

P 21 – MANDATORY EMPLOYEE TRAINING

1 Objectives

The objectives of the Mandatory Employee Training Policy are to ensure:

- 1.1 Employees are aware of their legal and ethical responsibilities about:
 - Workplace Health & Wellbeing
 - Bullying in the Workplace
 - Workplace Violence and Aggression
 - Manual Handling
 - Aboriginal and Cultural Awareness
 - Records Management
 - Accountable and Ethical Decision Making
 - 1.2 Employees complete assigned training modules using providers that offer online cost-effective yet comprehensive training on the above topics.
 - 1.3 Individual and organisational compliance with the spectrum of industrial relations legislation, Awards, Enterprise Bargaining Agreements and other tools that govern the sector.
- Scope

This Policy applies to all employees.

2 Definitions

2.1 Councillor

means 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.

2.2 Employee

means a person hired 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.

2.3 Online Courses

means web-based training programs that cover a variety of workplace topics, delivered through digital platforms. These courses are designed to educate employees on safe work practices, compliance requirements, and industry-specific hazards.

2.4 Worker

Means a worker is any person who carries out work for a Person Conducting a Business or Undertaking (PCBU), including work as an employee, outworker, apprentice or trainee, work experience student, placed with a 'host employer' and volunteers.

3 Policy

- 4.1 Ensuring workplace safety is a critical priority for our organisation. As part of our commitment to

fostering a safe and healthy work environment, the Shire will leverage online courses to educate our workforce on best practices, compliance, safety and inclusivity. These courses offer cost-effective, convenient and comprehensive training opportunities, empowering our employees to enhance their knowledge and actively contribute to a healthy and compliant workplace.

4.2 By providing access to high-quality, on-line training materials, our organisation aims to:

- Enforce ethical decision-making.
- Promote a culture of inclusivity, safety and compliance.
- Ensure that all employees are knowledgeable about current safety standards and practices.
- Reduce the incidence of workplace accidents and injuries.

4.3 The Shire will implement the following measures to integrate online safety courses into our training programs:

- Identify and select relevant online courses from trusted providers that align with our organisational needs and industry requirements.
- Ensure that all employees have convenient access to these online courses through our internal training portal or directly via the e-learning platforms.
- Encourage employees to participate in ongoing training to stay updated with the latest information on:
 - Workplace Health & Wellbeing
 - Bullying in the Workplace
 - Workplace Violence and Aggression
 - Manual Handling
 - Aboriginal and Cultural Awareness
 - Records Management
 - Accountable and Ethical Decision Making

4.4 The mandatory employee training program and refresher training program are compulsory for all new and existing employees to complete.

4 Procedure

5.1 New employees must ensure all training modules are completed within the first eight weeks of employment.

5.2 If existing employees have not yet completed one or more modules, managers/supervisors will include the training progress in the annual performance review process and assessment.

5.3 Once all modules have been completed, a Certificate of Completion will be issued to the employee. This must be forwarded to Manager, People and Culture, and saved on the employee's employment file.

5.4 All employees are responsible for completing the mandatory training. Supervisors and Managers are responsible for providing support and ensuring employees have appropriate time to complete the program.

Refresher Training Program

Employment	Module	Validity
Full Time	Workplace Health & Wellbeing	2 years
	Bullying in the Workplace	2 years
	Aboriginal and Cultural Awareness	2 years
	Manual Handling	2 years
	Introduction to Record Management	2 years
Part Time	Workplace Health & Wellbeing	3 years
	Bullying in the Workplace	3 years
	Aboriginal and Cultural Awareness	3 years
	Manual Handling	3 years

	Introduction to Record Management	3 years
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5 Breaches

If an employee has not completed the mandatory training or refresher program within the assigned timeframe, notification to the employee and manager/supervisor will be sent via email. If the training is not completed despite reminders, this may be deemed as not complying with reasonable and lawful direction and may lead to disciplinary action.

6 Risk Management

The risks of not having this Policy in place include:

- 7.1 Employees are ignorant of their legal and ethical responsibilities about:
 - Workplace Health & Wellbeing
 - Bullying in the Workplace
 - Workplace Violence and Aggression
 - Manual Handling
 - Aboriginal and Cultural Awareness
 - Records Management
 - Accountable and Ethical Decision Making
- 7.2 Employees do not complete assigned training modules through the Learning Management System SafetyHub on the above topics.
- 7.3 Individual and organisational non-compliance with the spectrum of industrial relations legislation, Awards, Enterprise Bargaining Agreements and other tools that govern the sector.
- 7.4 Financial and/or reputational damage.
- 7.5 Low or no productivity.

7 Accountabilities and Responsibilities

- 8.1 Council is accountable for:
 - Ensuring the organisation has in place a lawful, transparent, and accountable policy framework, supported by a suite of compliant and appropriate policies and procedures.
 - Endorsing (or not) each organisational policy document in a timely and effective manner.
 - Delegating implementation of each policy document to the CEO.
- 8.2 The CEO is accountable for ensuring the development, implementation, monitoring and review of this policy document, in accord with governing legislation and Council directives.
- 8.3 The Executive Management Team and Managers is responsible for:
 - Ensuring that all employees under their direction comply with this policy document.
 - Enacting process to redress non-compliance with this policy document.
- 8.4 All employees are individually responsible for complying with this policy document.

8 Legislation, Policy and Other Relevant Documents

<p>Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i></p>	<ul style="list-style-type: none"> • <i>Fair Work Act 2009 (Cth)</i> • <i>Sex Discrimination Act 1984 (Cth)</i> • <i>Racial Discrimination Act 1975 (Cth)</i> • <i>Disability Discrimination Act 1992 (Cth)</i> • <i>Age Discrimination Act 2004 (Cth)</i> • <i>Australian Human Rights Commission Act 1986 (Cth)</i> • <i>Work Health & Safety Act 2020</i> • <i>Industrial Relations Act 1979</i>
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	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Local Government Officers' (Western Australia) Award 2021</i> • <i>Municipal Employees (Western Australia) Award 2021</i>
Shire Policies	<ul style="list-style-type: none"> • P 1 - Bullying, Harassment & Diversity Policy • P 3 - Grievance Policy • P4 - Professional Development Policy • P 14 - Work Health & Safety Policy
Related Documents	<ul style="list-style-type: none"> • Employee Code of Conduct • Community Strategic Plan • Business Plan • Equal Employment Opportunity Plan • Work Health and Safety Management Plan
Related Procedure	Grievance Procedure

9 Administration

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