

POL	APPROVAL OF RESEARCH/STUDY VISITS	AES7
------------	--	-------------

POLICY CODE:	AES7
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	182/001
DATE FIRST ADOPTED:	19 August 1997
DATE LAST REVIEWED:	10 March 2016
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	AES7
VERSION NO.	4

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013 27 February 2014 25 February 2016
OCM:	15 April 2003 14 February 2013 13 March 2014

BACKGROUND:

Council often sends delegates to Conferences interstate and overseas on issues which are of interest to the community. On such occasions, the opportunity often arises for research visits to be undertaken on specific projects which may be occurring within a short distance of the Conference location.

In addition, there may be occasions when issues of direct interest to Council are made aware to Council at short notice.

PURPOSE:

To allow the Chief Executive Officer to consider proposals from officers and/or Elected Members representing the City to extend their stay in order to undertake a visit or tour to another location to obtain further information relative to items of identified interest. Also, the Chief Executive Officer be given authority to approve such visits, even if the timing does not coincide with a Conference attendance, provided the issue can be identified as one vital to the interests of the City of Cockburn and that site visitation is essential to the purpose of gaining information

POLICY:

That Council supports the principle of enabling representatives of the City of Cockburn to attend research or study visits to gather information which will enable Council in fulfilling its corporate goals.

POL	APPROVAL OF RESEARCH/STUDY VISITS	AES7
------------	--	-------------

Such visits will, wherever possible, coincide with the attendance of Council delegates at Conferences and the Chief Executive Officer (CEO) will have the authority to consider and, where appropriate, approve of an extension of time to delegates attending such Conferences for a period of time necessary to allow the gathering of information. However, this will not limit such visits to the locality, or State in which the conference is being held.

In cases where an item of interest is brought to the attention of the CEO and which does not coincide with a Conference being attended by Council representatives, the CEO is authorised to approve the attendance of Council representatives to undertake a research visit on Council's behalf, subject to the identification of available funding within the Budget framework.