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| Policy Name   | Conferences and Seminars |
| Policy Type   | Human Resources          |
| Policy Number | HR05                     |
| Version       | 3                        |
| Approval Date | January 2019             |
| Renewal Date  | January 2022             |



**Policy Number**            **HR05**

**Policy Name**             **Conferences and Seminars**

## SUMMARY

The intent of this policy is to establish conditions for all elected Members and staff attending conferences and seminars recognised by the Council or the Chief Executive Officer as relevant to the West Daly Regional Council.

## POLICY STATEMENT

1. Elected Members' attendance at a conference or seminar will be at the discretion of Council and will be subject to funds being available.
2. Employee attendance at a conference or seminar will be at the discretion of the Chief Executive Officer and will be subject to funds being available.
3. Prior to registration or attendance at any conference or seminar, the request to attend and details of registration fees, travel costs and allowances must be recommended by the immediate supervisor or Manager before being forwarded to the Chief Executive Officer for approval.
4. Where the West Daly Regional Councils covers all costs and resources for attendance at the conference or seminar, all materials, books, videos will become and remain the property of the Council.
5. Following attendance at the conference or seminar, each attendee must provide a report summarising key elements and highlights of the event. This report is to be provided to the Chief Executive Officer in the first instance.
6. Employees may attend professional conference or seminar at the discretion of the Chief Executive Officer. Note that this level of attendance should not be

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considered an automatic right and in all cases is subject to Council's budgetary ability and relevance to the employee's position and duties.

7. Attendance at conferences and seminars will be approved on a case by case basis at the discretion of the Chief Executive Officer or Council as applicable based on relevance of the conference or seminar to the attendee and Council, the costs involved and Council's budgetary ability.
8. It is a Council expectation that a conference or seminar attendee sponsored by Council will be present for 100% of the conference or seminar unless there are circumstances beyond the attendee's control.

## **TERMINOLOGY AND REFERENCES**

### **REFERENCES**

*Local Government Industry Award*

*Local Government Act*

### **FURTHER INFORMATION:**

*Chief Executive Officer*

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