

3.13 STAFF TRAINING

Policy Number	3.13	Date Commenced	20 February 2013
Date Adopted	20 February 2013	Resolution Number	19/02/2013/007
Review Timeframe	4 years		
Last Review Date		Next Scheduled Review Date	April, 2016
Policy Responsibility	Administration		

Document History

Version	Date Amended	Details Comments e.g. Resolution Number

OBJECTIVE

To establish the basis upon which the Coomalie Community Government Council will provide the opportunity for staff training and development.

The Coomalie Community Government Council workforce is its most important resource necessary for the achievement of the Council's objectives and the skills of the workforce are of the most fundamental significance.

POLICY STATEMENT

The Coomalie Community Government Council has adopted the following as its policy on staff training:

1. The Chief Executive Officer is to organise labour resources in the most efficient manner possible so as to maximise the services provided in an effective, economic and efficient manner.
2. (a) Education (being the acquisition of general tertiary and professional skills and qualifications) is the responsibility of the individual employee. This does not preclude the Coomalie Community Government Council from assisting an employee (e.g. study leave) but such assistance shall be in accordance with policy 9.7.
 (b) Training (being an extension and/or enhancement of skills and knowledge to enable employees to be more effective in their jobs and/or provide for future progression) is the joint responsibility of the Coomalie Community Government Council and the employee.
3. The Coomalie Community Government Council recognises the need for attention to and investment in staff training and authorises the allocation on each year's budget of amounts totalling at least 1.5% of the Coomalie Community Government Councils gross payroll towards staff training.

4. The Chief Executive Officer is responsible for the management of the funds allocated for staff training in each department and any expenditure may, subject to provision being made in the budget, be endorsed by the Chief Executive Officer without reference to the Council.
5. Funds allocated by the Coomalie Community Government Council for staff training may be directed towards any "training expenditure" and without limiting the generality of this Clause, may include:
 - (a) Cost of salaries, registration fees, travelling and accommodation involved in attending training courses and where appropriate seminars or conferences.
 - (b) The wages and overheads associated with the employment of training officers and similar appropriate persons for the provision of internal training courses and on the job side by side training.
 - (c) Purchase of videos, books and other appropriate training aids.
 - (d) Other appropriate training initiatives at the Chief Executive Officer's discretion.
6. As a general guide the Council's preferences for staff training activities are:
 - (a) utilisation of any local courses;
 - (b) co-ordination with other local training exercises (eg with local businesses and with Government Departments);
 - (c) in-house training activities; and
 - (d) training delivered by the Local Government Association NT (LGANT)