

P 20 – Professional Development and Performance Review

1 Objectives

The Shire of Bridgetown-Greenbushes (the Shire) recognises the importance of having a skilled workforce that is competent and capable of responding to the needs and expectations of the community. The Shire will endeavour to always appoint to its positions those persons who are best qualified and/or experienced to carry out the duties expected of the position and acknowledges that employees require ongoing training to meet these expectations.

2 Scope

This Policy applies to all fulltime and part-time employees, apprentices and trainees. This Policy does not apply to the Executive Management positions employed under contract, casual staff members, other contract employees or employees on leave without pay.

The Policy covers external short courses (online or on location) and extends to tertiary or post graduate studies only in terms of provisions for study leave. Attendance at conferences is not covered by this Policy.

3 Definitions

3.1 Councillor

Councillors are members of an elected body that makes decisions on behalf of a local government through a formal meeting process. Generally, local government council members, who include the Mayor or President and Councillors, do not have any authority to act or make decisions as individuals.

3.2 Employee

An employee is a person engaged to provide a service to a company either on a full-time, part-time or casual basis in exchange for payment. Also known as staff.

3.3 Professional development

Professional development is gaining new skills through continuing education and career training after entering the workforce. It can include taking classes or workshops, attending professional or industry conferences, or earning a certificate to expand knowledge in a chosen field.

Some organisations offer in-house opportunities for professional development, such as training sessions or mentoring programs, but many professional development programs are done independently.

3.4 Worker

A worker is any person who carries out work for a Person Conducting a Business or Undertaking (PCBU), including (but not limited to) work as an employee, Councillor, outworker, apprentice or trainee, work experience student, placed with a 'host employer' and volunteers.

4 Accountabilities & Responsibilities

Council is accountable for:

- a) Ensuring the organisation has in place a lawful, transparent, and accountable policy

framework, supported by a suite of compliant and appropriate policies and procedures.

- b) Endorsing (or not) each organisational policy document in a timely and effective manner.
- c) Delegating implementation of each policy document to the CEO.

The CEO is accountable for ensuring the development, implementation, monitoring and review of this policy document, in accord with governing legislation and Council directives.

The Executive Management Team and Managers are responsible for:

- a) Ensuring that all employees under their direction comply with this policy document.
- b) Enacting process to redress non-compliance with this policy document.

All employees are individually responsible for complying with this policy document.

5 Policy

- a) The Shire will fund an annual training budget to provide regular opportunities for employees to upgrade and enhance their skills.
- b) Training needs will be determined through a skills review at the end of an employee's probationary period and the annual staff Performance Review including the creation of a Professional Development Plan in accordance with the appropriate Award. Professional Development Plans will be reviewed at least every twelve months in conjunction with regular performance reviews, but employees are encouraged to seek out development opportunities that are immediately relevant to their role within the Shire on an ad-hoc basis.
- c) Employees are required to request written approval from their department's Executive Manager for any external professional development opportunity using the Employee Course Request Form.
 - I. Costs stated in the Employee Course Request Form must be supported by written quotes.
 - II. Approval will not be given retrospectively and must be attained before applying for any development opportunity with the provider or booking any accommodation.
 - III. The employee is responsible for obtaining a purchase order prior to any booking made.
 - IV. All reasonable costs associated with the attendance of an approved short course for the purpose of professional development will be covered by the Shire.
- d) Accommodation and Travel
 - I. Where accommodation is required to attend a training opportunity, it is the employee's responsibility to determine the most reasonable option considering price and distance from training venue.
 - II. Where an employee travels to and from the training venue or accommodation using their own vehicle, the Shire of Bridgetown-Greenbushes will reimburse for kilometres travelled using the "Cents per Kilometre Method" with the rate being regularly reviewed by the Australian Taxation Office and listed in the appropriate Award.
 - III. Cost for public transport to and from the training venue or the accommodation will be reimbursed as it is incurred.
 - IV. Where food is not provided, the Shire of Bridgetown-Greenbushes will reimburse the employee for reasonably incurred costs upon presentation of receipts.

- e) Attendance

- I. Employees approved to attend short courses as part of their professional development will do so during work time.
- II. If attendance is required on a day when the employee would normally be taking a "Roster Day Off" (RDO), staff will accrue the time and may elect to have the time paid out at normal (single time) rates.
- III. Staff employed under a Hybrid Working From Home Agreement may attend online short courses from home.

f) Responsibilities

- I. It is the Executive Manager's responsibility to provide reasonable opportunity for professional development and to approve any request for training that is in line with an employee's Professional Development Plan unless there is a legitimate reason to deny the request.
- II. It is the employee's responsibility to attend training opportunities agreed upon during the skills review process and approved by the Executive Manager, and to provide the People & Culture department with documentation for the successful completion of any training undertaken as part of their professional development.
- III. The People & Culture Department will keep a record any course completion documentation provided by an employee in accordance with the Shire's Record Keeping Policy and to provide the Executive Manager with relevant information for the review of the employees Professional Development Plan. Work Health and Safety tickets and certificates will also be stored in Skytrust (Infrastructure Department).

g) Failure to Comply

Employees who, fail to complete a training course successfully, abandon a training course prior to completion or do not attend training paid for and organised by the Shire will reimburse the Shire all monies paid for course fees, accommodation, travel and meals or will repeat the training course at their own expense on a date determined by the Shire.

h) Leave the Shire

Employees who leave the Shires' employment for any reason other than Redundancy or Termination less than 12 months after completion of a training course funded by the Shire will be asked to repay 100% if less than 6 months, 75% if between 6 and 12 months of the

- I. course fees,
- II. accommodation,
- III. meals,
- IV. travel, and
- V. wages

paid by the Shire in relation to the employee's participation in that and any other training course within those timeframes.

i) Tertiary or Post Graduate Studies

- I. Fees

Any employee entering into a Tertiary or Post Graduate Program that is not part of a training or employment contract with the Shire, will be entirely responsible for all associated course fees and other costs.

II. Time

- The Shire of Bridgetown-Greenbushes will provide a full-time employee with time off with pay (Study Leave) of up to a maximum of five (5) hours per week.
- If an employee is studying online, Study Leave will be granted equivalent to (8)b.(i) as if the employee is attending campus.
- Part time employees will receive pro-rata Study Leave.
- Approved Study Leave must be taken in the employee's usual hours of work, does not accrue from week to week and does not cover travel time.

III. Block Leave

- Courses requiring block participation instead of weekly attendance will receive an amount of leave based on a maximum of 5 hours of Study Leave per week (pro-rata for part time employees) over the course of the semester/trimester.
- If the block participation period exceeds the amount of Study Leave allowed, employees will be required to take some other type of leave to make up the total absence.

Professional development provisions for the CEO and Executive Managers are provided for in the respective employment contracts, as negotiated and agreed.

6 Statutory Environment

The Employee Professional Development Policy is compliant with the organisation's legal obligations as set out below.

7 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Officers' (Western Australia) Award 2021</i> <i>Municipal Employees (Western Australia) Award 2021</i> <i>Industrial Relations Act 1979</i> <i>Local Government Act 1995</i> <i>Equal Opportunity Act 1984</i> <i>Work Health & Safety Act 2020</i>
Shire Policies	Employment Contracts
Related Documents	Corporate Business Plan
Related Procedure	N/A

8 Administration

Original Adoption Date	15 April 2024
Last Variation Date	
Last Reviewed	
Scheduled Reviewed Date	15 April 2027