

**CONFERENCES SEMINARS AND
TRAINING**

(1) OBJECTIVE

- (i) Provide guidelines for the approval of attendance of Elected Members and Employees at Conferences, Seminars and Training courses.
- (ii) Ensure that all employees have equal access to training and development opportunities promoted by Town of Cottesloe through its performance review and staff development processes.

(2) PRINCIPLES

Council supports the attendance of Members and Employees at conferences/seminars/training when the benefits to the organisation from attendance can be clearly identified, it is in line with the Town of Cottesloe objectives and strategies, and is consistent with the skills and knowledge identified during the staff performance review process.

(3) ISSUES

The extent to which Council supports and funds attendance at conferences and training courses can be contentious issue. The benefits of attendance are not always readily identifiable and consequently there can be problems convincing a sceptical community that the expenditure is justified. For this reason, it is important that the benefits of attendance can be readily identified, especially when attendance involves interstate or overseas travel.

(4) POLICY

(i) Attendance at Conferences and Seminars

ELECTED MEMBERS

- The Town will fund attendance at conferences and seminars so that Elected Member development can be enhanced for the benefit of the Town of Cottesloe community.
- The decision for Elected Members to attend seminars and conference outside of Western Australia should be referred to the Works and Corporate Services Committee for recommendation to Council.

EMPLOYEE

- The Town will fund attendance at conference and seminars in order to provide regular opportunities for all employees of the Town to upgrade and enhance their skills and knowledge.
- At the recommendation of the relevant Manager and the Chief Executive Officer a council approval shall be sought prior to employee's attendance at conferences and seminars outside of Western Australia by referral to the Works and Corporate Services Committee for recommendation to Council. The

authority which is sought must specify the associated costs including whether or not accommodation or travelling expenses are sought.

- Managers and the Chief Executive Officer must ensure that when approving an employee's request to attend a conference or seminar that the necessary budgetary allocations have been made and the course has been included within the training and development section of employees performance review.
- The Chief Executive Officer will require a report to be submitted to Council following attendance at a conference or seminar to assess the value of such attendance and expenditure.

EXPENSES

The Town of Cottesloe will cover the costs of attendance including the following:

- Registration and other associated administrative fees;
- Return economy airfare (if air travel is required) and/or other necessary transport costs; and
- Reasonable accommodation costs and living expenses.

Where possible, expenses are to be prepaid. All expenditure is to be accounted for prior to reimbursement.

(ii) Elected Member Training

The Chief Executive Officer is authorised to actively promote and approve the attendance of Elected Members at training courses provided under WALGA's Elected Members Development Program.

Other forms of Elected Member training can also be considered such as information sessions and relevant Agencies conducted by various governmental departments.

(iii) Employee Training

1. Training (including the extension and/or enhancement of skills and knowledge to enable employees to be more effective in their jobs and/or to provide for future development) is a joint responsibility of the Town of Cottesloe and the employee.
2. The need to identify relevant training programs is essential if the Town of Cottesloe is to have an effective and highly skilled workforce capable of meeting current and future challenges.
3. The Town of Cottesloe encourages the planning for employee development that makes optimum use of employee's demonstrated skills, attitudes and aspirations for their career.
4. The Town of Cottesloe will actively encourage employees to attend training courses or further education to enhance skill levels, as required by the staff performance review process. Managers and/or Supervisors have an on-going responsibility to

consider and identify the training and development needs of their employees through the employee's annual performance review process; any training approval must be considered in conjunction with the training plan established at the employee's performance review.

5. When training is to be carried out, the relevant manager and/or supervisor shall have regard to and ensure that the:
 - Employee undergoing training is aware of the skills necessary for the job and other related jobs;
 - Training demonstrated is relevant and most effective for the position;
 - Employee undergoing training is aware of the relationship of the skills obtained to the attainment of external qualifications/accreditation;
 - Employee absence will not unduly disrupt work patterns; and
 - Associated costs can be accommodated within budget.

6. Training and Development opportunities will vary but may include:
 - Courses through Western Australian Local Government Association (WALGA) such as:
 - Officer Training Courses
 - Certificate IV and Diploma in Business (Local Government) in partnership with Australian Institute of Management
 - Industrial Relations and Human Resource Training;
 - TAFE (Technical and Further Education) and University;
 - On-the-job training programs conducted "*in house*" by either the Town of Cottesloe's staff or external consultants to allow hands on learning;
 - Apprenticeships and Traineeships;
 - Staff exchanges between Local Governments to allow employees different work experiences;
 - Observation visits to other Local Governments which allow employees to observe different work practices and methods; and
 - Certificate, Diploma or Degree courses which are usually involve longer term study commitments and which may be undertaken by correspondence.

7. All training that has been authorised by the Chief Executive Officer shall be paid for by the Town of Cottesloe through staff training budget which will be allocated according to organisational needs and reviewed on an annual basis.

(iv) Staff Career Planning and Development

The Town of Cottesloe supports the development and use of structured career path plans and recognises the need for investment in training and education. Career path planning shall be incorporated into individual performance review processes to identify the employee's interests and personal aspirations within the Town of Cottesloe and the local government sector.

Employees are responsible for the management and selection of the most appropriate career path, dependent upon their aspirations and interests, and this may involve conducting research into education and training opportunities available.

ADOPTION: July, 2012

REVIEW: July, 2020

CONFERENCES

(1) OBJECTIVE

Provide guidelines for the approval of attendance of Members and Officers at Conferences/Seminars/Training.

(2) PRINCIPLES

Council supports the attendance of Members and Officers at conferences/seminars/training when the benefits to the organisation from attendance can be clearly identified.

(3) ISSUES

The extent to which Council supports and funds attendance at conferences is a contentious issue. The benefits of attendance are not always readily identifiable and consequently there can be problems convincing a sceptical community that the expenditure is justified. For this reason, it is important that the benefits of attendance can be readily identified, especially when attendance involves interstate or overseas travel.

(4) POLICY

Employees who wish to attend a conference/seminar/training shall complete a Request for Training application form and submit it to the Chief Executive Officer through their Supervisor.

The Chief Executive Officer is authorised to approve attendance by Officers at intrastate conferences, seminars and training that forms part of the normal training and professional development of those Officers.

The Chief Executive Officer is authorised to actively promote and approve the attendance of elected members at training courses provided under WALGA's Elected Members Development Program.

In determining attendance, the Chief Executive Officer shall take into account identified priorities and funding availability.

When funding for a conference/seminar/training is not provided in the budget, authorisation must be sought through the Corporate Services Committee.

Attendance at any interstate or international conference must be the subject of an application to be considered by the Chief Executive Officer and referred to the Works & Corporate Services Committee for recommendation to Council.

TOWN OF COTTESLOE POLICY

The following expenses for approved conferences/seminars/training will be met by Council:

- (a) Registration fees;
- (b) Return fares and other necessary transport expenses;
- (c) Reasonable accommodation and living expenses.

Where possible expenses are to be prepaid.

All expenditure is to be accounted for prior to reimbursement.

RESOLUTION NO: 13.1.5
ADOPTION: December, 2004
REVIEW: December, 2012