



# Gladstone Regional Council

## Council Policy

Title	<b>LEARNING AND DEVELOPMENT POLICY</b>
Policy Number	<b>P-2015/38</b>
Responsible Directorate	<b>OFFICE OF THE CHIEF EXECUTIVE OFFICER</b>
Responsible Officer	<b>MANAGER PEOPLE &amp; PERFORMANCE</b>
Date of Adoption	<b>19 JANUARY 2016</b>
Resolution Number	<b>G/16/2720</b>
Date Review Due	<b>19 JANUARY 2019</b>

### 1.0 PURPOSE:

The purpose of this policy is to detail Council's commitment to Learning and Development at Gladstone Regional Council.

### 2.0 SCOPE:

This policy applies to all employees of Council including permanent, temporary, contract and casual employees, trainees and apprentices, work experience students, volunteers and those under any other special employment and engagement arrangements.

### 3.0 RELATED LEGISLATION:

- Local Government Act 2009
- Vocational Education, Training and Employment Act 2000
- Workplace Relations Act 1997

### 4.0 RELATED DOCUMENTS:

- Gladstone Regional Council Learning and Development Corporate Standard
- Gladstone Regional Council Enterprise Agreement 2012

**5.0 DEFINITIONS:**

To assist in interpretation of this policy the following definitions apply:

<b><i>Apprentice / Trainee</i></b>	means those engaged to complete a traineeship or apprenticeship which is a contract between a registered employer and a trainee or apprentice, whereby the employer undertakes to train and employ the trainee or apprentice in a vocation or trade, and the trainee or apprentice undertakes structured learning and paid employment for a specific period of time to achieve a relevant qualification.
<b><i>Cadetships</i></b>	means those engaged under a special employment arrangement for a specified period of time which involves the Employee completing a university level qualification whilst working with Council.
<b><i>Council</i></b>	means Gladstone Regional Council.
<b><i>Employees</i></b>	means all employees of Council including permanent, temporary, contract and casual employees, trainees and apprentices, work experience students, volunteers and those under any other special employment and engagement arrangements.
<b><i>Position Description</i></b>	means the document that broadly describes each Employees position by its responsibilities, authorities, accountabilities and essential criteria which forms the basis of the contract of employment between Council and an Employee.

**6.0 POLICY STATEMENT:**

**6.1 Statement of Corporate Intent - Learning and Development**

Council recognises the vital role that learning and development plays in achieving its corporate objectives.

Council is committed to funding a Learning and Development framework that will assist with obtaining the following key objectives:-

1. A work environment which is safe, compliant and productive with a strong focus on achieving organisational goals.
2. A workforce where Employees are equipped to do their jobs well, confident in their skills, and responsive to change.
3. A positive work culture where learning and development, continual improvement and innovation is encouraged and supported.

## **6.2 Learning and Development Framework**

To achieve the Policy's intent, learning and development activities will be structured into two key categories:-

1. Mandatory Training; and
2. Non-Mandatory Training.

### **6.2.1 Mandatory Training**

Training is considered to be Mandatory Training if it directly links to the mandatory components of a Position Description or is required by management to be undertaken by all employees. This training will be funded from a centralised annual budget.

### **6.2.2 Non-Mandatory Training**

Training is considered to be Non-Mandatory Training if it does not directly link to the mandatory components of a Position Description. This training will be funded subject to annual budgetary constraints from Directorate budgets and appropriate management approval.

## **6.3 Additional Funding Support for Learning and Development Activities**

Council will provide the following additional levels of assistance<sup>1</sup> for learning and development activities:

### **A. Cadetships**

For those employees engaged under Council's Cadetship Program:

- Reimbursement of approved and successfully completed university subject fee costs for each approved unit of study;
- Study time as nominated by Council's Corporate Standard;
- Paid leave to attend and prepare for examinations during normal working hours (limits apply);
- Reimbursement of the actual cost of purchasing text books or similar learning resource up to a maximum limit of \$200 per subject.

### **B. Educational Assistance for Approved Courses of Study**

(a) **Level 1 Assistance** (a course of study directly related to the Employee's current area of employment)

- Reimbursement of up to \$500 for each approved and successfully completed unit of study of a university subject;

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<sup>1</sup> These additional levels of support not currently mandated under existing industrial instruments.

- For study at a level other than university, reimbursement of up to 50% of approved course / enrolment fees (up to a maximum of \$500) for each approved unit of study successfully completed;
- Paid leave to attend and prepare for examinations during normal working hours (limits apply);
- Paid leave for attendance at compulsory residential schools during normal working hours;
- Any other approved expenditure/support as negotiated in accordance with Council's Corporate Standards and approved by the CEO or delegate.

(b) **Level 2 Assistance** (a course of study relevant to Local Government, but not directly related to the Employee's current area of employment)

- Paid leave to attend examinations during normal working hours (limits apply);
- Any other approved expenditure/support as negotiated in accordance with Council's Corporate Standards and approved by the CEO or delegate provided the maximum assistance provided does not exceed Level 1 assistance.

#### **C. Apprentices and Trainees**

- Student fees for the Apprentice or Trainee as levied by the Registered Training Organisation;
- Reasonable travel and accommodation costs and meal allowances for attendance at training blocks and/or exams held outside of the Gladstone Region.

#### **6.4 Higher Levels of Assistance**

Where Council is compelled to provide higher levels of assistance than what has been provided for in Section 6.3 through future Industrial Awards or Enterprise Agreements, the higher level of assistance will apply.

#### **7.0 ATTACHMENTS:**

Nil

#### **8.0 REVIEW TRIGGER:**

This policy will be reviewed when any of the following occur:

1. The related legislation/documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council
3. Periodic Review – 3 years after date of adoption.

<b>TABLE OF AMENDMENTS</b>		
Originally Adopted	1 September 2009	09/483
Amendment 1	19 November 2013	G/13/1786
Amendment 2	19 January 2016	G/16/2720
Amendment 3		

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**STUART RANDLE**  
**CHIEF EXECUTIVE OFFICER**