

DA	ATTENDANCE AT CONFERENCES AND SEMINARS	AES6
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DELEGATED AUTHORITY CODE:	AES6
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.	4

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

FUNCTION DELEGATED:

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

CONDITIONS/GUIDELINES:

- (1) As provided in Council Policy AES6.
- (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 Recording of Delegations Decision Register by the officer responsible for initiating the action taken, or by another officer under the direction of the initiating officer.

AUTONOMY OF DISCRETION:

As provided in Council Policy AES6.

LEGISLATIVE REQUIREMENTS/COUNCIL POLICY:

Council Policy AES6 "Attendance at Conferences and Seminars" refers.

DELEGATE:

Chief Executive Officer

SUB-DELEGATE/S:

N/A