



Interstate and International Travel

KFA	Governance and Civic Leadership
Status	Council
Responsible Division	Office of the Chief Executive Officer
Objective	To determine requirements for interstate and international travel for Elected Members and City Employees.

Context

Interstate and international travel may be required by Elected Members and City Employees for attending training, conferences and professional events.

This policy sets out the requirements associated with such travel.

Statement

1. All Council funded international travel for staff and Councillors requires the timely approval of Council when recommended by the CEO;
 2. In the case of CEO international travel, the proposal should be presented to Council without recommendation;
 3. All proposals for approval of travel covered by this provision should be in writing and show the reason for the request;
 4. A written report on the travel and event/s attended should be presented to Council by the person who travelled no later than the second meeting after return from the travel.
 5. Interstate travel for staff for work related purposes is subject to approval by the CEO and report of the approval and reason for it to the Council at the meeting following that approval; and
 6. Interstate travel by Councillors for councillor related purposes including educational is subject to approval by Council.
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Related documentation

Elected Member Expenses and Equipment Policy



Related local law and legislation

Nil

Related delegation

Nil

Review History

20 December 2016 (Report CPS33.16)