

Responsible Officer	Chief Executive Officer
Initial Council adoption	16 June 2016
Amendments	
Last Council adoption	15 December 2022
Review due	2026

## OBJECTIVE

To determine the guidelines, nature, extent and administrative arrangements for Elected Members' attendance or representation at conferences, study tours, seminars or conventions and the arrangements for:

1. Attendance;
2. Approval requirements;
3. Travel;
4. Accommodation;
5. Allowances and expenses;
6. Reporting requirements;
7. Accompanying persons' requirements.

*Note: References to conferences should be taken as meaning conferences, study tours, seminars or conventions.*

## GUIDELINES FOR ATTENDANCE

The following guidelines are to be considered for any proposal for Elected Members to attend conferences:

1. The conference focuses on issues of importance to the CRC.
2. The conference addresses important development industry issues, including:
  - Property and housing trends;
  - Liveable communities;
  - Innovations in property;
  - Planning and development of master planned communities;
  - Sustainability and best practice in residential development;
  - Planning for Cities of the future; and
  - Trends influencing building design and development.
3. The conference topics are integral to the CRC objectives and related to the areas currently being contemplated in the Catalina Project.
4. The conference provides opportunities to visit significant projects interstate or internationally which are considered to have achieved excellence in urban design, best practice and innovation, sustainability and building design and development.
5. The conference is directly relevant to the CRC activities and there would be benefits in Elected Members attending the conference.
6. The conference will assist Elected Members to develop and maintain skills and knowledge relevant to their role as a representative of the CRC.
7. Funds are available for attending the conference from approved CRC budget.

## APPROVAL PROCESS

Elected Members nominating to attend a conference must address the guidelines in items 1 - 7 at a Council Meeting. Approval to attend a conference will be by the Council through a resolution passed at a Council Meeting.

## ATTENDANCE

When it is considered desirable that the Council be represented at an interstate/international conference, up to a maximum of one Elected Member and one Employee may normally attend, unless otherwise approved by the Council.

Where an Elected Member, at the date of the conference, has an electoral term of less than six months to complete, such Elected Member shall be ineligible to attend, unless it is determined by the Council that attendance by the Elected Member would be of specific benefit to the Council and approval is granted by the Council.

## TRAVEL

Airline travel within Australia and international airline travel of less than six hours duration (including planned stopovers) for Elected Members is to be booked at economy class. International airline travel of six hours duration or more (including planned stopovers) may be booked at business class.

Where essential, a hire car may be arranged for the conduct of Council business. Costs of bus, train, tram and taxi fares, vehicle hire and parking which are reasonable, required and incurred in attending conferences, will be reimbursed by the Council, on production of receipts.

## BOOKING ARRANGEMENTS

Registration, travel and accommodation for Elected Members will be arranged through the CRC Office. In general, all costs including airfares, registration fees and accommodation will be paid directly by the CRC.

The CRC will pay all normal registration costs that are charged by conference organisers for Elected Members, including those costs relating to official luncheons, dinners, tours/inspections and support activities that are relevant to the conference.

## ACCOMMODATION

The Council will pay reasonable accommodation costs for Elected Members including the night before and/or after the conference where this is necessary because of travel and/or the conference timetable which make it unreasonable to arrive at or return home in normal working hours.

Accommodation shall normally be booked at the conference venue or, where unavailable, at a similar-rated accommodation in the vicinity of the conference.

## EXPENSES TO BE REIMBURSED

An Elected Member attending a conference is entitled to be reimbursed for 'normally accepted' living costs while travelling. Such living costs would include, but are not limited to:

- Meals and refreshments for the Elected Member (that are not covered by the conference registration costs);
- Dry-cleaning and laundry expenses; and
- Reasonable telephone, internet and facsimile charges.

## CASH ADVANCES ASSOCIATED WITH INTERSTATE AND OVERSEAS TRAVEL

A daily cash allowance in accordance with the Award (WAPSA) may be made for meals and incidental expenses. The administrative arrangements for managing the cash allowance will be the most appropriate to the circumstances, as determined by the Chief Executive Officer.

The daily cash allowance shall be paid to cover all reasonable incidental expenses associated with the conference attendance, such as:

- Reasonable telephone and/or facsimile use;
- Breakfasts, lunches, dinners and other meals not included in the conference registration fee;
- Laundry and dry-cleaning costs;
- An optional activity specified in a conference program;
- Train, bus, tram and taxi fares;
- Bicycle hire costs;
- Parking and toll fees;
- Incidental expenses (e.g. newspapers, venue/exhibition entrance fees).

(a) The daily expense allowance shall not cover:

- Any expenses or time occupied on matters other than Council business;
- Entertainment costs outside those provided by the conference;
- Meal claims where meals are provided at a conference.

(b) Documentary evidence in the form of receipts is required for the acquittal of all advances.

The administrative arrangements for managing this will be the most appropriate to the circumstances in the view of the Chief Executive Officer.

## ELECTED MEMBER/DELEGATE ACCOMPANYING PERSON

Where an Elected Member is accompanied at a conference, all costs for or incurred by the accompanying person, including, but not limited to, travel, breakfast, meals, registration and/or participation in any event programs, are to be borne by the Elected Member/accompanying person and not by the CRC. The exception to the above being the cost of attending any official conference dinner where partners would normally attend.

## REPORTS

Following attendance at conferences, study tours, seminars or conventions Elected Members are to circulate a report outlining benefits to them and the Council and containing any information or material of interest or relevance to Elected Members, within a period of six weeks following the event.