



Version Control and Objective ID	Version No: 1	Objective ID: A6445848
Approved by CEO on	24 September 2020	
Date of Review	24 September 2024	

1. Statement

Ipswich City Council is committed to the professional development of employees to improve knowledge, skills and abilities that contributes to the goals of Council.

2. Purpose and Principles

Council is committed to providing a safe, supportive and rewarding work environment where employees are encouraged to continuously learn and develop. The purpose of the Study Assistance Administrative Directive is to encourage eligible Council employees at all levels to update their knowledge and skills and to support their access to quality professional development initiatives.

3. Strategic Plan Links

This administrative directive aligns with the following iFuture 2021-2026 Corporate Plan themes:

- Safe, Inclusive and Creative
- A Trusted and Leading Organisation

4. Regulatory Authority

Local Government Act 2009

Industrial Relations Act 2016 (Qld)

Anti-Discrimination Act 1991 (Qld)

Work Health and Safety Act 2011

Human Rights Act 2019

5. Human Rights Commitment

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when approving and/or amending this administrative directive. When applying this administrative directive, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

6. Scope

This Administrative Directive applies to all employees employed on a permanent basis or on a fixed term of 3 years or greater.

7. Roles and Responsibilities

- CEO is responsible for approving this Administrative Directive as the delegated authority
- Managers who are involved in any of these programs are to comply with this Administrative Directive at all times, and should seek advice and support from the People and Culture Branch.
- The People and Culture Branch provides advice in accordance with this Administrative Directive and relevant procedures.

8. Key Stakeholders

N/A

9. Monitoring and Evaluation

This Administrative Directive shall be reviewed every four (4) years, or as required.

10. Definitions

Study means any individual course, unit of study, workshop or seminar that can be undertaken at recognised institutions.

Professional development means any personal learning and development identified by the individual and the organisation related to their agreed learning path.

Recognised institutions are organisations that have an established reputation for providing an accredited or industry recognised source of education and learning, this includes and is not limited to the following:

- Technical and Further Education (TAFE) Colleges or Universities;
- Registered Training Organisations (RTOs);
- Established, professional development organisations recognised within the related area of work.

11. Related Documents

[Flexible Working Arrangements Procedure](#)

[Leave Management Procedure](#)

[Study Assistance Procedure](#)

12. Administrative Directive Owner

The General Manager (Corporate Services) is the administrative directive owner and the Manager, People and Culture is responsible for authoring and reviewing this administrative directive.