

<b>POLICY:-</b>	
Policy Title:	Work Experience Placement Policy
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Resolution Number:	318/10
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Resolution Number:	318/10, 198/12, 170/16
Current Policy adopted by Council:	18 October 2018
Resolution Number:	310/18
Next Policy Review Date:	2020

<b>PROCEDURES/GUIDELINES:-</b>	
Date procedure/guideline was developed:	N/A
Procedure/guideline reference number:	N/A

<b>RESPONSIBILITY:-</b>	
Draft Policy Developed by:	Human Resources Coordinator
Committee/s (if any) consulted in the development of this policy:	Consultative Committee
Responsibility for implementation:	Human Resources Coordinator
Responsibility for review of Policy:	Human Resources Coordinator

## **SCOPE**

This policy deals specifically with requests for work experience placements from people from the following organisations:

1. Universities;
2. Technical and Further Education Colleges (TAFE);
3. Schools;
4. Disability Units of Employment Agencies;
5. Rehabilitation Providers;
6. Wider community e.g. new immigrants.

## **OBJECTIVES:**

1. To provide guidelines for the number of work experience placements at any one time for each of the main departments of Council i.e. General Manager's Section, Finance and Administration Department, Works and Operations Department, Environmental and Planning Department, Library Services, Tourism Information Centre.
2. To set a time frame for each work experience placement.
3. To ensure that all work experience participants are covered by adequate insurance before the commencement of the work experience placement.
4. To ensure that work experience participants receive adequate induction immediately upon commencement.
5. To ensure that the expectations of the work experience students meet those of Council, that is, the outcomes and benefits are agreed prior to commencement.
6. To ensure that meaningful work is prepared or arranged for the students, preferably before they commence.

Council is committed to assisting students by providing them with work experience placements that will assist them in securing paid full time employment. The work experience placement program may also be extended to people with disabilities to assist them to re-enter the workforce providing readjustment costs are not prohibitive.

The following applies:

1. The final decision on acceptance of work experience placements is at the discretion of the Manager in charge of each area.
2. The period of work experience for any one participant is negotiable depending on the needs and ability of both placement and section.
3. Within each main functional area of Council there is generally to be no more than one placement at any one time.

4. Work experience placement requests from persons who are not connected with a university, school, TAFE, disability unit of an employment agency, migrant unit of an employment agency or a rehabilitation provider will not be considered.
5. Work experience placement requests will be considered in the order that they are received, unless organised through specific and ongoing programs for example, Vocational Education – Workplace Learning Program.
6. Work experience participants are to be treated as volunteers and will not receive payment for the placement. Students (university placements) may be offered paid work but approval is required by the General Manager.
7. The educational institution or organisation responsible for the participant must provide evidence indemnifying Council against Public Liability Claims as a result of the placement.
8. The Human Resources Section will coordinate the placement. Requests received by the various Departments are to forward to the Human Resources section to ensure the correct process is followed.

#### **POLICY:**

Council acknowledges the advantages of actively participating in work experience placement programs. The program allows participants to gain real life experience by working for an employer on a voluntary basis while still at school, studying a tertiary education course or bridging skills from an overseas qualification.

The program assists participants in securing paid full time employment and benefits the community by encouraging people to seek employment locally. The program also strengthens the relationship between the Council and the participating organisations and educational institutions.

However the number of work experience placements, at any one time, shall be limited due to the additional demands and resource implications placed upon Council's staff. Work experience placements may preferably be offered to local residents in the first instance – dependent on suitability and availability.

#### **PROCEDURE**

1. Request received from a university, school, TAFE, disability unit of an employment agency, migrant unit of an employment agency or a rehabilitation provider for work experience.
2. Copy of letter is forwarded to the relevant Manager and to the Human Resources Section.
3. Manager discusses placement with the Supervisor in charge of the area that the student has requested work experience for and takes into consideration work load and resources.
4. Manager advises Human Resources Section whether the placement is to be accepted or denied.

5. Human Resources section respond accordingly to the university, school, TAFE, disability unit of an employment agency, migrant unit of an employment agency or a rehabilitation provider, requesting the work experience placement. If the work experience is to proceed, a letter is forwarded including information on the exact dates for the work experience period, commencement times, and request for insurance documentation, child protection documentation if applicable, Council contact details and location of work experience placement.
6. If a person is unsuccessful Human Resources section will issue an unsuccessful letter.
7. On commencement, the officer responsible for supervising the Work Experience Placement must complete the attached Induction/Orientation Checklist (Appendix A) and return to the Human Resources Section.
8. At the completion of the work experience placement, the officer responsible for supervising the work experience student, will complete an evaluation sheet (if provided) on behalf of the student's educational institution or organisation. A copy is to be placed on the Work Experience File.

*Note: This process does not apply to the Vocational Education – Workplace Learning Program.*

## **TRAINING**

All work experience students shall be given adequate internal induction (Appendix A) and training by the respective areas to enable them to complete the week/s of work experience. Specific attention must be given to Work Health and Safety.

Participants must also abide by Council's policies, particularly Council's Code of Conduct for Councilors', staff, contractors and delegates of Council.

## **FURTHER INFORMATION**

Further information on the Work Experience Placement Policy and Procedures can be obtained from the Human Resources section.

## **RELEVANT LEGISLATION AND COUNCIL POLICIES**

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

- Access to Information Policy;
- Anti Discrimination Act 1977;
- Bribes, Gifts and Benefits Policy;
- Cash Handling Policy;
- Child Protection Policy;
- Civil Liabilities Act 2002;
- 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;
- Council's Organisation Structure;
- Crimes Act 1900;
- Delegations of Authority Procedure;
- Disciplinary Policy;
- Drug & Alcohol Policy;
- Employee Assistance Program Policy;
- Employment and Retention Policy;
- Environmental Planning and Assessment Act 1979;
- Equal Employment Opportunity Act 1987;
- Equal Employment Opportunity (EEO) Management Plan;
- Fair Work Act 2009 (Cwth);
- First Aid Policy;
- Flexible Work Arrangements Policy & Procedure;
- Fraud and Corruption Prevention Policy;
- Government Information (Public Access) Act 2009;
- Grievance Policy;
- Harassment Policy;
- Higher Grade Pay Policy;
- Human Resource Training Plan;
- Human Resource Succession Plan;
- Independent Commission against Corruption Act (ICAC) 1988;
- Industrial Relations Act 1996;
- Injury Incident Management Procedures;
- Interaction between Councillors and Staff Policy;
- Internal Reporting – Protected Disclosures Policy;
- Internet and Email Policy;
- Local Government Act 1993;
- Local Government (General) Regulations 2005;
- Local Government (State) Award 2017;
- Loss of Drivers Licence Policy & Procedure;
- Manual Handling Policy;
- Mobile Phone Policy;
- NSW Long Service Leave Act;
- NSW State Records Act 1998;
- Payment of Expenses and Provision of Facilities Policy;
- Performance & Misconduct Policy;
- Privacy and Personal Information Protection Act 1998;
- Private Works (Projects and Plant Hire) Policy;
- Protective Clothing and Equipment Policy;
- Public Access Policy;
- Public Interest Disclosures Act 1994;
- Public Interest Disclosures Policy;
- Purchasing and Acquisition of Goods Policy and Procedures;
- Recruitment and Selection Policy;

- Rehabilitation Procedure and Practice Policy;
- Secondary Employment Policy;
- Service Delivery Policy;
- Smoking in the Workplace Policy;
- Staff Training Policy;
- Standards Australia 8000 series;
- Statement of Ethical Principles;
- Sun Protection – Council Employees Policy;
- Time in Lieu of Overtime Policy;
- Trade Practices Act 1974;
- Trauma Management Policy;
- Trustees Act 1925;
- Upper Lachlan Shire Council Community Strategic Plan;
- Upper Lachlan Shire Council Resourcing Strategy documentation;
- Upper Lachlan Shire Council Delivery Program and Operational Plan;
- Volunteers Policy;
- Workforce Plan 2016-2020
- Workers Compensation Act 1987;
- Work Health & Safety Policy;
- Work Health & Safety Act & Regulations 2011;
- Workplace Relations Act 2008.

### **Variation**

Council reserves the right to vary or revoke this policy.

## Appendix A

### WORK EXPERIENCE PARTICIPANTS

#### INDUCTION/ORIENTATION CHECKLIST

The officer/s responsible for the supervision of the work experience participant should immediately give an induction or orientation to the participant upon arrival at Council. Information must include:

- ☐ activities undertaken by Council.
- ☐ ensure that participants understand that anything they may see is **strictly confidential** and in accordance with the Privacy and Personal Information Act 1998 is not to be disclosed.
- ☐ organisational structure of the Council.
- ☐ duties they will be undertaking during the week of work experience.
- ☐ work behaviour requirements and expectations.
- ☐ dress standards.
- ☐ location of facilities, exits, etc.
- ☐ security access fob - if working in the Council Chambers
- ☐ photo ID – if working for 3 months or more.
- ☐ overview of policies and procedures specific to duties to be performed.
- ☐ safety requirements (including Construction Induction – White Card)
- ☐ emergency and evacuation procedures.
- ☐ start/finish times, work break times, work routines, etc;
- ☐ procedure for notifying of non-attendance.
- ☐ knowledge of who to talk to in the event of problems occurring.
- ☐ introduction to staff, particularly those they will be working with.
- ☐ other: .....

Under the Work Health and Safety Act 2011 and Regulations, Council must provide information, instruction, training and supervision necessary to ensure the health and safety of all workers. Work experience participants must be protected from workplace hazards in the same way as all other workers.

A proper induction/orientation will help to ensure the safety of the participant, as well as assisting them in making a quick and efficient transition into the workplace environment.

Officers responsible for the supervision of the work experience participant must complete this form and return it to the Human Resources Section as verification of the induction/orientation.

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Work Experience Participant Name:

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Referral Organisation:

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Dates of Placement:

from ..... to .....

Department of Council: .....

Section of Council: .....

Date above induction was completed on: .....

Responsible Officer's Name: .....

Responsible Officer's signature: ..... Date: .....

Participant's Signature: ..... Date: .....