

## Policy and Procedure Register updates – Summary of changes to Official international travel for business and professional development procedure

### 1. Reason for new/updated policy or procedure (select all that apply)

- Change to legislation/delegations  Audit/review recommendation  Due for review  
 Change of policy/procedure requirements  Other

The new *Official international travel for business and professional development* procedure and supporting documents aim to strengthen and clarify processes and requirements when planning official international travel for business and professional development purposes.

### 2. Summary of changes

The procedure and supporting documents replace the *Guidelines for international travel for official purposes - Business and Professional Development*. The procedure aims to formalise processes relating to the planning, endorsing and approval of official international travel applications.

Significant changes to official international travel in the new procedure include:

- All school-based staff will require the relevant Regional Director/delegate to endorse the travel applications, processes have been developed to reflect this change in reporting.
- All accommodation venues must have an approved COVID Safe Industry Plan (or similar) in place. Homestays are not permitted.

### 1. Impacts to roles and responsibilities

1.1 Does the new/updated content change staff roles/responsibilities *in any way*?  Yes  No

1.2 If yes, select the type of change (select all that apply):

- Revised responsibilities  New/additional responsibilities  Removed responsibilities

Position title	Summary of change	Page #
Primary Contact	Ensure an approved COVID Industry Safe Plan (or comparable) for all hotel or similar accommodation types.	Pg 2 - New/additional responsibilities
Regional Director/delegate	Endorse all school-based staff travel applications. Regional Directors previously endorsed non-IPS school-based travel applications only.	Pgs 3 - New/additional responsibilities

### 2. Communication and support for implementation

International travel - Business and Professional Development OnePortal page, OnePortal Bulletin Board, State Schools Division Newsletter, State Schools Update, DGs message, RDs Blast, School Screensaver, email to stakeholders

#### For further assistance, please contact:

- Policy/procedure contact: International Travel Unit, Office of the Assistant Director-General, Rural, Remote and International, Telephone: (07) 3513 5748, Email: [international.travel@ged.qld.gov.au](mailto:international.travel@ged.qld.gov.au)