



1. COUNCIL POLICIES

1.1 COUNCIL CHAMBER & MEETINGS

1.1.7 Registrations for Conferences, Seminars, Training – Councillors

1. Authority is delegated to the Chief Executive Officer to register Councillors for conferences, seminars and training, and prepay registration fees, accommodation and meals but subject to available budget.
2. Authority be delegated to the Chief Executive Officer to register and prepay for a Councillor's partner for participation in the "Partners Program" including the conference dinner to a cost of up to \$250 if part of the conference or seminar program, and covered by an appropriate budget.
3. If the proposed attendance at a conference, seminar or training is not covered by an appropriate budget, the express approval of the Council must be sought by the Councillor to attend, including authorisation of expenses such as a dinner for the attendee, and, if applicable, partner.

Note The above policy only applies to prepaid registrations. If a Councillor attends an event and seeks a reimbursement, that attendance must be authorised prior to the event, in accordance with Section 5.98 of the Local Government Act (1995) and Local Government (Administration) Regulation 32.

Councillors claiming reimbursement must produce receipts, etc, verifying the expense being claimed.

4. On their return from a conference or seminar, Councillors who attended should provide a brief written report on the conference to Council..

REVIEWED AND ADOPTED 12 SEPTEMBER 2002

REVIEWED 13 APRIL 2006

NEXT DUE FOR REVIEW APRIL 2010

The Administration of this Policy is by Corporate Division.