



# WORKFORCE PLANNING & MANAGEMENT POLICY

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## 1. OBJECTIVE

The Shire of Wandering is committed to ensuring that strategic, operational and legislative objectives are met through efficient and effective management of its workforce for the delivery of service to the community in a timely and cost effective manner. Effective workforce planning and resourcing demonstrates compliance with the integrated planning requirements of Section 5.56 (2) of the *Local Government Act (1995)*.

## 2. PRINCIPLES

The Shire of Wandering is committed to workforce planning, identifying that it is an essential management function in its operations.

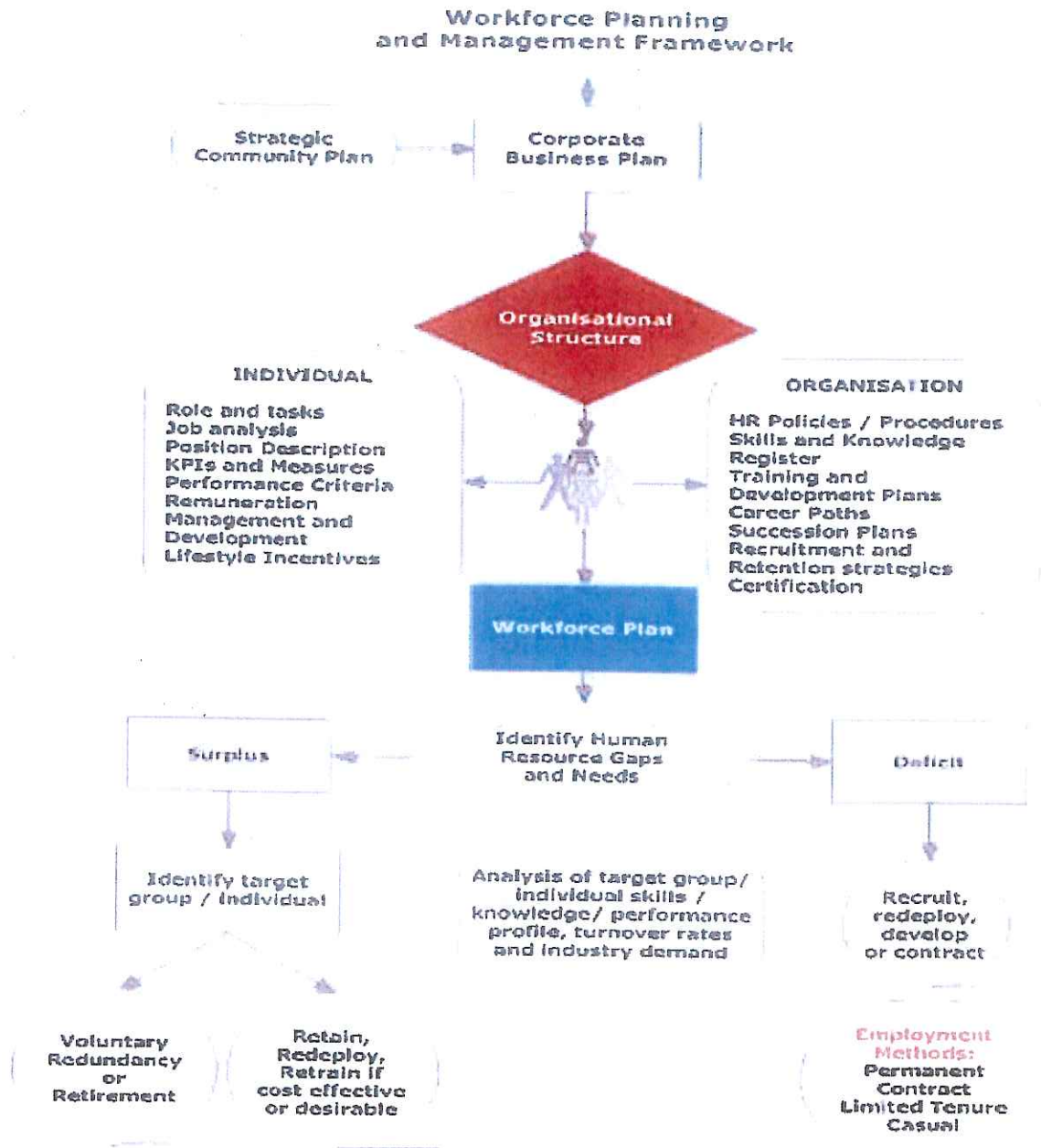
The Shire of Wandering recognises that the achievement of all goals and objectives are reliant on the skills and knowledge of its workforce and their individual resilience, perseverance and unique capacity to fit the environment.

## 3. APPLICATION

Workforce planning is a continuous process of shaping the workforce to ensure it is capable of achieving the Shire of Wandering's objectives into the future. It provides the framework for assessing the demand and supply of the workforce and aims to have the right people in the right place at the right time to ensure the delivery of organisational goals resourced through effective long-term financial and business plans.

The Shire is committed to resourcing workforce requirements through its integrated planning processes as outlined in this diagram below. It recognises the responsibility for managing people lies with the person who has the executive responsibility for the objectives of the service / activity / function of their division.

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## 4. ROLES AND RESPONSIBILITIES

### 4.1 CEO and Managers

- 4.1.1 CEO and Managers of staff have the responsibility and accountability for ensuring that all employees are managed appropriately within their own work areas. In each of these areas, current and future demand and supply should be assessed as part of the annual and strategic planning cycles.
- 4.1.2 All managers will ensure effective setting of KPIs and performance criteria for their staff that will meet relevant organisational objectives. Staff appraisals will incorporate training and development plans to ensure the current and future skills and knowledge



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needs are met wherever practicable, with gaps and omissions reported to the CEO for inclusion in the Workforce Plan.

- 4.1.3 The CEO will research, collect and monitor relevant workforce data and statistics including demographics and trends as part of the integrated planning cycle.

### 4.2 Employees

- 4.2.1 All staff involved in organisational, operational or project planning will ensure that workforce implications are considered and included in all strategic or operational plans.

## 5. REFERENCES TO RELATED DOCUMENTS

- Section 5.56 (2) *Local Government Act 1995*

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Responsible Officer:	Shire President and CEO

[Signature]  
Signed

[Print Name]  
Shire President

This Policy takes effect from the date of adoption by Council and shall remain valid until it is amended or deleted.