

DA	ATTENDANCE AT CONFERENCES, SEMINARS, EVENTS & TRAINING	
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DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Services
SERVICE UNIT:	Executive Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	086/003
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	10 March 2016
ATTACHMENTS:	N/A
VERSION NO.	5

Dates of Amendments / Reviews:	
DAPPS Meeting:	24 May 2012 27 February 2014 25 February 2016 27 August 2020
OCM:	9 April 2009 14 June 2012 13 March 2014 10 March 2016

FUNCTION DELEGATED:

Authority to approve attendance and expenditure claims by Council delegates when attending Conferences/Seminars.

CONDITIONS/GUIDELINES:

- (1) As provided in Council Policy 'Attendance at Conferences, Seminars, Events & Training'.
- (2) Any requirements of the Local Government Act, 1995, to be complied with.
- (3) All transactions utilising this delegation are to be recorded in the City's record keeping system (ECM) by the delegated officer, or by another officer directed by the delegated officer.

AUTONOMY OF DISCRETION:

As provided in Council Policy "Attendance at Conferences, Seminars, Events & Training".

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Council Policy 'Attendance at Conferences, Seminars, Events & Training' refers.

DELEGATE:

Chief Executive Officer

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SUB-DELEGATE/S:

N/A