

P 6 – Staff – Tertiary Study

1 Policy

- 1.1 The Shire will provide assistance who are studying towards a qualification considered to be appropriate to their duties, or, which will provide recognition towards further progression within the Local Government.
- 1.2 Staff will initially seek clarification from the Chief Executive Officer as to the relevance of the proposed course. Assistance from the Shire will not be provided unless the course has been approved as being relevant, in writing, by the Chief Executive Officer.
- 1.3 The Shire will reimburse each staff member for the costs incurred for each unit after the staff member has provided proof of passing, by the relevant institution, at the end of each semester.
- 1.4 Intensive courses will be considered by the Shire at the rate of not more than 1 per annum. This will be at the discretion of the Chief Executive Officer and will not necessarily be approved if workload is considered to be heavy.
- 1.5 Accommodation and emails will no be the responsibility of the Shire whilst undertaking an intensive course.
- 1.6 For approved courses of study the Shire will allow an employee to sit exams within ordinary working hours (without loss of pay) where the exam has been scheduled within such hours.
- 1.7 Applications by the CEO under the terms of this policy will be determined by Council. Applications from any other staff member will be determined by the CEO.

2 Applicable Legislation and Documents

Statutory Power <i>(Acts, Regulations, Local Laws, TPS)</i>	<i>Local Government Act 1995</i> s.2.7(2)(b) – The council is to determine the local government’s policies
Shire Policies	N/A
Related Documents	N/A
Related Procedure	N/A

3 Administration

Original Adoption Date	17 December 1998
Last Variation Date	28 April 2022 (C.08/0422)
Last Reviewed	28 April 2022 (C.08/0422)
Scheduled Reviewed Date	30 November 2023