



Presentation of Information at a Conference by WA Country Health Service Staff Members Procedure

1. Guiding Principles

Effective: 24 March 2021

This procedure is to be read in conjunction with the WA Health Operational Directive [MP 0128/20 Use of Official Information, Digital Services \(Social Media\) and Public Comment Policy](#), [MP 0017/16 WA Health Staff Air Travel Policy](#) and [MP 0047/17 Sponsorship Policy](#).

Staff who wish to submit or present papers and information at a conference must obtain WA Country Health Service (WACHS) approval as per the [WACHS Authorisation Schedule](#) **prior** to abstracts or information being submitted to event organisers or supplied to external audiences. Acceptance of a conference paper does not automatically assure assistance by WACHS with attendance and travel related expenses.

Staff air travel requests (where the purpose of the travel is for the presentation of information at a conference) must include a detailed outline or copy of the conference including any information to be presented, as well as the appropriate approval to present. Air travel requests must follow the [WACHS staff air travel process](#).

WA Country Health Service staff may be supported to present at a conference as part of their Employee Development program although as stated in the Section 14 of MP 0017/16 WA Health Staff Air Travel Policy: "Attendance at interstate and overseas conferences and courses is to be restricted to an absolute minimum".

2. Procedure

Staff who wish to present information at a conference are required to:

1. Complete the [Application to Present Information at a Conference form](#).
2. Submit form following endorsement by Line Manager to the relevant approver as per the WACHS Authorisation Schedule for approval, **prior** to abstracts or information being submitted to event organisers or supplied to external audiences.
3. Attach approved Application to Present Information at a Conference when submitting a [WACHS Staff Air Travel proposal](#) or [Travel Accommodation / Incidental Allowances Claim Form \(ST2\)](#) for consideration.

3. Definitions

Conference	For the purposes of this procedure, this term includes symposium, forum, colloquium, convention, seminar, webinar or similar event hosted intra- or interstate, internationally or virtually.
-------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

4. Roles and Responsibilities

The **Chief Executive (CE)** is responsible for submitting approved international WACHS Staff Air Travel proposals (including attached, approved Application to Present Information at a Conference) to the Director General of Health for consideration/ approval and progression to the Minister for Health.

The delegated approver is responsible for:

- the approval or non-approval of applications from staff within their area of responsibility wishing to present information at a conference
- completing and returning to staff members the Application to Present Information at a Conference.

Delegated approvers are responsible for the endorsement of applications from staff within their area of responsibility wishing to present information at a conference, ensuring coordination of submitted reports provided by staff attending courses or conferences and the dissemination of this information to relevant parties.

Managers of staff approved to present information at interstate and overseas conferences are responsible for ensuring a copy of, or formal acknowledgement that the staff member has provided information / a report to their peers and local health service, is kept with the approved Application to Present Information at a Conference form and WACHS Staff Air Travel proposal for auditing purposes. It is expected that this report will be completed within one month after returning to work after the conference.

Staff applying for approval to present information at a conference are responsible for:

- ensuring the necessary approval as per the WACHS Authorisation Schedule is gained prior to submitting applications for travel or leave to attend the event
- if presenting at an interstate or overseas conference, providing information / a report on the presentation to their peers and local health service within one month after returning to work after the conference.

5. Compliance

Some requirements set out in this procedure are mandatory requirements under the WA Health Staff Air Travel Policy.

Failure to comply with this procedure may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the [Integrity Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (WA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS staff are reminded that compliance with all policies is mandatory.

6. Records Management

All WACHS corporate records must be stored in the approved Electronic Documents and Records Management System in line with the [WACHS Records Management Policy](#).

All requests involving air travel must be approved in accordance with the WA Health Staff Air Travel Policy and must be entered onto the WACHS Air Travel Proposal System.

7. Evaluation

Monitoring of compliance with this document is to be carried out through evaluation and submission of staff air travel requests and the analysis of Air Travel Proposal System data.

8. Standards

[National Safety and Quality Health Service Standards – 1.1](#)

Legislation

[Public Sector Management Act 1994](#)

9. References

[Commissioner's Instruction No. 7: Code of Ethics](#)
[Public Sector Commission Administrative Instruction 728 – Media & Public Communications](#)

10. Related Forms

[Application to Present Information at a Conference form](#) (Appendix 1)
[WACHS Staff Air Travel proposal](#)
[Travel Accommodation / Incidental Allowances Claim Form \(ST2\)](#)

11. Related Policy Documents

[WACHS Employee Development Policy](#)
[WACHS Authorisations Schedule](#)

12. Related WA Health System Policies

[MP 0128/20 Use of Official Information, Digital Services \(Social Media\) and Public Comment Policy](#)

[MP 0017/16 WA Health Staff Air Travel Policy](#)

[MP 0047/17 Sponsorship Policy](#)

[MP 0010/16 WA Patient Confidentiality Policy](#)

[MP 0124/19 WA Health Code of Conduct Policy](#)

13. Policy Framework

[Employment Policy Framework](#)

**This document can be made available in alternative formats
on request for a person with a disability**

Contact:	Director, Office of the Chief Executive (T. Rainford)		
Directorate:	Office of the Chief Executive	EDRMS Record #	ED-CO-14-91573
Version:	3.00	Date Published:	24 March 2021

Copyright to this material is vested in the State of Western Australia unless otherwise indicated. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under the provisions of the *Copyright Act 1968*, no part may be reproduced or re-used for any purposes whatsoever without written permission of the State of Western Australia.

Application to Present Information at a Conference

This form must be submitted for approval, as per the WACHS Authorisations Schedule, at least four (4) weeks prior to the conference paper submission deadline. This form must accompany the [WACHS Staff Air Travel proposal](#) or [Travel Accommodation / Incidental Allowances Claim Form \(ST2\)](#) when submitted for consideration.

Applicant

Name:
Position Title:
Work Location:

Event Details

Title:
Venue:.....
Location:
Date(s):
Details of Proposed Presentation:

.....
.....
.....
.....
.....

[Please attach all final drafts of proposed presentations when submitting this form.]

Applicant's Signature: **Date:**.....

TIER 3

Application Supported Application Not Supported

Comments:.....
.....

Name:
Position:
Signature Date:.....

Printed or saved electronic copies of this policy document are considered uncontrolled.
Always source the current version from [WACHS HealthPoint Policies](#).