



## AF24 – ATTENDANCE AT CONFERENCES, SEMINARS AND TRAINING

### OBJECTIVE

To support the attendance by Councillors and Staff at conferences, seminars and relevant training courses that contribute to the ongoing education and professional development and to detail the relevant expenses paid by Council associated with such attendance.

### POLICY

#### Travel Arrangements

- Air travel, accommodation, meals and associated hotel/motel costs will be purchased using Council's Purchase Order system or approved Corporate Credit card.
- On occasions travel may be required out of office hours. Although, inconvenient the opportunities and benefits of attending training can provide essential skills and professional development. Should payment be sought for out of hours travel the opportunities for training become cost prohibitive. On this basis, payment of overtime or time in lieu is not available for travel unless approved by Executive Manager and/or Chief Executive Officer. The payment of overtime is paid at Overtime Single Rate.
- Travel by road should utilise one of Council's fleet vehicles, should a vehicle not be available the use of private vehicle to attend meetings or conferences in Broome and Fitzroy Crossing (and other areas when authorised by Council) – payment made on submission of a claim for the kilometres travelled. Payment will be made on rates per kilometre in accordance with Australian Taxation Office rates. Contribution to fuel costs where a Councillor travels with a third party – on submission of a reimbursement claim with supporting receipts.
- Where travel is with a third party then a claim for rates per kilometre travelled is unable to be claimed.

A meal allowance of \$85.00 per day is allowable, apportioned in accordance with reasonable amounts limits as set out by the Australian Taxation Office as follows:

Breakfast - \$20.00, Lunch - \$25.00, Dinner - \$40.00 unless specified otherwise in relevant EBA.

Note: When meals are included and have been paid for as part of the registration fee or accommodation costs, claims for alternative meals at venues other than the event will not be paid.

Where an attendee chooses to stay with friends or family a \$30.00 per night allowance can be claimed in lieu of accommodation charges.

#### Attendance Councillors

- All Councillors are authorised to attend the Annual Local Government Week Conference, WA Local Government Association Kimberley Country Zone Meetings and up to two conferences or seminars of significant importance to Local Government or a Councillor's portfolio, in accordance with the following conditions.

#### Derby

 (08) 9191 0999 | 30 Loch Street  
 [sdwk@sdwk.wa.gov.au](mailto:sdwk@sdwk.wa.gov.au) | PO Box 94, Derby WA 6728

#### Fitzroy Crossing

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# Shire of Derby / West Kimberley

- The President and Deputy President are authorised to attend the Annual National Assembly of Local Government.
- On return from any conference attended, excluding the Annual Local Government Week Conference and WA Local Government Association Kimberley Country Zone Meetings, Councillors shall provide a written report to Council on the event/s.
- The cost of travel and accommodation, including meals and any other business related costs (e.g. telephone calls) for the delegates shall be met by Council.
- Costs for a delegate's partner will only be met for official functions (e.g. Local Government Week Dinner).
- If a Councillor wishes to attend any conference or seminar in addition to the above, then a request shall be placed before Council for consideration.
- Any international travel is to be by a resolution of Council.

## Staff

Attendance at conferences/seminars/courses is considered to be a component of the ongoing education and training of Staff. Interstate attendance by staff requires Chief Executive Officer approval.

During the budget preparation process, the CEO shall determine an allocation of funds sought for conferences/seminars/courses in the ensuing year.

Consideration will be given to:

- a) The cost of each known conference/seminar/course plus a contingency allowance for unforeseen events;
- b) The duration of the event and expected period of absence; and
- c) The benefit expected to be derived from attendance at such an event

Such approval to attend is only to be granted if the relevant budget provides sufficient funds and the conference/seminar/course is of particular relevance to Council's operations.

When special funding is required which is not included in the adopted budget, the application must be submitted to Council for determination.

In respect of employees attending approved conferences/ seminars/courses at the CEO's direction, the following expenses will be met by Council:

- a) Registration fees;
- b) Accommodation and reasonable meal costs;
- c) Minor expenses such as taxis, telephone calls and laundry etc; and
- d) Travelling expenses.

Alcohol, Mini Bars and In House Movies will not be paid by Council

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A written Report on the attendance at each conference/seminar/course shall be prepared and submitted to the Officers Manager.

## ADOPTION OF THIS POLICY

<b>Relevant Legislation:</b>	Local Government Act 1995 S.5.98
	Local Government Administration Regulations 1996 Clause 32
<b>Related Local Law:</b>	N/A
<b>Related Policies:</b>	N/A
<b>Last Reviewed:</b>	28.02.2019
<b>Next Review Date:</b>	
<b>Adopted:</b>	28.02.2019

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