

## POLICY NO LG36 STAFF DEVELOPMENT POLICY

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| <b>DEPARTMENT:</b>             | Governance  |
| <b>RESPONSIBLE OFFICER:</b>    | Human Resources Manager   |
| <b>LINK TO STRATEGIC PLAN:</b> | Ensure Council members have the resources and skills development opportunities to effectively fulfil their responsibilities.  |
| <b>STATUTORY AUTHORITY:</b>    | Local Government Act 1993<br>Anti-Discrimination Act 1998<br>Human Rights and Equal Opportunity Commission Act 1986<br>Fair Work Act 2009<br>Workplace Health & Safety Act 1995               |
| <b>OBJECTIVE:</b>              | Break O'Day Council is committed to maximising opportunities for all staff to improve their levels of skills and knowledge in order to improve workplace productivity and staff satisfaction. |
| <b>POLICY INFORMATION:</b>     | Adopted 19 March 2012 – Minute No 03/12.15.4.069  |

### POLICY

#### 1. INTRODUCTION

Staff development is an integral part of the working life of each staff member. It is associated with the development needs of the individual, of teams and the achievement of Break O'Day Council's overall strategy. It seeks to reconcile the needs and aspirations of individual employees with those of Break O'Day Council.

Break O'Day Council is committed to maximising opportunities for all staff to improve their levels of skills and knowledge in order to improve workplace productivity and staff satisfaction.

In order for staff to meet the challenges of a rapidly changing environment, it is vital that staff be not only committed to Break O'Day Council's objectives, but also equipped with the necessary skills to achieve them. To ensure this, Break O'Day Council will continue to support staff development, which involves all staff equally as partners in achieving the aims of Break O'Day Council.

Staff development is a joint responsibility shared by individual staff members, managers and supervisors. Individual staff members are encouraged to seek appropriate development opportunities both within Break O'Day Council and externally. Managers and supervisors are to ensure that staff have access to relevant staff development activities.

It is Break O'Day Council's policy that all staff have equal opportunity for development opportunities regardless of age, disability, health, marital status, race or sex.

Staff development is designed around a range of development and skill building activities. Organisational support is provided for all staff by the Business and Corporate Services Manager.

## **2. EMPLOYEE EXPECTATIONS**

Employees may expect

- Upon joining Break O'Day Council receive an induction that incorporates the way Break O'Day Council operates, including what contribution the employee is expected to make.
- To receive support to develop the competence and capability for which staff have been employed.
- To have the opportunity to develop new competencies and capabilities relevant to staff's employment with Break O'Day Council, which enhances career prospects and lifelong learning within Break O'Day Council.
- To participate in Break O'Day Council's personal development appraisal process with the departmental manager, including identifying opportunities for on-going support, an annual review of previous development programs and identification of plans for the future.
- To receive an exit interview upon leaving Break O'Day Council, so that these comments may be incorporated into the development programs of other members of staff.

## **3. BREAK O'DAY COUNCIL EXPECTATIONS**

*That the employee will*

- Develop skills and capabilities that are aligned to the strategic plan at the appropriate level, eg team or individual.
- In partnership with the employee's manager, participate in Break O'Day Council's personal development appraisal process, including an annual review of past development and identification of future plans.
- Take personal responsibility to update specific expertise on a regular basis, as appropriate to the nature of your position.
- Contribute to team staff development where appropriate.
- Keep a record of staff development activity.

## **4. MONITORING AND EVALUATION**

The overall staff development policy and its effectiveness in achieving its goals will be regularly reviewed at all levels of Break O'Day Council. Each employee's responsibility in this process is as follows:-

- Staff member keeps a record of staff development activity, which is monitored and evaluated in partnership with their departmental manager.
- The Business and Corporate Services Manager in consultation with the departmental manager are responsible for managing staff induction, training, staff development review and team and individual staff development plans, including the monitoring and evaluation of the outcomes.
- The Business and Corporate Services Manager is responsible for managing the implementation of the staff development policy within Break O'Day Council.
- The Business and Corporate Services Manager controls the management of systems and processes to support the planning, promotion, co-ordination and review of staff development.