*Insert into your Council Template*

**Subject** Request for Approval: Attendance at the Australian Asbestos and Hazardous Materials Management Conference, October 2024

Hello [Approver],

I am writing to request your approval to attend the Australian Asbestos and Hazardous Materials Management Conference, which will be held from October 17-18, 2024, at the Fairmont Resort & Spa in the Blue Mountains. This conference is a premier event in the field of asbestos and hazardous materials management, bringing together experts and practitioners to share best practices, innovative strategies, and regulatory updates.

This event is an excellent opportunity for me to gain valuable insights and knowledge that will directly benefit our Council's initiatives in asbestos and hazardous materials management. The event comprises of 2 workshops which will give me the skills and knowledge to be considered a competent person in asbestos sampling with the second TBC

During the conference, I aim to focus on the following key areas:

Learning from Industry Leaders: Understanding how leading organisations manage asbestos and hazardous materials, including case studies from industry experts.

Regulatory Compliance: Gaining insights into the latest regulatory updates and compliance strategies to ensure our organisation meets all legal requirements and avoids potential penalties.

Innovative Practices: Exploring new technologies and methodologies in hazardous materials management to enhance our current practices and improve safety standards.

Networking Opportunities: Building connections with other Councils and professionals in the field, which can lead to future collaborations beneficial to our organisation.

**Conference Program**

The conference includes two full days of learning and networking opportunities:

Day 1: Optional half-day pre-conference workshops, half-day conference sessions with exhibition displays and networking dinner

Day 2: Full day of conference sessions and exhibition displays.

**Budget**

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| --- | --- |
| Item | Cost |
| Conference Attendance (Early Bird) inc of Networking Dinner | $770 |
| *Transport/Airfare (e.g., [Location] to Sydney)* | *$400* |
| *Hotel (2 nights at $200/night):* | *$400* |
| *Food* | *$50* |
| *Total Estimated Cost* | *$xxxxx* |

Note: The Conference offers 2 deals for local government organisations

1. Complimentary access to the Executives Forum for Council CEO/GM with a delegate registration
2. If an organisation registers 5 or more delegates, they receive 10% off the full price.

I am confident that my attendance at this conference will significantly contribute to our ongoing efforts in asbestos and hazardous materials management, ensuring we stay at the forefront of industry practices and compliance standards. For more information about the conference, you can visit the official website or refer to the attached brochure.

https://www.asbestosconference.com.au/

I kindly request your prompt consideration of this request to take advantage of the early bird registration rate, which is available until August 30, 2024. Thank you for your time and consideration.

Kind regards,

[Name]