5.9 Elected Member/Staff Conferences

Policy Owner	**Administration and Financial Services**
Person Responsible	**Chief Executive Officer**
Date of Adoption	**08 March 2005**
Date of Last Review	**25 May 2022 – Resolution 020522 Amended**
Date Next Due for Review	**3 years / or earlier if required**

OBJECTIVE

To ensure a procedure is in place for the expeditious nomination of Council delegates to Conferences and to ensure the prescription of allowable expenses.

POLICY

All Councillors/Staff are to complete a Training/Conference Application form before having their application considered.

The Chief Executive Officer may endorse the recommendation of Managers in respect of staff attendance at Conferences, subject to associated expenditure being contained within the relevant year's Budget allowance.

In the event of one only nomination being forthcoming from Councillors, the Chief Executive Officer, be authorised to register the Councillor at the relevant Conference, subject to associated expenditure being contained within the relevant year's budget allowance.

In the event of more than one nomination being forthcoming from Councillors, the matter be referred to the following Ordinary Meeting of Council for determination.

A list of conferences available for attendance by Councillors and staff, be provided to Councillors on a regular basis. Should any Councillor wish to be considered for attendance at a conference and the matter has not been subject to the above process, the Councillor is to advise the Chief Executive Officer, as far as possible in writing to enable the details to be placed on the Agenda for the following Ordinary Meeting of Council.

An appropriate officer will be responsible for ensuring all delegates registered by that officer are supplied with an assessment form and 'details of expenditure incurred' form, together

with instructions sheet and a recording mechanism to ensure all assessments and expenditure details are returned within a reasonable time.

Expenses to be met by Council are:

Conference (where overnight Accommodation for Councillors is Approved by Resolution of Council or in case of Staff, by the Chief Executive Officer)

- Registration Fees (including conference dinner and official delegate hours)
- Accommodation and travel costs
- All reasonable expenses including meals and refreshments, all cab fares between accommodation and conference venue.

Conference (No Overnight Accommodation)

- Registration fees (including Conference dinner and official delegate hours)
- Travel costs to and from conference venue
- Cost of lunch if not provided
- All reasonable expenses and cab fares (cab charge may be used).
- Conference when Accompanied by Spouse
- Breakfast and dinner, if required
- Conference Dinner
- Spouse Activity Tours

Once approval is given for a Councillor/Staff Member to attend a conference in accordance with this policy, an appointed officer will coordinate all travel arrangements.

The officer will contact the Councillor/Staff member concerned to determine what arrangements need to be made regarding travel and accommodation and make the necessary bookings and deliver tickets to the person travelling.

This officer will also advise the Manager Administrative and Financial Services as to what arrangements are required regarding payment of appropriate allowance and method of payment.

On any occasion when a Council delegate is unable to attend a conference, the Chief Executive Officer be delegated the authority to substitute another Councillor delegate, following consultation with the President.

The Shire of Wongan-Ballidu supports and encourages Councillors to attend the annual Local

Government Week Conference.

The Shire of Wongan-Ballidu supports and encourages senior staff members to attend professional development conferences, i.e.: LGMA conference.

All Councillors/Staff are to complete an Evaluation Report after attending the conference.
In addition, it is expected that a report be written so that the information derived from the Conference is disseminated to other members/staff.

REVIEW

Reviews of this policy are to be undertaken every three years or earlier if required.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Executive Officer is responsible for the implementation of this policy.