

KEMPSEY SHIRE COUNCIL

LEARNING AND DEVELOPMENT

Procedure 5.5.20

Policy No. and Title	5.5	Conditions of Employment Policy
Procedure	5.5.20	Learning and Development
Version	1	
Date Adopted	14 December 2011	

1 OBJECTIVE

To continually develop the skills and talents of all of our staff to help meet Councils strategic objectives.

2 STATEMENT

Council has a genuine commitment to the professional development of our staff, not only to meet our legislative requirements, such as the Occupational Health and Safety Act, but in an active endeavour to prepare people for internal career opportunities, promote innovation, improve job satisfaction and skills, and continually improve customer service, personal effectiveness and organisational effectiveness. The integrated HR Framework, Learning and Development Framework and HR Strategy components collectively aim to provide a Council wide strategic direction to human resources planning and action in Kempsey Shire Council, in a way that is aligned with Council policy and priorities.

3 GUIDELINES

3.1 General

The Learning and Development process has a number of stages each of which require inputs by way of advice, proposals, recommendations and authorisations from one or more of the following, depending upon the level of delegation:

- i) The employee
- ii) The employees supervisor
- iii) Departmental management
- iv) The Consultative Committee (including sub committees)
- v) The General Manager/Manex
- vi) Council.

3.2 Internal Learning and Development Activities

- a) On the job coaching of Team Members shall be the responsibility of their immediate supervisor, who shall assist each team member to attain the skill competencies required of their position. The Supervisor shall have the guidance and support of departmental management and the Human Resource Unit. The relevant Unit Manager or Director shall be responsible for approving internal learning and development

activities on the Internal Learning and Development Activity Request Form (HRM024) *Appendix A*.

- b) Classroom training shall be carried out utilising Council's internal training resources wherever feasible and cost effective.
- c) A Corporate Training Schedule will be determined and marketed at the beginning of each Financial Year, by the Human Resources Unit, after an annual skills audit and training needs analysis are conducted.

3.3 External Learning and Development Activities

- a) External training shall be utilised to meet training needs where internal training is not practicable and/or cost effective. The relevant Director or the General Manager shall be responsible for approving external learning and development activities.
- b) Approval of external learning and development activities will be subject to Council's priorities and availability of funds. Funding priority will be provided to staff undertaking essential professional development consistent with the Human Resources Strategy.
- c) Applications for external learning and development activities are to be made prior to the activity and are to be made using HRM018 Learning and Development Activity Request Form (HRM018) *Appendix B* together with appropriate supporting documentation and information.
- d) Approval for travel expenses including accommodation and meals (where applicable) are to be made prior the activity and are to be made using Travelling Expenses Claim Form (HRM019) *Appendix C*. Refer to the Travelling, Accommodation and Sustenance Procedure (5.5.5) for further information.
- e) In the event that an employee is approved by the relevant Director or General Manager to use their private vehicle to attend an approved learning and development activity the employee will be entitled to claim kilometre reimbursement in accordance with the Local Government (State) Award.
- f) All employees attending a learning and development activity will be entitled to individual accommodation where available. Costs incurred by the employee in taking their family, relatives or friends are at their own expense.
- g) The Director's approval is required for travel involving overnight accommodation or for travel of more than two hours in each direction from Kempsey.

4 Information Capture

4.1 General

Learning and Development processes shall be subject to continuous review to assess the effectiveness of learning and development activities and to provide data for analysis. People attending learning and development activities should provide written feedback to the HR Unit when they consider it necessary.

4.2 Recording of Learning and Development Activities

Departmental management shall ensure learning and development activity forms are provided to the Human Resource Unit prior to the scheduled date of the activity who shall be responsible for maintaining Council's Human Resources Information System.

VARIATION

Council reserves the right to renew, vary or revoke this procedure which will be reviewed periodically to ensure it is relevant and appropriate.



Internal Learning and Development Activity Request Form

Employee Name:		Employee No.	
Business Unit:		Department:	
Course No:	Course Name:	Course Date:	
Employee Signature:		Date:	
Approved:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Allocation Number: <input style="width: 50px;" type="text"/>
Manager:	(print name)	(signature)	Date: <input style="width: 50px;" type="text"/>
Human Resources:	(print name)	(signature)	Date: <input style="width: 50px;" type="text"/>

Note: This is a request to attend Internal Learning and Development Activities only.

This form is to be used to attend all learning and development activities conducted within Kempsey Shire Councils' Learning and Development Framework.

Please return to Human Resources for a booking confirmation.

Once booking has been confirmed, cancellations or non attendance of course may result in participant's course cost being charged back against their department.

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Version 2 June 2006



External Learning and Development Activity Attendance Request Form

Employee Name:		Employee No.	
Business Unit:		Department:	
Activity Type:	Training	Seminar	Conference
(Circle appropriate activity)			
Other:			
(If other please describe)			
Activity Title:		Cost:	
Date/s:			
Training Provider:			
Location:		Venue:	
Accommodation Required?	Yes	No	If Yes – where?
Travel Arrangements:			
Other expenses:			
Estimated Total Cost of Learning & Development Activity (Activity cost plus accommodation, travel & other expenses)		\$	

! HAVE YOU:

- 1) Attached copies of all relevant documents and supporting information to this request?
- 2) Completed a Travelling Expenses Claim form HRM019? When approved, keep HRM019 form to present all invoices and receipts for reimbursement of reasonable expenses to Finance Section upon your return from training.

Employee Signature:		Date:	
Approved:	Yes	No	Allocation Number:
Manager:	(print name)	(signature)	Date:
Director:	(print name)	(signature)	Date:
Human Resources:	(print name)	(signature)	Date:

Note: This is a request to attend Learning and Development Activities only and is NOT an enrolment form!

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Version 2 April 2010



Travelling Expenses Claim Form

Employee Name:				Employee Number:					
Department:				Business Unit:					
Position:				Manager:					
Purpose of Travel									
SECTION A: AUTHORITY TO TRAVEL				SECTION B: TRAVEL EXPENSES CLAIM					
Destination:				Travel	Job/Plant No.	Amount			
Expected time of departure:		am/pm / /		Petrol		\$			
Expected time of return:		am/pm / /		Bus/Rail/Taxi Fares		\$			
Mode of Transport						\$			
Car - Council		Yes	No			\$			
Car - Private		km@	c/km	\$	Accommodation and Meals				
Bus/Rail/Air Fare				\$	Days @ \$	\$			
Taxi Fares				\$	Other out of pocket expenses:				
Accommodation Arrangements						\$			
Venue				Sustenance Expenses *		\$			
Commercial Accommodation				Sub Total					
		Days @		\$	Less: Advance Payment:		\$		
Other		Days @		\$	Total Claim:		\$		
Other out of Pocket Expenses				The above claimed expenses have been properly and reasonably incurred on authorised Council business and receipts/tax invoices are attached.					
								\$	
								\$	
Amount of Advance Payment Required*				\$		/ /			
Job No:				\$	Employee's Signature		Date		
				/ /	Payment of claim is approved?		Yes No		
Employee's Signature				Date			/ /		
Travel arrangements approved?		Yes	No	Approving Manager's Signature		Date			
NOTE: The Director's approval is required for travel involving overnight accommodation or for travel of more than two hours in each direction from Kempsey.				*Note 1 Employees receiving an advance payment are required at the completion of the travel to complete Section B of this claim form. Tax invoices and receipts are required to be attached to Section B in support of the Claim. The completed Travelling Expenses form is to be forwarded to the Finance Unit to enable processing of GST input credits.					
								/ /	
Approving Manager's Signature								Date	
				/ /					
Director's Signature				Date					

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