

SOUTHERN REGION WASTE RESOURCE AUTHORITY (SRWRA)

(PO-12) TRAINING & DEVELOPMENT POLICY

Date of 1st Adoption:	11 th December 2006 – Report No.94/06
Next Review Date:	May 2016
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POLICY OBJECTIVE

Training and development is a key part of SRWRA's strategic human resources plan that responds to present and future organisational needs. It aims to develop highly skilled, knowledgeable and committed employees, benefiting the individuals themselves, the SRWRA and the community.

This policy provides for the approval of undertaking courses of study, attending formal training courses, attending seminars and conferences and other developmental initiatives.

POLICY STATEMENT

Training and development plans and programs that are linked to SRWRA's strategic plan, promote a 'learning organisation' philosophy, and ensure continued SRWRA development will be provided to employees across the organisation.

The training needs of employees will be identified through conducting regular skills audits, the annual performance development and review process, and during the normal course of an employee's work.

All employees have a right to access appropriate training and development opportunities to enable them to undertake their duties and enhance their careers.

SRWRA shall be flexible in determining training programs and policies, and Senior Management will consult with employees on their individual training requirements.

SRWRA is committed to providing a safe work environment and priority will be given to training that improves the operational skills and expertise of employees in their respective job roles and promotes the occupational health and safety of all employees.

NOTES

1. Training should be relevant to the services provided by the SRWRA, meaningful to the participants and directed at improving performance and safety on the job.
2. Training should recognise and comply with legislative requirements, in particular, Work Health and Safety, and Equal Employment Opportunity legislation.

Policy Review

This policy will be reviewed each year and at other times if any significant new information, legislative or organisational change warrants an amendment to this document.