

## HR1. Staff Training Policy

### Policy Objective

To support the professional development of Shire staff by creating a workplace environment of best professional practice and innovative thought that improves the services provided and the quality of life for residents in the Shire.

### Policy Statement

The following guidelines are to be considered for any proposal for representatives of the Shire to attend conferences, study tours, seminars or conventions:

- It is relevant to the area of expertise and the benefits derived will further assist the staff member in his/her duties.
- Any absence will not unduly disrupt work patterns.
- Is supported by the immediate supervisor and the Chief Executive Officer.
- It can be accommodated within the budget (budget of \$2,000 for each employee including accommodation).
- The Council may approve an additional amount for professional development upon recommendation by the CEO
- Requests for attendance (using "Application for Staff Attendance to Training / Conference" form) are submitted to the CEO, together with estimated costs and comments on its impact on the individual and the Shire.

This policy is not applicable for mandatory training requirements of the staff members.

A list of officer's attendances at conferences and the like is to be maintained on the officer's personal records;

Conference papers and/or information relating to the conference and the like become the property of the Shire and where relevant, should be placed in the Library so that they are accessible by the Shire and the public;

***Policy Reviewed October 2020***