**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.

**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)