

## Resources available to support councils

### Strategy 1 – Improving workforce planning and development

Type of Resource	Title	Author or Organisation	Description
<b>Data</b>	Profile of the Local Government Workforce	ACELG	An extensive profile of the local government workforce. Data is largely from an ACELG survey of local government in 2012-13 and the 2011 ABS Census. <a href="http://www.uts.edu.au/research-and-teaching/our-research/public-policy-and-governance/our-consultancy/reports-and-manuals">http://www.uts.edu.au/research-and-teaching/our-research/public-policy-and-governance/our-consultancy/reports-and-manuals</a>
	NSW Local Government HR Metrics Benchmarking Report	LGNSW	Report tracks annual trends across a range of HR metrics for participating councils. <a href="http://www.lgnsw.org.au/member-services/management-solutions/hr-metrics">http://www.lgnsw.org.au/member-services/management-solutions/hr-metrics</a>
	Operational and Management Effectiveness Survey	Local Government Professionals, NSW	Annual survey that collects key performance data (including Workforce Management) from participating councils. <a href="http://www.lgprofessionals.com.au/LGProfessionals/Council_Services/Operational_and_Management_Effectiveness_Survey/LGProfessionals/Council_Services/Survey/Operational_and_Management_Effectiveness_Survey.aspx">http://www.lgprofessionals.com.au/LGProfessionals/Council_Services/Operational_and_Management_Effectiveness_Survey.aspx</a>
	Government Services Environmental Scan 2015	Government Skills Australia	Report on issues impacting on workforce development in the government sectors, areas of skills shortage and the use of training packages (including the Local Government training package). <a href="http://skillsiq.com.au/ResourcesResearchandSubmissions/Research.aspx">http://skillsiq.com.au/ResourcesResearchandSubmissions/Research.aspx</a>
<b>Guides and Tools</b>	Local Government Workplace Reform Kit: Managing Workplace Change	LGNSW	The Kit provides detailed and practical guidance on working through workplace change resulting from boundary changes or amalgamations. The Kit includes <ul style="list-style-type: none"> <li>• A step-by-step guide to planning and managing workplace change</li> <li>• A brief discussion of ongoing requirements for sound workforce planning and management</li> </ul> <a href="http://www.lgnsw.org.au/files/imce-uploads/79/LGNSW_WorkplaceReformKit_Nov2015.pdf">http://www.lgnsw.org.au/files/imce-uploads/79/LGNSW_WorkplaceReformKit_Nov2015.pdf</a>
	Workforce Planning Guidelines for Local Government in Tasmania	UTS:CLG	Workforce planning guidelines, including templates and case studies, developed by UTS in collaboration with Tasmanian councils. <a href="http://www.uts.edu.au/research-and-teaching/our-research/public-policy-and-governance/our-consultancy/reports-and-manuals">http://www.uts.edu.au/research-and-teaching/our-research/public-policy-and-governance/our-consultancy/reports-and-manuals</a>
	Integrated Planning and Reporting (IPR) - Workforce Planning	WA Dept of Local Government	An introduction to the key concepts and steps of Workforce Planning <a href="https://www.dlqc.wa.gov.au/Publications/Pages/IPR-Workforce-Planning-Toolkit.aspx">https://www.dlqc.wa.gov.au/Publications/Pages/IPR-Workforce-Planning-Toolkit.aspx</a>

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	Toolkit	and Communities	
	Integrated Planning and Reporting Manual for local government in NSW	Premier & Cabinet, DLG	Section 3.3 includes 5 pages on Workforce Management Planning. It includes an explanation of the steps involved in developing a strategy and identifies 11 good practice Workforce Management Plans (as of June 2012) <a href="https://www.olg.nsw.gov.au/sites/default/files/Intergrated-Planning-and-Reporting-Manual-March-2013.pdf">https://www.olg.nsw.gov.au/sites/default/files/Intergrated-Planning-and-Reporting-Manual-March-2013.pdf</a>
	Workforce Planning: a Guide	NSW Premier's Department	A guide for NSW Public Sector Agencies that explains the steps involved in undertaking Workforce Planning <a href="http://www.dpc.nsw.gov.au/_data/assets/pdf_file/0017/12680/WorkforcePlanningAGuide.pdf">http://www.dpc.nsw.gov.au/_data/assets/pdf_file/0017/12680/WorkforcePlanningAGuide.pdf</a>
	Workforce Planning	Office of Local Government	A web page explaining how workforce planning fits with IP&R with links provided to further explanation or further information/resources <a href="https://www.olg.nsw.gov.au/councils/integrated-planning-and-reporting/workforce-planning">https://www.olg.nsw.gov.au/councils/integrated-planning-and-reporting/workforce-planning</a>
	Managing Mergers Professionally: Council Workforce and Service Inventory Tool	LG Professionals NSW	The Inventory is designed for HR and other executives planning and managing merger implementation. <a href="http://www.lgprofessionals.com.au/LGProfessionals/Council_Services/Council_Workforce_and_Service_Inventory_Tool/LGProfessionals/Council_Services/Managing_Mergers_Professionally/Council_Workforce_and_Service_Inventory_Tool.aspx">http://www.lgprofessionals.com.au/LGProfessionals/Council_Services/Council_Workforce_and_Service_Inventory_Tool/LGProfessionals/Council_Services/Managing_Mergers_Professionally/Council_Workforce_and_Service_Inventory_Tool.aspx</a>
	Workforce Planning	LG Professionals, NSW	An online resource that includes chapters on: Preparing for Workforce Planning; Developing a Workforce Profile; Implications of the Community Strategic Plan; Developing Strategies to Close the Gaps; Reviewing, Evaluating and Monitoring; and templates <a href="http://econnect.lgmansw.com/index.cfm/ebooks/?sco=1461358754">http://econnect.lgmansw.com/index.cfm/ebooks/?sco=1461358754</a>
<b>Consulting Services</b>	IP&R Review and Revision program	LGNSW	Offers a review of a council's IP&R plans and reports and its approach to IP&R and methodology. The Program can include a focus on Workforce Planning - <a href="http://www.lgnsw.org.au/member-services/management-solutions/integrated-planning-reporting-review-revision">http://www.lgnsw.org.au/member-services/management-solutions/integrated-planning-reporting-review-revision</a>
	Consulting and research	UTS:IPPG	<a href="http://www.uts.edu.au/research-and-teaching/our-research/centre-local-government/what-we-do/consulting-and-research/areas">http://www.uts.edu.au/research-and-teaching/our-research/centre-local-government/what-we-do/consulting-and-research/areas</a>
<b>Training</b>	Workforce Planning course	LGNSW	A one day course introducing the concepts of workforce planning in local government <a href="http://www.lgnsw.org.au/events-training/workforce-planning">http://www.lgnsw.org.au/events-training/workforce-planning</a>