



Policy

26 TRAINING POLICY STATEMENT

Berrigan Shire Council is committed to developing a highly skilled and flexible workforce.

The Council is committed to providing training and development opportunities and ensuring fair access for all staff to these opportunities. This will improve Councils effectiveness of service delivery to the community and also help employee's career prospects.

Employees are encouraged to be involved in the Performance Management Review process where training and development plans are established at the commencement of a review period.

Providing development opportunities such as working in other positions "acting" rotation and multi-skilling are to be encouraged to develop skills, knowledge and flexibility.

The Council is committed to removing barriers to utilise skills acquired in accordance with the Individual Training and Development Plans.

The Council shall allow employees to attend course requirements, on or off the job, during ordinary working hours where training is undertaken as part of the Training Plan resulting from the Performance Management review discussions. Training attended must be critical to Council activities and not solely personal development. Training attended should develop skills and knowledge that can be used in the workplace.

The Council shall pay course fees associated with structured training programs but shall not pay fees if the employee is repeating a subject or section of the course/program. Course/training costs shall not be paid for personal development, if not work related.

The Council shall either provide transport or reimburse travel expenses incurred. Travel time involved cannot be claimed if such hours of travelling fall outside their standard spread of hours. All other expenses shall be paid, in accordance to Council Policy 37, payment of expenses and provision of facilities, eg. Accommodation and expenses.

Up to four hours leave with pay each week may be granted or alternatively block release and additional day/hours to an aggregate



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equivalent in a year will be approved. If time exceed four hours then flex time or leave without pay is applicable.

The application for the purpose of attending a certified course or tertiary qualification must directly relate to the present occupation of the employee.

If employees cease to attend earlier than the predetermined length of the course, they will reimburse the Council an amount equivalent to half the cost originally granted to a maximum of one weeks salary.

The granting of study leave does not confer a right upon the employee to reimbursement of fees or any other forms of education assistance.

Council employees who are undertaking approved course and are required to pay admission/administration or HECS fees up front may apply for financial assistance.

- They shall submit a written request that Council advance 85% of the up front payment and moneys granted will be made payable to the university/college/TAFE.
- Each application for educational assistance shall be considered in relation to impact upon the work environment and available funds.

The Council will support the resourcing of individual training and development plans and ensure staff are trained, educated and developed to do their jobs in a proper, responsible manner.

The Council will encourage employees to gain formal educational qualifications or upgrade those existing. Participation in training will be encouraged and time allowed for attendance and paid study leave.

Given that Council has a limited budget for training and development, the following provide some alternative avenues available for training cost:

Utilise training programs available through funding bodies.

Utilise low cost/free training offered by organisations such as the Local Community Services Association,

Run in-house training utilising expertise within the organisation and existing training resources. Many organisations will provide speakers free of charge, and

Team up with other organisations to reduce the cost of training.

Responsibilities



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Corporate Support Officer
Maintain training records data base
Monitor and apply EEO concepts and principles
Inform Council of its legal and moral obligations to provide a safe working environment.
Induct all Council employees.
Monitor training outcomes, quality, standard.
Advise Council on training suppliers, facilitators, trends and attitudes.

Manager/Supervisors

Release staff to participate in approved programs
Ensure Collective training needs are met.
Monitor individual training plans.
Monitor and record all training expenditure and manage budget.
Evaluate effectiveness of training and development attended.
Forecast on an annual basis, collective and individual needs.

Employees

- In keeping with the spirit of employee development pursue appropriate training and development activities.
- Participation is not compulsory, however, employees are expected to maintain their competencies to perform their present role.
- Ensure they are available for the full period of training and inform supervisor if aware of aspects that will effect attendance.
- Evaluate if you are capable of completing the course/training prior to enrolling.

(Adopted by Council 20/8/97)