

Policy No. 10

Training

Intent

Through this policy, where FNQROC aims to provide relevant training (when requested by member councils) within the region to:

- Ensure technical knowledge in the region remains current
- Increase learning opportunities
- Reduce travel and accommodation costs for councils
- Ensure training costs are not worn by FNQROC from non-attendance

To ensure as many people as possible can attend within the constraints of council training budgets, training costs will be on a cost neutral basis.

Scope

This policy will be implemented through the completion of the FNQROC training registration form.

Policy Process

The following process underpins the FNQROC Training Policy:

1. When interest in a training session is identified, FNQROC will seek expressions of interest from member councils in attending this session.
2. If there is broad interest, FNQROC will seek a proposed date and costs (and funding if available) from the training provider.
3. FNQROC will then advertise the training, date and cost per participant.
4. Registration will be via FNQROC Training Form being submitted to FNQROC.
5. Upon registration an invoice will be issued. Once the invoice has been issued, no refund is available to the council.
6. Council can substitute the registered attendee with another staff member.

Original Approval Date	18 April 2016
Current Adopted Date	5 August 2021
Amended Adopted Date	5 March 2026
Next Revision Due Date	2030