

Policy 6.15 Interstate and Overseas travel

Directorate	Business and Governance
Responsible Officer	Director Business and Governance

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1.1 Introduction

1.1.1 Scope

This policy is relevant to all council officials including councillors, staff and other representatives of council who travel interstate and overseas for council related business or events.

1.1.2 Purpose

To ensure there is an identifiable benefit to the Bega Valley Shire Council for all interstate and overseas travel by councillors, council staff and other representatives of Council. The purpose and results of all such travel will be available to the community.

1.2 Definitions

Nil

1.3 Legislation

Local Government Act 1993

1.4 Implementation

1.4.1 Policy Statement

Bega Valley Shire Council manage interstate and overseas travel by:

- Ensuring all proposals for interstate (excluding the ACT) and overseas travel are approved by the Chief Executive officer and are documented in the annual report.
- Adhering to Independent Commission Against Corruption (ICAC) Guidelines and reporting structures outlined in Procedure 6.02.1(a) – Code of Conduct for travel sponsored by private enterprise.
- Providing a detailed report to Council if the cost of any travel is expected to exceed \$1,500 per person.
- Where exceptional cases happen and travel occurs at short notice before it can be approved by Council, supplying details of the travel request can be made to the Chief Executive Officer seeking approval.
- A detailed report must be submitted to the Council meeting following the completion of the interstate and overseas travel.
- Providing a report on the outcomes, costs, and attendance details of overseas and sponsored travel undertaken in the following Annual Report after the travel has taken place.

1.4.2 Responsibilities

1.4.2.1 Elected Council

Councillors will be required to submit requests for interstate and overseas travel before the period of travel starts, including budget and funding source for travel expenses.

Council will receive, assess, and determine requests for interstate and overseas travel.

1.4.2.2 Chief Executive Officer (CEO), Leadership Executive Group (LEG)

The Chief Executive Officer is responsible for making sure this policy is reviewed, adopted and implemented as needed.

The CEO is responsible for receiving, considering, and approving requests for interstate and overseas travel for staff and ensuring legislative and policy reporting requirements are met.

The Leadership Executive Group (LEG) is responsible for making sure this policy is implemented by staff who request to travel interstate or overseas. Members of leadership executive group will be responsible for assessing and endorsing requests for travel from council staff within their respective areas of the business before submitting to the CEO for approval.

1.4.2.3 Employees

Council staff are responsible for following the requirements of this policy.

1.5 Supporting documents

1.5.1 BVSC Procedures that relate to this Policy

Procedure No.:	Procedure Name	External or Internal Procedure
6.06.8	Travel and Accommodation	Internal
6.02.1	Code of conduct	External

1.5.2 BVSC Policies that Relate to this Policy

Policy No.:	Policy Name
6.02	Behaviour of Councillors and Staff
6.04	Conditions of employment
6.23	Payment of expenses and provision of facilities for Councillors

Note: Policy details may change from time to time. To ensure you are viewing the most recent version please view Council's adopted Policies and Procedures on Council website: