



## Conference/Seminar/Training Expenses Policy

### Summary:

The purpose of this policy is to provide clear direction on the payment for, or reimbursement of, conference, seminar and training expenses.

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<b>File Number</b>		
<b>Document version</b>	V3.0	
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<b>Approved By</b>	Council	
<b>Endorsed By</b>	Executive Management Team	
<b>Minute Number</b>	269/18	
<b>Consultation Period</b>	Not applicable.	
<b>Review Due Date</b>	August 2020 – 2 years	
<b>Department</b>	Human Resources & Workforce Development	
<b>Policy Custodian</b>	Manager Human Resources & Workforce Development	
<b>Superseded Documents</b>	19 December 2012	536/12
	24 June 2015	197/15
<b>Related Legislation</b>	Local Government (State) Award Councillor Expenses & Facilities Policy	
<b>Delegations of Authority</b>	Manager Human Resources & Workforce Development	

### 1. Overview

Council encourages staff to participate in training and courses to improve their skills and knowledge that will assist them in effectively carrying out their roles. This includes attendance at relevant seminars and conferences, as approved by relevant Managers/Chief Officers or the Chief Executive (General Manager).

### 2. Policy Statement

This Policy outlines those costs which Council will reimburse to employees when they are required to attend conferences, training, seminars and other work related functions outside the Tenterfield area. This Policy applies to all employees and expenses must be within the approved budget each year.

Due to the mutual benefit that training provides, it is considered reasonable that employees will not claim overtime or time in lieu for travelling to and from training. The same applies for time after training when over-night accommodation is provided.

### **3. Scope**

#### **Approvals:**

Approval to attend conferences, seminars and training will be granted within the adopted budget and according to the training plan. Miscellaneous relevant training may also be approved provided funds are available. Approval will be conducted by recording the details on the appropriate form and have it signed by the relevant supervisor.

#### **Staff Training – Payment of expenses**

##### **Registration Fees**

Council will meet the cost of registration fees for staff that have been granted approval to attend conferences, seminars and training, including any conference dinner / entertainment that forms part of the registration, and other functions that are in line with training plans and/or Council's organisational goals.

##### **Accommodation**

Accommodation costs will be limited to a maximum of \$350.00 per night in Capital City locations and \$180.00 per night in other locations. Where accommodation is not available in a Capital City or other location for these threshold amounts, approval for accommodation to be paid for at a higher rate per night may be sought from the relevant Manager/Chief Officer, the Chief Executive or the Mayor.

Council will book accommodation prior to attendance unless not possible. All bookings should consider best price value for Council, location to training/seminar/conference venue and access to transport.

##### **Travel**

All reasonable travel costs will be met by the Council. Where appropriate, travel will be provided by air (economy class). Depending upon the circumstances, it may be more appropriate for travel to be undertaken by car or train.

Travel by motor vehicle should be undertaken by council vehicle and only by prior approval by the Chief Executive for the use of private vehicle. If approval is granted, reimbursement will be on the basis of the current kilometre rate as set out in the 2017 Award.

Costs of vehicle hire, parking station fees and or taxi fares which are reasonable incurred while attending conferences will be reimbursed by Council upon receipt.

##### **Meals and beverages**

***Part-day:*** Meals will not be reimbursed for part-day training.

##### **One (1) full day:**

A limit of \$60.00 will apply for any one meal, or where more than one meal is involved, a daily limit of \$125.00 will apply.

### **More than one (1) day:**

Wherever possible, the cost of meals is to be incorporated within the training and accommodation otherwise reimbursement of actual cost will be paid upon the production of receipts subject to a daily limit of \$125.00.

Council will not pay for Mini bar expenses.

### **Miscellaneous expenses for senior management**

Miscellaneous expenses responsibly incurred by senior management may be paid for by Council. These may relate to expenses to facilitate travel/meals/beverages for meetings with Government Officials, consultants or contractors. Any such expenses must be approved by the Chief Executive and on production of receipts.

### **Reporting**

Staff are required to provide a brief report to their respective Manager/Chief Officer or the Chief Executive outlining the nature of the training, conference, seminar attended. The Chief Executive will report to Council on Conferences attended that may be of interest to the Council.

### **Recording**

All training and attendance at seminars/conferences shall be recorded and filed on the staff member's personnel file.

## **4. Accountability, Roles & Responsibility**

Approval will be required by the relevant supervisor as follows:

- General staff by Section/Service Managers or Chief Officers;
- Managers (where more than one (1) day is involved) by Chief Officers;
- Chief Officers (where more than two (2) days are involved) by the Chief Executive, and
- The Chief Executive (where more than two (2) days are involved) by the Mayor.

## **5. Related Documents, Standards & Guidelines**

Local Government (State) Award  
Councillor Expenses & Facilities Policy

## **6. Version Control & Change History**

<b>Version</b>	<b>Date</b>	<b>Modified by</b>	<b>Details</b>
V1.0	19/12/2012	Council	Adoption of Original Policy
V2.0	24/06/2015	Council	Adoption of changes to Policy
V3.0	28/11/2018	Council	Amendment to Policy