



# Upper Lachlan Shire Council

## Human Resource Training Plan 2009 - 2010

Adopted: 20 August 2009

Resolution No: 338/09

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## 1. INTRODUCTION

The Upper Lachlan Shire Council has a commitment to the development of all its employees, Councillors, and Committee members with the aim to build the Council's knowledge base and improve the Council's efficiency and effectiveness in all areas of our business.

Each year the Council will commence its staff performance reviews in February to coincide with its annual draft training budget preparation. Within this process individual training needs are identified and registered onto the training database (type of training, who requires training, training dates and costs of relevant training).

Upper Lachlan Shire Council will develop and adopt a Training Plan each year so as to ensure that activities available to all Staff, Councillors and Committee members contribute to the achievement of the strategic and good governance objectives of Council.

In preparing its Training Plan the Upper Lachlan Shire Council will use a range of strategies to identify the needs of Council and match these needs against its strategic and good governance objectives.

Council has determined that interstate training or conferences will not be available to staff and Councillors. Only appropriate conferences and training within NSW will be approved by senior management.

### GLOSSARY OF TERMS:

*Position Description* – All staff are required to have a Position Description outlining their duties/tasks, skills and qualifications required to undertake tasks effectively.

*Competent* – refers to the applicant being knowledgeable, experienced, proficient and skilled in performing a set task.

*Training Database* – Is an Excel database that can be located on Councils G Drive: G:\Department\Training & Development.

*CENTROC* – Is Central New South Wales Regional Organisation of Councils (CENTROC) a region of Councils that have formed an alliance to work together resource sharing to provide collective bargaining arrangements with training costs.

**RELATED LEGISLATION/POLICY DOCUMENTS:**

- Local Government Act 1993
- Local Government (General) Regulation 2005
- Human Resource Strategic Plan 2010 – 2015
- Human Resource Succession Plan
- Local Government (State) Award 2007
- Councillor Training & Development Plan Policy
- Staff Training Policy
- Secondary Employment Policy
- Payment of Expenses and Provisions of Facilities Policy
- Upper Lachlan Shire Council Organisation Structure

## 2. TRAINING POLICIES

**Policy Title:** STAFF TRAINING

**Author:** Human Resources Coordinator

**Subject:** Personnel

**File:**

<u>Resolution</u>	<u>Reason for Amendment</u>	<u>Source of Amendment or Detail</u>
390/06	Adoption of Policy	Council Meeting held 14 December 2006
128/07	Review of Policy	Council Meeting 26 April 2007
194/07	Review of Policy	Council Meeting held 28 June 2007

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Upper Lachlan Shire Council's Staff Training Policy is primarily designed to satisfy and maintain its needs for a workplace, which has the knowledge, skills and potential necessary for the effective and efficient functioning of the organisation. This policy is designed to assist Council to develop the competency of its people and to develop a more highly skilled and flexible workforce.

Competency is defined as the employee's skills, knowledge and attitudes and the fit of those to the requirements of the job. Both personal competence and job requirements are viewed as dynamic – they will evolve over time.

### OBJECTIVES:

- To encourage employees in their personal and professional development and to assist them where necessary to maintain high levels of competence in their respective positions and vocations.
- To provide development opportunities via a range of sources including training conducted by recognised private providers, training/coaching in specific skills areas provided by designated staff, on the job training by managers and team leaders, and approved tertiary studies.
- To provide assistance to employees where a course of study can be demonstrated to enhance their competence, and is of demonstrable benefit to the Council's service provision, and the employee's ability to fulfil their position requirements.
- To facilitate the development of a Training Plan that will match training and development processes to the current and future skill requirements of Council and the career development needs of employees.

- To ensure that expenditure in training matters is used in an effective manner.
- To comply with Local Government (State) Award 2007 and other legislative and regulative provisions related to Council.

**POLICY:****1. Council Commitment**

- 1.1 Council shall develop a Training Plan consistent with the current and future skills relevant to Councils activities.
- 1.2 Council shall provide for training and development purposes each year an amount equivalent to a minimum of 1.5% of its payroll (as adopted in the annual budget).
- 1.3 The individual training needs will be reviewed in conjunction with the annual performance review / appraisal process.

**2. Employees Responsibility**

- 2.1 Participation of employees in skills training activities is not always compulsory; however employees are expected to maintain their standard of competence in all areas, which form part of their current role.
- 2.2 Employees participating in skills training activities are to display a high degree of commitment.
- 2.3 Employees are expected to participate in and comply with training requirements in regard to Occupational Health and Safety and Risk Management training and the like. It is a requirement of the Occupational Health and Safety Act 2000 that employees must co-operate with employers in their efforts to comply with occupational health and safety requirements.

**3. Types of Training/Levels of Assistance**

Council shall provide assistance to employees engaged in training at varying levels subject to the type of training being undertaken.

The various degrees of assistance shall reflect not only the benefit to Council of such training but also the benefit to staff in that the training enhances their promotional aspects, job security, and value to an employer both within Council and/or the industry generally.

In the case of tertiary studies (leading to professional qualifications) and attendance of staff at annual conferences conducted by organisations of which they are members, specific assistance arrangements will be determined between Council and the employee prior to each stage of such studies/attendance at conferences. In that respect the levels of assistance outlined in this policy will be used as a guideline and factors such as the “balance” between applicability of the studies to Upper Lachlan Shire Council and / or the career development of the employee will be taken into account.

### **3.1 Level 1 Training**

This applies to those areas of training where an employee is required by Council to participate. It would generally include but not be limited to such training matters as: -

- i. Achievement of a specific formal qualification as may be required by the Position Description.
- ii. Be related to an “Occupational Health and Safety” matter and the like (e.g. First aid).
- iii. Be considered a necessary “professional development” type training action to enable the employee to maintain competency in the position.
- iv. Be a “corporate” requirement such as induction training, familiarisation of relevant Council policies etc.

#### **Level of Assistance**

Council to meet in general terms all costs associated with this type of training.

These costs include but are not limited to such matters as: -

1. Salary/Wages
  - a. Where off the job instruction is required as part of the structured program then paid leave shall be granted subject to:-
  - b. Such time being within ordinary working hours.
  - c. A maximum of twenty (20) days off the job component over a twelve (12) month period.

Individual circumstances in excess of the above are to be determined by the General Manager and /or Director on an individual basis. Consideration will also be given to flexible work and study arrangements on a case-by-case basis.

It should be acknowledged that training is of mutual benefit to both Council and the employee. In recognition of this fact it is reasonable that both parties make a contribution towards achieving this goal.

- ii. Where time is involved outside of ordinary working hours then the following circumstances apply:-
  - a. Travelling Time (this is the time required to travel to the destination from your normal place of work)
    - Ordinary working day; time in lieu equivalent to the time outside normal working hours will be considered in exceptional circumstances as determined in consultation with the employee and the relevant Departmental Director and / or Manager.
    - Other than ordinary working day; time in lieu equivalent to actual travel time will be granted.
  - b. Attendance Time (this is the time when the structural format may extend beyond an employees ordinary number of hours for that day, or occur on a day other than an ordinary working day).
    - Ordinary working day; time in lieu equivalent to the time outside normal working hours will be will be considered and determined in consultation with the employee and the relevant Departmental Director and / or Manager.
    - Other than ordinary working day; time in lieu equivalent to actual course time will be granted.

## 2. Fees

All registration fees, course fees, cost of permits etc to be paid by Council. This does not include drivers' licence or similar which require a regular payment to keep current.

## 3. Travelling Cost

Council to either provide transport or reimburse in accordance with Council's Policy on "Payment of Expenses and Provision of Facilities"



#### 4. Sustenance Costs

Where not included in training course fees and are required, Council shall meet the costs of accommodation and meals in accordance with Councils "Payment of Expenses and Provision of Facilities" Policy.

### 3.2 Level 2 Training

This applies to training matters where an employee may wish to undertake training generally consistent with a career path but not as a requirement of Council.

It may include such matters as:-

- i. Achieving a "desirable or preferred" qualification as included in the Position Description.
- ii. Participation in training closely related to current position requirements, areas where "relief duties" may be reasonably expected.

#### Level of Assistance

Council recognises that an employee may wish to undertake training closely associated with but not a requirement of Council.

A reduced level of assistance may be available in these instances and applies to permanent employees of Council only.

#### 1. Salary/Wages

- i. Where off the job attendance is required as part of a structured program then:-
  - a. Paid Leave shall be granted for:-
    1. Examination time including reasonable travel time to and from the examination centre.
    2. A maximum of ten (10) days off the job component over a twelve (12) month period.
  - b. No payment for any hours worked (attendance or travelling) in excess of ordinary hours and/or on days other than ordinary workdays.
  - c. In the event that attendance is required on a Rostered Day Off (RDO) then no payment or replacement will be made

for this day. It will not however count towards the maximum ten (10) days component in clause (a) 2 above.

- d. Leave without pay will be approved for any specific period in excess of (a) above.
- e. Consideration will be given to flexible work and study arrangements on a case-by-case basis. E.g. one day training course attendance.

## 2. Fees

Council to pay 50% of course fees only (excludes accommodation and sustenance) upon confirmation and documentation of successful completion. This may be on a subject-by-subject and / or module basis for a staged qualification.

## 3. Travelling Costs

Council to either provide transport or reimburse in accordance with Council's "Payment of Expenses and Provision of Facilities" Policy when attending a training course within the maximum ten (10) days per annum period (see clause 1(i) (a) 2 above).

No other travel costs to be reimbursed.

## 4. Sustenance Costs

Council to meet the cost of accommodation in accordance with Council's "Payment of Expenses to Provisions of Facilities" Policy within the maximum ten (10) days per annum period (see Clause 1(i)(a) 2 above).

### 3.3 Level 3 Training

This applies to areas of training that:-

- i. Are not directly related to a position but may be of general benefit to both the employee and Council.
- ii. Are determined to have an imprecise connection to the requirements of Council (e.g. employee personal interest or ambition).
- iii. Are adequately covered by other personnel who are either qualified or "in-training" (e.g. plant operators etc).

### Levels of Assistance

Council assistance for training in this area will be considered on a case-by-case basis. It will in general terms be limited to consideration of such matters as: -

- i. Course fee, attendance time for mutually beneficial training.
- ii Examination leave – paid for time of exam only.
- iii Leave without pay – approval for leave without pay for attendance at the course.
- iv. Access to plant or equipment only at Council's discretion.
- v Flexible work and study arrangements only at Council's discretion.

### 3.4 Repeat Training

When an employee is repeating a subject to obtain a pass then none of the levels of assistance as outlined in Clauses 3.1 to 3.3 inclusive apply unless so determined by the General Manager and / or Director.

## 4. Training Arrangements

Note: Training/Development – indicates attendance at public course, seminars, and conferences and like training.

1. Attendance at training is to be authorised by the respective Director and / or Manager (or in the case of Directors authorisation to be given by the General Manager) prior to training being arranged. The Staff Training Authority/Record form is to be used for this purpose and is to identify the level of training that is applicable. Priority is to be given to Level 1 training.
2. Travel arrangements are to be part of the approval process and are to be within the following guidelines:
  - Wherever possible Council vehicles shall be supplied and used for travelling purposes by the employee(s);
  - If Council vehicles are unavailable then an alternative means of transport such as private vehicle use and / or use of public transport is permissible and reimbursable. The payment of travel and sustenance expenses and the provision of facilities will be in accordance with Council's policy on the same;

- When a conference/seminar/course commences after 10.00am and is within two and a half hours travel to the destination then Council will not recognise the previous night's accommodation for reimbursement;
  - When a conference/seminar/course commences after 8.30am and is within one and a half hours travel to the destination then Council will not meet the accommodation expenses for the night prior where it can be reasonably assumed that the employee(s) would not have to leave their home(s) prior to 7am;
  - When a conference/seminar/course is held over more than one-day (i.e. consecutive days or more), travelling to and from the venue on a daily basis may be considered a safety issue. Under these circumstances the General Manager and / or Director may instruct the employee(s) that overnight accommodation be taken at Council's expense;
  - Other factors such as the course nature and travel route will also be considered. The determination of whether accommodation costs will be met will be made by the General Manager and / or Director in each circumstance.
3. Accommodation (when approved) and travelling arrangements are the responsibility of the employee and supervisor who is attending or arranging the training.

## **5. Roles and Responsibilities**

### **5.1 Consultative Committee:-**

- i. To be consulted in the process of establishment of Council's Training Plan.
- ii. To advise of areas of training they consider are needed within Councils' workforce in consultation with Human Resource Coordinator and Senior Management.

### **5.2 Human Resources/Management:-**

- i. To identify areas of training needs especially in response to legislative and regulation changes.
- ii. To investigate appropriate means by which training may be accomplished.
- iii. Management to release wherever possible the staff to participate in training programs.
- iv. To prepare annual budgets in regard to training requirements as part of Council's Training Plan.
- v. To advise Council of training needs and the resources required to meet these needs.
- vi. To determine the category of training – Level 1, 2 or 3.

- vii In conjunction with employees:-
  - preview the training and development objectives prior to attendance.
  - review the outcomes following attendance and at the next annual performance review.

5.3 Employees:-

- i To participate in creation of their individual training plan.
- ii To demonstrate a level of personal responsibility in regard to training matters.
- iii To be aware of the increasing number of skills and competences being required in their position descriptions.
- vi To advise the employer should any change occur to the status of any licence, permit, certificate and accreditation held by the employee and arrange for the same to be placed on their personnel file.
- v To participate in previews and review of development training and where required provide a written summary of attendance.

## 6. Training Plan

The employees' training plan, developed as part of the annual performance review process, will identify immediate and medium term development needs (including renewal of competency certificates etc). Individual training plans will be aggregated into Council's organisational Training Plan for budgeting and scheduling purposes.

Whilst it is ideal that all training and development needs be programmed into individual training plans, there will still be a need for ad-hoc or "spontaneous" training requirements.

The development of Councils' Training Plan each year will include amounts allocated for Departmental training needs and individual training needs.

## 7. Variation

Council reserves the right to vary or revoke this policy.

**Policy Title: COUNCILLOR TRAINING AND DEVELOPMENT PLAN POLICY****Author:** General Manager**Subject:** Councillor Training and Development Plan Policy**File:** 2.9A.P

<b>Resolution</b>	<b>Reason of Amendment</b>	<b>Source of Amendment or Resolution</b>
366/07	Initial Councillor Training and Development Plan Policy	Council Meeting 25 November 2007
343/08	Review	Council Meeting 20 November 2008

**Policy Objectives**

Upper Lachlan Shire Council will develop and adopt a training and development plan each year so as to ensure that activities available to all Councillors contribute to the achievement of the strategic and good governance objectives of Council.

Particular emphasis will be given in the training plan to the training needs of new Councillors joining Council following a general or by-election.

In preparing its training and development plan the Upper Lachlan Shire Council will use a range of strategies to identify the needs of Council and match these needs against its strategic and good governance objectives.

**Methodology**

Council will collect information regarding the training and development needs of Councillors and will plan for the delivery of training by utilising the following methodology:

1. Survey/questionnaire; Interviews; and Workshops.

**Specific Training Needs**

Council recognises that some of the training needs of Councillors will be specific to their legislative and governance roles and functions such as:

1. Role and Responsibilities of Councillors;
2. Relationship between Councillors, the General Manager and Staff;
3. Meeting Procedures;
4. Conflict of Interest;
5. Code of Conduct;
6. Good Governance;

7. Strategic Management; and
8. Planning Legislation.

The list included above may be altered to include specific areas of training and development deemed to be appropriate as situations arise, e.g. media training, heritage training etc.

Other training issues will emerge that are directly related to specific service areas and other community issues and address environmental, social and economic challenges facing the community.

### **Delivery Methods**

It is recognised that a range of delivery methods will be required to support the training needs of Councillors, including:

1. Workshops, seminars and informal (briefing) sessions conducted by Council with appropriate guest speakers and trainers;
2. Attendance at workshops, seminars and conferences offered by organisations such as Local Government Learning Solutions (Local Government and Shires Associations of NSW), Australian Local Government Association, Local Government Managers Australia and other private providers that provide an opportunity for Councillors to gain new skills, network with other Councillors and staff from within and outside of New South Wales;
3. Purchase of training booklets and discussion papers that could be distributed to Councillors for information; and
4. On-line training delivery.

Upper Lachlan Shire Council's training plan will include agreed delivery methods to respond to the needs of Councillors identified during the development of the annual Councillor Training and Development Plan.

### **Annual Budget Allocation**

A budget allocation will be provided to support the training and development activities undertaken by Council, and progress against expenditure of the budget allocation will be reported on a quarterly and annual basis.

Council will need to determine the size of its budget allocation, which may change annually, depending on the nature of issues for which training and development activities may be required to be offered. For example, when a new Council is elected there will be specific issues required to be addressed such as induction training for all new Councillors.

#### **Note:**

The 2009/2010 training budget set for Councillors Professional development is \$7,000

### **Variation**

Council reserves the right to vary or revoke this policy.

### 3. INDUCTION TRAINING

All new employees shall undertake Induction Training in the following areas:

- Code of Conduct
- Appropriate Workplace Tour of Inspection
- Occupational Health and Safety (OH & S) Awareness.
- Work Procedures.
- Salary System
- Time Sheets.
- Workplace Arrangements
- Payment Arrangements
- Annual Leave, Sick Leave, WorkCover and Accident requirements.
- Rostered Days Off (RDO's)
- Special Leave – In accordance with the Local Government (State) Award 2007
- Training Arrangements
- Traffic Control (where required)
- Organisation Structure
- Map of Villages and Shire
- Details of various Trade Unions covering the organisation.

An Induction booklet will be provided to each new employee.



#### 4. CORPORATE TRAINING PLAN

Upper Lachlan Shire Council Management Plan Objectives for Human Resources:-

Employee development and training within a performance framework that maximises productivity and staff wellbeing. To develop and implement high quality employee relations initiatives and practices that support Councils objectives to maximise the quality and contributions of its staff.

This Objective can be achieved by

- Ensuring a safe working environment for the staff and the public.
- Enabling all staff to optimise the performance of their equipment through competent operation and developing to expert operation.
- Enabling staff to develop career paths and enhance skill levels.
- Improve job satisfaction through greater involvement in the work planning and execution.
- Ensuring new staff is fully aware of Council's operations and requirements relating to their position.
- Enabling Professional Development.
- Keeping up to date with current practices and technology.
- Minimise employee turnover and loss of productivity
- Facilitate cultural change across the organisation

## 5. TRAINING SCHEDULE

The following schedule details the level of training that Council anticipates would achieve the Corporate Training Plan Objective.

### A. Works and Operations Department

#### All Works Staff

- Code of Conduct
- Drug & Alcohol Awareness
- Bullying & Harassment in the Workplace
- Occupational Health and Safety Awareness
- Manual Handling
- Skin Cancer
- Road works Signing
- Timesheets
- Traffic Control
- First Aid
- Power Hand tools – Chainsaws, small plant, pumps, mixers etc.

#### Plant Operators

- Advanced Courses in own plant type
- Basic Courses in other plant types

#### Truck Drivers

- Advanced Course in truck operation
- Basic courses in other plant types
- Certification for Loader
- Dangerous Goods Transportation

#### Supervisors

- Supervision Course (Certificate IV in Front Line Management)
- Plan Reading
- Level Taking and Reduction
- Work Planning and Cost Control
- Trade Qualifications (optional)
- Computer Skills
- Job & Timesheet Allocation

#### Water & Sewer Supply

- Water Treatment Plant Operation
- Sewer Treatment Plant Operation
- Confined Spaces
- Dangerous Goods Transportation
- Waste Water Management
- Plant Operations
- Plan Reading/Computer Skills
- Pump Station Maintenance

### Specialist Areas

- Bituminous Surfacing
- Confined Spaces
- Financial Management
- Explosives
- Swimming Pool

### Waste Management

- Advanced Truck Driving
- Depot Maintenance
- Recycling Operations
- Waste Minimisation

### Parks & Gardens

- Plant Operators Certification
- Certificate IV in Horticulture
- Chemical Handling Certification (CHEMCERT)

### Stores

- TAFE Accreditation in Store Operations
- LF Forklift Certification
- Handling Dangerous Goods
- Safe Chemical Handling

### Workshop

- Trade Qualifications in Plant or Motor Mechanic
- RTA Light vehicle Inspection Certificate (Restricted)
- Confined Space
- To hold industrial equipment certification for:
  - LL – Front End Loader
  - FL – Fork Lift
  - CN – Crane (non-slewing)
  - Computer Training

**B. Environment & Planning Department**

## All E&amp;P Staff

- Drug & Alcohol Awareness
- Bullying & Harassment in the Workplace
- Code of Conduct
- Occupational Health and Safety Awareness
- Manual Handling
- Skin Cancer
- Timesheets
- Traffic Control
- First Aid
- Animal Control
- Rural Addressing

## Noxious Weeds

- Safe Chemical Handling
- Work Signage
- Legal Aspects - Noxious Weeds Act
- Plant Identification

## Health &amp; Building Surveyor

- Accredited certifiers

**C. Finance & Administration Department**

## All F&amp;A Staff

- Bullying & Harassment in the Workplace
- Drug & Alcohol Awareness
- Code of Conduct
- Occupational Health and Safety Awareness
- Manual Handling
- Skin Cancer
- Information Technology Training
- First Aid

## Librarians/Tourism

- Tourism Related Training
- Library Training
- STRL Training

## Customer Service Officers

- Frontline Management Skills
- Motor Registry Training
- Australia Post Office Training

## **6. TRAINING TIMETABLE**

### **A. Works & Operations Department**

Subject to budget allocations and availability of suitable training courses aim to be completed by:

#### **30 June 2010**

All Works Staff

- Drug & Alcohol Awareness
- Bullying & Harassment Prevention
- First Aid (Refresh)
- Electrical Awareness Safety
- Hazardous Substance
- Trenching & Ground Support
- Chainsaw 1 & 2

Plant Operators

- Certification & Intermediate Training

Truck Drivers

- Licence MR

Supervisors

- Certificate IV Front Line Management
- Computer Training

Water & Sewer Supply

- Waste Water Management
- Confined Spaces

#### **30 June 2011**

All Works Staff

- Manual Handling

Plant Operators

- Basic Course Other Plant Types

Truck Drivers

- Dangerous Goods Transportation

Noxious Weeds

- Legal Aspects - Noxious Weeds Act

**30 June 2012**

## All Works Staff

- Time Sheets
- Roadwork's signing
- Traffic Control
- Skin Cancer
- OH&S awareness
- Code of Conduct

## Supervisors

- Level Taking & Reduction
- Plan Reading
- Job and Timesheet Allocation

## Water &amp; Sewer Supply

- Water Treatment Plant Operation
- Pump Station Operation

## Noxious Weeds

- Safe Chemical Handling
- Work Signage

**30 June 2013**

## All Works Staff

- Manual Handling

## Roller Operators

- Compaction Techniques

## Truck Drivers

- Advanced Course
- Basic Course Loader
- Loader Certificate

## Loader/Backhoe Operators

- Advanced Course

## Supervisors

- Supervision Course
- Work Planning and Cost Control

## Water &amp; Sewer Supply

- Fluoridation
- Confined Spaces
- Plan Reading/Computer Skills

**B. Environment & Planning Department**

Subject to Budget allocations and availability of suitable training courses aim to be completed by:

**30 June, 2010**

All E&P Staff

- Drug & Alcohol Awareness
- Bullying & Harassment Prevention
- First Aid
- Animal Control
- Records EDMRS
- Development Applications
- Verbal Judo/Complaint negotiation

Waste Management

- Waste Minimisation

Health & Building

- Accredited Certifier Qualification

**30 June, 2011**

All E&P Staff

- Environmental Services - Other
- First Aid

Noxious Weeds

- Plant Identification

**30 June, 2012**

All E&P Staff

- Skin Cancer
- Timesheets
- OH & S Awareness

**30 June, 2013**

All E&P Staff

- Basic Safety
- Rural Addressing

**C. Finance & Administration Department**

Subject to budget allocations and availability of suitable training courses aim to be completed by:

**30 June, 2010**

All F&A Staff

- Drug & Alcohol Awareness
- Bullying & Harassment Prevention
- Information Technology Training
- First Aid (refresher)
- RTA Customer Service Training

Librarians/Tourism

- Library Training
- Tourism Training

**30 June, 2011**

All F&A Staff

- First Aid (refresher)
- Finance & Administration - Other

**30 June, 2012**

All F&A Staff

- First Aid
- Manual Handling
- OH & S Awareness
- Information Technology Training

Librarians/Tourism

- Library Training
- STRL Training

**30 June, 2013**

All F&A Staff

- Information Technology Training
- Skin Cancer
- First Aid



## 7. INDIVIDUAL TRAINING PLANS

### **Council Proposed Training**

Employee's Name	Current Qualifications /Competencies	Proposed Training	Timing

### **Employee Nominated Training**

Course Name	Provided By	Timing

## **8. TRAINING BUDGET**

### **Training Budget 1 July 2009 to 30 June 2010**

Training funds will be expended during the year generally in accordance with the following priorities. The total available for the training and professional development budget allocations for the year is **\$117,200.00**; with this in mind the following priorities are identified for 2009/2010.

- 1. Existing commitments for staff undertaking ongoing work related courses, which are eligible expenditure under the Local Government Award, and segregated by department : -**

#### **Finance & Administration Department** **\$9,200.00**

The training consists of the following courses but not limited to, Certificate IV Finance & Administration, Certificate IV Business Human Resource, Bachelor of Business Management, Diploma in Information Technology, and Rate training for professionals.

#### **Environment & Planning Department** **\$4,500.00**

The training consists of the following courses but not limited to, Diploma Local Government (Planning), and Integrated Planning Reform Training

#### **Works & Operations Department** **\$9,300.00**

Powers & Duties of Local Government Engineers, Masters of Engineering Management, Certificate IV in OH&S, Bachelor of Business Management, and the Graduate Certificate in Local Government Engineering.

## **2. Annual Conferences for Senior Management, which is eligible expenditure with in NSW: -**

Annual Engineers Conference	\$2,000.00
Noxious Weeds Inspectors Conference	\$1,000.00
LGMA Annual Conference	\$1,500.00
Shires Association Conference	\$1,700.00
Town Planning Conference	\$2,000.00
Country Public Libraries Conference	\$500.00
Finance Professionals Conference	\$1,600.00
Annual Civica Conference	\$1,800.00
Annual Southern Region OH&S Conference	\$1,000.00
Human Resources Annual Conference	\$1,500.00
Auswild Conference	\$1,400.00
Annual Tourism Conference	\$800.00
AIBS Conference	\$2,000.00
State Risk Management Conference	\$1,500.00
NAMS Conference	\$2,000.00
Rating Professionals Conference	\$800.00

## **3. Work related seminars, workshops and courses, which are eligible expenditure and are expected to be utilised during the year: -**

New Councillor Induction Training – All Councillors	Nil
Bulling & Harassment Prevention Training	\$6,000.00
Drug & Alcohol Awareness Training	\$500.00
Governance Training – Councillor and Senior Managers	\$1,500.00
Traffic Control Level 1, 2, 3 Certifications – Outdoor staff	\$3,000.00
Chain Saw Course –Outdoors Staff	\$4,000.00
Pool Water Quality Course – Outdoor Staff	\$1,000.00
Motor Registry Customer service training	Nil
Water and Sewerage Courses – Outdoors Staff	\$1,500.00
Workplace/Hazardous Substance Training – Outdoors Staff	\$2,000.00
Various Machinery Operators Certificates – Outdoors Staff	\$5,000.00
Code of Conduct training – New Staff	\$1,000.00

OH&S Induction - Outdoor staff	\$500.00
Records EDMRS – Indoor Staff	\$1,000.00
Computer Training – Indoor and Outdoor Staff	\$4,500.00
Manual Handling Course – Indoor and Outdoor Staff	\$500.00
Library Seminars – Branch Librarian/Library Assistant	\$1,900.00
Local Government Field Day – Works Manager and Outdoor Staff	\$3,000.00
Confined Space Training – Outdoor Staff	\$1,000.00
First Aid Training – Indoor and Outdoor Staff	\$2,000.00
OH&S Annual Field Day – Outdoor Staff	\$2,000.00
Civil Construction Training – Works Department Staff	\$3,000.00
National Certificate of Competence e.g. LL, LB, LS, FL	\$3,000.00
Certificate IV Front Line Management	\$6,000.00
RTA MR/HR Drivers Licence	\$1,100.00
Trenching & Ground Support	\$6,300.00

Miscellaneous Seminars, Courses and Field Day etc – Various Staff \$10,000.00

**Total - \$117,200.00**

Abbreviations:

LGMA – Local Government Management Association  
LGSA – Local Government Shires Associations  
NAMS – National Asset Management System  
AIBS – Australian Institute of Building Surveyors  
EDMRS – Electronic Document Management Record System  
RTA – Road Traffic Authority  
LL – Front End Loader  
LB – Backhoe  
LS – Skid Steer  
MR – Medium Rigid  
HR – Heavy Rigid  
FL – Fork Lift

## 9. STATUS

The reviewed Training Plan is recommended for adoption by Council and Committees.

## 10. SUMMARY

Training will be implemented in accordance with the Council Staff and Councillor Training Policies including the above priorities and objectives for the next twelve months.

Councillor's Development and Training is an ongoing process and as applicable seminars, workshops and courses become available they will be brought to Councillors notice for inclusion in the Training Budget subject to the availability of funds and Council's concurrence.

Staff Development and Training is an ongoing process and should further applicable work related seminars, workshops and courses become available, and be deemed necessary, the General Manager has delegated authority to approve such, subject to the availability of funds.

The Upper Lachlan Shire Council has an agreement with the Central New South Wales Regional Organisation of Councils (CENTROC) on working together to provide a competitive training cost for all Councils. The Human Resource Coordinator will develop, co-ordinate and implement the organisation's training program through liaison with the General Manager, Senior Management team, and training providers.