

## PROFESSIONAL MEMBERSHIPS POLICY

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<b>Author:</b>	<b>People and Performance (P&amp;P)</b>
<b>Responsible Director:</b>	<b>Corporate Performance</b>

### 1. POLICY

This policy has been developed to provide clarity and direction for the payment of professional memberships by City of Greater Bendigo (COGB) on behalf of staff.

A staff member may request payment of a professional membership if it directly relates to their position with COGB and would have otherwise been eligible to claim an income tax deduction for the full amount. (Union fees are not included in the definition of professional memberships.) To request payment of a professional membership a *Professional Membership Application Form* must be submitted stating how the membership will benefit both the employee and the organisation. The FBT Expense Payment Declaration section must also be individually signed and dated. The relevant Director is responsible for endorsement of the application following Manager approval of payment.

*City of Greater Bendigo will agree to pay full payment of one approved professional association per year. Payment will be made from the staff member's unit budget in Natural Account 5272 – Licences, Profess Registrat and Subs.*

The signed Professional Membership Application Form must be provided to Finance with a copy of the paid invoice.

If the staff member should leave COGB within 6 months of the membership being paid it is expected that the remaining cost of the membership will be paid back to COGB on a pro rata basis.

### 2. ADMINISTRATIVE UPDATES

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this, such a change may be made administratively. Examples include a change to the name of a Council unit, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be made through consultation with the staff consultative committee and with the approval of EMT or where required, resolution of Council.

### 3. DOCUMENT HISTORY

Date Approved	Author	Unit	Change Type	Version	Review Date
Jan 2007	HR	Human Resources	Initial	1	Jan 2010
March 2014	P&P	People & Performance	Review	2	March 2018