



5. GOVERNANCE

POLICY NO: 5.20

POLICY TITLE: STAFF DEVELOPMENT ASSISTANCE POLICY

FILE NO: 1863/14

ADOPTED: 14 April 1997

MINUTE NO: RS054/97

PREVIOUS POLICY EDUCATION EXPENSES

ADOPTED: 26/6/89

MINUTE: 325/89

INTRODUCTION

The Local Government (State) Award is based on the application of acquired skills within the workplace. Accordingly, commitment to the continuing training of employees is essential if the aims of both the Council and its employees are to be achieved.

As part of Council's commitment to developing career paths and promoting mobility through and across skill banks, training and development opportunities such as staff development assistance will provide long term benefits to both employees and the organisation.

OBJECTIVE

To encourage employees to undertake appropriate courses to enhance their knowledge and skill and provide the necessary skills to help achieve Council's goals.

The policy will provide assistance in accordance with the NSW Local Government (State) Award and the Equal Opportunity Management Plan and remain within the limits of the Staff Development Assistance Budget.

PROCEDURE GUIDELINES

1. Permanent employees of Camden Council will be eligible to apply for assistance in undertaking courses of study that will provide benefit to Council. Assistance will be indexed in proportion of hours for part time/job share.
2. Courses to be undertaken will have a relationship to current and future needs of Council and be relevant to the individual's position or identified career path.
3. Approval will be required by the relevant Section Manager prior to submission to the Employee Relations Officer and Director of the applicant's Department.
4. Assistance will not be provided for repeat subjects.

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5. "Time off" provisions will be approved subject to the Manager's concurrence that the officer's functions can satisfactorily be covered in their absence.
6. Should disputes arise in respect to the implementation of this Policy, the matter will be dealt with through Council's Grievance Procedure.
7. Records will be kept by the Employee Relations Officer in respect to assistance provided to each officer.
8. Staff Development Assistance Policy will be reviewed by the Consultative Committee annually.
9. The Staff Development Assistance Budget will be reviewed with Council's annual budget considerations.
10. Textbooks provided by Council are to remain a resource of Council; and will not become the property of the student. The textbooks are to be held in Council's Library for further reference.
11. The policy will provide assistance in respect to three levels of study:
 - (a) Essential study
 - (b) Desirable study
 - (c) Beneficial study

N.B. Course handbooks and other related information to assist employees in pursuing further education are available by contacting the Human Resources Officer.

LEVEL OF ASSISTANCE

- a) Essential study - this includes required qualifications and job improvement courses as approved by Council (e.g. trainee staff and training course attendance)

Award Clause 22(iv) - Training & Development

"If an employee is required by Council to undertake training in accordance with the Council's training plan", then:

Item	Council's Assistance Policy
Fees	University, HECS, TAFE, Seminars, Course Fees, Travel, i.e. 100% paid at start of Course
Travel	For day or weekly courses: Cost of fares to and from venue, the most economical way will be paid To block release (residential school) and excursions: Council will provide transport or pay the fare to and from venue the most economical way
Subsistence	Accommodation paid for residential courses at agreed facility close to the venue. The cost of all meals will also be paid.
Study Leave	Council shall grant paid leave to attend course requirements where training is undertaken during ordinary working hours, up to on day per week and/or Block release, excursions or residential course, up to two weeks per year with pay or according to course

	requirements
Examination Leave (with full pay)	Morning Exam: Full afternoon prior to exam plus the full morning of the exam; Afternoon Exam: Full day of the exam; Evening Exam: Full afternoon prior to exam
Text Books	Full cost of books will be reimbursed (See Note 10 above)

- b) Desirable Study - any course of study that is in line with staff current and future job prospects”.

Award Clause 22(v) - Training and Development

“Council may grant an employee undertaking a course consistent with Council’s training plan, although not at Council’s requirement, leave with pay or leave without pay to attend course requirements provided that the employee gives reasonable notice of such requirements. Where the employee is not granted such leave Council shall give preference in granting annual leave or other accrued leave to attend course requirements provided that the employee gives reasonable notice of such requirements. Council may pay course fees at its discretion.”

Item	Council's Assistance Policy
Fees	60% of University, HECS, TAFE course fees paid by Council
Travel	No travel assistance for day or weekly courses will be provided, however, if an employee feels that they are travelling excessive distances to attend studies, they may be granted travel assistance, at the discretion of the Employee Relations Officer. For block release (residential school) and excursions: Council will provide transport or pay the fare to and from venue the most economical way.
Subsistence	No accommodation paid for residential courses. No assistance for the cost of meals.
Study Leave	If possible lectures/classes should be attended outside work hours, however, Council may grant paid leave to: <ul style="list-style-type: none"> • attend classes • study • write reports to a maximum of 35 hours per semester. This pool of hours may be accessed by negotiation with the appropriate manager.
Examination Leave	Morning Exam: Full afternoon prior to exam plus the

(with full pay)	Afternoon Exam: full morning of the exam Evening Exam: Full day of the exam Full afternoon prior to exam
Text Books	A book allowance of up to \$50 per subject (maximum \$200 per year). Provision of some approved texts at discretion of Library Administrator.

3. Beneficial Study - This includes the acquisition of further tertiary qualifications only and applies when course attendance is the employees' decision (i.e. it is not a requirement of the job to obtain this qualification).

*Award Clause 22(ii) - Training and Development
Career Path Development*

(a) Career Structures shall

1. *Provide for the development of new skills through education.....*

Item	Council's Assistance Policy
Fees	30% of University, HECS, TAFE course fees paid by Council
Travel	No travel assistance
Subsistence	No accommodation or meal assistance
Study Leave	<p>If possible lectures/classes should be taken outside work hours, however, Council may grant paid leave to:</p> <ul style="list-style-type: none"> • attend classes • study • write reports <p>to a maximum of 35 hours per semester. This pool of hours may be accessed by negotiation with the appropriate manager.</p>
Examination Leave (with full pay)	Morning Exam: Full afternoon prior to exam plus the full morning of the exam Afternoon Exam: Full day of the exam Evening Exam: Full afternoon prior to the exam
Text Books	A book allowance of up to \$50 subject (maximum \$200 per year). Provision of some approved texts at discretion of Library Administrator.