CONFERENCE ATTENDANCE - 
REPRESENTATION AND EXPENSES

POLICY NO: 1.1.3 REVIEW DATE: April 2018

OBJECTIVE

To determine the extent of Council's representation at interstate/international conferences, study tours, seminars or conventions and travel and accommodation expenses payable.

POLICY STATEMENT

The following guidelines are to be considered for any proposal for representatives of the Council to attend conferences, study tours, seminars or conventions:-

(i) when it is considered desirable that the Council be represented at an interstate or international conference, study tour, seminar or convention, one Elected Member and one officer may attend. This attendance limitation does not apply to the National General Assembly of Local Government or WA Local Government Week;

(ii) travel and accommodation expenses for all Elected Members and officers on official business be administered in accordance with the guidelines for attendance at conferences, seminars, training and induction courses contained in the Governance Manual.

(iii) a payment of $75 per day may be made for meals and incidental room and travel expenses, where they are not provided for in the conference package. The payment amount will be calculated from the day before the event to the final day of the event inclusive;

(iv) any claims for reimbursement of expenditure above $75 per day must be supported by relevant documentation;

(v) airline travel within Australia and international airline travel of less than six hours duration (including planned stopovers) for Elected Members and staff is to be booked at economy class. International airline travel of six hours duration or more (including planned stopovers) may be booked at business class;

(vi) where, in particular circumstances, Elected Members and/or staff desire to travel interstate by private motor vehicle the Elected Member or Officer may be reimbursed costs incurred up to the equivalent amount that would have been expended had arrangements been made to travel by air;

(vii) accommodation at overseas locations will be in accordance with the itinerary approved by the Chief Executive Officer;

(viii) advances for international travel will be separately determined by the Chief Executive Office in each circumstance;
(ix) following attendance at interstate/international conferences, seminars and the like, Elected Members and staff are to circulate a report containing any information or material of interest or relevance to Elected Members within a period of six weeks following the event.

Further more specific information in relation to conference attendance can be found in the Governance Manual.