Travel & Hospitality Expenditure Policy

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Related documents:	Budget Management Policy Credit Card Policy Fraud, Corruption, Misconduct & Maladministration Prevention Policy Internal Financial Control Policy Procurement Policy Risk Management Policy

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1. Purpose

1.1. The purpose of this policy is to clearly outline expenditure of public monies reasonably necessary for the purpose of carrying out Council's functions.
1.2. The policy also aims to ensure Council is transparently being held accountable, whilst ensuring consistent, fair, effective and efficient use of Council resources for the benefit (real or perceived) of the community.[1]

2. Scope

2.1. This policy applies to employees and Council Members who authorise and expend public monies for travel and hospitality.

3. Definitions

3.1. ***Act*** means the *Local Government Act 1999*;
3.2. ***Awards*** means the *South Australian Municipal Salaried Officers Award* and *Local Government Employee Award*;
3.3. ***Benefit*** means any advantages, perks, or privileges that are provided beyond regular payment such as salaries, wages and allowances;
3.4. ***CEO*** means Chief Executive Officer of Council;
3.5. ***Council*** means Adelaide Plains Council;
3.6. ***Committee*** means a committee of Council established under section 41 of the Act or section 82 or 157(17) of the *Planning, Development and Infrastructure Act 2016*;
3.7. ***Community*** means ratepayers, residents, groups, and organisations within the Council area. It encompasses the people who live, work, and engage with each other and who are directly impacted by decisions made by the Council;
3.8. ***Hospitality expenses*** means the provision of food, beverages (excluding alcoholic beverages), gifts or entertainment by the Council often with the intention of building business, professional or political relationships. This could include attending high-profile events or being treated to meals or entertainment during meetings (including events);[2]
3.9. ***Event*** means an employee, public or community event or activity delivered by Council;[3]
3.10. ***Gift*** means any item, service, or favor provided by Council to an employee;[4]
3.11. ***Council business*** means (but is not limited to) the provision of services, delivery of programs, development of policies, making of decisions, performance of Council functions and other similar types of transactions;
3.12. ***Council Member*** means a member of Council elected or appointed in accordance with the Act or *Local Government (Elections) Act 1999*;
3.13. ***Employee*** means any person carrying our duties or performing tasks for and on behalf of Council, whether they are paid or unpaid, including staff, contractors, consultants, trainees,

[1] Section 8(h) of the Act.
[2] Excluding employees hospitality expenses covered by the relevant Awards.
[3] These events are provided to foster relationships, celebrate events or build good will. For example, professional development activities for employees, Australia Day, citizenship, public forums or information sessions.
[4] For example, souvenirs, gifts, tokens or monetary equivalents.

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students and any other person who has access to Council's electronic systems and services in a full-time, part-time or casual capacity;

3.14. ***Regulations*** means *Local Government (General) Regulations 2013*;

3.15. ***Travel expenses*** means expenses incurred in the course of authorised work-related travel including accommodation, travel and incidental expenses (excluding use of personal vehicle).[5]

4. Our core values

Our approach to travel and hospitality expenditure is underpinned by Council's core values:

 Honesty and Integrity	 Innovative and Open-minded	 Leadership and Diplomacy	 Professionalism	 Respect	 Teamwork
Building trust and loyalty with the community and within Council.	Being proactive in continually improving our services.	By acting strategically and effectively managing our relationships.	Through commitment, quality and timeliness of work delivered.	For others, acting with humility and empathy.	Through unity, cooperation and support.

5. Travel expenditure

5.1. Travel expenses must be approved by the employee's line manager in accordance with **Appendix 1** and must be accompanied by appropriate records (i.e. tax invoice or receipt).[6]

5.2. Travel expenses purchased with a Council issued credit card must be in accordance with the Council's *Credit Card Policy.*

5.3. Travel expenses otherwise incurred[7] must be in accordance with the *Procurement Policy* and *Budget Management Policy*.

5.4. All travel expenses (excluding fuel and parking) must be accompanied by a '**Travel Expenditure Approval Form**'.[8]

5.5. Where possible, travel expenses should be incurred in advance, to ensure travel expenses incurred are not unreasonably high.

6. Hospitality expenditure

6.1. Hospitality expenses must be approved by the employee's line manager in accordance with **Appendix 1**, and must be:

(a) for official purposes;[9]

(b) an efficient and cost effective use of public monies;

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[5] Excluding travel expenses covered by the relevant Awards and other Council policies.

[6] The records must contain a detailed description of the purchase and the reason the travel expense was incurred. For example, a parking receipt to attend 'x' training.

[7] For example, purchase orders, invoices and reimbursement requests.

[8] The 'Travel Expenditure Approval Form' must detail: purpose of expenditure, expected benefit to Council and confirmation the expense is the most efficient and cost effective way to achieve the desired outcomes (i.e., alternative outcomes have been considered).

[9] For example, to build relationships with external parties to further the Council's objectives, represent Council in an official capacity, build revenue and develop Council through training/planning sessions.

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(c) in the public interest and of benefit to Council or the community;[10] and
(d) reasonable for the circumstances and publicly defensible.

6.2. All hospitality expenses (excluding meals covered by the Awards) must be accompanied by a '**Hospitality Expenditure Approval Form**'.[11]

7. References

Local Government Act 1999
Ombudsman Act 1972

8. Records management

All documents relating to this policy will be registered in Council's Record Management System and remain confidential where identified.[12]

9. Document review

This policy will be reviewed in accordance with Council's *Policy Review Schedule* to ensure legislative compliance and its continued relevance to Council's needs, activities and programs.

10. Further information

Public Access:	Members of the community may inspect this policy (and any other related documents) free of charge at: Council's website: **www.apc.sa.gov.au;** or Council's Principal Office: **2a Wasleys Rd, Mallala SA 5502**. *A copy of this policy may be obtained on payment of a fee.*[13]
Queries:	Any queries in relation to this policy must be in writing to info@apc.sa.gov.au, marked: *Attention: Manager Governance*

[10] The cost should be reasonable in terms of cost and community expectations.
[11] The 'Hospitality Expenditure Approval Form' must detail: purpose of expenditure, number and description of attendees (for example, 10 Council Members and 5 employees), expected benefit to Council, a breakdown of costs and confirmation the expense is the most efficient and cost effective way to achieve the desired outcomes (i.e., alternative outcomes have been considered).
[12] Refer to *Information Management Policy*.
[13] As outlined in Council's Fees & Charges Schedule.

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Appendix 1
Travel & hospitality expenditure funded and not funded

EXPENSE	TYPE	FUNDED ☑/NOT FUNDED ☒	LIMIT (AS APPLICABLE)
Hospitality	Council (or information/briefing sessions)	Concluding after 5:30pm ☑ Concluding before 5:30pm ☒	$20 per Council Member
	Committee meeting	☒	
	Community events (e.g., Australia Day, Public forums, community consultation or networking events)	☑	As per approved budget Venue hire: Preference for community facilities in the Council area
	Employee events	Planning events and team building activities e.g., employee forum ☑ Training session/forums (minimum 3 hours) conducted over a meal period ☑ Social events e.g. Christmas/end of year events ☒	Venue hire: Preference for community facilities in the Council area or Local Government venues (e.g., LG House) $20 per person
	Advocacy or strategic relationship building	Advocacy or strategic relationship building with *external* stakeholders (on or off premises)[14] ☑	$50 per person
	Coffee, tea, milk and sugar in Council facilities	☑	
	Personal events	Bereavement ☒ Celebration of events (e.g., birthdays, birth of child, marriage) ☒	

[14] Only applicable to EMT.

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	Service or recognition	Years of service ☒ Retirement ☒ Farewells ☒ Volunteers ☑	
	Council branded gifts and merchandise at events	Gift cards or loyalty programs ☒	
Travel	Transport (e.g., flights, airport shuttles, hire vehicles or taxi/ rideshare), meals and accommodation for meetings, conferences and training (including interstate)	Traffic or parking infringements ☒ Unapproved travel ☒ Alcohol, in room-movies, minibar and other similar expenses ☒ Expenses for any other person who is not a Council employee or Council Member ☒ Membership subscriptions for airline clubs or loyalty programs ☒	As approved

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