

# NORTHEY STREET CITY FARM

.....a place for learning about living sustainably in the city  
**EDUCATION, TRAINING AND DEVELOPMENT POLICY**

## INTRODUCTION

Northey Street City Farm is a non-profit community organisation situated in Windsor on the banks of Brisbane's Breakfast Creek, opposite the Royal Brisbane Hospital. More than 1500 exotic and native fruit trees, bush tucker plants, shrubs and ground covers have been planted on the four hectare farm site since its' inception in April 1994.

The farm, using the principles of permaculture, has been developed by many people with differing skills for people young and old to enjoy and participate in its activities. It is also intended to be a demonstration site where people of all ages can learn about small farming through practical, hands on experience. Sustainability for NSCF and our society are built on practising the twelve core Principles of Permaculture.

NSCF recognises that in order to increase the efficiency and productivity of the enterprise a greater commitment to training and skill development is required. Accordingly, NSCF commits to:

- (a) Developing a more highly skilled and flexible volunteer base and workforce
- (b) Providing staff with career opportunities through appropriate education, training and development to acquire additional skills and knowledge related to permaculture and the development of NSCF.

*Note staff refers to employees, casual staff, volunteers and contractors, unless otherwise stated.*

### 1. Purpose and Scope

This policy provides guidelines to all NSCF staff on the role, responsibility and expectations within the organisation in regard to education, training and development. NSCF recognises, genuinely values and supports the role played by all staff in supporting the development of NSCF and the provision of services to the community, and is committed to developing and promoting a quality staff training program based on permaculture principles.

## Northey Street City Farm Application for Training Funds

Applicant's Name \_\_\_\_\_

Contact Ph \_\_\_\_\_ Email: \_\_\_\_\_

No years associated with NSCF as Member \_\_\_\_\_ Employee \_\_\_\_\_

Volunteer \_\_\_\_\_ Other \_\_\_\_\_

Briefly indicate activities you have been involved in at NSCF

\_\_\_\_\_  
\_\_\_\_\_

Choice of Training/conference/course \_\_\_\_\_

To be held at \_\_\_\_\_

Dates of Training /Conference \_\_\_\_\_ Fees \_\_\_\_\_

Funds applied for \$ \_\_\_\_\_

Purpose in attending \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Outcomes and benefit to NSCF \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature

Date

- 3.4 The following points identify considerations that have been included in this policy as part of the process to implement staff/volunteer standards.
- Interview and employ staff in accordance with anti-discrimination and equal opportunity legislation;
  - Provide orientation and training in accordance with the New Farmers' Training Manual;
  - Provide a healthy and safe workplace;
  - Provide appropriate and adequate insurance coverage for Staff;
  - Differentiate between paid and unpaid roles;
  - Develop clear Staff job descriptions;
  - Provide appropriate levels of support and management for Staff;
  - Provide all Staff with information on grievance and disciplinary policies and procedures;
  - Acknowledge the rights of Staff;
  - Ensure that the work of volunteer Staff complements, but does not undermine the work of paid staff;
  - Offer all Staff the opportunity for professional development;
  - Reimburse volunteer Staff for out of pocket expenses incurred on behalf of the organisation;
  - Treat all Staff as valuable team members, and advise them of the opportunities to participate in NSCF decisions;
  - Acknowledge the contributions of Staff.
4. **Policy Continuing Education**
- 4.1 Staff will be encouraged to improve their levels of skill during their terms of service at NSCF.
- 4.2 Additional training opportunities will be made available to all Staff during their connection with NSCF. This may include both additional information on performance of their current assignment, as well as more general information.
- 4.3 Staff will be encouraged to undertake further educational, training and development opportunities that might be provided either by NSCF, or by assisting staff to participate in programs provided by other groups.
5. **Funding**
- 5.1 A Training, Educational and Development Fund will be established to assist staff in taking up training, educational and development opportunities.

- 5.2 The Training Fund will be made up from accumulated funds as at 30 June and will be open to all staff on application.
- 5.3 Staff can apply for up to \$500 per annum, non accumulative, as from 1 July each year, available to individual staff for training, educational and development purposes.
- Volunteers can apply for up to \$250 per annum, non-accumulative, as from 1 July each year, available to individual volunteers for training, educational, development funds purposes.
- Applications for additional funding, above the yearly quota, for special Education Training or Development activities will be considered on merit by their respective Team or Committee, and for recommendation to the Management Committee.
- Staff and volunteers wishing to apply for Educational, Training or Development Funds will need to develop a training program supported by their relative Team or Committee for recommendation to the Management Committee. This is open to all staff ie employees, contractors, casual staff and volunteers.
- 5.4 During leave of absence funds allocated to employees will be held over in the relative year until the staff member returns or resigns. Any funds not allocated to employees in a financial year will revert to the Education, Training and Development Fund.
6. **Applications**
- 6.1 At the beginning of each financial year staff, teams and committees will draw up a training plan addressing the needs of staff and projects as well as collective /group training - these plans are to be adjusted throughout the year as opportunities arise.
- Training should be relevant to employment skills and the philosophy of NSCF. This information will be used to budget for training needs and allocate an appropriate amount of funds to the Training and Educational Development Fund.

- 6.2 Applications can be made throughout the year for attendance at education, training and development activities. Applications for supportive finance should be for development of relevant staff skills and/or development/training/education, within budget constraints, and perceived to be of benefit to NSCF.
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- Applications for supportive finance should be for relevant staff skills and/or development/training/education, within budget constraints, and perceived to be of benefit to NSCF.
- Applications for training courses should be made through their relevant Co-ordinator, Committee or Team for recommendation to the Management Committee.
- 6.4 Applications should be made on the NSCF the prescribed application form.
- 6.5 The Management Committee will determine whether an application is successful based on budget constraints and expected benefits to the farm as a result of subsidised training.
- 6.6 Whilst on training, education or development programs, staff will continue to receive regular pro rata salary.
- 6.7 The \$500 per year allocated to employees and \$250 per year allocated to volunteers is subject to annual review of budget constraints and farm training needs. The Management Committee may reject the approval of applications for subsidised training based on budget concerns.
- 6.8 Staff are encouraged to share their new insights, skills and knowledge with other staff and farm members.

1<sup>st</sup> ETD Policy - 27 August 2007

### 1. Definitions

- 1.1. Volunteers - members of the community who volunteer their time, experience, knowledge and expertise to the organisation without expectation of financial remuneration.
- 1.2. Staff/employees/contractors/casual - people who are employed in a variety of capacities at NSCF and receive remuneration.
- 2.3 Training - refers to opportunities to develop special skills related to activities undertaken by staff at NSCF to increase the efficiency and productivity of the enterprise, developing a more highly skilled and flexible workforce, providing staff with career opportunities, and removing barriers to the use of skills acquired.
- 2.4 Education - refers to the opportunity to undertake educational and/or training courses to increase staff knowledge base and acquire qualifications related to NSCF activities.
- 2.5 Development - refers to opportunities for NSCF staff to attend, take part in, and contribute to events or activities that will enhance staff development and/or contribute NSCF staff expertise to other community or educational organisations.

### 3. Background

- 3.1 NSCF believes that Staff play a vital role in the organisation by:
- Supporting, enhancing and expanding development of the Farm and associated activities.
  - Encouraging community involvement and decision making, and the opportunity to share knowledge and skills
- 3.2 The benefits of Staff contributions are many and depend on the Staff and volunteers themselves, the organisational policies and procedures in place, and the Committees/Teams who work with them and the wider community.
- 3.3 NSCF recognises that the co-operative relationships formed between volunteers, paid employees, individuals, families, groups and local government promote social cohesion and assist the development of strong, resilient and sustainable communities based on permaculture principles.

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27 August 2007