



8.3 MAYORAL AND ELECTED REPRESENTATIVES INTERNATIONAL TRAVEL POLICY

| Date Adopted | Next Review | Officer Responsible |
|-----------------|-----------------|-------------------------|
| 8 December 2016 | 1 December 2019 | Group Manager, Strategy |

Policy Purpose:

To guide decision making in relation to international travel undertaken by the Mayor and/or councillors as elected representatives of the Rotorua District, that is not covered by 23.1 Sister City Relationship Policy.

Policy:

There are occasions when the Mayor and/or elected representatives may be invited or required to attend international events overseas as representatives of Rotorua at the cost of the ratepayer.

Proposed travel needs to be supported by a business case that outlines the benefits of the travel against the following criterion:

1. The travel/activity must support council’s vision, business objectives and aspirations for the future as encapsulated in the Long-term Plan, or
2. The travel/activity must support council’s current priorities and/or flagship projects.

The business case to be approved by a recommendation from the CEO to council.

Generally travel costs of accompanying persons will not be paid for.

At the conclusion of the travel the elected representative is required to provide a written report to council.

This policy does not include travel by the Mayor and/or elected representatives that has been undertaken at the request of and paid for by other international, national or local organisations; including Rotorua Economic Development. Such travel may be undertaken at the discretion of the elected representative.