

## CONFERENCES, SEMINARS AND TRAINING

### 1. Objectives

Provide guidelines for the approval of attendance of Elected Members and Employees at Conferences, Seminars and Training courses.

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 Elected Members and Employees at conferences/seminars/training when the benefits to the organisation or professional development of the employee 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. Policy

#### 3.1 Attendance at Conferences and Seminars

##### 3.1.1 Elected Members

- a. The Town will fund attendance at conferences and seminars so that Elected Member skills and knowledge can be developed and can be enhanced for the benefit of the Town of Cottesloe community.
- b. The decision for Elected Members to attend seminars and conference outside of Western Australia should be referred to Council for determination.

##### 3.1.2 Employees

- a. The Town will fund attendance at conferences and seminars in order to provide regular opportunities for all employees of the Town to upgrade and enhance their skills and knowledge.
- b. At the recommendation of the relevant Manager and the Chief Executive Officer Council approval shall be sought prior to employee's attendance at conferences and seminars outside of Western Australia by referral to Council for determination.
- c. 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.
- d. The Chief Executive Officer will require a report to be submitted to Council via the monthly Information Bulletin following attendance at an interstate conference or seminar to assess the value of such attendance and expenditure.
- e. Where an employee negotiates attendance at a Conference, Seminar or Training course as part of their salary package, such arrangements are exempt from this Policy.

### **3.1.3 Conference and Seminar 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.

By way of example, these costs include meals, parking, travel/taxi fares. In regards to meals, alcohol is limited to one standard drink with the evening meal.

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

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

## **3.2 Attendance at Training**

### **3.2.1 Elected Members**

- a. 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 Learning and Development Pathway.
- b. Other forms of Elected Member training can also be considered such as information sessions and relevant courses conducted by various government departments.

### **3.2.2 Employees**

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. Training and Development opportunities will vary but may include:
- Courses through Western Australian Local Government Association such as:
    - Officer Training Courses
    - Industrial Relations and Human Resource Training;
  - On-the-job training programs conducted 'in house' by either the Town of Cottesloe's staff or external consultants to allow hands on leaning;
  - 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.
- g. 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.

### **3.2.3 Training 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 (when required); and
- Reasonable accommodation costs and living expenses (when required).

By way of example, these costs include meals, parking, travel/taxi fares. In regards to meals, alcohol is limited to one standard drink with the evening meal (when required).

The authority which is sought must specify the associated costs including whether or not accommodation or travelling expenses are sought (when required).

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

### **3.3 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.

Adopted	23 July 2012
Reviewed	26 April 2017
Expected date of review	