

ADMINISTRATION POLICIES



EMPLOYEE DEVELOPMENT AND TRAINING POLICY

Training and Development Policy

It is Council policy to encourage employees to participate in training and courses of study that improve their skills and knowledge, and will assist them to become more effective members of the work force. Walcha Council is committed to providing training for all staff to raise work place skills and develop employees to their full potential. Some training will be compulsory.

It is Council's Policy to encourage and assist you to obtain additional qualifications applicable to Local Government:

- a) In the case of In-Service Training Programmes, or Courses, arranged by Council with outside bodies specifically as a Council training scheme, Council may select staff volunteering for training, and assist by way of pay (excluding overtime) and expenses, on an agreed basis in each case.
- b) Staff voluntarily undertaking a course of study, which is of relevance to Local Government, other than a Council training scheme, will be given encouragement and assistance as follows:
 - (i) Travelling expenses in accordance with Awards or transport provided.
 - (ii) Special Leave with pay to attend "Residential Study", if necessary part of the course.
 - (iii) Leave without pay or Annual Leave only in respect of a "repeat" portion of a course.
 - (iv) Examination leave on the basis of a half-day for a morning exam (to be taken the day prior to the exam) or a full day for an afternoon exam.

Staff Training – Payment of Expenses and Wages Policy

It is Council policy to assist staff with the equitable payment of expenses associated with attending work-related training, conferences and seminars.

Council will meet the following expenses associated with employees' attending work-related training:

Transport	Council will provide a suitable vehicle or will pay reasonable travel expenses to the value of a standard or economy bus / rail / air fare. Should employees be required to use their own vehicles to attend training, reimbursement shall be at the appropriate award rate per kilometre. In the case of air fares, the rate will be based on the nearest available airport.
Accommodation	Up to, but not exceeding a standard equivalent to that of 4 Star Motel classification. Council may however take advantage of negotiated tariffs irrespective of the motel/hotel classification, provided that such tariffs are no greater than those applicable to the abovementioned classification.
Out-of-Pocket Expenses	To be paid in addition to accommodation, to a maximum of one hundred dollars (\$100.00) per day. If this limit is exceeded a request for reimbursement must be made by the General Manager.

ADMINISTRATION POLICIES



EMPLOYEE DEVELOPMENT AND TRAINING POLICY

Mini Bar	Council will not pay for any mini bar consumables. All such consumables shall be at employees' own expense.
Incidental Costs	Council will meet the cost of all work-related incidental expenses and charges such as parking fees, tolls, fares and fuel.
Wages/Overtime	Due to the mutual benefit that training provides, it is considered reasonable that employees will not claim overtime (including time in lieu of overtime) for travelling to or from or attending training, with exceptions to be approved by the General Manager. Such exceptions can include: delayed flights, travelling for more than two hours after normal working hours, etc.

Senior / Executive Staff Conferences – Travel and Accommodation Expenses Policy

It is Council policy to consider applications for attendance of senior /executive staff at seminars and conferences, having regard to the merits of each individual case. When evaluating the application, consideration will have regard to:

1. Location of the conference/seminar,
2. Topic value and relevance to Council needs,
3. Achievement of minimum disruption to Council's business,
4. Costs associated with the conference/seminar.

Walcha Council further recognises the benefit to Council from attendance by senior / executive staff at the Annual State Conferences of their professional associations. It is Council policy to approve attendance at such conferences on the following conditions:

- Actual travelling expenses up to a maximum amount equivalent to a return air fare ticket between Walcha and the place where the conference is held.
- Actual accommodation expenses appropriate to the particular conference venue.
- Reasonable cost for meals appropriate to the particular conference and/or activity.
- Reasonable entertainment expenses that are a scheduled part of the conference activities.
- Payment of the professional association conference fees.

Staff Performance Appraisal / Competency Assessment Policy

It is Council policy to ensure that all staff members have access to skills / performance assessment in accordance with Council's Salary System. Participation in assessments within the Salary System is compulsory.

The aim of the performance appraisal process is to assess performance of the individual against set criteria, assist in the improvement of communication and working relationships, and to establish the developmental needs of the employee. Employees shall have their skills /performance reviewed annually in accordance with the assessment rules and procedures set out in Council's Salary System Rules of Progression. Such annual reviews will be tied to salary progression within Council's skills based salary system.

ADMINISTRATION POLICIES



EMPLOYEE DEVELOPMENT AND TRAINING POLICY

A formal appraisal / assessment should present no surprises, as informal discussions should occur throughout the period leading up to the appraisal.

Employee Assistance Program

It is Council policy to establish and maintain an Employee Assistance Program (EAP) to help employees to maintain healthy levels of emotional and physical well being. The EAP is designed to provide short term counselling and referral services to employees and their families who may be experiencing a range of emotional problems. Participation is voluntary and completely confidential.

ASSOCIATED DOCUMENTS

- Walcha Council Salary System Rules of Progression
- Walcha Council Employee Handbook
- Walcha Council Code of Conduct
- Walcha Council EEO Management Plan
- Walcha Council Workforce Management Plan 2017-2021

POLICY ADMINISTRATION

This policy is administered by the Human Resources Manager and will be reviewed every two years and updated where applicable. Council reserves the right to vary or revoke this policy from time to time.

POLICY VERSION AND REVISION INFORMATION

Policy Authorised by Council

Current Version: 1

Adoption Date: 13 February 2019 – Resolution: 117/20182019

Review Date: October 2020