



Procedure: Staff representation training

Purpose

To inform staff as to the procedures involved in Representation Training.

Procedure

1. The framework for staff consultation at the ANU is provided for in the [Staff consultation and organisational change policy](#).
2. A staff member and/or union representative may be granted a leave of absence to undertake training or attend authorised national union conferences, subject to:
 - provision of reasonable notice,
 - the operating requirements of the University, and
 - the scope, content and level of training being appropriate for the staff member's role representing other staff and enhancing productive relationships and working arrangements.
3. Leave of absence will be paid at the staff member's ordinary pay, excluding shift and overtime payments.
4. The University will provide appropriate time release arrangements for University staff who are official union representatives to attend to recognised union business.

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