

Purpose

To establish a framework for training opportunities for all employees, outline the support available for pursuing education and training, and detail the conditions under which financial and other forms of assistance may be provided.

Objectives

The Shire is dedicated to fostering a skilled and adaptable workforce by supporting continuous training to enhance employees' skills, qualifications, and knowledge. This commitment aims to:

- Fulfill the key responsibilities of their roles.
- Develop skills to expand career prospects.
- Achieve the Shire's strategic and operational goals.
- Maximise personal and professional potential.
- Maintain high morale through engaging and challenging growth opportunities.

1. Definition of Training

Training refers to the process of improving the skills, knowledge, and competencies of employees to enhance their performance and productivity within the organisation. This can involve various activities including:

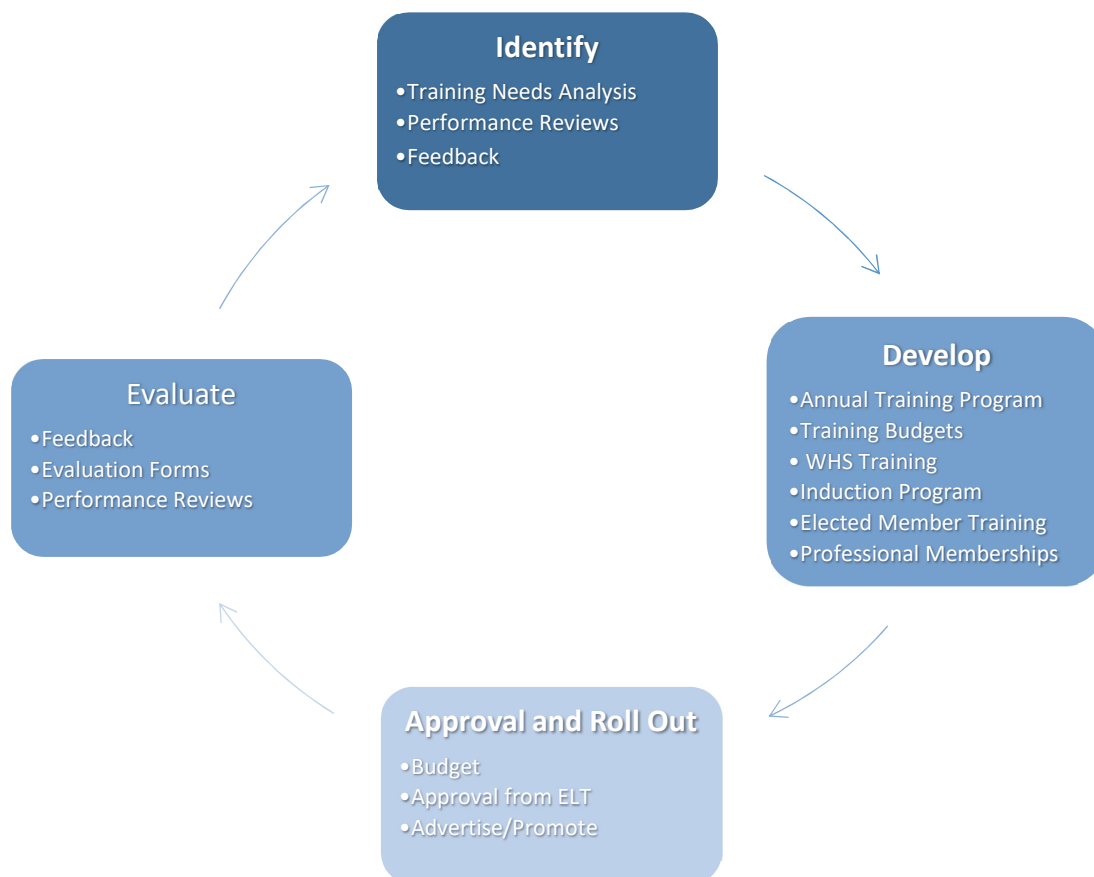
- Courses
- Conferences
- Workshops
- Seminars
- On-line Training
- On the job training
- Best practice visits to other organisations and facilities
- Mentoring programs with senior officers, supervisors or peers

2. Roles and Responsibilities

- Executive Managers and Supervisors have an on-going responsibility to consider the training and development needs of their employees, and to identify emerging skill gaps.
- Employees have an on-going responsibility for their own development and are encouraged to continually develop their work related skills and knowledge so as to maintain and enhance their competencies.
- It is the responsibility of the employee to ensure that qualifications which are inherent requirements of the role remain current and valid at all times.
- Human Resources is responsible for coordinating the Annual Training Program.
- The CEO and Executive Managers are to ensure sufficient funds are available in the budget for the training activities of employees.
- CEO, Executive Managers and Supervisors are to support training attendance.

3. Training Process

The Shire undertakes a continual cycle to identify, develop and evaluate training opportunities. This process is depicted in the below image.



4. Identification of Training

Each individual employee is responsible for the identification of their current training needs, in liaison with their Supervisor. The Supervisor is responsible for assessing the training needs of their employees by guiding them in determining appropriate training or development activities.

5. Maintaining Mandatory Qualifications

It is the responsibility of the employee and their supervisor to ensure that qualifications which are inherent requirements of the role, remain current and valid at all times. Where the Shire provides opportunities for employees to update or maintain such qualifications, it is the responsibility of the employee to ensure attendance or make alternative arrangements with their Supervisor. Where an employee does not attend this training, the employee is to renew qualifications at their own expense and in their own time.

If mandatory qualifications of the role lapse, employees are not permitted to undertake duties and are required to take annual leave or unpaid leave until the qualifications have been renewed.

5.1. Volunteers, Work Experience Students and Contractors

Supervisors are expected to provide adequate training to enable volunteers, work experience students and contractors to carry out their prescribed duties.

The Shire is to provide Work Health and Safety training for all appointed volunteers, work experience students and contractors where required in relation to the role and where financially feasible.

6. Expenses

6.1. Wages

- Where attendance at training takes an employees' hours over 76 hours per fortnight, these hours are either accrued as time-in-lieu or paid in accordance with the applicable award overtime rates.
- If employees are rostered on to work on the day of the training, the Shire is to pay for hours of attendance at the training and the course fee.
- If employees are not rostered on to work on the day of the training, the Shire is to pay the course fee, however, the payment of hours of attendance and travel expenses is to be at the Supervisor and Executive Manager's discretion.
- Casual employees are to be paid for their hours of attendance for the duration of the training provided they are requested to attend by their Supervisor, or they are required to attend to maintain qualifications that are vital to their role.

6.2. Travel and Parking Expenses

- A Shire pool car is available for use to attend approved training activities that are off-site where available.
- Public transport is encouraged where possible.
- If the above options are not feasible, the Executive Manager may authorise the Shire to cover travel expenses outside the Williams area for training held at a location more than 30km from the employee's home or workplace. This reimbursement can include costs for using the employee's own vehicle or other transportation methods, such as shared-ride services.
- Interstate and intrastate training requiring air travel is to be approved at the CEO discretion.

6.3. Accommodation, Meal and Other Expenses

- The payment of accommodation, meals and any other expenses are to be at the Executive Manager's discretion and are to be identified and authorised by the Executive Manager on the Training Application Form prior to the attendance at the training.
- The following allowances are permitted for meals (excluding alcohol):
 - Breakfast: \$25
 - Lunch: \$30
 - Dinner: \$50

7. Approval

Supervisors may be delegated the authority to approve training by the relevant Executive Manager, excluding that which involves interstate travel. Interstate travel is to be at the discretion of the CEO.

8. Study Assistance and Leave Eligibility

8.1. Eligibility for Study Assistance

Employees may request approval of study assistance for tertiary and practical studies of benefit to them and the Shire to a maximum of 100% of the enrolment fee. For significant degrees with substantial costs e.g. Bachelor's Degree, employees may apply for 50% of the enrolment fee. This is to be funded on successful completion of each subject.

All applications are to be made through the relevant Executive Manager, and approved by the Chief Executive Officer. The following criteria applies:

- The relevance of the proposed course of study to the current position and duties of the employee.
- The career development of the employee.
- The employee's contribution to the organisation.

8.2. Eligibility for Paid Study Leave

Employees who have been approved for Study Assistance may also apply for five (5) days per annum of paid study leave. The employee is to match the study leave with equivalent personal study time utilising annual leave, time-in-lieu, government days in-lieu, rostered days off or other as negotiated with their Supervisor.

9. Repayment of Training Fees

If the training is over \$500 and the employee leaves the Shire within 12 months of completing a qualification, license, or degree, or fails to complete the enrolled course, a portion of the enrolment fees are to be repaid based upon the formula below.

Completion of Training	$\frac{365 \text{ days minus days already served}}{365 \text{ days}}$	X Course Fees
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Non Completion of Training	100% - % of course completed = % balance to be paid	
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Responsible Officer	Human Resources Officer
History	Introduced February 2025
Related Documentation	Training Application Form Group Training Application Form Application for Study Assistance Form Training Evaluation Form

Procedure

This procedure outlines the process for requesting and booking training, and requesting and applying for study leave and assistance.

1. Arranging Individual Training

- Employees are required to fill out a Training Application Form for all training programs, including those that do not incur any financial cost.
- The Training Application Form is to be signed off by the relevant Supervisor and Executive Manager. Free training does not require the Executive Manager's approval.
- Once the training has been approved, the employee is to then make the necessary bookings to enable them to attend the course, eg. accommodation if required, car if required, course registration. The employee is also required to prepare a purchase order for their relevant cost requirements.
- The original form and copies of attachments are then forwarded to Human Resources who is to then enter the details onto the Training Register and register a copy into the records management system.
- Human Resources is to then forward a Training Evaluation Form to the attendee where requested, for completion at the end of the training.
- The employee is to return the Training Evaluation Form to their Supervisor following the training. A copy is also to be sent to Human Resources, along with any copies of certificates that they may have gained from the training so that they can be registered into the records management system.
- Reimbursements - Employees are to claim reimbursements for public transport fares and parking through Creditors. Travel claim reimbursements for the use of personal cars, are processed through the Payroll system.

2. Arranging Group Training

- In some cases, specific group training is organised for a group of employees by a Shire Officer. If this is the case, the organiser is to liaise with Human Resources prior to confirming the booking with the training provider, to ensure no other training has been organised on that day or time. The organiser is to then notify Human Resources of the relevant details by completing a Group Training Application Form.
- The attendee list is to be returned to Human Resources on completion of the training, with those who attended clearly marked. Human Resources is to then enter the details onto the Shire's Training Register, and register the Group Training Application Form in the Shire's records management system.
- Human Resources is to then forward a Training Evaluation Form to the attendees on completion of the training where requested. Once completed, employees are to return the Training Evaluation Form to Human Resources, along with any copies of certificates that they may have gained from the training so that they can be registered into the records management system.

3. Study Assistance

3.1. Application for Study Assistance

- An application for study assistance is made to the employee's Executive Manager using the Application for Study Assistance Form.

- The Executive Manager is to forward the application to the Chief Executive Officer, indicating the Executive Manager's approval or non-approval of the application.
- The Chief Executive Officer is to determine approval or non-approval of the application, and the conditions pertaining to the approval where required.
- A copy of the completed Form is to be forwarded to Human Resources so that it can be registered into the records management system.

3.2. Budget Allocation

- The Executive Manager is to ensure that all approved study assistance applications are budgeted for as an additional amount in that department's training budget. Depending on timing, this is to be completed at budget time or budget review.

3.3. Payment of Approved Study Assistance

- The employee is to provide evidence to the Executive Manager upon successful completion of enrolled courses/units as determined in the program of study approved by the Chief Executive Officer.
- The Executive Manager is to forward this evidence to Human Resources who is to register it into the records management system and update the Shire's Training Register.
- Human Resources is to arrange reimbursement of the course/units as approved.

4. Study Leave

An application for study leave can be made in conjunction with the application for study assistance.

4.1. Application for Study Leave

- A request in writing for study leave for a course relevant to current position and duties, is made to the employee's Executive Manager. The application is to detail how the employee plans to match the study leave with an equivalent amount of personal study time.
- The Executive Manager is to forward the application to the Chief Executive Officer, advising the Executive Manager's approval or non-approval of the application, together with the reasons for the decision.
- The Chief Executive Officer is to determine approval or non-approval of the application, providing a response to the employee and detailing the agreed leave program.
- A copy of the response is to be forwarded to Human Resources, who is to register the response into the records management system.

4.2. Recording of Approved Study Leave

- The employee is to complete a leave form within the Payroll system.
- The employee's supervisor is responsible for monitoring the compliance of the matching leave entitlement.