



POLICY 1.12 – Events and Professional Development Expenses

Relevant Delegation
N/A

Objective

This policy covers any expenditure related to attendance at events including professional development, concerts, conferences, functions, and sporting events whether the attendance is free of charge, part of a sponsorship agreement, or paid for by the local government. Its purpose is to ensure transparency regarding the costs incurred by council members and the CEO when attending such events.

This policy should be read in conjunction with Policy 1.9 – Attendance at Events and Policy 1.10 – Elected Members Ongoing Professional Development.

Policy Statement

1. Where council members or the CEO attend events on behalf of the Council, the administration will arrange and manage the following associated expenditures:
 - Conference registration fees
 - Travel cost including flights/train/car hire where necessary
 - Accommodation and meals at the accommodation provider
 - Parking and transport fees and
 - Any other approved expenses incurred in the course of fulfilling official duties at the event.
2. Except for modifications requested by the attendee, council members and the CEO shall bear full responsibility for any changes to confirmed bookings, including all associated fees and costs.
3. Where accompanying persons, or individuals not directly involved in the event, attend, their costs will not be payable by the Shire except where their attendance is considered appropriate, including the following:
 - WALGA Local Government Annual Convention
 - Local Government Professional WA Annual State Conference
 - Goldfields Voluntary Regional Organisation of Councils (GVROC) official dinner function and
 - Official function for which the accompanying person has been specially named in the formal invitation.
4. Attendance at events where the presence of the authorised nominee is not required, or where attendance is voluntary as an observer, is not permitted unless:
 - Specifically authorised by Council, or
 - Clear benefit to the Shire or community is established.

5. There is a presumption against attendance at overseas conferences and training. Such attendance will only be approved where a clear and demonstrable benefit to the Shire can be established, beyond mere relevance. While the Council may consider covering registration fees, accommodation, and incidental expenses, travel costs will not be reimbursed or covered except as expressly provided for in this Policy.

- *End of Policy*

ADOPTED: 17 DECEMBER 2025

Refer to attached Policy Schedule 3.2 (a) – Request to attend an event or participate in professional development



**REQUEST TO ATTEND AN EVENT OR PARTICIPATE IN
PROFESSIONAL DEVELOPMENT**

EVENT OR PROFESSIONAL DEVELOPMENT DETAILS				
Name of Event (<i>Attach Flyer</i>)				
Name				
Position				
Purpose of Event				
Benefits/Relevance to Position				
Location				
Departing				
Event Commences / Concludes				
Returning				
Accompanying Person and Estimated Costs				
COSTS				
Registration				\$
Travel	Own Vehicle	Km	At	\$
	Hire Vehicle	Km/Days	At	\$
	Aircraft	Attach Itinerary and Costs		\$
Accommodation	No. of Nights	Cost per night		\$
Others				\$
Estimated Total Cost				\$

Councillor's Signature		Date:
CEO's Comment		
CEO's signature		

Please submit the completed request form to the Chief Executive Officer.

— End of Schedule