



Council Member and Employee training and conference attendance

Status	Council
Responsible Division	Office of the Chief Executive Officer
Objective	To determine requirements for training and conference support for Elected Members and City Employees.

Context

Training and conference attendance are important to Elected Members and Employees in performing the functions of their roles. This policy sets out Council's express authority and terms of approval for attendance at training and conferences, in addition to mandatory training.

Interstate and international travel may be required by Elected Members and Employees for attending training, conferences and professional events. This policy sets out the requirements associated with such travel.

Statement

1. Professional Development and attendance at events.

Council members are required to completed mandatory training (s.5.126).

In addition to mandatory training, if funds have been specifically provided in the budget for an Elected Member to attend a particular training course or conference, then the Chief Executive Officer (CEO) may approve attendance and make any necessary arrangements.

If an Elected Member requests approval to attend a training course or conference for which **no** interstate or international travel is required, and which no specific budget allocation has been made but there are sufficient unallocated funds available within the budget, the following can be applied:

- Where the total cost is no more than \$1,000, CEO can approve;
- Where the total cost is between \$1,001 and \$2,000 then the CEO in consultation with the Mayor may approve attendance if there are sufficient unallocated funds within the budget; and
- Where training or conferences cost more than \$2,000, they must be referred to Council for approval.

Any Elected Member refused permission by the CEO or Mayor to attend training course or conference may refer the matter to Council.



When considering any application by an Elected Member to attend a training course or conference, the CEO, the Mayor or Council should take into account the training needs of the Elected Member and any issues of equity between Elected Members concerning access to training.

2. International and interstate travel

All City funded international travel for Employees and Councillors requires the timely approval of Council when recommended by the CEO. In the case of CEO international travel, the proposal should be presented to Council without recommendation.

All proposals for approval of travel covered by this provision should be in writing and show the reason for the request.

A written report on the travel and event/s attended should be presented to Council by the person who travelled no later than the second meeting after return from the travel.

Interstate travel for Employees for work related purposes is subject to approval by the CEO and a report of the approval and reason for it is to be presented to Council at the meeting following that approval.

Interstate travel by Councillors for Councillor related purposes, including educational, is subject to approval by Council.

3. Reimbursement approvals

The extent to which a Council Member and Employee can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Administration Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the Public Service Award 1992 issued by the Western Australian Industrial Relations Commission as at the date of this determination.

Reimbursement requests must be provided to the CEO and are to include all receipts and a completed reimbursement form.

4. Cancellations

Where cancellations occur the Council member/Employee member should endeavour to find a replacement Council member or appropriate Employee. When no replacement is found the non-refundable portion will accrue to the Council member's or Employee's value of conference attendance.



Related documentation

Elected Member Fees, Expenses Allowances and Other Provisions Policy

Related local law and legislation

Local Government Act 1995, section 5.98(2)(b), 5.126

Local Government (Administration) Regulations 1996, reg.(32)

Related delegation

Nil

Review History

23 February 2021 (CEO Report 13.1)

20 December 2016 (Report CPS33.16)