

POLICY NO.	A.6
POLICY SUBJECT	Conferences/Fact Finding Tours
ADOPTION DATE	29 April 1999
LAST REVIEW DATE	26 November 2020 (C.05/1120)

1. Attendance at State and Federal Professional Conferences

- a) The Chief Executive Officer and Senior Employees are encouraged to attend the Annual State Conference relating to their profession.
- b) The Chief Executive Officer and Senior Employees are encouraged to attend bi-annually, the Federal Conference relating to their profession. (Note: where the Officer's professional organisation does not convene a State Conference the Officer is encouraged to attend the organisations Federal Conference, annually).
- c) The Chief Executive Officer is authorised to approve the attendance of staff at State and Federal Professional Conferences in accordance with the following guidelines:
 - (i) Budget authority and/or funding arrangements are in place or are to be considered.
 - (ii) The Chief Executive Officer is to ensure that attendance at the conference will be beneficial to the Officer and/or the Council.
 - (iii) The Officer is to provide a report on the issues, outcomes, etc of the conference with recommendations as appropriate and the report is to be submitted to Council.
 - (iv) Senior Staff will not be precluded from attending a Federal Conference only because the conference happens to be held overseas.
 - (v) If it is considered beneficial for a Councillor or Councillors to accompany the staff member to any State or Federal Conference, such attendance is to be at the discretion of the Chief Executive Officer in consultation with the Shire President and will only occur if adequate funds are available on the budget.

2. Fact Finding Tours

This does not apply to the annual or bi-annual Council study tour to other local governments

- a) A fact finding tour is designed to enable Councillors and staff to travel intrastate, interstate and/or overseas to research, study and lobby for specific issues confronting Council.
- b) Details of tours are to be arranged in advance so that suitable provision can be made on each years budget. When no details of tours have been arranged or arrangements are incomplete, an appropriate amount is to be included on the budget to cover the cost of an annual fact finding tour.
- c) Council may approve attendance at fact finding tours but shall apply the following guidelines.

- (i) The maximum attendance at any tour is to be two Councillors and two staff.
- (ii) Attendance at a tour shall only take place where there are appropriate funds provided for on the annual budget.
- (iii) A detailed report on each tour is to be submitted to Council.