

RICHMOND VALLEY COUNCIL POLICY REGISTER

Policy No: 1.1.11

Reference: Governance - Conferences; Corporate Management - Conferences

POLICY:	CONFERENCE ATTENDANCE
FUNCTION:	Governance
OBJECTIVE:	To establish and provide a basis for determining the attendance of Councillors (and Staff) at Conferences
DIRECTORATE:	CORPORATE SERVICES

PREAMBLE

As part of the role of undertaking the functions of civic office, from time to time it is necessary that Councillors and Staff attend various conferences, workshops and forums. This Policy will provide the basis for determining attendance at conferences (and the like).

The application of this Policy needs to have regard for other policies of Council, particularly the following:

- Payment of Expenses and Provision of Facilities to Councillors.
- Payment of Expenses (Travelling/Sustenance/Accommodation) to Staff.
- Staff Training.

In view of the above, the focus of this Policy is attendance at conferences (and the like) which have political and/or policy making emphasis. From that perspective, Council supports the concept of conference attendance to promote awareness, learning and networking. However, Council in establishing this Policy aims to ensure that conference attendances are justified.

POLICY

The following conference attendances have been identified and are proposed by Council on an ongoing basis:

- a) Shires Association Annual Conference; attendance by nominating Councillors.
- b) Australian Local Government Association – National General Assembly; attendance by the Mayor (or nominee) and General Manager (or nominee).
- c) National Roads Congress; attendance by the Mayor (or nominee) and Director Works (or nominee).

Attendance at the above (and other conferences, etc.) are subject to budget provision being available/approved prior to attendance, travel and other expenses associated with attendance being focussed on minimisation of costs, and a report(s) on attendance being provided to Council. As part of Council's approach on this matter, it is proposed that the General Manager involve Directors as alternative attendees to him/herself.

For purposes of the above and other Councillor Training/Conferences, an annual amount of the Councillor Training/Conferences vote will be allocated for both the Mayor and individual Councillors.

Other proposed attendances which are not covered by the Staff Training allocation and/or other Policies of Council (involving either registration, travel, accommodation, other costs) are to be reported to Council for approval. Reports relating to those attendances should include the following:

- Estimated costs.
- Budget allocation.
- Any linkage of conference theme/purpose/aim to Council strategies, management plan and/or committee function(s).
- In instances where there is a committee function linkage, the chairperson, then committee members, then other representatives would be regarded as proposed attendees(s).

From time to time Councillors and Staff are invited to nominate for executive and/or representative positions on various external committees, associations, etc. In those instances, which require Council assistance with attendance costs, approval of Council should (where possible) be sought prior to nominations for "positions" being submitted. In instances where it has not been possible to obtain the prior approval of Council, it is to be recognised that any support provided by Council is not "automatic" and will require an application/request to be submitted for consideration. As part of its consideration of any endorsement of nomination(s), Council will determine the extent/basis of attendance costs that will be contributed by Council. This process is to take into account the benefits Council will derive from participation on the external committees and associations.

VARIATION

Council reserves the right to review, vary and/or revoke this Policy from time to time.