

## **EMPLOYEE TRAINING**

### Objective

- To ensure employees of Council receive regular training identified in individual training plans.
- To provide an incentive to employees to undertake tertiary education courses relevant to their employment with Council.
- To determine entitlements for employees undertaking training requiring an overnight stay away from home.
- To determine circumstances under which Council will recognise time in lieu entitlements for employees undertaking training.

### Scope

This policy applies to all full time and part time employees of Gilgandra Shire Council involved in training authorised or directed by Council.

### Policy

#### Authorisation

That the General Manager and Department Heads be authorised to arrange the attendance of Council staff at suitable training courses within the budget and, further, that such training be distributed through all sectors of Council's staff as appropriate.

This is to be done in accordance with approved procedures including the requirement for the budget allocation for any training costs to be agreed and signed off by both the relevant Director and People and Culture Manager.

#### Payment of Tertiary Education Course Fees

1. That Council pay TAFE administration fees in respect of approved courses being undertaken by employees.
2. That Council pay half the Higher Education Charge, as set from time to time, per year in respect of approved courses being undertaken by employees on condition that staff successfully complete each stage of the course.
3. That Council not contribute to travel and/or accommodation expenses incurred by employees in attending residential schools associated with tertiary education courses.
4. Staff wishing to undertake courses under this policy must obtain Council approval prior to commencing the course.

Travel Allowance Entitlements

For training undertaken at Council’s direction:

1. If an overnight stay is required, employees will be paid an overnight allowance.
2. Cabcharges will be made available for taxi travel to and from airport (where travel has been by air) and from accommodation to training venue and return.
3. Accommodation and breakfast expenses will be met by Council.
4. The most cost effective option for travel will be offered, e.g. Council Vehicle/Air.

**Note: As at 18/2/2016, the allowance is \$100 per night.**

Time in Lieu for Training Outside Ordinary Working Hours

1. For training undertaken at Council’s direction, employees be granted time in lieu for time outside the ordinary working hours on application by the employee to his/her supervisor.
2. For training identified in an employee’s training plan, and in accordance with position skill steps, it be recognised as the employee’s choice and not a directive of Council and Council will allow paid leave to attend (also meeting travelling and registration costs), however, for travel or time outside ordinary working hours, there will be no time in lieu.

Relevant Legislation

Local Government (State) Award 2023

Associated Documents

Employee Training Plans

<b>Responsible Officer:</b>	Executive Leader Transformational Change		
<b>Date Adopted:</b>	20/2/2013	<b>Resolution No:</b>	74/2013
	18/2/2015		15/2015
	17/2/2016		18/16
	20/3/2018		48/18
	16/2/21		15/21
	21/02/23		11/23
	20/02/24		6/24
<b>Version:</b>	7	<b>Review Date:</b>	February (annually)