

POLICY NO AND TITLE	1.2.1	Conditions of employment policy
PROCEDURE	1.2.1(v)	Training and development
VERSION AND DATE ADOPTED	2	
RESPONSIBLE OFFICER		Manager Human Resources

Staff Training

Council provides a career development and training program which contributes to corporate objectives by:

- assisting staff to formulate career development plans which reflect individual's goals and the needs of Council;
- assisting staff to achieve personal excellence in work performance in a satisfying, non-discriminatory, safe and healthy work environment; and ensuring that staff members and work teams develop appropriate skills at an appropriate time .

Guidelines/ Procedures

A training plan is the documented outcome of the planning processes used by Council to identify and meet the current and future skill needs of employees.

The development of training plans occurs annually on three (3) levels:-

- a corporate training plan
- department training plans
- individual training plans

Procedure 1.2.1 (z) details the Skills and Performance Review process.

Standard formats have been developed for the preparation of department and individual training plans.

Corporate Training Plan

The corporate training plan will be developed and/or reviewed during the first quarter of each year. The Human Resources Manager will co-ordinate this review which is to include consultation with both the Consultative Committee and the Senior Management Group.

The corporate training plan will be designed to support the Management Plan and will clearly outline Council's training philosophy. It will detail the training required to meet organisation wide needs and will address such issues as access, equity, merit, training leave and entry level training.

The corporate training plan shall be the major factor to be considered when developing department and individual training plans.

Departmental Training Plans

Departmental training plans will be developed by Directors, in consultation with Managers, staff and the Human Resources Manager, during the first quarter each year.

Departmental training plans are the key link between the organisational training needs and plans expressed in the corporate training plan and the individual training plans. They will reflect the overall corporate training philosophy and direction, but are linked to the programs and objectives for the particular work area. Consideration will be given to the required outcomes of the area, as well as the needs of the individual employees.

Individual Training Plans

Individual training plans will be linked to the corporate and department training plans and to the Skills and Performance Review program. Individual training plans will detail the immediate skills/competencies required by the employee to carry out their job over the next 12 months and how those skills/competencies are to be acquired. It may include any training required to improve current job performance and outline any agreed plans to assist employees prepare for future career path development by broadening their knowledge and experience.

Individual training plans should include clear objectives of the training expressed in outcome terms i.e. what the individual/s should be able to do on completion of the training.

The corporate and department training plans must be discussed with employees at the time of their performance review interviews to enable organisational requirements to be considered in developing the individual plans. It will be the responsibility of each Director and Manager to ensure that this occurs.

Individual training plans are to be completed during the second quarter each year.

Training for Work Teams

Work teams who have completed a team formation process have been allocated a proportion of the total training budget to administer within each team. It is expected that each team will prepare a team training plan to outline priorities for training for the next 12 months. The team plan should detail the skills/competencies required by each member of the team including the outcomes of such training e.g. to be competent in setting levels, preparing formwork, pouring and finishing concrete.

Training plans for individuals within teams are to be submitted to the relevant Manager for consideration during the second quarter each year.

Attendance at External Courses, Conferences, Seminars and Workshops.

The attendance of staff at external courses, conferences, seminars or workshops can be a means of improving job related knowledge and skills.

Approval may be given to attendance where a course or related activity meets a specified, defined need and value for money is likely to be obtained.

Guidelines/ Procedures

Staff attendance at external courses, conferences, seminars or workshops will be considered subject to the availability of funds and the following conditions:-

- a) Staff must be able to demonstrate that attendance at conferences/ seminars will be of particular benefit to Council.
- b) Attendance at conferences/ seminars must be authorised by the relevant Director
- c) Agreed outcomes of attendance are to be identified prior to authorisation being given e.g. staff attending conferences/ seminars to present information sessions or learning outcomes to other relevant staff/ management
- d) Attendance at training courses/ seminars which are to be held interstate or overseas must be reported to Council approved in accordance with the procedures outlined in Section 2.15.

As far as possible, conferences and seminars should be included in individual training plans that are developed each year.

Travel Expenses:

Staff attending conferences, seminars and workshops will be paid reasonable expenses for accommodation, meals and incidentals. It is the responsibility of all staff to ensure that the expenses claimed can be justified as being reasonable.

The Manager may also authorise the payment of a cash advance prior to travel. It is the responsibility of the staff member to ensure that the advance is acquitted within seven (7) days of returning to headquarters. The Creditors' Clerk will maintain records of all advances made and a quarterly report will indicate any advances that remain unacquitted. A statement detailing reasonable expenses including accommodation, cab fares, meals, tolls, and sustenance, is signed by the officer stating that the expenses have been incurred as a result of the authorised travel. Receipts are to be provided for all expenses claimed. If a receipt is not provided, a satisfactory explanation is to be given to the relevant Manager before authorizing.

The following meal limits (including beverages) should be used as a guide:

- Breakfast \$15.00
- Lunch \$15.00
- Dinner \$ 35.00

These amounts will be reviewed every two years.

In respect to those staff who stay at a private residence, the Council recognises that there is a saving to Council when compared to the cost of staying in a motel or similar accommodation style. Council will pay up to \$50.00 to cover a token gift to the person providing the accommodation/meals. Other meals will be reimbursed in accordance with the above guide.

Receipts are required for the purchase of the token gift, prior approval is required and the type of token gift is at the discretion of the Manager of the person submitting the claim.

Method of Travel

Travel should be by the most economical and practical means, taking into account the period of time involved, the utilisation of the staff member's time and the cost of the transport in comparison to additional accommodation expenses.

In the event of travelling by motor vehicle, the following applies –

- All staff to use training vehicle or another Council vehicle. If a Council vehicle is not available – a hire car is to be used. Arrangements to be made by Depot / fleet staff.
- If extra days are used with a hire vehicle – staff member to pay for personal use days.
- If the training vehicle or another Council vehicle is NOT available, and staff choose to take own vehicle for private reasons - staff are eligible for reimbursement of the equivalent daily cost of hire car plus fuel expenses (the equivalent cost of 12 Litres fuel per 100 km's and part thereof travelled, as per pump rate at Mobil Service station , Bega) for the days required for official business. The amount of kms to be paid will be determined by using "www.whereis.com.au"for the shortest distance.
- If the training vehicle or another Council vehicle IS available AND staff choose to take own vehicle for private reasons - staff are eligible for reimbursement of petrol costs only – at the following rate : the equivalent cost of 12 Litres fuel per 100 km's (and part thereof travelled) as per pump rate at Mobil Service station , Bega.
- In all cases when staff use their own vehicle, all risks and claims are the responsibility of the owner.

Training Courses/ Seminars Outside Normal Hours

Where Council and the employee have agreed that there is a work requirement or a mutual benefit to be gained from the employee attending a particular training course and the course, or part thereof, necessitates the employee training outside the normal work hours, the equivalent time in lieu will be granted to the employee.

Travelling to / from Training Courses Outside Normal Hours

Council shall provide appropriate transport or pay reasonable travelling expenses for staff undergoing training which has been assessed as a work requirement or to be of mutual benefit to Council and the employee.

Where staff are required to travel outside normal working hours to attend such training, overtime payments do not apply but time in lieu claims will be considered. These claims will be considered on an individual basis by each Manager.

Time in lieu should apply when:-

- An employee is required to travel on a Saturday, Sunday or public holiday to be at a meeting or training venue on a Monday or Friday
- An employee is required to attend training or meetings and the total hours (including reasonable travel time) exceed 10 hours for the day time in lieu shall apply to the hours exceeding 10 hours
- (Reasonable travel time shall be calculated by using "www.whereis.com.au"for the shortest distance and adding 20 min rest break each 4 hours
- An employee travels to Sydney (or other city/region) and returns the same day and the total time from leaving to returning home exceeds 10 hours, time in lieu shall apply to the hours exceeding 10 hours
- Unforeseen delays beyond the above will be considered at the discretion of the manager
- In determining whether an overnight stay is appropriate, the manager and the employee shall complete a risk assessment prior to the proposed trip. The risk assessment should take into account factors such as:
 - the duration of the training i.e number of hours and start/finish times
 - the number of employees travelling
 - the distance to travel to attend training

- the weather conditions
- the nature of the training

Staff Education Assistance Scheme

Council encourages all staff to undertake part-time tertiary study in courses which fulfil individual career aspirations while meeting the needs of the organisation.

Financial assistance will be awarded on the basis that the course of tertiary study is likely to make a contribution towards the business goals of Council.

Applications for financial assistance will therefore be considered on the basis of the following priorities –

1. Training necessary for council to achieve targets & outcomes in the Council Management plan.
2. Training necessary to assist the employee in doing their current job to the standards required.
3. The course of study will assist the employee's career path development. .
4. The course of study provides skills and/ or knowledge which are expected to be of continuing value to Council.

The financial assistance provided is neither an allowance nor is it an ongoing condition of employment – payments made are intended as a contribution towards costs, rather than a reimbursement.

Guidelines/ Procedures

Acceptable Courses of Study

The course must be an accredited course provided through a recognised university or TAFE college. Consideration will also be extended to courses conducted by other recognised institutions and private organisations which are deemed appropriate. However, preference will be given to courses which are consistent with industry determined competency based standards and within the Australian Qualifications Framework.

The applicant must be able to demonstrate that the course of study will contribute to Council's business goals.

Application for Assistance

Applications for financial assistance under the scheme need to be completed on the HR training form "*Application for Tertiary Education Assistance / reimbursement of Costs*"

The Senior Management Group shall consider the merits of each application and shall determine the category of assistance to be provided. In cases not covered by the guidelines, the General Manager shall determine the matter.

Type and Level of Financial Assistance

Eligibility to receive Council assistance falls into three (3) main categories as follows: -

- **Category 1**
Traineeships, apprenticeships and cadetships or where the employee is directed by the

employment, but where it is considered by the Group Manager and the Senior Management Group that mutual benefits could accrue to the Council and the employee by the attainment of the particular qualification.

Eligibility for assistance under this category will be considered where applicants fail to meet the three (3) criteria listed in Category 2.

Application to Undertake Course

All staff (apart from trainees, apprentices or employees directed to undertake a specific course - i.e. Category 1) are required to submit an application on the HR training form titled "*Application for Approval to Undertake Course of Study*".

This application is to be directed through the employee's Manager and Group Manager to the Human Resources Manager who will make a recommendation to the Senior Management Group for approval and to determine the relevant category.

The number of employees undertaking University level studies in Categories 2 and 3 will be limited to 15 staff at any one time unless the General Manager determines otherwise.

Entitlements/ Benefits

The entitlements that apply within the three (3) categories are outlined in Table 3.5.

The terms and conditions for cadetships are detailed under the heading **Cadetships**

No entitlement exists for any benefit or assistance where an employee is repeating subject(s) failed in previous years, unless authorised by the General Manager.

Council shall consider making an advance for payment of compulsory fees on the basis that the advance is recovered by payroll deductions by the completion of the semester covered by the advance payment. If an employee terminates their employment before repaying this advance, the balance will be deducted from any termination pay owing. Employees who receive an advance will be required to sign a *payroll deduction for education fees authority*. Employees should request advance payments at least two (2) weeks before due payment date. Each advance must be repaid in full prior to any further advances being made.

Payment of a contribution towards fees, books and other appropriate benefits - as specified in Table 3.5 shall occur on successful completion of all subjects covered by those fees, or proportionately in accordance with the number of subjects passed.

To claim a contribution towards the costs of fees, books and other appropriate benefits, employees should complete the relevant form obtainable from the Training Coordinator and attach verification of results and receipts for all claimable payments. The form should be submitted, on receipt of results, to the Training Coordinator who will arrange payment.

Additional Benefits:

Council will also provide an option where staff can choose either a textbook reimbursement or a contribution towards the purchase of a home computer for the purpose of completing their studies.

In the event that Council has contributed towards the purchase of a personal computer and the employee either fails or withdraws from the course, the Council contribution towards the computer is fully repayable within 3 months

Withdrawal / Variation of Sponsorship

To retain sponsorship in accordance with this scheme employees must pursue the relevant course continuously until completion, unless they show valid and

Substantial reasons for any break / deferment in the course. These reasons should be referred to the relevant Group Manager. Terms and conditions for cadet positions are detailed below under **Cadetships**.

If an employee defers for any period of time, the employee has to reapply for acceptance under the policy when studies are being recommenced.

However, if after a maximum 6 month deferment, an employee decides to discontinue the approved course, the employee must repay 50% of any contribution costs already paid by Council. Payment arrangements to be discussed between the employee and the Group Manager – to be fully repaid within 12 months from cessation of studies.

An employee who resigns or otherwise leaves Council's employ within 12 months of the completion of their final semester will be required to repay 50% of the contribution made in the final 12 months of study.

The Senior Management Group shall have authority to suspend or withdraw sponsorship of any student in the event of a student's unsatisfactory progress in a course of study. "Unsatisfactory progress" shall mean repeated subject failures and/or failing to meet the course requirements.

All fees and other expenses paid under this scheme are to be subject to annual review by the Senior Management Group.

Cadetships

Council provides cadetships in a range of disciplines including engineering, town planning and environmental science. Cadetships provide the opportunity to study and gain practical training in a structured and supportive environment.

The cadet is required to enrol in and complete a course of approved study at a recognised tertiary institution. Council pays the tuition fees, and the cadet is bonded by an agreement to work for Council for a pre-determined period of time after graduation.

The cadetship will involve external part-time study for Degree level qualifications and the cadet will be employed on trainee wages until graduation. The cadet is assured of obtaining valuable experience on a wide variety of interesting

projects. During the cadetship, the cadet will receive time off on full pay for study, and mentoring/tutoring by experienced and qualified staff.

On completion of the approved course of study, the cadet may be offered a full-time position appropriate to the qualifications achieved.

Eligibility

Students who have completed the Higher School Certificate, and have been accepted for entry to an approved course of study.

Students who have already completed one or more years of an approved course of study.

Existing Council employees.

Salaries

Cadets will be paid the following weekly gross wages:- Year of Cadetship Salary scale (see note 1 below) Current weekly rate as at 17 Oct 2008.

(see note 2 below)

Year of Cadetship	Award Classification	Rate at May 2009 (see Note 2 below)
1	T5	\$599.60
2	T6	\$647.50
3	T7	\$679.30
4	T8	\$712.20
5	T9	\$744.90
6	T10	\$778.70

Notes:-

1. The salary levels are directly linked to the award rates specified in the NSW Local Government Award.
2. Weekly rates quoted here were correct as of May 2009. Actual pay rates will be in accordance with the adopted salary scale as amended by Award variations.

Cadetships that extend beyond 6 years will have salaries assessed in accordance with the normal job evaluation procedures.

Study requirements

Cadets are required to enrol in and complete the relevant Degree course.

Cadets are required to study in their own time at home or at the Council offices after normal working hours.

Cadets will also receive regular special study leave and some tuition time from relevant staff.

The study leave is to be taken during normal working hours at the Council offices.

Work requirements

The cadet is required to work full-time at Council for the duration of the cadetship.

Conditions of employment are in accordance with the NSW Local Government (State) Award 2007.

Tuition fees

At the beginning of each academic year, Council will pay the cost of compulsory tuition fees including HECS but excluding Guild, Student Union or Faculty fees. Council will contribute towards the cost of text books or a personal computer in accordance with the table below (Category 1, Expenses (c)).

If the cadet fails to pass any enrolled subject, the cadetship may be terminated or continued under other conditions. Where the cadetship is continued, the employer will not pay the tuition fees for the re-enrolled subject.

Employment after qualification

On successful completion of a cadetship, the graduate may be offered a full –time position with Council appropriate to the qualifications gained. If offered a position, the graduate will

be bonded by an agreement to work for Council for a minimum pre-determined period after completion of the cadetship. Refer to the section on Bond Conditions.

Current rate of pay for a Degree qualified graduate under the Council salary system is \$938.20 per week for the first year.

Conditions of cadetship

The first six months of your employment will be a probationary period, during which time your performance both at work and at study will be closely monitored. At the end of the six months, the manager will carry out a formal staff appraisal and performance review. If you are assessed as satisfactory and meeting all requirements, the terms of the cadetship will be confirmed.

The ordinary hours of work are 8.30 am to 5 pm Monday to Friday with a one hour lunch break. These hours provide 15 rostered days off per year (one per month and three days between Christmas and New Year).

The rates of pay for any approved overtime are in accordance with the Award.

Cadets shall be entitled to four weeks leave on full pay after each period of 12 months service.

Cadets shall be entitled to study leave of one day per week at full pay during each academic year up to a maximum of 36 days per year. Study time includes time off for residential schools and exams. Regular study days will normally be taken at the Council offices under supervision.

Arrangements for study time will be subject to approval by the cadet's supervisor.

If a cadet fails to pass prescribed subjects in any one year or is reported to be making unsatisfactory progress, the cadetship may be terminated or continued under other conditions.

Bond conditions

The cadet will be required to enter into an agreement with Council to serve for the period of the cadetship and for a minimum additional period of service following completion of the cadetship.

The minimum period of service will depend on the duration of the cadetship:-

Duration of Cadetship	Minimum Period of Additional Service
Up to 4 years	2 years
5 to 6 years	3 years
More than 6 years	4 years

Once signed, the agreement is a legally binding contract. If the Cadet's employment is terminated by Council by the Cadet for any reason during the cadetship and prior to completing the minimum period of additional service, then the Cadet will be required to repay 60% of all tuition fees that have been paid by Council.

Cadets are selected on merit and interviewed by a selection committee. Assessment of applicants will include the following criteria:-

- Academic results
- Aptitude, and

- Personal qualities

How to apply

Submit a written application to the address provided in the advertisement.

The application must be received before the closing date and time.

Provide details including:-

- Name, address, phone number, and email or fax if you have one.
- Details of school or other academic results
- Previous and current employment details if applicable
- Copies of references and/or names, addresses and phone numbers of at least two referees

Table of Benefits for Tertiary Education Assistance

Category	Attendance at Lectures and Travelling Time	Study leave & Exam/Pre-Exam Leave	Expenses	Fees	Residential Schools	Block release
Category 1	<p>Leave with pay to:</p> <p>Attend lectures as prescribed which fall within normal working hours including reasonable travel times</p>	<p>Leave with pay for actual time of exam and, where necessary, reasonable travelling time. If exam is in afternoon or evening, half day leave prior to exam if normally working that day</p> <p>Study Leave – nil</p>	<p>(a) Council vehicle shall be provided if available. If unavailable, refer to Section 3.4 for details. Council to pay fuel costs & reimbursement as per Section 3.4.</p> <p>(b) Allowance of \$100 be provided towards accommodation and meals costs for each week of block release</p> <p>(c) Reimbursement of Text Books to maximum of \$400 p.a. OR \$400 to be used as a contribution towards the purchase of a home computer.</p>	All compulsory fees (incl. Union Fees) paid by Council (except for repeat subjects)	Leave with pay to attend compulsory block release classes.	Trainees / apprentices are responsible for submitting VTAS claims for reimbursement following block release attendance at TAFE.

Category	Attendance at Lectures and Travelling Time	Study leave & Exam/Pre-Exam Leave	Expenses	Fees	Residential Schools	Block release
<p>Category 2a) General positions</p>	<p>Leave with pay to:</p> <p>Attend lectures/ tutorials as prescribed which fall within normal working hours including reasonable travel times to a maximum of 2 hours per week. (non-accumulative)</p>	<p>Leave with pay for actual time of exam and, where necessary, reasonable travelling time. If exam is in afternoon or evening, half day leave prior to exam if normally working that day</p> <p>Study leave – 2 weeks notice to be given to Manager</p> <p>1 day per semester TAFE Cert 4 or higher</p> <p>Up to 2 days per semester for uni studies (both undergraduate & post grad.)</p>	<p>(a) Council vehicle shall be provided if available. If unavailable, refer to section 3.4 for details. Council to pay fuel costs & reimbursement as per Section 3.4.</p> <p>(b) Maximum reimbursement of \$300 per annum for all costs associated with travelling and attendance at compulsory residential schools. Official receipts must be produced.</p> <p>(c) Reimbursement of Text Books to maximum of \$300 p.a. OR \$300 to be used as a contribution towards the purchase of a home computer for education purposes</p>	<p>50% of all compulsory course fees (incl. Union Fees) paid by Council to a maximum of \$1250 per annum (No entitlement for repeat subjects)</p> <p>When specific training is required to meet Council's statutory obligations – Council has the discretion to determine the level of contribution to be made</p>	<p>Maximum of five (5) working days per semester to attend compulsory residential school (subject to verification)</p>	<p>Nil</p>

Category	Attendance at Lectures and Travelling Time	Study leave & Exam/Pre-Exam Leave	Expenses	Fees	Residential Schools	Block release
<p>Category 2b) Designated Skills shortage positions</p> <p>* Planning * Health & Building * Accounting * Engineering</p> <p><i>Unless available at Bega Access Centre, these courses to be undertaken via Distance learning / flexible delivery option.</i></p>	<p>Leave with pay to:</p> <p>Attend lectures/ tutorials as prescribed which fall within normal working hours including reasonable travel times to a maximum of 2 hours per week. (non-accumulative)</p>	<p>Leave with pay for actual time of exam and, where necessary, reasonable travelling time. If exam is in afternoon or evening, half day leave prior to exam if normally working that day</p> <p>Study leave – 2 weeks notice to be given to Manager</p> <p>1 day per semester TAFE Cert 4 or higher</p> <p>Up to 2 days per semester for uni studies (both undergraduate & post grad.)</p>	<p>(a) Council vehicle shall be provided if available. If unavailable, refer to section 3.4 for details. Council to pay fuel costs & reimbursement as per Section 3.4.</p> <p>(b) Maximum reimbursement of \$300 per annum for all costs associated with travelling and attendance at compulsory residential schools. Official receipts must be produced.</p> <p>(c) Reimbursement of Text Books to maximum of \$500 p.a. OR \$500 to be used as a contribution towards the purchase of a home computer for education purposes.</p>	<p>(a) 50% of all compulsory course fees (incl. Union Fees) paid by Council to a maximum of \$1500 per annum (No entitlement for repeat subjects)</p> <p>(b) When specific training is required to meet Council's statutory obligations – Council has the discretion to determine the level of contribution to be made. © Refer to previous section - Category 2 (b) Type & level of Assistance for details on professional incentive payments.</p>	<p>Maximum of five (5) working days per semester to attend compulsory residential school (subject to verification)</p>	<p>Nil</p>

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Category	Attendance at Lectures and Travelling Time	Study leave & Exam/Pre-Exam Leave	Expenses	Fees	Residential Schools	Block release
Category 3	Leave with pay to: Attend lectures as prescribed which fall within normal working hours including reasonable travel times	Leave with pay for actual time of exam if normally working that day Study Leave – nil	Reimbursement of Text Books to maximum of \$200 p.a.	50% of all compulsory course fees (incl. Union Fees) paid by Council to a maximum of \$400 per annum (No entitlement for repeat subjects)	Nil	Nil

Staff Exchange for Career Development

Council supports the principle of sponsoring staff to be trained by employment with private enterprise, other levels of government and local authorities on a support or reciprocal exchange basis.

Guidelines/ Procedures

Employees may submit proposals to participate on a temporary exchange program, or on a temporary secondment basis, with external organisations for the specific purpose of obtaining experience or specialist skills that are not available within Council and which will benefit the achievement of Council objectives.

Proposals are to be submitted through the manager to the Group Manager and should provide full details of the experience/ skills to be obtained together with an outline of the benefits to Council.

The Group Manager is to prepare a recommendation for the General Manager to consider.