

**Elected Members Training/Conference Request Form**



**SHIRE OF WYNDHAM EAST-KIMBERLEY  
ELECTED MEMBER APPLICATION TO ATTEND  
CONFERENCE/TRAINING**

- Action to be taken:
1. Complete application form
  2. Obtain approval from Shire President
  3. Forward application to CEO
  4. Prepare written report to Council following training

Name of Elected Member: \_\_\_\_\_

Conference/Course Title: \_\_\_\_\_

Subject Matter: (list briefly and attach course outline): \_\_\_\_\_

Benefits of Conference/Course to Elected Member: \_\_\_\_\_

Benefits of Conference/Course to Council: \_\_\_\_\_

Date & Period: From: \_\_\_\_\_ To: \_\_\_\_\_

Venue: \_\_\_\_\_ Cost of Conference/Course: \_\_\_\_\_

Place already reserved at course: (please circle): YES/NO

Accommodation Needed (please circle): YES/NO

PLEASE COMPLETE REVERSE SIDE OF
---------------------------------------

Travel Requirements Needed (please circle): Air/Taxi Cab

Charges/Hire Care

Reason for Hire Car \_\_\_\_\_

\*\* if you are arranging private accommodation please indicate the approximate distance from this accommodation to the venue in km: \_\_\_\_\_

\_\_\_\_\_  
Elected Members Signature Date \_\_\_\_\_

\_\_\_\_\_  
Approved/Declined: (please circle) Date \_\_\_\_\_  
Shire President

\*Copies to Personnel File and Training Folder (Administration Department)

# TRAVEL AND ACCOMMODATION INFORMATION

Charge to Account No: \_\_\_\_\_ Title: \_\_\_\_\_

TRAVEL FROM	TRAVEL TO	DAY & DATE OF TRAVEL	FLIGHT AM/PM	FLIGHT NO.	DEPARTURE & ARRIVAL TIMES

ACCOMMODATION FROM IN (DAY & DATE)	ACCOMMODATION TO OUT (DAY AND DATE)	NAME, ADDRESS & PHONE/FAX NO. OF HOTEL

COST OF AIR TRAVEL	COST OF ACCOMMODATION	COST OF HIRE CAR

SPECIAL NOTES/COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_