



CITY OF
MONASH

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

Policy Adopted By Council on 25 August 2020

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.