

Policy Number:	ADM 6
Policy Type:	Administration Policy
Policy Name:	Conference Attendance and Training – Elected Members, Senior Management and Employees
Policy Owner:	Chief Executive Officer
Authority:	Shire of Nannup

POLICY

Attendance at conferences and training by representatives of the Shire of Nannup shall be in accordance with the following guidelines:

Elected Members

1. Local Government Week Convention

The Shire President together with three (3) Councillors can elect to attend the Annual Local Government Week Convention in Perth and annual budgets will ensure that there is an adequate allocation to cover delegate expenses each year.

2. Other Conferences and Training

Councillors are eligible to nominate for other specific Conferences and Training opportunities throughout the course of a financial year subject to budget provisions.

Senior Management

1. The CEO, Manager Corporate Services and Manager Infrastructure are entitled to attend Conferences set out in accordance with their Contracts of Employment.
2. Conferences and/or Training Courses additional to their Contracts are subject to budget provisions and Council approval.

Shire Employees

1. The CEO and Senior Managers are authorised to approve the attendance of staff members at Conferences and Training Courses that will be beneficial in the carrying out of their duties and which have been identified in their annual Performance Appraisal process.

Reporting Requirement

Elected Members and Senior Managers who have attended a conference or training session are to provide a verbal or short written piece on the implications of the conference/training for discussion/inclusion in the next available Information Session. Staff Members are required to present a similar report to their direct line Manager.

Accommodation

- To be arranged within the Conference Venue if possible.
- Attendees may take either spouse or partner.
- All meals to be booked to individual rooms and account settled by Council on presentation of invoice.
- Attendees may include children, provided that:
 - i) Any increase in accommodation and food cost above that to which the attendee is entitled to be reimbursed under the childcare provisions of the *Local Government Act* to be borne by the attendee.
 - ii) Costs may be allocated to the room account but must, where in excess of i) above, be reimbursed to the Shire upon receipt of an invoice.

Private Accommodation

Should Elected Members, Senior Managers and Staff use private accommodation whilst on Council business then a \$100 allowance per night is an eligible claim item.

Related Policies	
Related Procedures/Documents	
Delegated Level	
Adopted	OM 9 September 1993
Reviewed	OM 25 January 2018