

POL	AUTHORITY TO ATTEND FUNCTIONS, EVENTS & INFORMATION FORUMS	SC22
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POLICY CODE:	SC22
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	086/001
DATE FIRST ADOPTED:	17 July 2001
DATE LAST REVIEWED:	12 December 2013
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	2

Dates of Amendments / Reviews:	
DAPPS Meeting:	10 March 2003 22 March 2012 28 November 2013
OCM:	15 April 2003 12 April 2012

BACKGROUND:

On occasions, Elected Members are invited to attend functions, events or presentations associated with their role and/or responsibility. Currently, there is no mechanism in place which authorises Members to have any associated expenses (e.g. registration or meal costs) paid for by Council.

PURPOSE:

To enable Elected Members to nominate themselves to attend such functions via a consistent administrative process

POLICY:

Elected Members, are authorised to attend functions or events arranged by organisations and other groups with whom Council has an affiliation as well as accept invitations to attend other events where the invitation is addressed to them as a representative of Council. Where any relevant expenses are payable in relation to the event/function being attended, published details of the event/function are to be provided to the Executive Services Unit.

Upon receipt of details, a nominated staff member will be responsible for confirming the attendance of the Elected Member(s) and for arranging payment of any related direct expenses required to be remitted to the host organisation. Associated costs

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will be debited to an appropriate account within the "Governance members of Council" cost area.

This Policy does not apply to functions or events to which Elected Members are invited to attend on behalf of Council as Honorary guests of the hosting organisation, nor does it apply to attendance at conferences pursuant to Council Policy AES6 "Attendance at Conferences".

However, where Elected Members attend functions or events as guests of the hosting organisation, and expenditure is incurred on food or beverages at the function or event, re-imbusement of expenses up to an amount of \$30 per occasion will be met by Council, upon production of supporting documentation.