

Gladstone Regional Council

Council Policy

Title	LEARNING AND DEVELOPMENT POLICY
Policy Number	P-2023-01
Business Unit/s	PEOPLE CULTURE AND SAFETY
Date of Adoption	
Resolution Number	
Review Date	
Date Repealed	

1.0 PURPOSE:

Council is committed to the growth of its people through learning, development and a healthy workplace culture. This Policy sets the key principles for learning and development activities to build the capability of our people.

2.0 SCOPE:

This policy applies to Council's people including employees, apprentices, trainees, cadets and Council hosted students. This policy is not intended to alter or override the terms of Council's Certified Agreement or individual employment contracts.

3.0 RELATED LEGISLATION:

- *Education (Work Experience) Act 1996*
- *Further Education and Training Act 2014*
- *Human Rights Act 2019*
- *Industrial Relations Act 2016*
- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Vocational Education and Training (Commonwealth Powers) Act 2012*
- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*

4.0 RELATED DOCUMENTS:

- Gladstone Regional Council Certified Agreement 2021
- Gladstone Regional Council Corporate Plan 2021-2026
- Learning and Development Corporate Standard

5.0 DEFINITIONS:

Apprentice has the meaning as defined in Section 6 of the *Further Education and Training Act 2014*

Business means Gladstone Regional Council

Certified Agreement means Gladstone Regional Council Certified Agreement 2021 which sets out the terms and conditions of employment for Gladstone Regional Council employees (excluding those on contract)

Trainee has the meaning as defined in Section 7 of the *Further Education and Training Act 2014*

University Student Development Program means a program offered by a University in partnership with Council where the student is engaged in paid, supervised employment with Council during specified periods whilst undertaking a course with the University (for example: CQUniversity Engineering Co-operative (Co-op) Education Course)

6.0 POLICY STATEMENT:

6.1 LEARNING AND DEVELOPMENT SERVICE

Council through the Learning and Development Team will partner with our people to understand their needs and provide the tools that develop skills, knowledge and healthy culture. Learning and Development Services will support the business to:

- Equip our people with the skills, knowledge, experience and qualifications to do their job safely and provide the opportunity to maintain those skills and competencies
- Support a positive and constructive workplace culture
- Develop strong leadership skills through the Leadership Capability Framework and Leadership Essentials
- Provide opportunities for our people to reflect, set goals and identify professional development needs
- Ensure that learning and development opportunities are inclusive and respectful of cultural and learning diversity
- Achieve compliance with legislation, the Certified Agreement and contract obligations
- Align to the operational needs of the business.

6.2 FUNDING

Learning and Development activities are intended to be cost effective and use economies of scale when possible. The highest priority for Learning and Development funding is for those activities that:

- Develop and maintain the core qualifications, skills, competencies and knowledge that are essential to the delivery of Council's infrastructure and services
- Maintain a high level of safety and risk management within the business
- Are mandated by legislation, the Certified Agreement or contractually required
- Are essential to all positions.

The participation in, or the development of other learning and development activities will be prioritised based on one or more of the following:

- The development of constructive culture, succession planning and career paths
- Supports the objectives of the corporate plan

- Addresses the business’s skill shortages and recruitment / retention needs
- Supports excellence and best practice aligned to Council’s Corporate SERVICE values (Safe, Ethical, Responsive, Visionary, Inclusive, Community and Efficient).

6.3 DEVELOPING THE FUTURE WORKFORCE

Council values and commits to support the development of future workforce capability within the region by:

- Offering an Apprentice and Trainee Program
- Participating in University Student Development Programs
- Hosting Secondary School and University Student Work Experience
- Supporting Cadetships
- Attending Career Expos to highlight the great careers at Council.

7.0 ATTACHMENTS:

Nil

8.0 REVIEW MECHANISM:

This policy will be reviewed when any of the following occur:

1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Three years from date of adoption.

TABLE OF AMENDMENTS			
Document History	Date	Council Resolution No.	Notes (including the prior Policy No, precise of change/s, etc)
Originally Approved	1 September 2009	09/483	
Amendment 1	19 November 2013	G/13/1786	
Amendment 2	19 January 2016	G/16/2720	
Amendment 3			

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CHIEF EXECUTIVE OFFICER