
5.3 COUNCILLORS' ATTENDANCE AT CONFERENCES - POLICY ON REPORTING BACK TO COUNCIL

Responsible Officer: Jarrod Doake, Chief Operating Officer

RECOMMENDATION

That The Councillors' Attendance At Conferences - Policy On Reporting Back To Council be adopted.

INTRODUCTION

This report proposes the review of the policy on Councillors' attendances at conferences, at the expense of the Council.

BACKGROUND

The Council has a long-standing policy that requires Councillors who attend conferences at the expense of Council to report back to Council following their attendance.

Councillors have the opportunity as part of their Council duties to attend conferences to further their knowledge and understanding of issues affecting local government and the City of Monash.

Attendance and participation at conferences can provide a valuable insight into best practice in the efficient, effective and equitable delivery of services to residents, which can then be applied to the City of Monash's service delivery program. It is important that the knowledge that is gained be shared with fellow Councillors and others, where appropriate.

PURPOSE/DISCUSSION

The policy requires Councillors to provide at least a detailed report which includes the following:

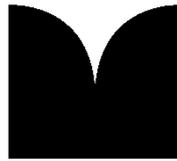
- An outline of Conference proceedings and the reason for attendance.
- A discussion on how the information gained at the conference will assist Council in furthering its objectives and strategies contained in the Corporate Plan.
- Details of Councillor attendance and participation in the Conference.
- A discussion on issues raised at the Conference that could directly affect or benefit the City of Monash.
- The Councillor's plans for applying the knowledge gained at the betterment of Council policy and/or practice.
- Details of where further information can be obtained including copies of Conference proceedings and other papers.

At the time that the policy was adopted by the Council, it formed part of a Councillors' Report and was not contained in a separate document. It is therefore proposed that a separate policy document (Attachment 1) be created, incorporating the appropriate parts of that Councillors' Report that contain the policy and 'preamble'/introduction.

In addition, it is proposed to incorporate requirements on the timing of Councillors submitting a report, the process for doing that and providing for one report to be submitted where 2 or more Councillors attend the same conference.

It is proposed that such a report would be submitted to Council via a Notice of Motion, which in turn will require a short officer report on that motion, according to the Meeting Procedures Code.

DRAFT



CITY OF
MONASH

**COUNCILLORS' ATTENDANCE AT CONFERENCES -
POLICY ON REPORTING BACK TO COUNCIL**

DRAFT

Policy Adopted By Council on 31 July 2018

INTRODUCTION

Councillors have the opportunity, as part of their Council duties, to attend conferences to further their knowledge and understanding of issues affecting local government and the City of Monash.

Attendance and participation at conferences can provide a valuable insight into best practice in the efficient, effective and equitable delivery of services to residents, which can then be applied to the Council's service delivery program.

It is important that the knowledge that is gained be shared with fellow Councillors, Council officers, and others, where appropriate.

POLICY

1. REPORT TO COUNCIL

1.1 Where a Councillor attends a conference, at the expense of the Council, that Councillor will provide a report to Council, which includes the following:

- An outline of Conference proceedings and the reason for attendance.
- Details of the Councillor's attendance and their participation in the conference.
- A discussion on how the information gained at the conference will assist Council in furthering its objectives and strategies contained in the Council Plan.
- A discussion on issues raised at the conference that could directly affect or benefit the City of Monash.
- The Councillor's plans for applying the knowledge gained for the betterment of Council policy and/or practice.
- Details of where further information may be obtained including copies of conference proceedings and other papers.

1.2 Where two or more Councillors attend a conference, at the expense of the Council, a joint report by those Councillors is to be submitted to Council.

2. TIMEFRAME FOR SUBMITTING REPORT

A report on the attendance of a conference is to be submitted to Council, by the relevant Councillor/s, within 2 Council meeting cycles of that attendance.

3. PROCESS FOR SUBMITTING A REPORT

A report on the attendance of a conference is to be submitted to Council via a Notice of Motion.