



1 HEAD OF POWER

- *Local Government Act 2009 (Qld)*
- *Local Government Regulation 2012 (Qld)*
- *The Public Sector Ethics Act 1994 (Qld)*
- *Human Rights Act 2019 (Qld)*
- *Industrial Relations Act 2016 (Qld)*
- *Queensland Local Government Industry (Stream A), (Stream B) and (Stream C) Awards – State 2017*
- *Aged Care Act 2024*

2 POLICY PURPOSE

This Employee Training and Development Policy (Policy) establishes a framework to support continuous improvement, professional development and capability growth across Pormpuraaw Aboriginal Shire Council (Council).

It ensures the transparent, effective, efficient and economical management of public resources, in strict accordance with the principles of the *Public Sector Ethics Act 1994* and the *Local Government Act 2009*. Furthermore, this Policy outlines Council's requirements, conditions and expectations for employees undertaking either mandatory or voluntary training and development.

3 POLICY OBJECTIVE

Council values innovation and is dedicated to the continuous improvement and professional growth of its workforce. The objective of this policy is to formalise Council's commitment to:

- **Continuous Improvement:** Driving business excellence by providing targeted training and development opportunities for all employees.
- **Financial Accountability:** ensuring the responsible and transparent use of public funds concerning training expenses, work practices and employee development.
- **Workforce Excellence:** Cultivating a highly competent and professional workforce by actively supporting skill development, capability growth and career progression.

4 POLICY SCOPE

This Policy applies to all employees of Pormpuraaw Aboriginal Shire Council. In the event of any unintended conflict or inconsistency between this Policy and relevant legislation, the legislative provisions will prevail to the extent of the inconsistency.

5 POLICY STATEMENT

Council is committed to driving continuous improvement by providing robust training and development opportunities. Council fosters a collaborative culture of ongoing professional growth, encouraging all employees to proactively seek out new learning opportunities. Supervisors are expected to actively coach their teams to identify development needs and establish professional development plans, which may be integrated into the standard performance review process. Additionally, Council may periodically conduct organisational training needs analyses to identify and address critical compliance requirements and strategic workforce development goals.

5.1 GENERAL

5.1.1 Council actively supports employees who wish to pursue independent self-education and professional development. Where practical, supervisors are encouraged to offer flexibility regarding working hours and the use of leave entitlements to accommodate these pursuits. However, any flexible arrangements must be mutually agreed upon in advance and carefully balanced against the operational and business requirements of Council.

Employees are eligible to attend one (1) professional development event outside the Cairns Region per year. To attend any additional external training within the same year, the employee must submit a professional development application for the CEO's approval.

5.1.2 The successful completion of any training or professional development program does not automatically entitle an employee to a promotion, salary increase or wage adjustment.

5.2 TRAINING AND PROFESSIONAL DEVELOPMENT

5.2.1 Council will generally support training and professional development initiatives that meet the following criteria:

- **Role Relevance:** The training directly relates to the employee's current position and is applicable within the context of local government.
- **Strategic Alignment:** The initiative supports Council's operational objectives or broader strategic goals.
- **Mutual Benefits:** The development clearly enhances the employee's current performance or actively supports their career progression.
- **Financial Viability:** The associated costs fall within the adopted annual budget, unless otherwise authorised by the Chief Executive Officer (CEO).

5.3 MANDATORY TRAINING

Council is obligated to ensure its workforce meets all relevant safety, compliance and regulatory standards. Consequently, Council may formally direct employees to participate in mandatory training as required. When an employee is directed to attend such training, Council will cover all associated time and direct costs. Any additional reasonable out of pocket expenses incurred will be reimbursed in accordance with Council's Travel Policy.

5.4 JOB SPECIFIC TRAINING

Where a position has been advertised and requires specified qualifications, but the successful candidate does not have the qualification, Council may choose to offer the employee this training. In some cases, this training is expensive and if the employee undertakes this job specification qualification and either does not complete or leaves within 12 months of completing the qualification, the CEO may request repayment of the financial support as per section 5.9.

5.5 INVITED TRAINING

Council may invite an employee to participate in specific training and development programs. In such instances, Council will provide a written offer outlining any associated conditions. An employee's decision to attend the training constitutes their formal acceptance of the written offer and all stipulated conditions.

5.6 APPRENTICESHIPS AND TRAINEESHIPS

Council is committed to fostering long-term career development and workforce excellence through formal apprenticeship and traineeship programs. Apprenticeship vacancies are advertised through the Council website under Employment Opportunities, any existing employees wishing to undertake an apprenticeship or traineeship must submit a written request to their supervisor detailing:

- Comprehensive details of the proposed apprenticeship or traineeship program
- A brief explanation of how the program aligns with Council's operational objectives and the employee's career progression
- The specific support being requested

All requests for apprenticeships and traineeships must be reviewed in consultation with the CEO, the Executive Manager and Human Resources (HR) prior to final consideration. This ensures all formal training contracts, relevant industrial awards, and compliance requirements are appropriately managed. Final approval for entering into an apprenticeship or traineeship arrangement remains at the discretion of the CEO.

5.7 AGED CARE WORKERS

Aged Care workers must have the knowledge, skills and competencies required to provide person-centred, culturally safe and rights-based care to care recipients (clients). Council is committed to maintaining a structured training and professional development system that supports aged care workers to maintain and develop the skills and competencies required to perform their roles.

Aged Care Workers will complete mandatory training relevant to their roles, which may include:

- Person-centred and rights-based care
- Culturally safe and trauma aware care
- Infection prevention and control
- Manual handling
- Fires safety and emergency response
- CPR and First Aid
- Food Safety and hygiene
- Aged Care Code of Conduct
- Serious Incident Response Scheme (SIRS)

5.8 DISCRETIONARY TRAINING

Council supports employee-initiated professional development. Employees may request support for discretionary training by submitting a written request to their supervisor for approval detailing:

- Comprehensive details of the proposed training or development activity.
- A brief explanation of how the training aligns with the objectives of this Policy.
- The specific support being requested (e.g. allocated time for attendance, financial assistance).

All requests are subject to final discretionary approval by the CEO. Approved financial support may involve Council paying expenses directly on the employee's behalf (such as flights or event registration) or reimbursing the employee. All reimbursements require a valid tax receipt and proof of satisfactory attendance or competition.

5.9 CONDITIONS FOR DISCRETIONARY TRAINING AND DEVELOPMENT

All discretionary training and development support is subject to the discretion of the CEO and the following conditions:

5.9.1 Probation: Support is generally not provided to employees who are completing their probationary period, except where the applicable Award confers an entitlement to study assistance, in which case the Award applies.

5.9.2 Time Allowances: Paid time off to attend training during normal working hours is typically limited to one course or event, or a maximum of five (5) working days per year excluding necessary travel days. However, where an employee's relevant industrial award mandates specific study leave entitlements for approved courses (e.g. up to 5 hours per week of paid study time), the award provisions take precedence over this standard limit.

5.9.3 Documentation: A professional development form must be completed and approved by the CEO before the training commences or any cost is incurred.

5.9.4 Remuneration, Travel, and Outside Hours

Council acknowledges that employees are covered by various Industrial Awards. When an employee engages in approved discretionary training, issues of remuneration will be managed strictly in accordance with their applicable award.

- outside Hours: how an employee is paid when attending training or studying outside of their normal ordinary working hours will be determined by the training and overtime provisions of their specific award
- travel Time: compensation or time-off-in-lieu (TOIL) for travel to and from remote training locations outside of ordinary working hours will be governed by the relevant travel provisions of the employee's award
- public Holidays: if an employee attends approved classes in a remote location on a day recognised as a local public holiday in Pormpuraaw, their remuneration or time-in-lieu will be processed in accordance with their applicable public holiday clause of their award

5.9.5 Payment of Initial Licence or Ticket

Council will pay for the initial licence or ticket for the minimum term available. Renewal of licences or tickets will be the responsibility of the employee.

Council may assist with renewal of licences via signing up for a payroll deduction. Once the full amount of the licence has been received by Council. Council will pay the renewal fee.

5.9.6 Withdrawal of Support: Council reserves the right to withdraw training support at any time if an employee:

- Fails two or more subjects or units of competency
- Demonstrated unsatisfactory work performance or ongoing poor training results
- Exhibits inappropriate behaviour either in the workplace or during training
- Fails to attend the training (or parts thereof) without a reasonable excuse
- Fails to complete the training within a reasonable or agreed upon timeframe
- Breaches the Code of Conduct or any other Council Policy
- Ceases employment with Council

Support may also be withdrawn if there is a significant change in the training provider or the course structure itself.

5.9.7 Repayment of Financial Support: Council may require an employee to reimburse financial support provided for training if the employee:

- Fails to attend the training (or parts thereof) without a reasonable excuse
- Fails to pass two or more subjects or units of competency
- Resigns or has their employment terminated within 12 months of the financial support being paid

The enforcement of any repayment requirement is at the discretion of the CEO and must be authorised by the CEO in writing.

5.10 FINANCIAL SUPPORT REPAYMENT

5.10.1 Prior Written Agreement: If the CEO approves training that is subject to repayment conditions (per clause 5.9.7), Council must provide the employee with written notification outlining these terms. This notice must be issued before the training commences or any costs are incurred.

5.10.2 Notification of Repayment: If an employee triggers a repayment condition and Council intends to recover the funds, the CEO must approve a formal repayment notice. This written notification must be issued to the employee within one (1) month of the triggered event occurring.

5.10.3 Repayment Schedule: When payment is required, it will be calculated based on the following guidelines:

- **Failure to attend or pass:** Up to 100% of the finance support provided
- **Termination or Resignation:** Calculated from the date of the finance support was paid
 - Less than 6 months: up to 100% of the financial support
 - 6 months to less than 12 months: up to 75% of the financial support
 - 12 months or more: no repayment required

5.10.4 CEO discretion: The CEO retains absolute direction to waive all or part of any repayment requirement.

6 HUMAN RIGHTS COMPATIBILITY STATEMENT

This policy has been assessed as compatible with Human Rights protected under *the Human Rights Act 2019*.

7 DEFINITIONS

Term	Definition
CEO	Chief Executive Officer
Council	Pormpuraaw Aboriginal Shire Council
Discretionary Training	Employee-initiated professional development that requires a written request from the employee and is subject to the final discretionary approval of the CEO
Invited Training	Specific training and development programs that Council invites an employee to participate in, subject to a written offer and stipulated conditions
Job Specific Training	Training offered by the Council to a successful candidate who does not currently possess the specified qualifications required for their advertised position
Mandatory Training	Training that Council formally directs employees to participate in to ensure the workforce meets relevant safety, compliance, and regulatory standards
Policy	Employee Training and Development Policy
Professional Development	Activities that support the development of knowledge, skills and competencies relevant to an employee's role. This may include formal training, mentoring, conferences, workshops or self-directed learning.
TOIL	Time-off-in-lieu

8 RELATED POLICS AND OTHER DOCUMENTS

- Code of Conduct
- Performance, Misconduct and Discipline Policy
- Travel Policy
- Leave policy
- Professional Development Form

9 MONITORING AND REVIEW

Notwithstanding the above, this policy is to be reviewed every four (4) years for relevance and to ensure that its effectiveness is maintained.

10 RESPONSIBILITY

- This Policy is to be implemented by the CEO; and reviewed and amended in accordance with the by the Governance and Records Officer.

11 VERSION CONTROL

Version	Details	Resolution No	Date
V1	Policy Developed and adopted	2026/193	19 October 2026