

Learning and Development Policy

NOTE: Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate Services Branch. **A hard copy of this electronic document is considered uncontrolled when printed.**

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1. POLICY STATEMENT

This policy provides guidance for learning and development for South Burnett Regional Council ('Council') employees, in relation to training, educational assistance and professional development.

2. SCOPE

This policy applies to all Council employees.

3. GENERAL INFORMATION

Council is committed to developing Council employees and offering a wide range of opportunities for them to build on existing skills for further growth, these opportunities are accessed through training, educational assistance, and professional development.

3.1. Training

Council employees have access to a range of learning and development opportunities that may be offered in a range of methods including internal or external training and online training, both formally and informally.

Attendance to conferences and seminars will only be approved if they are deemed relevant to a Council employee's role and assist them with further skills, or to fulfil their professional development requirements.

3.2. Training Expenses

Council restrictions on training expenses to ensure operational and budgetary requirements within Council are met may include:

- registration / enrolment fees;
- accommodation;
- travel / parking; and
- meals.

Allowable expenses are provided within the Learning and Development Procedure.

3.3. Educational Assistance

Council supports a Council employee's effort to undertake academic studies and self-improvement by providing financial and study leave assistance through an Educational Assistance Program ('EAP').

Educational assistance is available for all Council employees, regardless of whether they are full-time or part-time, except in the following circumstance where a Council employee:

- is employed on a casual basis;
- has not been employed by Council for 12 months or more (time can vary depending on circumstances of each individual Council employee); or
- is employed on a contractual basis of less than two (2) years duration.

General Managers and Managers are provided with a professional development allocation on an annual basis, as part of their employment contract, to assist with educational expenses.

3.4. Professional Memberships

Council will participate in partnership with Council employees in upholding professional memberships, where a Council employee is required to hold professional membership to fulfil their duties, by paying the total cost of the membership. Council employees are not required to pay the membership up-front before seeking payment. Council will either reimburse the Council employee the membership fees, on production of a tax invoice and receipt, or pay the membership on behalf of the Council employee.

General managers and managers are provided with a professional membership allocation on an annual basis as part of their contract of employment.

4. DEFINITIONS

Council employee means a person employed by Council who performs work, under the direction and control of Council, on an ongoing basis with an ongoing expectation of work entitled to superannuation contributions paid by Council.

Educational Assistance means an employee benefit in which Council pays for an employee's educational expenses.

Employment Types:

- **Full Time** means contract of service where the hours of work reach the full quota of ordinary hours.
- **Part Time** means contract of service where the hours of work are less than full time ordinary hours of work.
- **Maximum Term** means contract of service for a specified period of time or for a specified task and which (subject to "notice of termination" requirements) may be terminated at any time by Council or by the employee.
- **Casual** means contract of service that is occasional, irregular or short term.
- **Contract** means an employee who is party to a negotiated 'Common Law Contract' for a fixed duration or project.

Professional Development means learning to earn or maintain professional credentials such as academic degrees to formal coursework, attending conferences, and informal learning opportunities situated in practice.

Professional Membership means where a Council employee is required to hold a membership to fulfil their duties (for example Certified Public Accountant accreditation, Registered Professional Engineer of Queensland)

5. LEGISLATIVE REFERENCE

Local Government Act 2009 (Qld)

Queensland Local Government Industry Award - State 2017

6. RELATED DOCUMENTS

South Burnett Regional Council Anti-Discrimination & Equal Employment Opportunity (EEO) – Statutory037

South Burnett Regional Council Certified Agreement - Field

South Burnett Regional Council Certified Agreement - Officers

South Burnett Regional Council Employee Conflict of Interest Policy – Statutory033

South Burnett Regional Council Employee Code of Conduct Policy – Statutory011

South Burnett Regional Council Learning and Development Procedure – Procedure005

7. NEXT REVIEW

As prescribed by legislation or May 2028

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	New Policy	18 June 2015	1478244
2	Policy Review	16 July 2015	1617235
3	Policy Review - Resolution 2021/411	30 June 2021	1617235
4	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	1617235
5	Policy Review	18 June 2025	2815470



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