li> <li>• All employees are to undergo WHS Training either through an Internal Workshop or external providers</li> <li>• Anti Discrimination Training delivered annually in each</li> </ul>	<p>Police Checks and copies of Ochre Cards on file for every RGRC employee</p> <p>Part I Induction Checklists on file of employees who have completed the Shire Induction Part II Induction Checklists on file for every employee who has completed the Departmental Induction</p> <p>A safe and secure working environment for all staff evidenced by minimizing incidents in the workplace</p> <p>Course Attendance Records and certificates filed in RGRC</p>

Key Result Area	Objective & Justification	Action Plan	Measurable Outcomes
		community <ul style="list-style-type: none"> <li>• Fire Awareness delivered in each community and Katherine offices annually</li> </ul>	Records Maintenance System
<p><b>Mandatory training for each department and job role is determined by the Employee Skills Matrix, Pay Bands and Position Descriptions</b></p>	<ul style="list-style-type: none"> <li>▪ Ensure that employees are aware of the requirements of the department in which they work</li> <li>▪ Ensure that employees understand the requirements of their employment role</li> <li>▪ Ensure that RGSC employees are provided with opportunities to gain the</li> </ul>	<ul style="list-style-type: none"> <li>• Senior Management is advised of current skills of line staff on an annual basis in order to prepare an operational plan that includes training</li> <li>• Following skills audit, Senior Management is advised of training needed by current staff</li> <li>• HR Skills and Development Coordinator organises mandatory departmental training on a regular basis and is responsible for advising Senior Management regarding course details and those needing to attend</li> </ul>	<ul style="list-style-type: none"> <li>• Departmental Operational Plans include plans and budgets for training</li> <li>• Results of an annual skills audit distributed to Senior Management</li> <li>• Regular training is arranged to cover mandatory skills and recorded in RGRC Records Management System</li> <li>• Attendance lists, certificates and other achievements recorded in RGSC Records Management System</li> <li>• Monthly training advice distributed to Senior Management</li> </ul>

Key Result Area	Objective & Justification	Action Plan	Measurable Outcomes
	<ul style="list-style-type: none"> <li>▪ skills and knowledge to meet the requirements of their job role</li> </ul>	<ul style="list-style-type: none"> <li>▪ Regular advice distributed to Senior Management about upcoming training</li> </ul>	
<p><b>Opportunities are offered to employees as a result of annual performance reviews to gain desirable or specific skills identified by Employee Skills Matrix, Pay Bands and Position Descriptions</b></p>	<ul style="list-style-type: none"> <li>▪ All RGRC employees have opportunities to gain additional skills and knowledge for current and future job roles</li> </ul>	<ul style="list-style-type: none"> <li>• Position descriptions identify desirable skills that may increase employment opportunities and promotion through Pay Band Increments</li> <li>• Performance Reviews identify staff who want to undertake additional training</li> <li>• Training is matched to Pay Bands and Position Descriptions</li> <li>• Relevant training arranged by HR Skills and Development Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Detail relating to desirable skills included in Position Descriptions</li> <li>• Following Performance Reviews information about staff who want to undertake additional training is forwarded to HR for recording in RGRC Records Management System</li> <li>• Information directed to HR Skills and Development Coordinator</li> <li>• Training opportunities are made available to staff</li> <li>• Information recorded in RGRC Records Management System</li> </ul>