

EM1. Conferences – Elected Members Attendance and Representation Policy

Policy Objective

To determine the nature and extent of the Shires attendance at international, national and interstate conferences, study tours, seminars or conventions.

Policy Statement

The following guidelines are to be considered for any proposal for representatives of the Shire to attend conferences, study tours, seminars or conventions:

- When it is considered desirable that the Shire be represented at an international national or interstate conference, study tour, seminar or convention, a maximum of one Elected Member and one officer may attend;
- Following attendance at such a conference, study tour, seminar or convention, the Elected Member shall within thirty days of their return submit a report detailing the proceedings for the Shire's information and records;
- A list of Elected Members attendance at conferences and the like is to be maintained on the Shire's records and in the Library so that they are accessible by the public;
- In considering Elected Members attendance at a conference, study tour, seminar or convention or the like, the Council will take into consideration previous attendance at similar events and possible benefits to the Shire for an elected member to attend the event;
- All conference papers and/or information relating to the proceedings become the property of the Shire and should be placed in the Library so that they are accessible by the public.

Policy Reviewed October 2020