

POLICY: EXEC-CEO-001 BUSINESS, CONFERENCES AND TRAINING EXPENSES

PURPOSE

To provide guidelines to Elected Members when participating in professional training and development programs to support their role as a representative of the Kalgoorlie-Boulder community.

STATEMENT

Funding

1. Elected Members will be provided with a 'Conferences and Training' budgetary amount each financial year to attend conference/s and/or professional training development of their choice up to an agreed annual limit. The agreed annual limit for 2018/19 will be \$2,500 per Councillor and \$5,000 for the Mayor.
2. All accommodation, travel, registration will be organised by the Office of CEO and prepaid via credit card or purchase order. Business Class Airfares will only be permitted where the travel time exceeds 3 hours.
3. Meals will be included in the cost of the accommodation where possible. This will include moderate consumption of alcoholic beverages, when consumed in conjunction with a meal.
4. Taxi Vouchers will be provided to the Elected Member.
5. Additional incidental expenses that arise such as parking fees are to be submitted to the Office of the CEO within 10 working days after the event.
6. All expenses incurred by the Elected Member's spouse or partner are to be met by the Elected Member other than when attending an event as the Mayor's representative, or, in the case of the Mayor where the attendance of their spouse or partner is deemed appropriate by the CEO.

Where an Elected Member requires a carer for fulltime or part-time assistance, the cost shall be met from the Conference and Training Budget.

7. The following conferences have been identified by Council with attendance at these conferences by the Mayor or their nominee and the CEO or their nominee approved on an ongoing basis and not included in the set allowance:
 - a. Australian Local Government Association- National General Assembly (plus one additional Elected Member)
 - b. WA Local Government Week

8. The CEO or their nominee and all interested Elected Members are approved on an ongoing basis to attend WALGA Local Government Convention, with associated accommodation, travel, meals including partner's meals and business or conference expenses incurred by them to be paid or reimbursed by the City. The Mayor and Deputy GVROC representative or their nominee to be the voting delegates at the WALGA Local Government Convention. This convention is not included in the set allowance.

RELEVANT DOCUMENTS