

## BARCOO SHIRE COUNCIL POLICY TRAINING & PROFESSIONAL DEVELOPEMENT

Policy Number: CSM-010	Version: 1b
Classification: Staff Management	Section: Corporate-Staff Management
Date Adopted by Council: 19.04.2017	Resolution Number: 2017.04.25
Responsible Officer: Manager HR Communications and Governance	Review: This Policy is reviewed when any of the following occur: The related information is amended or replaced. Other circumstances as determined from time to time by the Chief Executive Officer. Notwithstanding the above, this Policy is to be reviewed at intervals of no more than two years.
Legislation:	

### OBJECTIVE

The objective of this policy is to provide guidelines that ensure Barcoo Shire Council has a qualified, well trained and experienced workforce.

### POLICY STATEMENT

Barcoo Shire Council is committed to supporting the participation of employees in training and courses of study that improve their knowledge and skills and which will increase efficiency and productivity.

Barcoo Shire Council is committed to ensure that professional development is facilitated for its employees wherever possible.

A training register will be kept to monitor all staff training and professional development.

### PROCEDURES

**1. Mandatory Training** refers to specific training required as a condition of employment. Such training requirements may be identified in individual job descriptions is compulsory under legislation or regulation, or designated as mandatory by Council.

The training will be:

- In-house, external or on line
- organised and scheduled by relevant managers or supervisors
- fully funded by Council including course fees and other course costs such as manuals or equipment.

Travel time during work hours, travel costs and accommodation (if required) will be paid by Council.

Fees/costs for certification, examination or licensing will be paid by Council.

Examples of Mandatory Training include, but are not limited to:

- First Aid Certification
- Working at Heights for relevant staff

**2. Assistance Training** refers to training courses, workshops or mentoring, that will enhance the effectiveness and efficiency of staff in their roles. This training will be identified for individual staff if skills gaps are recognised, or when there is a need for staff to be updated in relation to certain systems or processes. It may also be recommended by Council to improve overall efficiency in particular sections.

The training will be:

- In house, external or on line
- organised and scheduled through/by relevant managers or supervisors
- fully funded by Council including course fee and other course costs such as manuals or equipment.

If the training is approved, travel time during work hours, travel costs and accommodation (if required) will be paid by Council.

Fees/costs for certification, examination or licensing will be paid by Council.

Examples of **Assistance Training** include but are not limited to:

- Council software programs

**3. Study Assistance** refers to assistance provided by Council in order for a staff member to complete an external course of study.

Study assistance may be requested if:

- The course relates to the position and responsibilities of the staff member and is appropriate to local government
- the course is an accredited course delivered by an approved training organisation
- completion of the course will not unreasonably interfere with the operational responsibilities of the staff member
- such courses are approved and authorised by the relevant supervisor and the CEO

Study Assistance may include paid study leave of up to five (5) hours per week (including travel time), during ordinary working hours:

- for the purpose of study which is essential to the course
- to attend lectures, classes or examinations.

Staff who are undertaking external (approved) study courses shall receive up to ten days with pay per annum for attendance at compulsory residential schools.

Reimbursement of compulsory course fees or student service fees for approved courses will be paid after passing examinations (or receiving certification) if:

- claims are accompanied by official receipts and are made within a reasonable timeframe
- evidence is provided to prove that the course has been passed (or certification received)
- compulsory student service fees are no more than \$250 per year.

NOTE: Supplementary Examination fees, or fees for late enrolment will not be paid.

Travel costs including accommodation will not be paid for external study courses which are undertaken by individual staff members.

Examples of courses which may be approved to receive assistance (for relevant staff) include:

- Certificate 3 in Business Management
- Diploma of Environmental Management

**4. Professional Development and Conference Leave**, relates to compulsory professional development (CPD) required for maintenance of registration with professional bodies, attendance at conferences or maintaining professional qualifications. It may include:

- attendance at seminars or conferences (without loss of salary or pay), to obtain CPD 'points' for professional certification or membership of professional bodies
- attendance at seminars or conferences (without loss of salary or pay) to gain information, industry updates and network opportunities related to a staff member's position
- attendance at industry-based workshops or training courses essential for maintaining professional qualifications or certification relevant to a staff member's position.

For professional development activities or conference leave which has been approved by relevant supervisor and the CEO, Council will fund the cost of seminars or conferences, conference dinners, travel time undertaken during work hours, travel costs and accommodation. Travel time undertaken outside work hours will not be paid. See also *Staff Travel Policy*.

Examples of Professional Development activities may include but are not limited to:

- Annual Local Government Conference

***NOTE: Applications for all Training, Professional Development or Study Assistance are to be made using the Training Request Form***

## **5. Travel Costs**

Please refer to the Barcoo Shire *Staff Travel Policy*.

Travel costs may include cost of flights at economy rates, taxi fares, or public transport costs.

Generally, flights will be booked and paid for by Council. Other fares/costs will be reimbursed by Council on receipt of tickets, tax invoices or information relating to the fares.

Accommodation for **Mandatory or Assistance Training** will generally be booked and paid for by Council using Council credit cards.

## **6. Meals**

Please refer to the Barcoo Shire *Staff Travel Policy*.

## **7. Professional Association Fees**

Payment of Professional Association Fees will be by agreement with the CEO or as part of an employment package.

## **8. Apprenticeships and Traineeships**

Council will support apprentices and trainees who are required to attend classes related to their qualification, and will continue to pay apprentices and trainees their usual ordinary rate of pay while participating in these external study activities.

Apprentices and trainees are expected to pay their own travel, accommodation and meals during this period, unless by prior arrangement with Council.

**ASSOCIATED DOCUMENTS AND POLICIES**

*Training Request Form*

*Training Register*

*Staff Travel Policy*

[Queensland Local Government Industry Award-State 2017](#)