

General Policy

**CONFERENCE/EXTERNAL MEETING ATTENDANCE - COUNCILLORS**

**Intent** To provide guidelines for conferences and external meetings attended by Councillors.

**Scope** This policy will apply to all Councillors of Cairns Regional Council.

**PROVISIONS**

(a) Identification of Conference/External Meeting

(i) How is a conference/external meeting listed for consideration:-

- *Request for approval for Councillors travelling overseas in an official capacity are to be approved by the full Council.*
- *Request for approval for Councillors to attend Conferences where they are required to vote on Council behalf are to be approved by the full Council.*
- Prospective attendee at **all other** conference/external meeting to submit request to the Mayor for approval.

(ii) Guidelines for nominating a Conference/External Meeting:-

- The Conference/External Meeting must have a direct relationship to an operational area of Council.

(iii) Attendance by Councillors:-

- The CEO may provide input on relevance to the organisation and;
- With the approval of the Mayor.

(b) Who Attends

(i) Basis for Nomination:-

- A request may be made by a member of a relevant Committee, and/or involved in associated internal or external committee or reference group or
- A Councillor nominated by the Mayor.

(ii) Guidelines for Nomination:-

- Nominee to have demonstrated professional interest or expertise in the area;
- Must be a demonstrable benefit to the ratepayers of Cairns.

(c) Conference Expenses:-

(i) Budget/Allocated Funds

- Relevant Council Committee to approve expenditure or
- Expenditure from the Councillors Support Conference and associated budget codes up to the budget allocation.

(ii) Expenses Covered

- Conference Registration fees;
- Accommodation including breakfast;
- Economy/discount airfare (upgrade at own expense).
- Reasonable meal expenditure will only be reimbursed upon presentation of receipts.

(iii) Reimbursements:-

- In accordance with the Council's adopted General Policy: Remuneration Level, Provision of Support & Payments to Elected Representatives - No.1:02:04.

(d) Reporting on Attendance:-

(i) Benefit to Council from Attendance:-

- Attendee/s is/are to prepare and table a report at the relevant meeting immediately following return from the Conference/External Meeting.
- Report to include a summary of the Conference and recommendation/s.

(e) Agenda Items

- (i) Where practical, a copy of the call for agenda items and the subsequent Conference Agenda shall be circulated to all Councillors prior to the Conference.
- Councillors' can make submissions to the Mayor regarding agenda items.
  - Voting is at the direction of Mayor but time permitting, matters may be raised in General Business at the relevant Council or Committee meeting.

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**This policy is to remain in force until otherwise determined by Council.**

**General Manager Responsible for Review:**

**General Manager Corporate Services**

**ORIGINALLY ADOPTED:29/06/2000**

**CURRENT ADOPTION: 26/06/2013**

**DUE FOR REVISION: 26/06/2017**

**REVOKED/SUPERSEDED:**