



## **Staff Training & Development**

### **1. Intent of Policy**

To ensure that Council's efficiency and productivity is enhanced by providing appropriate education, training, development and skill maintenance for its staff.

### **2. Scope of Policy**

All employees shall have reasonable and equitable access to education and training, and training shall be consistent with a Council Training Plan that meets the requirements of the Notional Agreement Preserving the Local Government (State) Award 2004.

### **3. Guidelines**

#### **Training Plans**

The General Manager and Directors will develop and adopt a Training and Development Plan each year, having regard to core corporate, organisational and individual training needs and shall be designed in consultation with the Consultative Committee.

Each Manager and Supervisor is responsible and accountable to the implementation of, and compliance with, this policy and the training plans in their respective work areas.

Each employee is responsible and accountable for their cooperation and compliance with, this policy and the training plans in their respective work areas.

#### **Annual Budget Allocation**

A budget allocation will be provided to support the training and development activities and progress against expenditure of the budget allocation will be reported on a quarterly and annual basis.

#### **Attendance at Training**

The training plan will determine the nature of training to be made available.

Departmental heads are responsible for approving training and staff absences within their departments, other than when it is proposed that the department head and the second in charge are to be away on the same day. In this instance approval may only be granted by the General Manager who will balance the conflict between providing a service to the public and allowing staff to be kept up to date.

## Payments and Reimbursement

There are two types of training undertaken by employees.

1. Required Training – training that is required as part of carrying out normal duties of the job. This training would normally be undertaken during normal working hours.

Council will meet all costs of attending required training courses, including travel, meals and accommodation

2. Optional Training – training that is optional, but is related to the employee's position. This training would normally be undertaken in the employee's own time, and the courses must offer mutual benefit to both Council and the employee.

The General Manager has the discretion to offer assistance to the employee in the form of study leave and/or payment of fees. Payment of fees is contingent on the employee successfully completing the course (or specific subjects of a long term course). If an employee repeats a subject of the course, then it will be at their own expense, unless the General Manager deems there to be extenuation circumstances (e.g. serious illness).

## Scholarship Mentoring Program

To address identified skill shortages, an annual funding allocation of \$2,500 each (i.e. \$5,000 in total) will be made available for an Oberon Council study scholarship awarded to the best eligible candidate (recent local school leaver) for the first two years of study in an approved undergraduate degree/diploma course in:

1. Civil Engineering
2. Environmental Health, Land use Planning and/or Building Surveying

The General Manager and Directors will be responsible for developing appropriate marketing, selection criteria, and procedures for the program.

## Reporting

Council's Annual Report will include a segment regarding Human Resource Training and Development activities.

Approving Authority	Oberon Council	
Contact	Manager of Corporate Services	
Approval	12 December 2006: Item B6, Minute 20	
Revision Date	December 2008	
Issue Date to Staff	January 2007	
Replaces	2102	Staff Attendance at Training Courses
	2103	Payment for Staff Training Courses
	3121	Trainee Study Scholarship Mentoring Program
	4207	Trainee Study Scholarship Mentoring Program