

<b>Title</b>	<b>Attendance at Conferences, Seminars &amp; Training</b>
<b>Policy Number</b> (Governance Purpose)	



## Policy Type

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Council

## Policy Purpose

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This policy provides the guiding principles for attendance of Elected Members and staff at conferences, seminars and training.

Attendance by Elected Members and staff at conferences, seminars and training is supported provided the activity is relevant to Council business and within budget.

## Policy Statement

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### (1) Elected Members

Elected Members will receive an annual allocation for the purpose of attending conferences, seminars and training 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.

The allocation 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 when a fresh allocation will be made to Elected Members following the elections.

Multiple Elected Members may attend conferences 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 may affect a quorum).

Where an Elected Member has insufficient funds in their allocation, another Elected Member may agree to meet the costs from their own allocation. Both Elected Members are to advise the CEO in writing if this is to occur.

Where an Elected Member is no longer able to attend the booked conference, seminar or training, the CEO in consultation with the Mayor, may substitute another Elected Member if appropriate.

All registrations are to be done through Executive Support.

The cost of training that is specifically arranged for attendance by all Elected Members, (eg governance) shall be paid from a separate allocation not considered part of any individual allocation.

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(2) Staff

The Chief Executive Officer may endorse the recommendation of Directors in respect of staff attendance at conferences, subject to expenditure being contained within the budget.

Registrations for interstate or overseas conferences, seminars and training are to be done through Executive Support.

(3) Expenses

Expenses to be met by Council for Elected Members and staff are:

1. Interstate and Overseas

- (a) Registration Fees (including conference dinner and official delegate tours).
- (b) Accommodation costs.
- (c) All reasonable expenses for example, meals and refreshments, laundry and dry cleaning and fares relevant to the conference, seminar or training.
- (d) Economy return air fare (allowing flexibility for preferred travel arrangements).
- (e) Business Class travel for flights longer than six hours duration leaving Australia.

2. State

- (a) Registration Fees (including conference dinner and official delegate tours).
- (b) Accommodation costs.
- (c) All reasonable expenses for example meals and refreshments, laundry and dry cleaning and fares relevant to the conference, seminar or training.
- (d) If applicable, economy return airfare (allowing flexibility for preferred travel arrangements).

3. Conference expenses for accompanying Partner

- (a) Conference or main function meal only.

Reimbursements for relevant expenditure not initially paid by the City may be made on the basis of receipts provided.

(4) Insurance

Those attending conferences, seminars and training are insured for travel to and from the activity (from home or office). All airline tickets purchased are also insured.

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