



POLICY – 3.2 – Conference, Meetings & Training – Attendance & Expenses

Relevant Delegation

N/A

1. Policy Statement

1.1. The following Schedules are adopted, and form part of this Statement –

- Policy Schedule 3.2 (a) – Conference etc – Request / Approval

1.2 Council acknowledges that there are a range of obligations and values for professional development, including -

- legislative, in particular relating to occupational health and safety of employees
- contractual for senior employees
- governance
- individual aspirations and aptitude of employees, where consistent with their employment role
- direct social and community benefit
- investment in the individual and community

1.3 Council encourages – elected members to participate in training and attend the annual WALGA State Convention,

- senior staff to attend the Annual State Conference relating to their profession,
- all staff to improve their skills required for their role and that extend their relevant knowledge.

1.4 Where an elected member, employee or other person is authorised to attend a conference, meeting, training course or other business on behalf of Council,

a) the Shire will pay as specified in this Policy and its Schedules –

- conference/meeting fees, accommodation
- travelling
- other necessary incidentals and out of pocket expenses upon production of receipts, and

b) with the exception of any changes made at the request of the attendee to any confirmed booking for

- conference/meeting fees, accommodation
- travelling

for which the elected member, employee or other person travelling shall be entirely responsible for effecting the changes and all fees and total costs associated with making the changes

- 1.5. Approval to attend the conference etc. must be obtained from the Chief Executive Officer prior to the event. Retrospective claims will only be considered if –
- shown that prior approval was not possible due to circumstances,
 - the person was the authorised deputy delegate attending in the place of an authorised nominee, unable to attend, and
 - the Chief Executive Officer is advised prior to the event of attendance or necessary change.
- 1.6 There is a presumption against meeting the expenses of –
- Accompanying persons, observers or those not involved in the event, except where the attendance is appropriate for –
 - for events such as WALGA Annual Convention or LGMA State Conference, or
 - Official functions where the accompanying person has also been specifically invited –
- Attendance at events that have no requirement for presence of the authorised nominee or deputy, or are voluntarily attended as an observer, unless –
- Specifically authorised by Council, or
 - Clear benefit to the Shire or community is established.
- 1.7 There is an automatic presumption against overseas conferences and training. These will only be approved where there is demonstrated clear benefit (not simply relevance) to matters affecting the Shire. The Council may consider registration fees, accommodation costs and incidentals, but will not reimburse or cover travel costs except as specified in this Policy and its Schedules.
- 1.8 Any monetary limitations do not apply where a person to is required or requested by Council to attend, or attendance is authorised by Council in excess of the Policy, prior to the event.
- 1.9 The Chief Executive Officer shall have regard to any Council Policy, and to Budget provision made for development of elected members and employees.
- 1.10 Council will cover costs in the following way:-
- a) Accommodation shall be booked by administration and shall include all meals at the accommodation provider; or
 - b) A daily allowance shall be provided as determined at budget

- *End of Policy*

COMMENT

Refer to attached Policy Schedule 3.2 (a) – Conferences etc. – Request / Approval

Formerly	Delegations 12, 46 Policies 3.6, 3.7, 4.1, 4.2 5.6 Replaced 29 November 2012	
	29 November 2012	
Last Reviewed	30 August 2018	
Next Review Date	February 2021	
Amended	February 2014	
Adopted	25 June 2015	30 August 2018
Version	2	

Policy Schedule 3.2 (a) – Conferences etc – Request / Approval

Request for Approval to attend Conference, Meeting or Training				
Applicant				
Position				
Event				
Location				
Departing				
Event commences				
Event concludes				
Returning				
COSTS	Registration costs, including			\$
Travel	Shire vehicle	Estimated fuel cost		\$
	Own vehicle	Km	At	\$
	Hire vehicle	Days	At	\$
	Aircraft	No.	Return	\$
Accommodation	Own Arrangements			\$ n/a
	Required	No nights		\$
Other				\$
Estimated total cost				\$
Purpose of event				
Benefit /Relevance to position				
Accompanying person	Requested / Not requested Estimate of costs to be included above			
Relief staff	Required / Not required			
Signature & date				
Chief Executive Officer Comment				
Accompanying person	Approved / Not approved / Comment / Limits –			
Chief Executive Officer signature & date				

Original – to Applicant

Copy – to Personnel file

– End of Schedule