



# muswellbrook shire council

Travel – Interstate and Overseas

Policy No. T30/1

Assembled by  
Bill Spicer

Updated by  
Scott McNamara

Adopted By Council  
14 November 2011  
Minute No. 138

## Travel – Interstate and Overseas

T30/1

### **POLICY OBJECTIVES**

#### **Interstate Travel**

##### *Preamble*

There are instances where Councils are required to visit Canberra for official purposes such as meetings with Federal Parliamentarians and Ministers. **For purposes of this policy the ACT is regarded as being within NSW.**

### **POLICY STATEMENT**

Where Councillors and Staff members propose to travel interstate, such proposals be considered at an open Council meeting through a report from the Mayor or General Manager prior to the travel being undertaken.

Where the total cost of the travel is not expected to exceed \$1,500 for transport, accommodation, and out of pocket reimbursement of expenses per person, no detail need be supplied other than a recommendation for approval that the visit is to take place.

Where the total cost of the travel is expected to exceed \$1,500 for transport, accommodation, and out of pocket reimbursement of expenses per person, a detailed report be provided outlining:

- Who is to take part in the travel
- The objectives to be achieved in undertaking it, including an explanation of what community benefits will accrue to undertaking the visit
- Details of costs, including any amounts expected to be reimbursed by participants.

If the travel is to be sponsored by private enterprise, ICAC guidelines and reporting structures are to be followed.

A detailed report is to be included in the Annual Report in the year in which the travel was undertaken, outlining how the travel's objectives were met and how the community benefited from it.

#### **Overseas Travel**

##### **Policy**

Proposals for overseas travel by Councillors and Staff members on Council business must be documented in the Annual Management Plan. The Plan must be circulated in the community. Community input about the proposed visit can therefore be considered as part of the Management Plan Review and Budget finalisation process.

Proposals should indicate:

- Who is to take part in the travel
- The objectives for undertaking it, including an explanation of what community benefits will accrue from the exercise, with an approximate budget

- Detailed costs including a statement of any amounts expected to be reimbursed by the participants.

If the visit is to be sponsored by private enterprise, ICAC guidelines and reporting structures are to be followed and this is to form part of the community reporting process.

A detailed report is to be included in the Annual Report in the year in which the travel was undertaken, outlining how the travel's objectives were met and how the community benefited from it.

Where exceptional cases arise and travel has to be undertaken at short notice, such proposals must be considered at an open Council meeting through a report from the Mayor or General Manager prior to the travel being undertaken.

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**LEGISLATION** Nil

**PROCEDURE** Set out above

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**Revised by** Scott McNamara

**Date** October 2011

**REVIEW HISTORY:**

	<i>Current</i>	<i>Previous</i>	<i>Prior</i>	<i>Prior</i>
<b><i>Minute No:</i></b>	138	157	219	43
<b><i>Meeting Date:</i></b>	14/11/2011	10/08/2009	10/112008	13/11/2006

<b><i>Review Date:</i></b>	October 2013
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