

DEPARTMENT OF CONSERVATION AND LAND MANAGEMENT

POLICY STATEMENT NO. 6

STAFF TRAINING AND CAREER DEVELOPMENT

JANUARY 1986

1. BACKGROUND

As a result of the amalgamation of agencies with historically different responsibilities and roles, staff in the Department of Conservation and Land Management comprise a wide range of occupational groups. For example:

- . Forest and park workers
- . National Park Rangers
- . Forest officers
- . Research and specialist branch technical officers
- . Wildlife officers
- . Reserve management officers
- . Professional and administrative officers

This policy deals with the Department's aims and strategies with respect to training these staff and the relationship between training and career development. It is intended that training will be a key factor in unifying diverse groups and making best use of the range of expertise in the Department.

2. OBJECTIVES

In the training of staff and in providing opportunity for career development, the Department must recognise the needs of the organization, the needs of individuals within it and our obligations as an agency of the State Public Service.

Training will therefore be directed towards:

- (i) Ensuring personnel are skilled in the conservation of the State's flora and fauna and in the management of Departmental land;
- (ii) Providing staff with a pathway for career and personal development; and
- (iii) Maximising the economic and administrative efficiency of the Department.

3. POLICY

1. All personnel will be provided with the knowledge and the skills necessary to perform their jobs efficiently and safely.
2. Opportunities will be provided for staff to undertake training and examination programmes which qualify them for promotion or wider responsibilities.
3. Staff will be consulted in the development, implementation and evaluation of training policies and programmes.

4. STRATEGIES

To achieve the objectives and policy, the following strategies will be adopted:

1. There will be a Training and Career Development Committee whose function will be to co-ordinate, evaluate and implement training programmes, to prepare guidelines for recruitment of staff, advise on training needs, provide a contact point for staff and a forum for discussion of training issues. The committee will be chaired by the Manager, Personnel Branch and membership will be representative of the range of Departmental responsibilities.
2. The skills, knowledge and qualifications required by the various categories of field staff will be defined. Training programmes to provide staff with these skills, knowledge and qualifications will be developed.
3. Candidates for training will be selected according to recruitment guidelines.
4. A "career pathway" will be developed for each category of staff, and the relationship of career development to training opportunity and achievements will be defined.
5. There will be an annual catalogue and calendar of training programmes.
6. Resources (staff, equipment, finance) will be provided to train staff.
7. Training programmes will be evaluated in terms of the training and career development objectives.
8. Records will be maintained of courses and of training achievements.

9. The training programme will be integrated with systems for promotional examinations, induction of new staff and annual staff appraisals.
10. Career pathways and training procedures will be explained in a circular, available to all staff. This circular will cover the scheduling, contents and conduct of training programmes, and will deal with all categories of staff. The circular will be revised as needed by the Training Committee, or as directed by the Policy Directorate.



Syd Shea
EXECUTIVE DIRECTOR