



WEDDIN SHIRE COUNCIL

POLICY NUMBER: 14.15.4

POLICY FOR TRAINING AND EDUCATION EXPENSES

Adopted: 17 August 2017

POLICY FOR TRAINING AND EDUCATION EXPENSES (NO. 14.15.4)

1. **Title:** Policy for Training and Education Expenses
2. **Number:** Policy Number 14.15.4
3. **Purpose**
The purpose of this policy is to describe the circumstances in which Council will offer assistance to staff for approved training and education expenses, and the extent of that assistance.
4. **Application**
The policy applies to all staff.
5. **Associated legislation and other references**
Local Government (State) Award 2010, as amended.
6. **Definitions/Acronyms**
TAFE - Department of Technical and Further Education
HECS - Higher Education Contribution Scheme
RDO - Rostered Day Off
Award - Local Government (State) Award 2010, as amended
7. **Policy**
 - 7.1. **Course Acceptance**
Assistance with courses will be limited to those approved by the General Manager as being applicable to the employee.
 - 7.2. **Course Fees**
 - For work related training Council will pay course fees in full on the employees behalf.
 - For self-improvement courses Council will reimburse 1/2 costs of the HECS and TAFE fees after the successful completion of each subject by the employee.
 - Council will pay course fees in full for trainees or apprentices as per the Local Government (State) Award providing the fees are not for a repeating subject.
 - 7.3. **Student Facility Fee**
Council will reimburse 1/2 costs of the student facility fee to a maximum of \$50.
 - 7.4. **Enrolment**
Where enrolment is not on-line and employees are required to enrol on-campus the following provisions apply:
 - employees will be granted paid special leave when requested to enrol in working hours.
 - travelling expenses to be reimbursed at 30 cents per kilometre if a Council vehicle is not available for use by the employee and employee uses own private vehicle.
 - alternate travel arrangements to be agreed upon in advance.
 - 7.5. **Text Books**
Council will reimburse:
 - the full cost of text-books for trainees or apprentices.
 - half the cost of necessary text-books after the successful completion of each subject by the employees undertaking university or other TAFE courses.

7.6. Residential Schools - University Courses

If employees are required to attend residential schools the following will apply:

- Council will reimburse employees for 1/2 costs of residential school fees.
- Council will grant employees a maximum of two days special leave for each subject to attend residential schools.
- Travelling expenses to be met by employee.

7.7. Residential “Block Release” Schools - Trainees and Apprentices

If trainees or apprentices are required to attend “Block Release” Schools the following will apply:

- an allowance of \$50 per course day will be paid for sustenance expenses.
- accommodation to be paid by Council as agreed in advance.
- travel expenses to be reimbursed at 34 cents per kilometre if a Council vehicle is not available for use by an employee and employee uses own private vehicle.
- alternate travel arrangements to be agreed upon in advance.

7.8. Study Leave

The following study leave provisions will apply:

- employees will be granted 1/2 day paid study leave per semester for each examination that they are undertaking.
- Council to display flexibility in regard to RDOs to facilitate employee studies.
- employees will not be eligible for study leave when undertaking subjects that they have previously failed.

7.9. Exams

The following exam provisions will apply:

- employees will be granted 1/2 day paid study leave to attend exams.
- employees will not be eligible for study leave when undertaking exams they have previously failed.
- travelling expenses to be met by employee except for trainees and apprentices.
- where a Council vehicle is not available trainees and apprentices will be reimbursed at 30 cents per kilometre if they use their own private vehicle.
- alternate travel arrangements to be agreed upon in advance.

7.10 Attendance

- payment on time in lieu will not be made for time taken outside normal working hours attending training courses, unless approved in advance by the General Manger.

7.11. Travelling

- specific travelling arrangements for various employees have been stipulated in the categories above.
- employees attending work related training courses will be provided with a council vehicle where possible.
- where a Council vehicle is not available or it is not practical to provide a vehicle for work related training courses employees will be reimbursed at 30 cents per kilometre for using their private vehicles.
- Payment or time in lieu will not be made for time taken outside normal working hours travelling to and from training courses, unless approved in advance by the General Manager.

POLICY FOR TRAINING AND EDUCATION EXPENSES (NO. 14.15.4)

7.12. Sustenance

- employees will be paid \$50/night sustenance to cover expenses associated with work related training courses, if required to stay overnight.

8. Review and Amendment

- This policy shall be reviewed by September 2017 and thereafter at four (4) yearly intervals, to ensure it meets all statutory requirements and the needs of Council.
- This policy may be amended or cancelled by Council at any time without prior notice or obligation to any employee.

9. Adoption

- This policy commences as from the date of adoption by Council, being 17 August 2017 and replaces any previous similar policy.

10. History

Version Number	Details
14.1.15	Adopted 19 February 2004
14.1.15	Adopted 16 March 2006
14.15.1	Adopted 13 December 2007
14.15.2	Reviewed 18 June 2009 (unchanged)
14.15.3	Adopted 21 June 2013
14.15.3	Adopted 17 August 2017