



Council Policy Manual

CP12.7 Staff Conference Attendance and Expenses

POLICY OBJECTIVE

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

POLICY STATEMENT

The following authority and guidelines are applicable in the determination of staff attendance at conferences, study tours, seminars or conventions:-

1. The Chief Executive Officer is authorised to approve the attendance of staff at international/interstate conferences, study tours, seminars or conventions subject to:-
 - 1.1 appropriate provisions being made in the adopted budget;
 - 1.2 the attendance forming part of the normal training and development for officers;
 - 1.3 prior consultation with the Lord Mayor in the case of attendance by the CEO;
2. The Chief Executive Officer maintaining a register of staff attendances at conferences.
3. Transport – The Chief Executive Officer shall be entitled to travel Business Class. All other employees shall travel Economy Class.
4. Local and interstate accommodation – The actual cost of reasonably and properly incurred travelling and accommodation expenses will be reimbursed. Receipts or vouchers must be provided in support of any claim for reimbursement of travelling and accommodation expenses.
5. An advance for incidental expenses for interstate and international travel may be made as specified by the Australian Tax Office Taxation Determination (TD2009/15) or subsequent updated Determination. Figures should be taken from the table relevant to the employee's income. This advance is not intended to be a maximum permissible allowance. Therefore, all reasonable incidental expenses incurred above the advance amount will be reimbursed;



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6. where staff accompany the Lord Mayor or Councillors, the travel class will be that of the Lord Mayor or Councillors, as appropriate. In the case of international travel, Directors may travel Business Class;
7. accommodation at overseas locations will be in accordance with the itinerary approved by the Chief Executive Officer;
8. advances for international travel will be separately determined by the Chief Executive Officer in each circumstance;
9. all advances must be acquitted within one week of the Officer returning to Perth; amounts not acquitted shall be refunded to the Council;
10. documentary evidence in the form of receipts are required for the acquittal of all advances; should fringe benefits tax be incurred by the Council, it shall be borne by the Officer concerned;

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