Shire of Peppermint Grove

Governance Policy - 1.8 Conference Attendances – Representation and Related Issues

Policy	Governance Policy – 1.8 Conference Attendances – Representation and Related Issues
Purpose	To determine the nature and extent of Council's representation at international/interstate/state conferences, study tours, seminars or conventions

Policy

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

1. When it is considered desirable that the Council be represented at an international/interstate and/or state conference, study tour, seminar or convention, a maximum of two councillors and one officer may attend.
2. Following attendance at such conferences, the councillors and officer be required to submit a report on the conference proceedings for the Council's information and records.
3. A list be maintained on the Council's records of councillors' attendance at conferences.
4. The representatives be determined by the Council and a list of previous attendances be submitted on each occasion to assist with that decision.
5. Where it is not appropriate for the Chief Executive Officer to attend a particular conference, other senior officers be given the opportunity to gain valuable experience as part of their career development.
6. Attendance is subject to budget provisions

Related Procedure	Nil
Amended Authority Level	Council
Related Delegation	Nil
Related Local Law/Legislation	Nil
Adopted/Amended	18 September 2000
Reviewed	22 September 2026