
Staff Overseas Study Tour & Conference Attendance

Policy Owner: Human Resources
Contact Person: Manager, Human Resources
Date of Approval: 4 May 2010 – CS07-05/10

POLICY OBJECTIVE

The purpose of this policy is to support the professional development of the City's CEO, executive and management team by providing the opportunity to attend, where appropriate, international conferences and study tours which have a direct relationship with the responsibilities of the officer concerned, and issues facing the City of Wanneroo being of strategic importance.

POLICY STATEMENT

Council's policy titled, "Managing Our People" recognises the importance of developing and continuously improving a learning and development culture. Being one of the fastest growing local governments in Australia, the City is faced with many complex and competing issues. In addressing these pressures the City seeks to adopt best practise standards and to source evidentiary based examples of innovation.

On occasions, conference materials and/or specific study tours outside of Australia provide valuable examples and information that can be applied to the City of Wanneroo.

It is acknowledged that whilst training and development of the City's staff is an executive function of the Chief Executive Officer, the attendance of staff at such events can be subject to public scrutiny. As a result, the following guidelines are embedded within this policy.

SCOPE

The Chief Executive Officer is authorised to approve the attendance of Directors, Managers, and in consultation with the Mayor, the Chief Executive Officer, at international conferences and study tours subject to:

- Appropriate provisions having been made in the adopted budget, or alternatively a report is submitted to Council seeking approval for a budget variation;
- The subject matter that forms the basis of the study tour/conference has a direct relationship with the responsibilities of the officer concerned, and the issues facing the City of Wanneroo, being of strategic importance;
- Within two months of return a written report is provided to Council listing the learning experience gained and a presentation is provided both at a Council Forum and a Managers Meeting on the lessons learned.
- Requests for attendance at overseas development opportunities, once approved by the Chief Executive Officer, will be circulated to elected members for their information and, if an elected member wishes to also attend, a request shall be considered in

accordance with the Council Members' Fees, Allowances, Reimbursements and Benefits Policy.

ATTENDANCE CRITERIA FOR OVERSEAS STUDY TOURS OR CONFERENCES

In addition to the criteria already detailed under the section titled "Scope" the CEO can approve a Director attending a maximum of two overseas conferences within their 5-year contract and approve Managers attending one overseas conference within their 5-year contract.

Registration and accommodation will normally be arranged, and as far as practicable paid for by the City, prior to the event, as follows:

1. Registration – course/seminar/conference registration fees and welcome reception/dinner.
2. Travel – return economy class airfare.
3. Accommodation – standard room accommodation at the hotel where the conference is to be held, or if not available, at a reasonably priced hotel near the conference venue for the duration of the conference;

Reimbursement for additional expenses incurred as part of the study tour/course/conference can be approved as follows:

- (a) Food and beverages – the cost of main meals and beverages where they are not provided as part of the tour/course/conference.
- (b) Other costs - incidental costs, specifically related to attendance at the tour/course/conference etc (ie taxis, fares, parking) but not infringement notices, bar costs, bar fridge costs, tips or laundry/dry cleaning service costs.

The extent to which the costs referred to in paragraphs (a) and (b) above are to be reimbursed is the lesser of:

- (i) \$80 per day; and
- (ii) the actual costs.

Actual amounts and actual costs must be verified by sufficient accountable information such as receipts.

The Chief Executive Officer has the discretion to alter the above criteria if the circumstances are justified.

BACKGROUND

The City of Wanneroo has a commitment to continuously improving a learning and development culture that ensures the City staff keep abreast of current issues so as to provide the service to the community and the best advice to Council.

IMPLICATIONS (Financial, Human Resources)

Training and Development is addressed each year through the budget process, and the Chief Executive Officer, based on the criteria contained within the Policy, will consider requests for attendance at international conferences.

RESPONSIBILITY FOR IMPLEMENTATION

Manager, Human Resources

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