STAFF DEVELOPMENT AND TRAINING POLICY

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STAFF TRAINING AND DEVELOPMENT POLICY

1. Purpose

1.1 Brewarrina Shire Council ("Council") recognises that staff development is an important part of the working life of each staff member. It is associated with the development needs of the individual and of teams and the achievement of Council's overall strategy.

1.2 Council recognises that the calibre and competence of its employees are vital factors in ensuring that it remains a successful organisation. To this end Council strives to promote employee development through high quality training and learning opportunities both on and off the job.

1.3 This Policy sets out what may be offered in terms of support from the Council and what is expected from employees.

2. Commencement of Policy

2.1 This Policy will commence on and from XXXX. It replaces all other policies dealing with staff training and development.

3. Application of the Policy

3.1 This Policy does not apply to senior staff employees of Council as defined in s332 of the L*ocal Government Act 1993* (NSW). This Policy does not form part of any employee's contract of employment.

4. Commitment

4.1 Council recognises that increasing the organisation's efficiency and productivity requires an ongoing commitment to education, training and skill maintenance, development and enhancement. Therefore, Council is committed to:

(a) Developing a more highly skilled and flexible workforce;

(b) Providing employees with opportunities through appropriate education and training to acquire additional skills; and

(c) Removing barriers to the utilisation of skills in accordance with Council's training plans.

5. Responsibility to Develop a Training Plan

5.1 Council is required to develop a training plan and budget that is consistent with:

(a) Council's current and future skill requirements;

(b) Council's size and structure; and

(c) The need to develop vocational skills relevant to Council.

5.2 In developing a training plan Council will consult with the consultative committee.

5.3 Where possible, the training plan will assess and recognise the existing competencies of Council's employees.

5.4 The selection of employees to receive Council required training, that is consistent with Council's training plan, will be based on merit and the training needs of individual employees as identified in their performance appraisals.

6. Priority of Training

6.1 Acknowledging that not all identified training needs will be able to be met within the duration of one financial year or the life of one annual training plan, wherever possible, available financial and related training resources will be allocated in the following priority:

- Training necessary to comply with current and future legislative requirements.
  Examples of Legislative Training are:
  - Code of conduct
  - General WHS Induction
  - Anti-Corruption training

- Organisational Training: Training that Council will offer to a wide cross-section of the staff to satisfy the needs of the Council.
  Examples of Organisational Training are:
  - Customer Service training;
  - First Aid training
  - Salary System Competency requirements

- Individual Training: Training that is required by an individual to satisfy requirements of their job. It will need to be identified on their Training Plan.
  Examples of Individual Training are:
  - Advanced word / excel training
  - Confined space training

Notwithstanding the above, resources may be re-allocated to meet WHS and other statutory training which may result from legislative or technological change.

7. Training Costs

Council will meet all reasonable costs associated with training as outlined below:

71. Registration
The Council will pay all normal registration costs which are charged by organisers which are relevant to the interests of the Council.

7.2. Accommodation
The Council will pay reasonable accommodation costs including the night before and/or after the course where this is necessary because of travel and/or training timetables.

7.3. Travel

The Council will meet all reasonable travel costs to and from the training location / venue.

- Where appropriate, travel will be provided by Council Vehicle and air if required (economy class).

- Where trains and bus are used the Council will provide first class travel, including sleeping berths where available.

- If a Council vehicle is not available, a private vehicle may be used subject to prior approval of the General Manager.

- Where the staff member uses their private vehicle, they may claim the "kilometre" allowance as set by the Local Government (State) Award to a regional airport. The reimbursement paid from the regional airport to the destination will be the equivalent of the economy class airfare from the regional airport to the destination at the most economical rate.

  I.e.; Brewarrina to Sydney trip (own vehicle) reimbursement.
  -Brewarrina to Dubbo – kilometre rate allowance
  -Dubbo to Sydney- equivalent cost of airfare reimbursement

7.4. Out of Pocket Expenses

Out-of-pocket expenses incurred associated with attendance at training shall be reimbursed upon presentation of a claim and receipts for the following:

- Any hotel/motel training related charges associated with the Conference, other than accommodation.

- In individual circumstances payment in advance may be approved by the General Manager.

- All telephone, internet or facsimile calls related to Council business.

- Lunches, dinners and other meals incurred whilst travelling to or from the training will be reimbursed as per appendix A.

- Incidental expenses, e.g. bridge tolls.

- Any optional activity in the training program, but excluding any pre or post training activities.

A claim must be made no later than three (3) months after the travel occurred. Claims lodged for travel occurring more than (3) months before the claim is lodged shall not be paid.

7.5. Frequent Flyer and Loyalty Points

No staff member shall not be entitled to claim frequent flyer or other loyalty points relating to air travel or other expenses incurred by them under this policy. In circumstances where there is no option but to incur any expenditure for which loyalty points accrue to his/her personal account, the staff member must surrender the points to the airline or service provider before reimbursement of the expense by the Council.

7.6. Conference Training Costs - Payment In Advance

The Council will normally pay registration fees, accommodation costs and airline/train tickets direct to training organisers/travel agents in advance. Where this is not appropriate or possible a cash allowance or cheque equivalent thereto may be paid in advance to the attendee for payment to the appropriate party.

Any advance payments must be properly accounted for with receipts, on the prescribed voucher form within one (1) month after training.

7.7. Conference Training Costs - Accompanying Person

Where the staff member is accompanied by non-council personnel all costs for, or incurred by, the accompanying person, including travel, any additional accommodation costs, breakfast, meals, registration and/or participation in any programs, are to be borne by the staff member/accompanying person and not by the Council.

Accompanying person's registrations, or accompanying person's program fees, are to be paid to the training organiser, etc. and paid at time of registration. The Council is prepared to receive such registration and payments and to forward them on to the conference organiser, etc. with any Council registration.

Where the Council meets, on account, any expenditure or cost on behalf of an accompanying person attending, such expenditure must be repaid to the Council by the staff member/accompanying person within fourteen (14) days of being invoiced for such expenditure.

8. What the Council Expects From You

8.1 The Council expects that you will:

- develop your skills and capabilities which are aligned to the Council's training plan at the appropriate level, eg team or individual;
- in partnership with your line manager, participate in staff development review processes including an annual review of your past development and identification of future plans;
- take personal responsibility to update specific expertise on a regular basis, as appropriate to the nature of your job;
- contribute to team staff development where appropriate; and

- keep a record of your staff development activity.

9. Monitoring and Evaluation

9.1 The overall effectiveness of the policy in achieving its goals will be regularly reviewed at all levels of the Council, including by the consultative committee.

10. Variations

10.1 The Council reserves the right to vary, replace or terminate this policy from time to time.

APPENDIX 'A'
Staff travelling on approved council related business may be entitled to be reimbursed for costs associated with the provision of meals for the staff member.

Breakfast: (see scale below)
Reimbursement for breakfast can be claimed if the staff member is required to be travelling away from home before 7am in the morning.

No benefit will paid when breakfast is provided as part of the accommodation expense paid by the council.

Lunch: (see scale below)
Reimbursement for lunch can be claimed if a midday meal is not provided by the 'host' organisation.

Dinner: (see scale below)
Reimbursement for dinner can be claimed if the staff member has not returned home by 7pm.

REIMBURSEMENT SCALE:

Breakfast	Lunch	Dinner	Maximum Daily Limit
$15-00	$20-00	$35-00	$70-00

To enable payment to be made to an employee the following will be required:

- All receipts for meals
- Completed Travel Claim Form, signed by employee and immediate supervisor.
- Claims to be submitted within three (3) months of travel

The following are exclusions which **will not** be considered for payment by council:

- Alcohol, cigarettes, items of an incidental or personal nature.
- Mini Bar expenses
- Telephone charges
- Laundry /Dry cleaning charges

NO REIMBURSEMENTS WILL BE MADE WITHOUT RECEIPTS.