HR02: Training and Development

Policy Title	Training and Development	**Policy Number**	HR02
Status	Endorsed	**Category**	Human Resource
Endorsement Date	29th September 2026	**Resolution**	14.01.09.26
Version	2		

Background

Belyuen Community Government Council (the Council) recognises the importance of training and developing its employees and understands that its employees are key to its success as a local government. It, therefore, encourages its staff to be continually improving their skills and abilities both through on-the-job and off-the-job training. The Council acknowledges that training and development of staff provides benefits both to its employees in terms of their overall career and prospects for advancement within the Local Government, as well as being central to the achievement of the Council's strategic objectives.

This policy is designed to ensure that all employees of the Council have reasonable access to training and development and opportunities for advancement and promotion.

Legislative References

- Section 172 of the *Local Government Act 2019*

Scope

This policy applies to all permanent employees (either full time or part time) employed by the Council and, at the discretion of the CEO, casual employees. This Policy does not form part of any employee's contract of employment. Nor does it form part of any other workplace participant's contract for service.

Policy Principles

The Council may require you to undertake specific training related to your current position, or as a prerequisite for performing a different position, for example if you are promoted to a higher position.

Training opportunities may also arise as part of your performance review. The Council encourages employees to propose suggestions for employment-related training to assist their development. You are required to have the permission of the CEO prior to either signing up, or attending, a training course. If you fail to obtain permission, the Council at its discretion may decide to not reimburse you for any course fees you have paid or discipline you for any time you have taken off work without authorisation (up to and including termination of employment).

Staff Development

Individual staff training and development needs should be discussed during the staff development review process.

The review process is designed to:

- encourage constructive dialogue between staff members and their supervisors;
- enhance the staff member's professional development;
- clarify job responsibilities and performance goals/expectations;
- establish appropriate development and performance objectives;
- help staff identify a possible career path for themselves;
- identify ways in which the Local Government might enable individuals to improve their performance;
- ensure that information on job performance and achievements is recorded in each staff member's employment history; and
- provide a basis for decisions on remuneration.

Responsibilities

The Council will:

- Ensure that all staff receives an adequate induction to the Local Government and the Department in which they will work in order to enable them to carry out their duties in a safe and effective manner,
- Conduct regular staff development reviews in which training opportunities may be identified, and
- Ensure that all staff are given reasonable access to training within budget limitations.

Employees are expected to:

- develop their skills and capabilities which are aligned to the Council's strategy at the appropriate level, e.g. team or individual;
- participate in staff development review process in partnership with their line manager, including an annual review of past development and identification of future plans;
- take personal responsibility to update their specific expertise on a regular basis, as appropriate to the nature of your job;
- contribute to team staff development where appropriate; and
- keep a record of their staff development activity.

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, being charged to the employee

Employees may be required to take out an affidavit declaring that they will reimburse the cost of their training to the Council should they fail to maintain their employment for a prescribed period.

Document Control

Policy Owner	BCGC
Endorsed by	BCGC
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Amendments	
Next revision due	Sept 2029