

POL	ATTENDANCE AT CONFERENCES AND SEMINARS	AES6
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POLICY CODE:	AES6
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	182/001
DATE FIRST ADOPTED:	15 April 1997
DATE LAST REVIEWED:	9 June 2016
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	AES6
VERSION NO.	6

Dates of Amendments / Reviews:		
DAPPS Meeting:	31 January 2013	25 February 2016
	22 August 2013	26 May 2016
	27 February 2014	
OCM:	10 May 2007	13 March 2014
	14 February 2013	10 March 2016
	12 September 2013	

BACKGROUND:

Council has traditionally supported the attendance of Councillors and nominated staff to attend Conferences and seminars on topics of interest and applicable to the City of Cockburn.

PURPOSE:

To ensure a procedure is in place for the expeditious nomination of Council delegates to Conferences and seminars, and to ensure the prescription of allowable expenses as required under the provisions of the Local Government Act, 1995 (Sec. 5.98(2)).

POLICY:

- (1) Elected Members will receive an Annual Conference allocation for the purpose of attending Conferences and Seminars relevant to their role as an Elected Member. This will be administratively equally allocated to each Elected Member as part of the overall budget allocation except for the Mayor's allocation which will allow for attendance at two interstate conferences and will operate from November to October, in line with local government elections. Residual funds for individual Elected Members from year one will carry over each year to a maximum of two years allowance, after which all unspent funds will be returned to the Municipal Fund at the completion of their four year term

when a fresh allocation will be made to Elected Members following the elections. Should an Elected Member be returned to his or her position as a result of the elections, they will be eligible to carry forward unspent monies to a maximum of 2 years allocations.

- (2) Elected Members may attend several conferences or seminars per expense period (November to October), within the parameters established by this Policy.
- (3) Multiple Elected Members may attend a particular conference or seminar at the same time, provided that such attendance does not unduly interfere with the business of Council (i.e. conflicts with a Council or Committee Meeting which would potentially be affected by the lack of a quorum).
- (4) All Elected Members are to be advised of interstate or overseas conferences authorised by the Chief Executive Officer for attendance by an Elected Member in accordance with this Policy immediately on the granting of such approval.
- (5) The cost of training that is specifically arranged for attendance by all Elected Members, (eg teambuilding) shall be paid from a separate allocation for the purpose and not considered as part of and debited to the individual Elected Members allocation referred to in this policy.
- (6)
 1. An Elected Member may agree to meet the costs and forfeit same from their own annual conference allocation, of sending another Elected Member to a conference, where that member has insufficient funds remaining in their allocation.
 2. In such cases, the Elected Member agreeing to meet those costs, shall provide the CEO with a written statement to that effect, signed by both Elected Members and authorising the CEO to initiate necessary arrangements and debit the authorising members allocation.
 3. Initiation of the necessary arrangements to allow the Elected Member to attend a conference under the above circumstances, will only proceed if there is sufficient funds remaining in the overall Council Budget for Elected Members conferences.
- (7) The Chief Executive Officer may endorse the recommendation of Directors in respect of staff attendance at Conferences, subject to associated expenditure being contained within the relevant year's Budget allowance.
- (8) A list of Conferences will be available on the Elected Members' Portal and in the Elected Members Newsletter for attendance by Elected Members, relevant to their role. Should any Elected Member wish to attend a Conference not listed but is relevant to their role, the Elected Member is to advise the Chief Executive Officer, in writing.
- (9) The Chief Executive Officer is authorised to register the Elected Members at the relevant Conference, subject to associated expenditure being contained within the relevant Member's Budget allowance.

- (10) An appropriate officer will be responsible for ensuring all delegates registered by that officer are supplied with a prescribed form for the purpose of claiming reimbursement of permissible expenses under this Policy. The form is to be completed and forwarded, together with the accompanying tax receipts, to the Chief Executive Officer for authorisation. Once the necessary documentation is received, the Chief Executive Officer will arrange for the approved reimbursement amount to be credited, by electronic means, to the delegate's nominated bank account at the earliest opportunity, or otherwise by cash or cheque, as appropriate.
- (11) Expenses to be met by Council for Elected Members and staff are:-
1. Interstate and Overseas Conference
 - Economy return air fare (allowing flexibility for delegates preferred travel arrangements)
 - Business Class travel for flights longer than six hours duration leaving Australia.
 - Registration Fees (including conference dinner and official delegate tours)
 - Accommodation costs
 - All reasonable expenses for example, meals and refreshments, laundry and dry cleaning and all cab fares relative to the business of the Conference. Payment of all reasonable permissible expenses as stipulated in this Policy can be made by cash personal debit or credit card and will be reimbursed to the delegate by Council, except where a corporate credit card has been issued, upon the presentation of relevant tax receipts.
 2. State Conference
 - Registration Fees (including conference dinner and official delegate tours)
 - Accommodation costs
 - All reasonable expenses for example meals and refreshments, laundry and dry cleaning and all cab fares relative to the business of the Conference. Payment of all reasonable permissible expenses as stipulated in this Policy can be made by cash personal debit or credit card and will be reimbursed to the delegate by Council, except where a corporate credit card has been issued, upon the presentation of relevant tax receipts.
 - Economy return airfare (allowing flexibility for delegates preferred travel arrangements).
 3. Conference expenses for accompanying Partner
 - Conference or main function meal .

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- No other associated expenses, unless by specific resolution of Council.
- (12) Once approval is given for an Elected / staff member to attend a conference in accordance with this Policy, an appointed Officer will co-ordinate all registration travel and/or accommodation arrangements, with these expenses being prepaid by a corporate credit card where possible. Elected Members may choose to make their own arrangements for accommodation paying for such expenses and making a claim for reimbursement on presentation of tax receipts.
- (13) The Officer will contact the Elected / staff member concerned to determine what arrangements need to be made regarding registration, travel and accommodation and make the necessary bookings and deliver tickets to the person travelling.
- (14) On any occasion when a Council delegate is unable to attend a Conference, the Chief Executive Officer be delegated the authority to substitute another Elected Member delegate, following consultation with the Mayor, and;
- (15) All airline tickets purchased to transport delegates to and from Conferences are insured through the related Council held insurance policy to enable the ticket purchase price to be refunded in the event of a delegated being unable to use the ticket.
- (16) Delegates attending all conferences and seminars authorised by the Chief Executive Officer are insured under Council's relevant travel insurance for travel to and from the conference (from home or office).