



### 1. BACKGROUND

The Training and Development Policy has been created to encompass education, training, development, and conference and seminar attendance, and will replace the Training and Education Expenses Policy (14.15.04).

### 2. PURPOSE

Weddin Shire Council recognises that staff development is essential to ensure that we can deliver and achieve Council's overall strategies and goals.

Council recognises that the calibre and competence of its employees are vital factors in ensuring that it remains a successful organisation. Consequently, Council will strive to promote employee development through high quality training and learning opportunities, both on and off the job, formally and informally.

### 3. POLICY OBJECTIVES

The objectives of this Policy are to:

- To outline what Council can offer their employees in terms of support for Education and Training as well as what is expected from employees.
- To outline what Council can offer their employees in terms of support for Development in attending Conferences and Seminars as well as what is expected from employees
- To develop a more highly skilled and flexible workforce.
- To provide employees with opportunities, through education and training, to acquire additional skills.

### 4. LEGISLATION / REFERENCES

The Policy relates to the Local Government (State) Award 2023, as amended.

### 5. APPLICATION/SCOPE

This policy applies at all times to all employees of Weddin Shire Council.

### 6. POLICY

#### 6.1. Roles and Responsibilities

The following table outlines the roles and responsibilities of personnel. Noting that the position titles may change, however, the responsibilities remain the same.



Roles	Responsibility
Directors and Managers	<ul style="list-style-type: none"> <li>• Develop individual learning and development plans for employees in their performance appraisal process on an annual basis.</li> <li>• Demonstrate an ongoing commitment to supporting employees' learning and development.</li> <li>• Provide resource solutions to allow employees to attend programs.</li> <li>• Frequently reviewing and discussing employees' learning and development progress.</li> <li>• Ensuring employees meet statutory and certification requirements.</li> <li>• Review competencies on a continual basis.</li> <li>• In accordance with delegations, timely completion and approval of application forms.</li> </ul>
Human Resources Department	<ul style="list-style-type: none"> <li>• Provide employees with appropriate learning and development solutions that are relevant to their positions.</li> <li>• Promptly consider all learning and development requests.</li> <li>• Ensure equal access for all employees.</li> <li>• Measure the effectiveness of programs to promote continuous improvement in our employees, providers and processes.</li> <li>• Provide advice on learning and development opportunities.</li> </ul>
Employees	<ul style="list-style-type: none"> <li>• Complete a Training/Conference Request Form.</li> <li>• Assist Directors and Managers in identifying their learning and development needs.</li> <li>• Contribute to the development of their individual learning and development plan on an annual basis;</li> <li>• Attend and participate in allocated learning and development programs.</li> <li>• Provide a minimum five (5) working days' notice to relevant Directors/Managers and the Human Resources Department for changes in attendance to scheduled programs.</li> <li>• Complete evaluation and/or feedback forms as required.</li> </ul>

## 6.2. Development of the Annual Training Plan

Council shall design an annual training plan in accordance with the Local Government (State) Award requirements. The training plan is to be based on:

- The current size and future skill requirements of the Council.
- The size, structure and nature of the operations of the Council.
- The need to develop vocational skills relevant to Council and the Local Government industry in general, through the utilisation of available internal and external resources.



The training plan shall, where appropriate, provide for training that is consistent with industry specific competency standards. The training plan shall be consistent in identifying the needs of the organisation, and having regard to Council's Workforce Management Plan.

Participants will receive training in accordance with Council's training plan, based on the needs of Council and the employee, as identified in the employee's annual performance review, or as an outcome of workplace assessment of competency. This is to be conducted within the resourcing of Council (financial and personnel).

Employees may make application for consideration to attend training courses on the Training/Conference Request Form.

### **6.3. Course Acceptance**

Assistance with courses will be limited to those approved by the General Manager as being applicable to the employee. Approval will depend on financial resourcing and personnel resourcing.

### **6.4. Course Fees**

- For work related training Council will pay 100% of the course fee.
- For self-improvement courses, Council will reimburse 50% of the Study and Training Support Loans (STSL), tertiary education fees and TAFE fees after the successful completion of each subject by the employee;
- Council will pay 100% of the course fees for trainees or apprentices as per the Local Government (State) Award, providing the fees are not for repeating a subject.

### **6.5. Student Facility Fee**

Council will reimburse 50% of the student facility fee to a maximum of \$50.00.

### **6.6. Enrolment**

Where enrolment is not on-line and employees are required to enrol on-campus the following provisions apply:

- Employees will be granted paid Education Leave when requested to enrol during working hours.
- Travelling expenses to be reimbursed at 30c per kilometre if a Council vehicle is not available for use by the employee and the employee uses their own private vehicle. Use of private vehicle is to be authorised by Director/Manager in advance (separate form).
- Alternative travel arrangements to be authorised by Director/Manager in advance.

### **6.7. Text Books**

Council will reimburse:

- 100% of the cost of text books for trainees or apprentices.



- 50% of the cost of necessary text books after the successful completion of each subject by the employees undertaking self-improvement, university or TAFE courses.

### **6.8. Residential Schools – University Courses**

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

- Council will reimburse employees for 50% of the cost of the residential school fees.
- Council will grant employees a maximum of two (2) days Education Leave for each subject to attend residential schools.
- Travelling expenses to be met by employee.

### **6.9. Residential 'Block Release' Schools – Trainee and Apprentices**

If trainee or apprentices are required to attend 'Block Release' schools, the following will apply:

- An allowance of \$50.00 per course day will be paid for sustenance expenses.
- Accommodation to be paid by Council as agreed in advance.

### **6.10. Study Leave**

The following study leave provisions will apply:

- Employees will be granted half (½) day paid Education Leave to study for each examination that they are undertaking per semester.
- Council are to display flexibility in regard to Rostered Day Off (RDO's) to facilitate employee studies.
- Employees will not be eligible for study leave when undertaking subject that they have previously failed.

### **6.11. Exams**

The following exam provisions will apply:

- Employees will be granted half (½) day paid education leave to attend exams.
- Employees will not be eligible to education leave when undertaking exams they have previously failed.
- Travelling expenses to be met by employee except for trainee and apprentices.
- Travelling expenses to be reimbursed at 30c per kilometre if a Council vehicle is not available for use by the employee and the employee uses their own private vehicle. Use of private vehicle is to be authorised by Director/Manager in advance (separate form).
- Alternative travel arrangements to be authorised by Director/Manager in advance

### **6.12. Attendance**

Payment of Time in Lieu will not be made for time taken outside normal working hours attending courses, unless approved in advance by the General Manager.



### **6.13. 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 30c per kilometre for using their private vehicles (separate form).
- 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.

### **6.14. Sustenance**

Unless otherwise stated, Employees will be paid \$50.00 per night sustenance to cover expenses associated with work related to training courses, if required to stay overnight.

### **6.15. Accommodation**

Accommodation must be sought within a 2km radius of the Course venue with a minimum 3 star rating. If an individual desires to be outside the 2km radius or chooses a lesser or higher star rating that Council offers, the employee will be responsible for travel costs to and from the venue, and will be reimbursed an amount equivalent to the accommodation costs, up to what Council would provide.

### **6.16. Conferences and Seminars for Professional Development**

Where you must, as part of professional membership complete continued professional development hours to maintain membership or accreditation, Council will support 75% of those hours per annum by:

- Paying 100% of all tuition, conference fees, travel and accommodation all within ordinary hours.

The employee must maximise the obtaining of professional development hours at events attended (ie. Attend prior and post conference workshops to maximise the travel dollars already spent).

Where a conference or seminar is not linked to a professional membership, the employee may request to attend, at the General Managers approval. Employees must make an application for consideration to attend conferences or seminar on the Training/Conference Request Form, to be submitted for approval in advance, at minimum 14 days prior to commencement date. If the request is approved, Council will:

- Pay 100% of all tuition, conference fees, travel and accommodation all within ordinary hours.
- Pay for attendance, travel, accommodation and sustenance expenses in accordance with clauses 6.12, 6.13, 6.14 and 6.15 of this policy.



### **6.17. Review and Amendment**

This policy shall be reviewed at three (3) yearly intervals in line with the release of the Local Government (State) Award, 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.

## **7. DEFINITIONS**

<b>Key Terms</b>	<b>Meaning</b>
TAFE	Department of Technical and Further Education
STSL	Study and Training Support Loans
RDO	Rostered Day Off
Award	Local Government State Award 2023, as amended



<b>Title: Training and Development Policy</b>		
<b>Department: Weddin Shire Council</b>		
<b>Version</b>	<b>Date</b>	<b>Author</b>
14.1.15	Adopted 19 Feb 2004	
14.1.15	Adopted 16 Mar 2006	
14.15.1	Adopted 13 Dec 2007	
14.15.2	Reviewed 18 Jun 2009 (unchanged)	
14.15.3	Adopted 21 Jun 2013	
14.15.3	Adopted 17 Aug 2017	
14.15.05 DRAFT	04/05/2023	F Forsyth
This policy may be amended or revoked at any time and must be reviewed at least three (3) years since its adoption (or latest amendment). The Director Corporate Services will be responsible for the review of this policy. Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guideline.		
<b>Review Date: July 2026</b>		
<b>Amendments in the release</b>		
<b>Amendment History</b>	<b>Date</b>	<b>Detail</b>
<b>Annexure Attached:</b> <b>Annexure 1 - Weddin Shire Council Claim Reimbursement Form</b> <b>Annexure 2 - Training/Conference Request Form</b>		
<b>Noreen Vu</b> <b>General Manager</b>		



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## Weddin Shire Council

# Claim Reimbursement Form

**Employee Name:** .....

**Payroll Number:** .....

**Director Name:** .....

**Department:** .....

**Reason for Claim:**

☐ **Claim for Sustenance - No. of Night's Accommodation:** .....

Name of Course / Conference Attending: .....

Work Order sustenance is to be charged to: .....

*NOTE: \$50.00 per night. Monies will be deposited into your nominated payroll bank account.*

☐ **Claim for Reimbursement:**

Reason for Purchase: .....

.....

Itemised Expenses:

DATE	DESCRIPTION	Work Order	COST
		Total Reimbursement	\$

***RECEIPTS TO BE ATTACHED***

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director/Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

***This form, once completed, is to be forwarded to the Creditors Clerk for processing: [accounts@weddin.nsw.gov.au](mailto:accounts@weddin.nsw.gov.au)***





## TRAINING / CONFERENCE REQUEST FORM

EMPLOYEE NAME

DEPARTMENT

REQUEST DATE

/ /

### TRAINING / CONFERENCE DETAILS

TITLE

DESCRIPTION

VENUE

ADDRESS

DATES

FROM: / / TO: / /

REQUIRED TRAINING TO MAINTAIN PROFESSIONAL

YES ☐

NO ☐

TICKETS/LICENSURE

IDENTIFIED IN ANNUAL TRAINING PLAN

YES ☐

NO ☐

TYPE OF TRAINING

WORK RELATED ☐

SELF IMPROVEMENT ☐

### COSTS / BENEFITS

#### LIST ANTICIPATED EXPENSES

FLIGHTS: \$

VEHICLE: \$

INCIDENTALS: \$

HOTEL: \$

RENTAL CAR: \$

TRAINING/CONFERENCE REGISTRATION \$

ESTIMATED TOTAL COST \$

SUPPORTING COMMENTS:

#### APPROVAL – STEP 1

NAME OF SUPERVISOR:

SUPPORTED ☐

SIGNED:

NOT ☐

SUPPORTED

DATE: / /

#### APPROVAL – STEP 2

NAME OF DIRECTOR:

SUPPORTED ☐

SIGNED:

NOT ☐

SUPPORTED

DATE: / /

COMMENTS:

#### APPROVAL – STEP 3

DIRECTOR CORPORATE SERVICES

CONFIRM BUDGET AVAILABLE

YES ☐

NO ☐

COMMENTS:

#### APPROVAL – STEP 4

GENERAL

MANAGER

COMMENTS:

APPROVED ☐

NOT APPROVED ☐

SIGNATURE:

DATE: / /

