

# POLICY

<b>TITLE:</b>	<b>TRAINING AND DEVELOPMENT POLICY</b>		
<b>DIVISION:</b>	<b>OPERATIONS</b>		
<b>ADOPTED BY:</b>	<b>CEO</b>		
<b>DATE OF ADOPTION:</b>	<b>26 April 2023</b>	<b>DATE OF REVIEW:</b>	<b>26 April 2028</b>
<b>POLICY NUMBER:</b>	<b>HR11</b>		
<b>LEGISLATIVE REF:</b>	<i>Sections 173(1), 167(b)(c)(j), 172 of the Local Government Act 2021</i>		

**THIS POLICY APPLIES TO: All Council employees**

## **1. INTRODUCTION**

### **1.1 Purpose**

Barkly Regional Council (BRC) is supportive of the professional development and training for employees, all employees are to have fair access to training and development opportunities intended to assist the employee to improve in their role and develop relevant skills, knowledge, experience and qualifications.

All employees of BRC are required to participate in training and development activities that are deemed mandatory and also the training and development activities which have been identified as integral to their role.

## **2. SCOPE**

This policy refers to the training and development of all council employees.

## **3. POLICY OBJECTIVES**

- 3.1 Council wishes to encourage its employees to undertake training and development where there is a clear benefit to their position, council and to local government.
- 3.2 Managers/Coordinators/Supervisors will in conjunction with the employee prepare a Performance Appraisal and Development Plan on an annual basis that identifies appropriate development and training activities for the employee.
- 3.3 Following completion of the employees probationary period, training should always be performance related and designed to achieve specified improvements in corporate, departmental and individual performance.
- 3.4 Training and development opportunities should be provide flexibly, during work hours where possible, and in accordance with equal opportunity principles.
- 3.5 While BRC is prepared to invest in training and to provide appropriate training opportunities and facilities, the prime responsibility for development, rests with the individual, who will be given the support and guidance of the Director of Corporate Services as necessary.

- 3.6 All staff members are to attend and fully participate in all training arranged for them. Failure to attend and fully participate in training could result in:
1. disciplinary action
  2. course fees being charged to the employee
  3. other fees incurred, such as Travel Allowance, accommodation etc. associated cost being charged to the employee

**4. HIGHER EDUCATION – SELF INITIATED**

- 4.1 It is a primary requirement that study assistance may only be provided to permanent employees who have completed their initial probation period successfully.
- 4.2 Council may also assist in time off (paid or unpaid leave) to attend lectures or examinations. Where study leave is granted, this will not affect employee credits for other type of leave.
- 4.3 Employees wishing to gain Council support and possible assistance must have their intended course of study approved prior to commencement of the course. Employees must not assume Council assistance will be automatically forthcoming.
- 4.4 Application for study leave or financial assistance must be recommended by relevant manager for approval by the Director of Corporate Services.

**5. HIGHER EDUCATION – STUDY LEAVE**

- 5.1 Study leave may be accrued and used in the most appropriate way to suit the requirements of the course, i.e. weekly, monthly etc.  
Maximum study leave for approval.

<b>Course Specific</b>	<b>Maximum Hours per annum</b> Inclusive of travel time
<b>Highly Desirable</b> Very beneficial to Council	40
<b>Desirable</b> Could be a benefit to Council	15

- 5.2 Study leave may only be applied to attend lectures, tutorials or examinations that are only available during working hours.
- 5.3 Study leave should not be used to complete studies or course work at home.

**6. HIGHER EDUCATION - REIMBURSEMENT**

- 6.1 Subject to the discretion of the Director of Corporate Services or delegate, Council may provide full or partial reimbursement towards study fees and tuition fees. It is a condition of any assistance that any financial support will be on a reimbursement basis only and totally dependent on a successful study outcome, i.e full completion or unit by unit of the course. Reimbursement must be based on the production of cash receipt and completion results.
- 6.2 The following information will be taken into consideration for reimbursement:
1. the employee’s current position and delegation,
  2. the course being studied,



3. relevance of the qualification to be gained on course completion to Council and Local Government, and
4. length of, and application to, their employment with Council

### Reimbursement Guide

Course Specific	Reimbursement level	Included
Highly Desirable	50%	Course fees and examination attendance on full pay.
Desirable	25%	Course fees and examination attendance on full pay.

- 6.3 Cost not reimbursed included, enrolment /administration fees, graduation fees, late fees, text books, accommodation or activities associated with attendance at residential institutions or any other fees paid by another organisation.
- 6.4 Where financial support has been given it is a condition of the reimbursement that the employee remains in employment with BRC for a prescribed period as per below table. Failure to remain employed for the set period could result in Council seeking reimbursement of the fees paid.

Amount paid for Higher Education Study by Council.	Employment duration after completion of the course
\$1000-\$2499	Remains with Council for 6 months after training is completed.
\$2500-\$5000	Remains with Council for 12 months after training is completed.
>\$5000	Remains with Council for 18 months after training is completed.

- 6.5 Where financial support has been provided and the employee chooses not to complete the course, Council may seek full or partial reimbursement of amount paid.

### 7. BRC INITIATED TRAINING

- 7.1 Any training that has been initiated by BRC, all associated cost will covered by BRC.
- 7.2 Any work shops associated with BRC initiated training the cost and travel will be covered by BRC.

### 8. SHORT COURSES

- 8.1 Permanent Employees may attend short courses to enhance their skills and knowledge, where attendance is approved, cost of associated with that attendance, including travel and accommodation, will be covered by Council.

### 9. MANDATORY TRAINING

- 9.1 It may be a requirement of Council to ensure employees undertake mandatory training in a specific area of development that is an essential requirement of the employee's position.
- 9.2 Mandatory training will be offered to all employees requiring such training.
- 9.3 The cost association with employees attending mandatory training, including travel and accommodation, will be covered Council.

**10. APPROVAL PROCESS**

- 10.1 All employees must supply to immediate Manager;
  - 1. complete a Training and Professional Development Request form
  - 2. a copy of the employee's current Performance appraisal / assessment plan.
  - 3. Complete course details

Managers are to forward to Director of Corporate Services for final approval.

**10. Definitions**

Higher Education	Education at universities or similar educational establishments, especially degree level
Short Course	A short learning program
Mandatory Training	Compulsory training that is deemed essential by an organisation for the safe and efficient delivery of services

**Approved/Not Approved**

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 Russell Anderson  
 A/Chief Executive Officer

26 / 4 /23