



**Australian  
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## **ANMF (Vic Branch) Workplace Representative Expenses Policy – Annual Delegates Conference**

The ANMF (Vic Branch) policy provides financial assistance to Job Reps and Occupational Health and Safety Representatives for required branch activities associated with their role.

The Annual Delegates Conference policy differs from training programs at the Branch. Delegates must be familiar with this policy.

Reimbursement of claims for the Annual Delegates Conference through the ANMF will be made either through direct deposit (by default) or via cheque (on request). All claims must be documented as specified in this policy and made within 30 days of attending the Conference and may take up to 4 weeks for processing.

### **Annual Delegates Conference reimbursement and entitlement information**

Registrants must be an elected ANMF (Vic Branch) Job Representative or Health and Safety Representative at their current workplace to both register and attend the conference as a delegate. It is each delegates' responsibility to ensure their status as an ANMF delegate is current ahead of the conference or otherwise communicated to the Branch events team via 9275 9333 or [events@anmfvic.asn.au](mailto:events@anmfvic.asn.au). In the event a delegates status as a job representative or health and safety representative is no longer current, they will not be eligible to attend the conference.

### **Reimbursement and entitlement information**

**Important note:** Reimbursement and entitlements have been revised by the Branch Council. Please ensure you have read and understood the following information.

#### **Travel:**

- Claims for travel via public transport, personal vehicle or other will no longer be reimbursed by the Branch.

Travel expenses to attend this conference as a delegate are tax deductible and should be claimed as a personal work or education expense. Delegates are responsible for ensuring accurate records of their travel are maintained for their tax claim.

- No exemptions will be granted for personal vehicle use or parking.

**PLEASE NOTE:** taxi fares do not qualify for reimbursement across all delegate branch activities.

**Air travel:** in circumstances where air travel is necessary to attend this conference, a formal request for air travel must be sought in advance in writing and authorised by the ANMF (Vic Branch) Secretary, prior to travel – for each delegate.

If formal confirmation to travel via air has been received, delegates can choose their own flights at their convenience, with 50% of the flight cost to be reimbursed by the Branch.

**Accommodation:**

Where eligible, ANMF (Vic Branch) will arrange and provide accommodation for delegates to attend the Annual Delegates Conference.

If a delegate's workplace is 50km or more from the conference venue:

- The delegate is eligible for two nights of twin-share accommodation. i.e the night prior to and of the first day of the conference

All accommodation is twin-share. Please specify who you would like to share with on your registration form.

- If delegates would like to share their room with a particular delegate from their ward, workplace or region, where possible please ensure arrangements have already been made prior to registering for the conference to ensure their colleague also intends to register for the conference and agrees to share a twin room.
- In the event the delegates preferred colleague is not attending, has opted to share a room with another delegate they will be assigned a room mate from their facility or region for the duration of the conference.
- Requests for room or hotel arrangements beyond twin-share preference will not be accommodated.
- If the delegate is eligible for accommodation (i.e. work more than 50kms from the conference venue), and would like a single room, a supplement fee will be payable at time of registration.
- Accommodation at specific hotels will be allocated in order of registration date, and confirmed closer to the conference date.
- Any additional personal expenses other than accommodation, such as phone calls, mini bar, etc. are to be paid by the member.

- There will no longer be a dinner subsidy on the Wednesday night prior to the conference. A dinner for the Wednesday night will be made available and organised by the ANMF for representatives eligible for accommodation. Delegates must confirm during registration that they wish to attend this dinner and re-confirm closer to the conference date when prompted. No other meals will be covered by the Branch, other than listed below.
- In the event a delegate is no longer able to attend the conference or no longer wishes to be accommodated, as arranged, the delegate must – within seven working days ahead of the conference – contact the Branch events team via 9275 9333 to notify of any changes. Failure to do so may mean a delegate is invoiced for any expenses occurred by cancellation without notification, unless there are extraordinary or exceptional circumstances.

### **Meals:**

ANMF (Vic Branch) provides breakfast, morning/afternoon tea and lunch during the conference and the opportunity to attend an official conference dinner on the Day 1 (Thursday night) of the conference.

- All delegates are responsible for indicating a desire to attend the conference dinner and must re-confirm attendance ahead of the conference, when prompted, to secure their place at the conference dinner.
- A dinner subsidy will not be provided to Delegates who choose not to attend the conference dinner
- All delegates attending the conference dinner are additionally responsible for ensuring they present themselves to official conference staff to confirm they are in attendance, following on from day 1 post-conference drinks.
- In the event delegates fail to change or cancel dinner requirements within seven working days of the conference – by contacting our events team on 9275 9333 or directly via [events@anmfvic.asn.au](mailto:events@anmfvic.asn.au) – the Branch will have to pay these expenses. The delegate will be invoiced with these expenses accordingly, unless there are extraordinary or exceptional circumstances preventing the delegate's attendance.

### **Paid training leave for the Annual Delegates Conference**

The Annual Delegates Conference is for ANMF Job Representatives and Health and Safety Representatives and is an ACTU/TUTA authorised union education and training activity. This enables public sector delegates to apply for access to paid union training leave to attend this conference in accordance with the public sector Enterprise Agreements.

For Job Reps and HSRs employed in other areas, paid leave must be requested in accordance with their workplace Enterprise Agreements or other workplace agreement, as per the below.

### **Public sector:**

The Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020 clause 80 provides for paid union training leave (five days per year or no more than 10 days over two years).

**Psychiatric Services (public sector):**

Eligibility for paid union training leave can be accessed in accordance with clause 50 of the Victorian Psychiatric Services Agreement 2016-2020.

**Maternal and child health nurses:**

May apply for paid union training leave as per the delegate's local enterprise agreement.

**Private sector, Bolton Clark & ARCBS:**

Delegates may apply for paid leave according to their workplace Enterprise Agreement or according to local arrangements for paid leave with their individual employer.

If a delegate does not have access to paid leave in an enterprise agreement or by local arrangement and paid leave is not granted by their employer, ANMF (Vic Branch) policy provides a subsidy for "loss of pay" **if you are granted leave without pay (LWOP) to attend and your income is reduced accordingly.**

To qualify for this subsidy, delegates need to provide a copy of their roster for the affected fortnight that indicates their LWOP on their usual rostered shifts. Delegates must supply the correct documentation to support their claim following on from the Conference, as listed above. A subsidy will only be paid upon receiving the relevant documentation indicating the delegate's work schedule during the fortnight and the leave that has been officially taken during the two conference days.