



Policies, Procedures and Guidelines

STAFF TRAINING AND DEVELOPMENT POLICY

CSG009

BACKGROUND

Lachlan Shire Council (LSC) recognises the importance of a skilled, knowledgeable and productive labour force which will greatly enhance the quality and standard of services provided by the organisation.

To assist in achieving such a labour force Council encourages and supports programs aimed at developing the skills and knowledge of its workers.

OBJECTIVES

The objectives of this policy is to ensure a fair and consistent approach is taken to developing skills and knowledge of its workers, leading to workers who are competent, creative and committed to continuous quality improvement of LSC.

Specifically, the policy aims to achieve the following objectives:

- To provide training and education to workers on a fair and consistent basis.
- To meet the current and future skill requirements of the organisation and organisational goals
- To satisfy Work Health and Safety obligations.
- To improve worker motivation by providing individual career development opportunities
- To satisfy statutory requirements

All workers shall have reasonable and equitable access to education and training such education and training shall:

- Be consistent with Council's organisational goals and the worker's training plan
- Enable workers to acquire the range of skills they are required to apply in their positions
- Enhance workers opportunities for mobility through council's salary structure through participation in council's training plans

Further Information: Lachlan Shire Council ☎ 02 68951900 ✉ Email: council@lachlan.nsw.gov.au				Page 1 of 6
Version:	Commencement Date: May 2009	Last Review Date: July 2015	Next Review Date: July 2017	TRIM No. D15/9590

SCOPE

This policy applies to all Council workers except those senior staff of Council as defined in s332 of the Local Government Act 1993 (NSW).

DEFINITION*Training*

Training is deemed as experience that provides workers with specific knowledge and skills that are necessary for them to perform the duties of their position, or that will improve the way they perform the duties of their position. Training can take place on the job, or by way of short courses, seminars, workshops etc.

Essential Training

Essential Training is that which is identified in the worker's position description as essential to undertaking the job including statutory requirements as approved by the Director and/or General Manager.

Non – Essential Training

Non – Essential training is that which is not essential although is relevant to the position and a benefit to Council and the worker.

POLICY

An annual staff appraisal will be conducted, training needs will be identified for each worker and a training plan will be created.

An Organisational Training plan will be developed in accordance with the current and future skill requirements as identified by each department.

Further Information: Manager People & Organisational Management ☎ 211 ✉ Email: hr@lachlan.nsw.gov.au				Page 2 of 6
Version:	Commencement Date: May 2009	Last Review Date: July 2015	Next Review Date: July 2017	TRIM No. D15/9590

The Plan will primarily have regard for the training needs recognised by the annual staff appraisal. It will be updated regularly to incorporate additional needs that arise from time to time and which have the support of the relevant Director/Manager and the Consultative Committee.

Training may include specific courses, provided either internally or externally and on-the-job training. Such training will concentrate on developing specific skills associated with a worker's position within LSC.

Approving Training

All training must be arranged through the People and Organisational Development team to promote a consistent approach to training across LSC, to assist in selecting the most efficient and effective form of training, and to ensure that the necessary criteria have been addressed.

All training must be approved by the worker's supervisor/manager and the Director who is the person responsible for the relevant budget allocation by completing either the Individual Training/Conference Forms or Group Training forms (whichever is applicable) and provided to the Human Resources Officer prior to the commencement of any training or conference.

Where a dispute arises concerning the approval or disapproval of training, the matter should be referred to the Grievance Process.

Entitlements of Approved Training

Training that has been approved by the Director will include the following expenses being met by Council through the staff training budget:

Travel

Where training is for 1 day and the destination is within a day's return travelling distance from home:

- travel to and from destination on same day
- arrange the use of a Council vehicle through car pool system or fleet vehicle system

Further Information: Manager People & Organisational Management ☎ 211 ✉ Email: hr@lachlan.nsw.gov.au				Page 3 of 6
Version:	Commencement Date: May 2009	Last Review Date: July 2015	Next Review Date: July 2017	TRIM No. D15/9590

- If Council vehicle is unavailable, the officer is to utilise the use of a lease back vehicle. There will be no approval for staff to use their own vehicle
- All traffic fines are to paid by worker excluding Toll charges while on Council Business

Training Travel Overtime

Training travel overtime will be paid according to the relevant Legislative requirements and LSC Enterprise Agreement conditions.

Workers under the LSC Enterprise Agreement are subject to the following:

In addition to the Award requirements where training, essential to performing the duties of the position, is provided outside of the normal arrangement of hours, or that travel to or from the training venue is outside of the normal arrangement of hours, then such time shall be granted time in lieu and NO overtime shall apply. Such time in lieu will be applied to the workers vari-leave account and the time taken in accordance with the vari-leave provisions. No time in lieu or over time shall apply to other training.

The above conditions may change subject to implementation of a new Enterprise Agreement.

Meals for Training/Conferences held out of town

Meals (alcohol NOT included) to the value of \$60 a day will be reimbursed provided a tax invoice is supplied upon return from training.

Meals for In-house Training

Morning and afternoon tea only will be provided for staff attending in-house training. LSC will not be providing lunch.

Course/Seminar fees and materials

All training course/seminar/conference fees and materials will be paid by LSC.

Further Information: Manager People & Organisational Management ☎ 211 ✉ Email: hr@lachlan.nsw.gov.au				Page 4 of 6
Version:	Commencement Date: May 2009	Last Review Date: July 2015	Next Review Date: July 2017	TRIM No. D15/9590

Accommodation

- Accommodation is offered to staff who are required to attend training that is more than two (2) hour drive away, approval will be subject to starting and finishing. Approval will be at the discretion of the Director.
- Accommodation for training/conferences participants is arranged through the Human Resources Officer (allow at least 7 days to arrange).
- Accommodation in circumstances where Training/Conferences etc are held at a venue where accommodation is offered, is at the discretion and approval of the Director.
- Funds for accommodation are from the LSC's Training Budget. The Purchase Order is signed by the relevant Director.
- Council will not approve purchases from the mini bar, extra TV channels, dry cleaning or any other personal extras.

Conferences/Meetings

Relevant staff are permitted to attend one Conference per year, additional attendances will be at the approval and discretion of the Director or General Manager.

Time in Lieu will apply to staff attending Conferences/Meetings if approved by the relevant Director.

Requirements of Workers

Workers must remember that they are ambassadors of LSC while participating in training programs, conferences/meetings and adhere to Council's Code of Conduct.

Upon their return from a Training program, workers must provide a brief report of the training undertaken identifying the benefits derived from the training/conference. Such reports will enable LSC to keep track of new skills and knowledge acquired.

Further Information: Manager People & Organisational Management ☎ 211 ✉ Email: hr@lachlan.nsw.gov.au				Page 5 of 6
Version:	Commencement Date: May 2009	Last Review Date: July 2015	Next Review Date: July 2017	TRIM No. D15/9590

As a minimum, the reports must include: the training undertaken; who attended; what was learned by the worker; expected benefits to the worker's work team and/or the LSC.

Group reports may be submitted where more than one worker attended the training.

RELATED DOCUMENTS

- Group Training Form
- Individual Training/Conference Form

GENERAL MANAGER

/ /

Further Information: Manager People & Organisational Management ☎ 211 ✉ Email: hr@lachlan.nsw.gov.au				Page 6 of 6
Version:	Commencement Date: May 2009	Last Review Date: July 2015	Next Review Date: July 2017	TRIM No. D15/9590