

COUNCIL POLICY NO 2.12 TRAVEL & CONFERENCE RESERVE

1.0 STATEMENT

The Resource Recovery Group is committed to ensuring that the purpose and use of the Travel & Conference Reserve is for Conference and Event Attendance by Councillors, and Employees of the RRG.

2.0 SCOPE

This Policy applies to Councillors and employees of the RRG.

3.0 OBJECTIVE

To set out the management and use of the Travel & Conference Reserve.

4.0 ROLES & RESPONSIBILITIES

Council

The Council is responsible for ensuring that the Resource Recovery Group utilise any funds held in the Reserve only for the purpose for which they have been allocated.

5.0 CONTENT

- a. A maximum amount of \$50,000 may be held at any one time in the Travel & Conference Reserve Fund for Councillor and Employee requirements.
- b. All reserve fund transfers shall be adopted by the Regional Council either with the adoption of the annual budget or by resolution of absolute majority.

6.0 REFERENCES & REVIEW

Statutory Compliance	<ul style="list-style-type: none"> ▪ Local Government Act 1995 & Regulations ▪ Australian Accounting Standards 	
Organisational Compliance	<ul style="list-style-type: none"> ▪ Council Reporting requirements ▪ Conference & Industry Events Attendance Policy 	
Approved by	Regional Council – Resolution No: 16.06-10	
Next Revision Date	August 2023	
Policy Administration	Responsible Officer	Review Cycle
Corporate (Finance)	Executive Manager Governance & Culture	Biennial
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7.0 DOCUMENT CONTROL REGISTER

Date	Review	No.	Author	Resp Officer	Council
2013	Original	1.14	EMCS	EMCS	24/10/2013
2016	Review	2.12	EMCS	EMCS	30/06/2016
2019	Review	3	EMCS	EMCS	27/06/2019
2021	Review	4	EMCS	EMCS	26/08/2021
2023	Review	5	EMGS	SMG	24/08/2023

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