

## POLICY

<b>TITLE:</b>	Training and Development Policy		
<b>DIRECTORATE:</b>	CEO		
<b>ADOPTED BY:</b>	Chief Executive Officer		
<b>DATE OF ADOPTION:</b>	29 November 2024	<b>DATE OF REVIEW:</b>	29 November 2026
<b>POLICY NUMBER:</b>	135		
<b>LEGISLATIVE REF:</b>	<i>Local Government Act 2019; Sections 167, 173</i>		

### 1. INTRODUCTION

#### 1.1. Purpose

The purpose of this Policy is to outline Barkly Regional Council's (BRC) commitment to training and development for all employees.

#### 1.2. Scope

This Policy applies to all employees, with the exception of the Chief Executive Officer.

Financial support for Category 1 and 2 training applies to permanent employees, unless otherwise approved by the CEO in exceptional circumstances.

#### 1.3. Responsibilities

All persons within scope of this Policy are required to adhere to this Policy and its associated procedures.

It is the responsibility of each employee to attend mandatory/required training by Council. Failure to do so may result in disciplinary action, up to and including termination of employment.

Managers, Directors and the CEO are responsible for ensuring that employees receive training and development opportunities which are appropriate to their position and Council needs.

### 2. POLICY STATEMENT

- 1) Supervisors, Managers and Directors will, in conjunction with their employees, conduct annual performance appraisals, through which appropriate training and development activities are identified for each employee, as reasonably practicable.
- 2) Except for Category 1 Training, all employees must have served a minimum of twelve (12) months service with Council to be eligible to apply for financial support.
- 3) Where financial support is provided an employee commits to remain employed by Council for a period of time following completion of the training, this being:
  - a. \$1000 - \$2499 Remains with Council for 6 months after training is completed
  - b. \$2500 - \$5000 Remains with Council for 12 months after training is completed
  - c. >\$5001 Remains with Council for 18 months after training is completed
- 4) Wherever financial support has been provided, the employee is required to enter into a Training Agreement, in which they commit to the completion of the studies and agreement to pay back fees and charges if they resign from their employment with Council.
- 5) The attainment of a formal qualification through this Policy does not entitle an employee to a reclassification; and should not create the expectation of a promotion as a result of the study.

### 3. CATEGORIES OF FINANCIAL SUPPORT

A pro rata entitlement may apply to part time employees, as determined by Council.

**CATEGORY 1      A course, license, certificate, accreditation or qualification undertaken as a condition of the employee's employment**

- 100% payment of course fees and compulsory charges including textbooks
- Time out of the workplace with pay to attend training during normal working hours
- Reimbursement of reasonable and necessary travel, meals and accommodation

**CATEGORY 2      A course, license, certificate, accreditation or qualification directly relevant to the employee's skills or qualifications and their current role at BRC.**

- 50% reimbursement of compulsory course fees and charges
- Paid 'study leave' of up to 40 hours per calendar year to prepare for examinations, attend mandatory practical training, lectures or placements which occur during the employee's normal working hours. This includes travel time.

**CATEGORY 3      A course, license, certificate, accreditation or qualification directly relevant to the functions and processes conducted by Local Authorities.**

- 25% reimbursement of compulsory course fees and charges
- Paid 'study leave' of up to 15 hours per calendar year to prepare for examinations, attend mandatory practical training, lectures or placements which occur during the employee's normal working hours. This includes travel time.

### 4. APPROVAL PROCESS

Employees seeking financial support for Category 2 and 3 training, must submit a completed *Training Agreement*. Please refer to the *Training & Development Procedure*.

### 5. RELEVANT POLICIES

Policies and procedures to be read in conjunction with this policy are:

- 1) Training and Development Procedure
- 2) Staff Performance and Appraisal Policy
- 3) Code of Conduct (Staff)

### 6. IMPLEMENTATION AND REVIEW

#### 6.1. Implementation

Relevant personnel will be made aware of this Policy. It is not a requirement for this Policy to be published on the Barkly Regional Council website.

#### 6.2. Review

This policy will be reviewed on or before 29 November 2026.

### 7. VARIATIONS, REVOCATIONS AND/OR CHANGES

BRC reserves the right to revoke and/or amend this policy from time to time as is considered necessary to better manage its business and/or to comply with any legislative requirements. Employees will be given sufficient notice of any such revocations, amendments, or changes.

### 8. APPROVAL

This policy is approved.

Chris Kelly  
**Chief Executive Officer**

  
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 Signature

29 Nov 2024  
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 Dated

**END**