

**POLICY NO: 4.1.15**

**CONFERENCES**

**OBJECTIVES**

To determine the guidelines, nature and extent of Council Members' and Employees' attendance or representation at conferences and the arrangements for;

- (i) Attendance
- (ii) Approval requirements
- (iii) Travel
- (iv) Accommodation
- (v) Allowances and expenses
- (vi) Reporting requirements
- (vii) Accompanying persons requirements.

**POLICY STATEMENT**

**Definition:**

**"Conferences"** means; conferences, conventions, congresses, study tours, seminars, forums, workshops, courses, meetings deputations, information and training sessions and events related to local government and of interest to the City of Vincent.

The following guidelines are to be considered for any proposal for representatives of the Council to attend conferences:

**1. Attendance:**

- 1.1 (i) When it is considered desirable that the City of Vincent be represented at an interstate conference, up to a maximum of one Council Member and one Employee may normally attend, unless otherwise approved by the Council;
- (ii) In certain circumstances (for example where the Conference is of a technical nature) the Chief Executive Officer may recommend that two (2) Employees attend. In this instance, the Chief Executive Officer will specify reasons in the report to the Council.
- 1.2 A list is to be maintained of the Council Members' and Employees' attendance at conferences.
- 1.3 If City funding is sought, the representatives are to be approved by the Council and details of recent previous conference attendances are to be included in the report to Council, to assist with that decision.
- 1.4 Attendance at international conferences held outside of Australia shall be determined by the Council.
- 1.5 Where a Council Member, at the date of the conference, has an electoral term of less than six months to complete, such Council Member shall be ineligible to attend, unless it is determined by the Council that attendance by a Council Member would be of specific benefit to the City/Council and approval is granted by the Council.

## **2. Approval Process:**

- 2.1 Council Members and Employees may be nominated and authorised to attend conferences and training by:
- (i) The Council through a resolution passed at a Council Meeting (interstate and overseas conferences);
  - (ii) The Chief Executive Officer acting within delegated authority (intrastate conferences and training only).
- 2.2 Under this Policy, Authority is delegated to the Chief Executive Officer to authorise attendance at intrastate conferences and training and to nominate and authorise a substitute Council Member or Officer to attend any conference in lieu of the persons approved, if they are unable to attend the conference.
- 2.3 Authority is delegated to the Chief Executive Officer to pay expenses and this shall be administered by the Chief Executive Officer.
- 2.4
- (i) Reference to costs shall be in accordance with the Western Australian Public Service Award 1992 (WAPSA) "Travelling Allowance Clause and Travelling, Transfer and Relieving Allowance Schedule (I); and
  - (ii) Amounts specified in this policy shall be reviewed and updated as per WAPSA on 1 July of each year.

(Refer to Rates Shown at end of this Policy).

## **3. Conference Costs**

### **3.1 Booking Arrangements:**

Registration, travel and accommodation for Council Members and Employees will be arranged through the Office of the Chief Executive Officer with the appropriate City discount for travel and accommodation being provided. All costs including airfares, registration fees and accommodation will be paid direct by the City.

### **3.2 Registration:**

The City will pay all normal registration costs that are charged by conference organisers for Council Members/Employees, including those costs relating to official luncheons, dinners and tours/inspections that are relevant to the interests of the City.

### **3.3 Accommodation:**

- (i) The City will pay reasonable accommodation costs in accordance with the Award (WAPSA). (This includes the night before and/or after the conference where this is necessary because of travel, airline flights and/or conference timetables).
- (ii) Where practicable and available, accommodation shall normally be booked at the conference venue or if unavailable, at premises in close proximity to the conference venue.
- (iii) The following accommodation standards will apply, unless varied with the prior approval of the Chief Executive Officer, where circumstances necessitate as follows:

Person	Accommodation
Mayor and Chief Executive Officer	To be in accordance with the Award (WAPSA) -
Councillors and )	• Sydney <b>\$320*</b>
Directors )	• Melbourne <b>\$307*</b>
Other Employees	• Other Capitals <b>\$266*</b>
	• Interstate - other than Capital City <b>\$211*</b>
	<i>(Refer to Schedule of current rates shown at end of this Policy)</i>

(\* Indexed by CPI on 1 July of each year – includes 2014 increase)

3.4 Travel:

- (i) Where travel is involved, the travel is to be undertaken with all due expedition, by the shortest most practical route, to and from the conference location and venue. All reasonable travel costs to and from the conference will be met by the City.
- (ii) Airline travel shall be by "Economy class" airfare, by the most direct route to and from the airport situated nearest to the conference venue, unless otherwise approved by the Council.
- (iii) Airline tickets purchased are to be insured to enable the ticket purchase price to be refunded, on occasions whereby a delegate is unable to travel, unless otherwise varied by the Chief Executive Officer.
- (iv) Approval for air travel must, where possible, be sought two months prior to departure. Where practicable, advantage should be taken of available discount fares, including the advance purchase of fares.
- (v) Where essential, a hire car may be arranged for the conduct of Council business. Costs of bus, train, tram and taxi fares, vehicle hire and parking which are reasonable, required and incurred in attending conferences, will be reimbursed by the City, on production of receipts.
- (vi) Where in particular circumstances Council Members/Employees desire to travel interstate by private motor vehicle, they will be reimbursed for actual accommodation costs which are receipted and vehicle costs in accordance with the local government kilometre allowance up to an equivalent amount that would have been expended had arrangements been made to travel by the cheapest form of air travel.
- (vii) A sufficient number of Cab Charge vouchers (eg. 2 per day) may be provided, for ease of travel. Unused vouchers shall be returned to the Chief Executive Officer's Office at the same time as the acquittal of the cash allowance.
- (viii) Car rental use/facilities shall not be permitted, except with the prior approval of the Chief Executive Officer.

3.5 Cash Allowance - Payment and Reimbursement:

- (i) A daily cash allowance in accordance with the Award (WAPSA) may be made for meals and incidental expenses;
- (ii) Advances for international travel will be separately determined by the Chief Executive Officer in each circumstance;
- (iii) All cash allowances must be acquitted within two weeks of returning to Perth. Cash not acquitted shall be refunded to the City at the same time;
- (iv) Attendees shall acquit the cash allowance on the "Conference Advance and Acquittal Statement Form" (attached to this policy). Where possible this should be supported by receipts.
- (v) The administrative arrangements for managing the cash allowance will be the most appropriate to the circumstances, as determined by the Chief Executive Officer.
- (vi) The daily cash allowance shall be paid to cover all reasonable incidental expenses association with the conference attendance, such as:
  - Reasonable telephone and/or facsimile use;
  - Breakfasts, lunches, dinners and other meals not included in the conference registration fee;
  - Laundry and dry-cleaning costs;
  - An optional activity specified in a conference program;
  - Train, bus, tram and taxi fares;
  - Bicycle hire costs;
  - Parking and toll fees;
  - Incidental expenses (eg. Newspapers, venue/exhibition entrance fees).
- (vii) The daily expense allowance shall not cover:
  - Any expenses or time occupied on matters other than Council business;
  - Entertainment costs outside those provided by the conference;
  - Meal claims where meals are provided at a conference.
- (viii) Documentary evidence in the form of receipts is required for the acquittal of all advances. Should fringe benefits tax be incurred by the City, it shall be paid by the City;
- (ix) Council Members failing to acquit their cash allowance, in accordance with this policy, shall have the full value of the cash allowance deducted from the next monthly payment of their meeting attendance fees. (Should this be necessary, the Chief Executive Officer shall notify the Council Member accordingly, prior to authorising such deduction).

**4. Council Member/Officer Delegate Accompanying Person**

- 4.1 Where a Council Member or Employee is accompanied at a conference, all costs for or incurred by the accompanying person including but not limited to travel, breakfast, meals, registration and/or participation in any conference programs, are to be borne by the accompanying person and not by the City.

The exception to the above being the cost of attending any official conference dinner, where partners would normally attend.

- 4.2 An accompanying person's registration, and program fees, are to be paid direct by the attendee/delegate to the conference organiser.

**5. Reports**

- 5.1 Following attendance at State conferences, congresses, study tours and any seminars, forums, workshops of two (2) days or more duration, the attendees shall submit an individual or composite report to the Council (to be included in the Information Bulletin) within thirty days of their return to Perth, for the Council's information and records. The report shall include a summary of the event's proceedings, major points of interest to the City and any recommendation, including as to whether attendance at similar conferences in the future is warranted.

- 5.2 All Conference Papers are the property of the City and a copy is also to be placed in the City's Library so that they are accessible by the public.

<b>Date Adopted:</b>	<b>23 June 1997</b>
<b>Date Amended:</b>	<b>9 March 2004, 10 June 2008</b>
<b>Date Reviewed:</b>	<b>9 March 2004, 10 June 2008</b>
<b>Date of Next Review:</b>	<b>June 2013</b>

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**PUBLIC SERVICE AWARD RATES**

**1. Travel**

Date	Person	Transport	Accommodation
July 2010	Mayor, Councillors, Chief Executive Officer, Directors, all Employees	<u>Economy Class</u> <sup>^</sup>	To be in accordance with the Award (WAPSA) - As at July 2014 it is: <ul style="list-style-type: none"> <li>• Sydney \$319.76, <b>Rounding \$320*</b></li> <li>• Melbourne \$307.05, <b>Rounding \$307*</b></li> <li>• Other Capitals \$265.73, <b>Rounding \$266*</b></li> <li>• Interstate - other than Capital City \$210.70, <b>Rounding \$211*</b></li> </ul>

(<sup>^</sup>Unless otherwise approved by the Council)

**2. Incidental Allowance (Only)\***

Date	WA South	WA North	Interstate
July 2010	\$13.26	\$17.39	\$17.39
July 2011	\$13.66	\$17.91	\$17.91
July 2012	\$13.80	\$18.08	\$18.08
July 2013	\$14.14	\$18.50	\$18.50
July 2014	\$14.60	\$19.11	\$19.11

**3. Meals and Incidentals Allowance\***

Date	Breakfast	Lunch	Dinner	Incidentals	Total
July 2010	\$23.19	\$31.34	\$43.96	\$17.39	<b>\$115.88</b>
July 2011	\$23.88	\$32.28	\$45.28	\$17.91	<b>\$119.35</b>
July 2012	\$24.11	\$32.60	\$45.73	\$18.08	<b>\$120.52</b>
July 2013	\$24.70	\$33.41	\$46.90	\$18.50	<b>\$123.51</b>
July 2014	\$25.51	\$34.51	\$48.44	\$19.11	<b>\$127.58</b>

**\*CPI INCREASES FROM JULY 2009**

Year	CPI
July 2009	1.4%
July 2010	3.5%
July 2011	3.0%
July 2012	1.0%
July 2013	2.5%
July 2014	3.3%



**CONFERENCE ADVANCE AND ACQUITTAL STATEMENT**

CITY OF VINCENT

COUNCIL MEMBER/EMPLOYEE NAME: \_\_\_\_\_

CONFERENCE: \_\_\_\_\_

DATE TRAVELLED FROM: \_\_\_\_\_ TO: \_\_\_\_\_

CONFERENCE ADVANCE RECEIVED: \$ \_\_\_\_\_

**CONFERENCE ACQUITTANCE DETAILS  
RECEIPTS MUST BE PROVIDED TO SUBSTANTIATE CLAIMS**

1. TRAVEL EXPENSES \$ \_\_\_\_\_
2. MEAL EXPENSES \$ \_\_\_\_\_
3. INCIDENTAL EXPENSES  
Description: \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_
4. OTHER EXPENSES  
Description: \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_
5. TOTAL EXPENSES INCURRED \$ \_\_\_\_\_
6. LESS ADVANCE \$ \_\_\_\_\_
7. AMOUNT REFUNDED/CLAIMED \$ \_\_\_\_\_  
(Difference between item 5 and 6.)  
Account number \_\_\_\_\_

I certify that the expenditure listed above has been incurred in connection with the Conference/travel and hereby claim or refund the amount shown at item 7.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

I certify that the above expenditure has been validly made in relation to Council approved business as per Policy 4.1.15 – Conferences.

Chief Executive Officer's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

(Directors to sign for Managers and other employees).