

CONFERENCES AND SEMINARS - COUNCILLORS POLICY

SCOPE

All Councillors of the Banana Shire Council.

OBJECTIVE

To provide guidelines for Councillors' attendance at external conferences, seminars, study tours, workshops, meetings or delegated representations.

DEFINITIONS

ALGA	Australian Local Government Association
CEO	Chief Executive Officer
Conference Seminar Workshop	This term is used in this policy it is taken to include all conferences, seminars, study tours, workshops, meetings, delegated representations or similar functions that are initiated, facilitated or organised by parties external to Banana Shire Council.
Council	Banana Shire Council
Councillors	Councillors include the Mayor, Deputy Mayor and other Councillors of Banana Shire Council, unless specifically identified.
CQROC	Central Queensland Regional Organisation of Councils
LGAQ	Local Government Association of Queensland

POLICY

To provide equitable opportunities for Councillors to attend appropriate and relevant conferences, seminars, study tours, workshops, meetings or delegated representations to enable them to further their understanding and awareness of local government issues, represent the interests of the Banana Shire Council and its community, keep up to date with policy changes and generally enhance their skills as a Councillor.

Attendance at the LGAQ, CQROC and ALGA Annual Conference

- Where feasible and practicable, the Mayor and Deputy Mayor will attend the LGAQ Annual Conference

- Where feasible and practicable, the Mayor and Deputy Mayor will attend the CQROC Annual Conference
- Council may fund the attendance of one other Councillor to the LGAQ & CQROC annual conference as an observer in accordance with the provisions of this policy
- Where feasible and practicable, the Mayor will attend the ALGA Annual Conference
- Where it is not feasible or practicable for the Mayor or the Deputy Mayor to attend any of the above conferences, the Mayor may authorise another Councillor or Councillors to attend as delegate
- The CEO (or delegate) is also expected to attend each of these Conferences if feasible and practicable
- No application form is necessary for the Mayor, Deputy Mayor, or their delegate, to attend the above conferences where their attendance is required

Identification of Conference / Seminar / Workshop

Advice of a forthcoming conference / seminar / workshop will be distributed to Councillors for perusal by the CEO or delegate.

Application and Approval to attend a Conference/Seminar

Councillors wishing to attend a particular conference/seminar/workshop shall submit a request to the CEO. The application to attend by a Councillor will be considered for approval by the Mayor and Deputy Mayor.

Declined Applications

Should the Mayor and/or Deputy Mayor decline to approve a Councillors attendance, the Councillor has the right to:

1. Place the request before Council for final determination; or
2. Request that the Mayor and Deputy Mayor reconsider the application to attend subject to the Councillor:
 - a. Fully funding attendance at the relevant conference/seminar/workshop at the Councillors own cost. In these cases, it remains a requirement to seek the approval of the Mayor only to ensure that appropriate insurance cover applies; or
 - b. Partly funding their participation at the relevant conference/seminar/workshop using a combination of Council's and the Councillors payment. The Councillor's attendance at the conference/seminar/workshop is to be negotiated with the Mayor and Deputy Mayor to determine the level of the payment contribution. In these cases, it remains a requirement to seek the approval of both the Mayor and Deputy Mayor.

Mandatory Training

Where it is mandatory for a Councillor or Councillors to attend a conference/seminar/workshop, or similar functions, either within Banana Shire or another location and such attendance has been arranged by the CEO or Council no application or approval is required.

Council Representative on a Committee

Where a Councillor has been appointed by Council as Council's representative on an external committee or organisation, no approval is required to attend the scheduled meetings of such committee or organisation.

Conference and Seminar Registration and Attendance Expenses

Where a Councillor has been approved to attend a conference/seminar/workshop, Council will meet all reasonable expenses incurred in relation to the conference/seminar/workshop including registration, conference papers, travel, accommodation, meals and other relevant expenses in accordance with Council's policies and procedures excluding those costs being funded by the Councillor where authority to attend has been granted subject to the Councillor contributing full or part costs.

Reporting to Council

Councillors who attend a conference/seminar/workshop are to prepare and table a report, including the learning experiences gained and a summary of the conference topics and recommendations, to Council.

PROCEDURE

Procedures as approved and issued by the Chief Executive Officer, and subject to further revision, amendment and issue under the authority of the Chief Executive Officer.

CERTIFICATION



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**ACTING CHIEF EXECUTIVE OFFICER
BANANA SHIRE COUNCIL**

28 July 2026

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DATE