

## Elected Member professional development and authorised travel nomination form

This form is to be completed having considered the City of Belmont Manual – Policy CP21 Elected Member Professional Development and Authorised Travel.

Councillor Name				
Travel Dates	<b>to</b>		<b>return</b>	
Event Title				
Event provider name				
Date:	<b>from</b>		<b>to</b>	
How does the event relate to your role as an Elected Member and what benefits, in your opinion, will be achieved by your attendance?				
List Council Meetings scheduled that you are a member of, or attend, during your absence for this event:				



Have you advised your Proxy of your planned absence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you booking your own accommodation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you booking your own flights?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Ensure the following is attached to this form:

- Event Outline/Agenda
- Completed event registration form
- Accommodation dates, location, contact details (if applicable)
- Flight details including flight number and dates (if applicable)
- Request for travel additional days (if applicable)

**Signature:**

**Date:**

**\*\* Return to the Executive Assistant-CEO/Mayor for processing \*\***

**\*\* Councillors must complete the 'Councillor Conference Report' on return \*\***

Mayor/CEO Use Only			
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected	<input type="checkbox"/> To be referred to Council	
<b>Mayor Signature:</b>		<b>Date:</b>	
<b>CEO Signature:</b>		<b>Date:</b>	

This event is in accordance with the City of Belmont Policy CP21 and Expenses are classified as:

Expenses that are included in Councillor Allocation – Select **Yes** or **No**:

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	Authorised Professional Development
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Expenses that are not included in Councillor Allocation – Select **Yes** or **No**:

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	Authorised travel (receiving of national award or Council approved lobbying)
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	WALGA Convention
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	Mayoral duties (AMAC & ALGA events)