SHIROI DELEGATION

COUNCIL POLICY NUMBER	082
Date Adopted	16 August 2016
Scheduled for review	November 2017

PHILOSOPHY UNDERLYING THE POLICY

To ensure equity in meeting costs with representatives of Council travelling.

PURPOSE

To provide guidelines for Councillors to join the community delegation visit to Shiroi, Japan.

POLICY IN EXPRESSED TERMS

Council established an international friendship with Shiroi in February 1998. As part of this friendship a community delegation visits Shiroi in October of every second year. Members of the community as well as Council staff and Councillors are able to join this delegation.

Council will meet the costs of two representatives, one Councillor and one officer. If more than one Councillor elects to join the delegation, the Councillors may choose to share Council's contribution allocated for Councillor travel.

Partners, if travelling, are to meet their own travel expenses.

Costs met would include air fare, departure taxes, travel insurance and any other costs incurred which relate to Council representation.

EXCLUSIONS

Nil

HUMAN RIGHTS

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of Human Rights and Responsibilities Act 2006.

DEFINITIONS

Nil

RELATED LEGISLATION

Nil

ATTACHMENTS

Nil

REVIEW PERIOD	RESPONSIBLE OFFICER
Annual review to commence November 2017	Communications & Public Affairs Manager

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APPROVAL HISTORY

Adopted	8 October 2002	**Minute Book Reference No**	6416 (item 12.1)
Revised	16 October 2007	**Minute Book Reference No**	11542 (Item 9.1)
Revised	21 September 2010	**Minute Book Reference No**	16407 (Item 12.6)
Revised	21 August 2012	**Minute Book Reference No**	1057 (Item 4.16)
Revised	16 August 2016	**Minute Book Reference No**	731 (Item 6.2)

Chief Executive Officer .....

Dated .....22/8/2016.....

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