



Policy Title: **TRAINING AND DEVELOPMENT POLICY**

Policy Type: **HUMAN RESOURCES**
 (Statutory, Financial, Administrative, Human Resources)

Policy Number: **HR014**

Approved by Council	Last Review	Current Review	Next Review
	19 May 2020	18 May 2021	17 May 2022
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Approved by CEO/Director:	Bernie McCarthy – CEO	 Signature.	
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Implementation Department		Officer Position	
Corporate Services		Human Resources Manager	
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6.0	01-03-HR016		

1. Policy Background/Scope

This Policy applies to all Aurukun Shire Council employees.

Aurukun Shire Council is committed to ensuring that all employees are trained to achieve the Council's mission and objectives and to meet the responsibilities of their employment effectively. The policy aims to achieve this objective by linking training and development to a performance based appraisal system and by promoting sound working practices.

The purpose of this policy is to set out specific procedures and performance standards to ensure quality training and development of employees.

This Policy does not include travel arrangements for training– Refer to the Aurukun Shire Council Travel Policy.

2. Supervisor Responsibilities

Supervisors are responsible for:

- a) Leading the discussion of identifying suitable employee training and development through the performance appraisal and development discussions;
- b) Ensuring that employees are planning for appropriate training and development activities and they are in line with the Council's goals and strategic objectives.

3. Employee Responsibilities

Employees are responsible for:

- a) Identifying key work and development objectives in line with the current role and future development;
- b) Actively participating in the staff planning and development review process through the performance appraisal and development discussions;
- c) Attending and actively participating in training and development activities as agreed.

4. Human Resources Responsibilities

Human Resources are responsible for:

- a) Determining the appropriate level of support and budget for training and development activities within the Council budget;
- b) Ensuring the training requested and elected provider is appropriate;
- c) Advise appropriate staff to make travel arrangements and ensure such costs are recorded against the Training Budget – (Refer to Aurukun Shire Council Travel Policy);
- d) Approving all applications in line with the allocated budget amount in Council's Budget;
- e) Collation of feedback from participants;
- f) Ensuring adequate records are kept of all training and development programmes;
- g) Keeping and storing confidential records of discussions and agreed outcomes.

5. Related Documentation

Aurukun Shire Council Travel Policy