

Employee Attendance at Conferences, Seminars and Training Policy

Responsible Division	Office of the Chief Executive Officer
Responsible Business Unit	Governance and Strategy
Responsible Officer	Manager Governance and Strategy
Affected Business Units	All
ECM Document Set ID	4513820

Purpose

The purpose of this policy is to establish requirements for the reporting and publication of employee attendance at approved activities where the City of Bayswater (City) funds either air travel or accommodation. The policy supports transparency and accountability by ensuring relevant expenses associated with those activities are reported to the community.

Scope

This policy applies to all City employees undertaking City-funded air travel or staying in City-funded accommodation to attend an approved activity, including conferences, seminars, training, award ceremonies and other authorised activities.

Definitions

For the purpose of this policy -

Approved activity means a conference, seminar, training course, award ceremony or other activity authorised by the City in accordance with the Financial Authorisations Management Practice.

City-funded means expenses paid directly by the City or reimbursed to an employee.

Reasonable living costs means reasonable expenses necessarily incurred while travelling for an approved activity.

Policy Statement

Attendance at approved activities must be transparent, appropriately authorised and managed within approved budget allocations.

The City may fund employee air travel, accommodation or both for approved activities within Australia or New Zealand.

A request for the City to fund an employee's air travel, accommodation or both for an approved activity outside Australia or New Zealand must be considered and approved by the Council through an officer's report.

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An employee staying in City-funded accommodation to attend an approved activity may be reimbursed for reasonable living costs necessarily incurred while travelling, subject to applicable financial authorisations and City procedures. Eligible costs include meals and refreshments for the employee that are not covered by the registration costs.

Employees will not be reimbursed for meals or refreshments for any other person unless the expense is approved in advance in accordance with the City's Financial Authorisations Management Practice.

Expenses will be reimbursed from the time an employee leaves home to attend an approved activity until the employee returns home.

If an employee extends a visit by departing earlier than necessary to attend the approved activity or returning later than necessary after the activity, reimbursement will be limited to:

- a. the days on which the approved activity occurs
- b. reasonable transport costs between the airport and the accommodation used for the approved activity

Employees attending an approved activity involving City-funded air travel, accommodation or both must report their attendance and the associated City-funded expenses.

The City will publish the Employee Attendance at Conferences, Seminars and Training Register monthly on the City's website. The register will identify employees by position title only.

Related Legislation

Nil

Related Documentation

Financial Authorisations Management Practice

Document details

Relevant delegations	Nil		
Risk evaluation	Moderate		
Strategic link	5.1 Good Governance		
Council adoption	22 May 2018	Resolution	13.5
Reviewed/modified	25 July 2023	Resolution	10.5.1.18
Reviewed/modified	22 September 2026	Resolution	10.5.2.2.4
Next review due	September 2029		