

POLICY:-	
Policy Title:	Staff Training
File reference:	
Date Policy was adopted by Council initially:	14 December 2006
Resolution Number:	390/06
Other Review Dates:	28 June 2007, 20 October 2011, 21 August 2014
Resolution Number:	194/07, 411/11, 250/14
Current Policy adopted by Council:	15 August 2019
Resolution Number:	213/19
Next Policy Review Date:	2022
PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	
Procedure/guideline reference number:	
RESPONSIBILITY:-	
Draft Policy Developed by:	Human Resources Coordinator
Committee/s (if any) consulted in the development of this policy::	Consultative Committee
Responsibility for implementation:	Director of Finance and Administration
Responsibility for review of Policy:	Director of Finance and Administration

AIM:

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 2017 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 Work Health and Safety and Risk Management training and the like. It is a requirement of the Work Health and Safety Regulation 2011 that employees must co-operate with employers in their efforts to comply with work 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 a “Work 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:-
 - Such time being within ordinary working hours.
 - A maximum of twenty (20) days off the job component over a twelve (12) month period. This covers the following areas only;
 - Leave with pay for examinations on the basis of one day of leave for each day of an examination.
 - For employees to undertake their final unit examination in a given semester to complete the subject
 - Where compulsory attendance at excursions is a course requirement and formal notification of such is received by the Manager from the University / College/TAFE involved, time off with pay may be granted.
 - A maximum of five (5) working days per semester will be available to attend Residential Schools or to undertake a Work Placement. Any further leave requested will be considered, and if approved by the Manager may be taken from the Apprentices, Trainees or Cadets leave entitlement.

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.

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 granted.

- 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 employee's 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 granted.
 - 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.

Council's financial support is conditional on satisfactory completion of stages and subjects of the course. Repeats of subjects shall be carried out at the employee's cost.

A report or Course Documentation Results must be provided to Council at the end of each year by the employee detailing their progress in the course.

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 Council's "Payment of Expenses and Provision of Facilities" Policy.

3.2 Level 2 Training

Level 2 Training requires approval of the General Manager or their delegated authority.

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 directly related to but not essential to their position.

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 (eg employee personal interest or ambition).*
- iii. Are adequately covered by other personnel who are either qualified or "in-training" (eg. 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 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. RELEVANT LEGISLATION AND COUNCIL POLICIES

The following legislation and Council policies that are relevant to this Policy include:

- Access to Information Policy;

- Australian Audit Standard AUS210 / ASA240;
- Anti Discrimination Act 1977;
- Bribes, Gifts and Benefits Policy;
- Cash Handling Policy
- Code of Business Practice;
- Code of Conduct for Councilors, staff and delegates of Council;
- Complaints Management Policy;
- Corporate Credit Card Policy;
- Council's Code of Meeting Practice;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Employee Assistance Program Policy
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth);
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Act 2009;
- Grievance Policy;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Internal Reporting – Protected Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;
- Local Government (State) Award 2017;
- Local Government (General) Regulations 2005;
- Loss of Drivers License;
- Mobile Phone Policy;
- NSW Long Service Leave Act;
- NSW State Records Act 1998;
- Paid Parental Leave Act 2010 (Cwth);
- Performance & Misconduct Policy;
- Private Works (Projects and Plant Hire) Policy;
- Privacy and Personal Information Protection Act 1998;
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Recruitment and Selection Policy;
- Statement of Ethical Principles;
- Secondary Employment Policy;
- Service Delivery Policy;
- Standards Australia 8000 series;
- Trade Practices Act 1974;
- Trustees Act 1925;
- Workers Compensation Act 1987;
- Work Health & Safety Policy;
- Work Health & Safety Regulations 2011.

8. Variation

Council reserves the right to vary or revoke this policy.