

Policy 6.15 Interstate and Overseas travel

Directorate	Business and Governance
Responsible Officer	Director Business and Governance

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Record of Administrative Amendments

<u>Amendment Version No.:</u>	<u>Description of Administrative Amendment</u>	<u>Date Reviewed</u>
<u>5.24</u>	Review of policy in accordance with Section 165 of the <i>Local Government Act 1993</i> <u>Placed on Public Exhibition 21 August 2025 Workshopped with Councillors on 29 July 2025</u>	<u>June 2025 August 2025</u>
<u>5.1</u>	Review of policy in accordance with Section 165 of the <i>Local Government Act 1993</i> <u>Workshopped with Councillors on 9 July 2025</u>	<u>June 2025</u>

<u>Amendment Version No.:</u>	<u>Description of Administrative Amendment</u>	<u>Date Reviewed</u>
<u>5.0</u>	<u>Adopted by council (D22/88908)</u>	<u>21/09/2022</u>

Under Review

1 Introduction

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. The policy demonstrates direct commitment to the following strategic guiding principles:

- Efficient and effective | we are committed to providing a clear connection between policy and implementation. Travel is only approved when it delivers a measurable value and will use cost effective options.
- Equitable and inclusive | we are committed to building a connection with stakeholders that is based on trust and respect. Opportunities for travel will be distributed fairly across the organisation.
- Responsive | we will advocate for the use of technological advancement in service delivery and improvement. Preference is given to virtual participation if technology allows it.
- Transparent | our decision-making processes are clearly outlined including how a decision is made and who is involved. Travel is reported in council meeting minutes.
- Financially sustainable | we are committed to continuously improving Council's financial management. Travel budgets are aligned with long-term financial plans and travel is bundled with other council business to maximise value.
- -Accountable | we have robust performance management with clear roles and responsibilities. We use clear delegations of authority for approving travel.

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.

The purpose of this policy is to ensure that all interstate and overseas travel undertaken by councillors, council staff, and representatives is:

- aligned with Council's strategic objectives
- financially responsible and transparent
- equitably accessible
- properly authorised and reported

1.3 Definitions

Nil

2 Legislation

- *Local Government Act 1993*

3 Implementation

3.1 Policy Statement

Bega Valley Shire Council supports travel that delivers demonstratable benefits to the organisation and community. Interstate and overseas travel will be managed by:

- ensuring all proposals for interstate (excluding the ACT) and overseas travel from by an employee are approved by the Chief Executive Officer ~~and are documented in the annual report~~
- ensuring all proposals for interstate (excluding the ACT) and overseas travel from the CEO are approved by the Mayor
- 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 for the Mayor, a councillor, or the CEO is expected to exceed \$24,500 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 by the Mayor, a councillors, or the CEO-
- 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.

3.2 Responsibilities

3.2.1 Elected Council

Councillors will be required to submit requests for interstate (excluding the ACT) 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 (excluding the ACT) and overseas travel.

3.2.2 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 (excluding the ACT) 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.

3.2.3 Employees

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

3.3 Supporting documents

3.3.1 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

3.3.2 BVSC Policies that Relate to this Policy

Policy No.:	Policy Name
6.02	Behaviour of Councillors and Staff
6.04	Conditions of employment
<u>6.05</u>	<u>Work Health and Safety</u>
6.23	Payment of expenses and provision of facilities for Councillors

3.3.3 Other Related Documents

Local Government (State) Award

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 www.begavalley.nsw.gov.au