





**Murrumbidgee**  
COUNCIL

# Staff Education and Training Policy

## (Revision 1)

	Name	Position	Signature	Date
Responsible Officer	Sarah Gurciullo	People & Culture Officer		27 July 2022
Authorised By	John Scarce	General Manager		27 July 2022

Document Revision History	
Date adopted by Council:	23 July 2019
Minute No:	171/07/19
Revision Number:	1
Review Date:	March/July 2022
Date adopted by Council:	26 July 2022
Minute Number:	94/07/22
Next Review Date:	See Item 8 of this Policy
Revision Number:	
Review Date:	
Date adopted by Council:	
Minute Number:	

July 2022

## Table of Contents

1. Purpose .....	3
2. Scope .....	3
3. Definitions.....	3
4. Policy Statement.....	3
5. Development of the Annual Training Plan .....	4
6. Education and Training Categories .....	4
i. Training and education to meet position description and/or step one of the salary steps guide .....	4
ii. Training and education that is required to maintain qualifications obtained .....	5
iii. Training that adds value to the individual and organisation, identified at step 2 and above in the salary steps guide of a particular position.....	5
iv. Training and education that adds to the value and/or health and wellbeing of the individual.....	5
v. Conferences and Professional Development .....	6
7. Roles and Responsibilities .....	6
8. Review.....	7

## 1. Purpose

Murrumbidgee Council recognises that staff development is an important part of the working life of each staff member. It is associated with the development needs of the individual and of teams and the achievement of Council's overall strategy.

Council recognises that the calibre and competence of its employees are vital factors in ensuring that it remains a successful organisation. To this end, Council strives to promote employee development through high quality training and learning opportunities, both on and off the job.

This Policy sets out what may be offered in terms of support from the Council, and what is expected from employees.

## 2. Scope

This Policy does not apply to senior staff employees of Council as defined in the Local Government Act 1993. This Policy does not form part of any employee's contract of employment.

## 3. Definitions

**Training and education to meet position description** - is training that Council designates to be a necessary requirement of employment. Employees who participate in this training shall not lose ordinary pay. Training and education to meet position description may have to satisfy statutory or Council determined requirements.

**Per annum** means the financial year of Council.

**Tuition costs** meaning if the Commonwealth (Commonwealth Supported Program) supports the qualification on offer, otherwise it is the actual cost the training institution charges.

**Travel and accommodation** means travel being the most efficient method of time (taken from study time), accommodation no less than 3 stars within 2 km of the venue. If an individual desires to take a less efficient travel method, or stay in an alternative accommodation being outside the 2 km radius, or chooses a lessor or higher star rating than what Council offers, the employee will be responsible for travel costs to and from accommodation and venue, and will be reimbursed an amount equivalent to the travel and accommodation costs up to what Council would provide.

## 4. Policy Statement

Council recognises that increasing the organisation's efficiency and productivity requires an ongoing commitment to education, training and skill maintenance, development and enhancement. Therefore, Council is committed to:

- Developing a more highly skilled and flexible workforce.
- Providing employees with opportunities, through appropriate education and training, to acquire additional skills.
- Removing barriers to the utilisation of skills in accordance with Council's training plans.

**Note:** this policy must be read in conjunction with Council's Annual Training Plan.

## 5. Development of the Annual Training Plan

Council shall design an annual training plan in accordance with the Local Government (State) Award requirements. The training plan is to be based on:

- The current and future skill requirements of the Council;
- The size, structure and nature of the operations of the Council;
- The need to develop vocational skills relevant to Council and the Local Government industry in general, through the utilisation of available internal and external resources.

The training plan shall, where appropriate, provide for training that is consistent with industry specific competency standards. The training plan shall be consistent in identifying the needs of the organisation, and having regard to Council's Workforce Plan.

Participants will receive training in accordance with Council's training plan, based on the needs of Council and the employee as identified in the employee's annual performance review, or as an outcome of workplace assessment of competency.

Employees may make application for consideration to attend training courses on the Training/Conference Request Form.

## 6. Education and Training Categories

Education and training will be in the following five categories:

- i. Training and education to meet position description and/or step one of the salary steps guide;
  - ii. Training and education that is required to maintain qualifications obtained;
  - iii. Training that adds value to the individual and organisation, identified at step 2 and above in the salary steps guide of a particular position;
  - iv. Training and education that adds to the value and/or health and wellbeing of the individual;
  - v. Conferences and professional development.
- i. Training and education to meet position description and/or step one of the salary steps guide**

Types of training – Certificates, Statements of Attainment, initial qualifications like white cards, etc.

Where the position you hold has a position description that requires you to obtain a certain competency or qualification, Council will:

- Pay 100% of the tuition costs of a Commonwealth supported programme;
- Pay the equivalent of a Commonwealth supported program should the individual choose a training provider not supported by the Commonwealth;

- Pay 100% of the tuition costs provided that no training institution offers a Commonwealth supported program.

Council will:

- Provide to any employee per annum the equivalent of two weeks ordinary hours of paid study time leave during ordinary hours.
- Reimburse 100% of all stationery and study material (inclusive of textbooks).

#### Travel and Accommodation

Pay for all travel and accommodation.

#### **ii. Training and education that is required to maintain qualifications obtained**

(Types of training - Verification of Competency, confined space refresher, working at heights refresher, one day courses like e-mental, bullying etc.)

Where the position you hold has a position description that requires a qualification to be maintained, refreshed or updated, Council will:

- Provide equivalent to one weeks ordinary hours per annum of paid study time during ordinary hours in which to complete
- Pay 100% of the cost of tuition
- Pay 100% of the study material and stationery (inclusive of textbooks)
- Pay for all travel and accommodation

#### **iii. Training that adds value to the individual and organisation, identified at step 2 and above in the salary steps guide of a particular position**

(Types of training, similar to classification i. above, but not essential for the job employed to do, and by obtaining this qualification they advance in the pay step system.)

Where the employee has decided to progress through the steps of the salary guide for their identified position, Council will:

- Pay 50% of the tuition costs of a Commonwealth supported program;
- Provide equivalent to half (0.5) of one weeks ordinary hours per annum study time during ordinary hours;
- Reimburse 50% of all stationery and study material (inclusive of textbooks).

Where there is no equivalent program offered as a Commonwealth supported program, Council will find the closest match within the field of education.

There will be no payment or reimbursement for travel and/or accommodation.

#### **iv. Training and education that adds to the value and/or health and wellbeing of the individual**

(Types of claims - gym memberships, small motor mechanic, gladiator fighting, clay pigeon shooting, etc.)

Where the individual has decided to undertake a pursuit, which has been determined

by Council to only add value to the individual's prospects of employment outside of Council or provides for the health and wellbeing of the individual, Council will:

- Pay 25% of the cost, up to a maximum of \$125 per annum

There will be no allocation of study time or reimbursement for travel, accommodation or other expenses.

These pursuits are limited only to legal pursuits eg gym membership, dance aerobics, small motor mechanic, artistic classes etc.

#### **v. Conferences and Professional Development**

(Types - professionals need to maintain continuous professional development (CPD), example for a CPA (accountant) completion of 120 hours of CPD in a three year cycle; with a minimum of 20 hours in any one year to maintain professional membership.)

Where you must, as part of professional membership, complete professional development hours to maintain membership, Council will support 75% of those hours per annum by:

- Paying 100% of all tuition, conference fees, travel, accommodation all within ordinary hours (without reducing any study time) where professional development hours are obtained

The individual must maximise the obtaining of professional development hours at events attended (i.e. attend prior and post conference workshops to maximise the travel dollars already spent).

Where a Conference is not linked to professional membership, the individual may request to attend, at the General Manager's (or their delegate's) discretion. If the request is approved, Council will:

- Pay 100% of all tuition, conference fees, travel, accommodation all within ordinary hours

## **7. Roles and Responsibilities**

The development of employees is a responsibility shared between individual employees, managers and the organisation. A shared commitment to learning and development is critical to ensure we meet our strategic objectives and foster a culture of career development for our employees.

People & Culture Officer is responsible for:

- Providing employees with appropriate learning and development solutions that are relevant to their positions;
- Promptly considering all learning and development requests;
- Ensuring equitable access for all employees;
- Measuring the effectiveness of programs to promote continuous improvement in our employees, providers and processes;

- Providing advice on learning and development opportunities.

Directors and Managers are responsible for:

- Developing individual learning and development plans for employees in the performance appraisal process on an annual basis;
- Demonstrating an ongoing commitment to supporting employees' learning and development;
- Providing resource solutions to allow employees to attend programs;
- Frequently reviewing and discussing employees' learning and development progress;
- Ensuring employees meet statutory and certification requirements;
- Reviewing competencies on a continual basis;
- In accordance with the delegations, timely completion and approval of application forms.

Employees are responsible for:

- Completing a Training/Conference Request Form;
- Assisting Directors and Managers in identifying their learning and development needs;
- Contributing to the development of their individual learning and development plan on an annual basis;
- Attending and participating in allocated learning and development programs;
- Providing a minimum 5 working days' notice to relevant Managers and the People & Culture Officer for changes to attendance to scheduled programs;
- Completing evaluating and/or feedback forms as required.

## **8. Review**

This policy:

- To be reviewed within the first year of the new Council term;
- may be reviewed and amended at any time at Council's discretion (or if legislative or State Government policy changes occur).