



Council Policy Manual

CP10.3 Elected Members - Interstate and Overseas Travel and Expenses

POLICY OBJECTIVE

To determine the nature and extent of the Council's representation by Elected Members at international/interstate conferences, study tours, seminars or conventions and the travel and accommodation expenses payable.

POLICY STATEMENT

The following authority and guidelines are applicable in the determination of Elected Member attendance at conferences, study tours, seminars and conventions:

1. Interstate and overseas travel may be undertaken with the authority of the Council.
2. All reimbursement of expenses must comply with the current determination of the Salaries and Allowances Tribunal for Local Government Chief Executive Officers and Elected Members.
3. A list of all Elected Member interstate and overseas travel (including class of travel) is to be maintained and published on the City of Perth website.
4. Travel and accommodation standards will apply as follows:

Transport

Up to business class for flights in excess of 3 hours travel time. (Noting that an Elected Member has the option of choosing economy or premium economy rather than business class).

Accommodation

Where applicable, accommodation will be booked at or near the event venue.

Accommodation standards are to be consistent with the current relevant Salaries and Allowances Tribunal determination.



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