

Senior and Executive Staff Attendance at Conferences, Seminars and Training Policy

Responsible Division Office of the Chief Executive Officer

Responsible Business Unit Governance and OPD

Responsible Officer Chief Executive Officer

Affected Business Units All business units

ECM Document Set ID 4513820

Purpose

Council supports the attendance of City of Bayswater (the City) staff at conferences, seminars and training to assist them in fulfilling their role and further developing their skill set or where attendance will benefit the Bayswater district community.

Scope

Events covered by this policy include: conferences, seminars, training courses, professional development, industry forums, workshops, presentations, awards, business breakfasts/luncheons/dinners - where there is a cost to the City.

Policy Statement

Attendance should be undertaken in a transparent manner and in line with budget allocations.

The City will fund attendance by executive officers at interstate conferences. The City will not fund attendance at overseas conferences, other than New Zealand.

Senior Executive Staff must report, where there is a cost to the City, any intrastate or national travel or travel to New Zealand, and disclose attendance at conferences and training which take place locally. The report must include the name and position title and be published monthly.

Managers must report, where there is a cost to the City, any intrastate or national travel or travel to New Zealand, and disclose attendance at conferences and training which take place locally. The report will be by position title only and is to be published monthly.

Related Legislation

Nil.

Related Documentation

Nil.

Document details

Relevant delegations	FM-D04 – Authority to incur expenses and apply money from the Municipal Fund Account		
Risk evaluation	Moderate		
Strategic link	Theme:	Leadership and Governance	
	Goal L4:	Communicate in a clear and transparent way. Provide the community with useful information about Council's policies, services and events and advise the community of engagement outcomes.	
Council adoption	22 May 2018	Resolution	13.5
Reviewed/modified	25 July 2023	Resolution	10.5.1.18
Next review due	July 2026		