

## Councillor Attendance at Conferences and Training

### Head of Power

*Local Government Act 2009*

### Related Legislation

Local Government Regulation 2012

### Objective

The objective of this policy is to outline the parameters associated with Councillor attendance at conferences and training.

### Definitions

**Conference** means a formal meeting with colleagues to discuss topics, ideas or issues directly relevant to local government. A conference may also include professional/trade exhibitions, deputations and study tours that may be held outside of Australia. Generally, conferences occur over multiple days, and provide opportunities for participants to engage and network with keynote speakers, experts in relevant fields, representatives from other local governments, state and federal government representatives, and other key stakeholders.

Conferences are categorised as:

1. **Core Conferences** are held specifically for local government and are organised by a relevant peak body; and
2. **Non-core conferences** are industry-related conferences about topics or issues relevant to local government.

**Councillor** means the Mayor and all Councillors, except where Mayor specifically mentioned.

**Training** means seminars, workshops, meetings, programs and other initiatives that further enhance the knowledge and skills of Councillors in topics relevant to their role as an elected official. Generally, these forums occur over a part or full day, involve networking opportunities, and are conducted by professional facilitators and/or experts in a relevant field.

### Application

This policy applies to arrangements for Councillor attendance at conferences and training.

This policy does not apply to attendance by Councillors at events under the Entertainment and Hospitality Policy or the Sponsorship Policy.

This policy does not apply to attendance by Councillors at corporate training organised for the full Council eg. Elected Member Training.

## OVERVIEW

### General rules

The following general rules apply for both conferences and training - except where specifically stated otherwise:

**Arrangements** relating to:

- Councillors, are managed by Executive Services in consultation with respective Councillors' office; and
- the Mayor, are managed by the Mayor's office.

**Approvals** (where Council resolution is not required) are generally required by the:

- CEO in the case of the Mayor; and
- Manager Governance and Executive Services (MGES) for the other Councillors.

**Determination of attendance** will occur as part of a Housekeeping Session at the appropriate time. At the Housekeeping Session, Council will consider whether the conference or training is valuable/beneficial to Council (if not a core conference); and/or which Councillors are to attend.

Executive Services will arrange the Housekeeping Session item, and where required, will prepare the necessary report seeking Council resolution approving Councillor attendance.

### Conferences

#### Core Conferences:

Core local government (peak body) conferences include:

- Australian Local Government Association (ALGA) - National General Assembly Conference
- Australian Local Government Women's Association (ALGWA) - National & Queensland State Conference
- Local Government Association of Queensland (LGAQ) including, but not limited to:
  - Annual Conference
  - Civic Leaders Summit
  - Waste Forum

A maximum of **eight** Councillors (including nominated delegates) will be permitted to attend each of the annual conferences detailed below:

1. Local Government Association of Queensland (LGAQ)
2. Australian Local Government Association (ALGA) - National General Assembly Conference
3. Australian Local Government Women's Association (ALGWA) - National & Queensland State Conference

The maximum number of attendees may be exceeded at the Mayor's discretion.

#### Non-core Conferences:

Councillors may receive direct information about upcoming industry-related or other topic-based conferences intermittently throughout the year that may include, but not be limited to:

- Institute of Public Works Engineering Australasia Queensland (IPWEAQ) - Annual Conference
- Impact Environmental - Waste Management Conference
- Quest Events - Waste Strategy Summit

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If interested in attending, the Councillors' office must inform Executive Services to progress the matter to Housekeeping Session to determine Councillor attendance.

**Calendar:**

A calendar will be uploaded to the Councillor Portal in January of each year for Councillor information and planning purposes.

The calendar will identify dates for core conferences as well as known non-core conferences (ie. Conferences that Councillors have attended in the past such as the IPWEAQ Annual Conference).

Executive Services will maintain and update the calendar throughout the year and maintain a record of approved attendees.

**Partner attendance:**

Partners may accompany Councillors at official conference dinners and may be reimbursed the cost of partner attendance subject to the appropriate approvals as outlined above.

## Training

Councillors may receive advice/information about training opportunities intermittently throughout the year. Councillors may utilise their respective Divisional Training budget allocation to attend these events.

If interested in attending, the Councillor's office must inform Executive Services to finalise arrangements, including any necessary approvals.

Notification of attendance at an event utilising the Divisional Training allocation will be included in the next available Housekeeping Session agenda for Councillors' information.

Should the training be outside of the respective Divisional Training budget allocation, an event that other councillors may be interested in attending or may be considered an appropriate collective training opportunity, the matter will be progressed to a Housekeeping Session in the first instance to consider the value/benefit, with attendance being determined by a subsequent Council resolution.

**NB:** Councillors acknowledge the expectation to complete ancillary qualification or accreditations as part of undertaking a course (e.g. Australian Institute of Company Directors (AICD)) and that successful attainment of the qualification or accreditation is necessary otherwise the Councillor will be required to reimburse Council the full cost of the training. Additionally, training of this nature may only be undertaken if enrolled within the first half of a Council term.

## Reporting

Councillors who attend a conference or training under this policy are to provide a brief written or verbal report to a Briefing with Councillors, within one month following conclusion of the event, (excluding the LGAQ Annual Conference and ALGA National General Assembly).

## Related Documents

This Policy complements and is to be implemented in conjunction with other Council policies and directives but not limited to:

- Councillors Reimbursement of Expenses and Provision of Facilities Policy 2150-046
- Councillor Attendance at Conferences and Training Procedure 2180-tba
- Gifts, Sponsored Hospitality Benefits, Awards and Prizes Policy 2150-056
- Procurement Policy 2150-006

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- Petty Cash Guidelines Corporate Directive 2180-013
- Purchase Card Guidelines Corporate Directive 2180-010
- General Purchasing Guidelines Corporate Directive 2180-012
- Conference Reimbursement Claim Form
- CabCharge Voucher Request Form

**Review and evaluation**

This policy will be reviewed for applicability, effectiveness, and consistency with relevant legislation, Council resolutions, and other Council documents. Reviews of this policy will occur as required, or at least once every four years.

**Responsibility**

This Policy is to be:

- (1) implemented by Director Finance and Corporate Services; and
- (2) reviewed and amended in accordance with the "Review Triggers" by Manager Governance and Executive Services

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