

Corporate Hospitality & Travel Policy

Classification	Council Policy
Responsible Officer	Group Manager Finance
Relevant Legislation	<i>Local Government Act 1999</i>
Related Policies	Procurement Policy Corporate Credit Card Policy Elected Member Allowance and Benefits Policy
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1. Introduction

- 1.1. The Town of Walkerville is committed to the efficient and responsible use of public monies and for ensuring transparency in its activities. In considering its accountability and transparency obligations, Council acknowledges that, on occasions, it may be appropriate to provide reasonable 'corporate hospitality' and cover the cost of travel in support of the organisation's objectives.
- 1.2. Corporate hospitality is an activity that provides community, key stakeholders, Council Members, staff or other relevant stakeholders, with food, drinks (non-alcoholic) or reward for the purpose of conducting official Council business, for professional development, for providing appropriate recognition of an achievement, milestone or an occasion, and for normal Council business as detailed in this Policy.
- 1.3. Travel includes costs associated with commuting to and from a destination and overnight accommodation for official Council business activities as detailed in this Policy.
- 1.4. As a publicly funded body, Council must ensure that public sector standards of accountability and transparency are always maintained and that there is consistency in the way corporate hospitality is administered.
- 1.5. Expenditure on corporate hospitality is only permitted if:
 - it is an official organisational activity/event;
 - it will advance organisational objectives;
 - the expenditure is reasonable for the circumstances and publicly defensible; and/or
 - it has been pre-approved by a Manager or Team Leader with appropriate financial delegations and in accordance with Council's Procurement Policy.

2. Policy objective

- 2.1. To provide clear direction on corporate hospitality and travel expenditure and to ensure expenses are reasonable, represents value for money and meets community expectations.

3. Scope

- 3.1. This Policy provides guidance for decision-making regarding any form of corporate hospitality and travel expenditure and is intended to complement existing organisational internal controls.

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4. Policy detail

4.1. Authority

- 4.1.1. All expenditures must be in line with this Policy, the procuring officer's financial delegations and within approved budgets. If expenditure is likely to vary from these parameters, prior written approval is required from the Chief Executive Officer.

4.2. Acceptable corporate hospitality and travel expenditure

- 4.2.1. The following are the kinds of corporate hospitality and travel activities that Council generally undertakes as part of its core business:

4.2.1.1. Catering for official meetings and events

Expenditure on meals for an organisational meeting at which official business is being conducted (e.g. Council Meetings, workshops, informal gatherings, all staff meetings, training sessions etc.) is acceptable where the purpose of the meal is to enable participants to continue working over standard mealtimes.

4.2.1.2. Catering for other activities

Catering for other activities is permitted where the activity advances organisational objectives, which may include:

- official Council events;
- general advocacy endeavours;
- stakeholder networking or relationship building;
- community forums or briefings;
- volunteer gatherings or recognition events;
- meetings with external clients and/or other stakeholders;
- training and development, conferences and seminars;
- all-staff meetings scheduled by the Chief Executive Officer; and
- to recognise a work or personal milestone or event.

4.2.1.3. Lunchroom general supplies

Council will provide general day-to-day supplies for staff and Council Member consumption. This includes provision of tea, coffee and milk. Coffee pods and barista-made coffee will not be provided by Council.

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4.2.1.4. Air travel and accommodation

Council recognises that, at times, training and development, or Council business, may incur air travel and/or accommodation costs. Such expenditure requires approval by the Chief Executive Officer for staff and by Council for Council Members and/or the Chief Executive Officer. Approval is only permitted for official Council business that advances the objectives of Council.

The permitted standard for air travel is economy, however, additional legroom or meals may be booked, including other available priority seating options, excluding business class and first class.

The permitted standard for accommodation is not defined within this Policy, however, the accommodation standard will be determined by availability, proximity to the event/activity and value for money at the time of booking. Expenditure on accommodation mini bars is not permitted under this Policy.

4.2.1.5. Staff vehicle travel

Where appropriate, a Council-owned vehicle should be used for work-related travel, however, the use of a Cabcharge or reimbursement for public transport/taxi/Uber hire is permitted where a Council vehicle is not readily available. Expenses incurred are restricted between the Council Office and the venue of the official activities/event, unless prior approval is provided by the Chief Executive Officer.

4.2.1.6. Personal vehicle travel

The use of personal vehicles is permitted for official activities/events.

Staff require prior approval from their manager for personal vehicle use and will be reimbursed on a per kilometre rate, determined by the relevant salaries and wages award.

Staff, who are not under a salaries and wages award, will be reimbursed on a per kilometre rate determined by the Australian Taxation Office.

Reimbursement for expenditure incurred on car parking for official visits is also permitted for official activities/events. A receipt should be provided, where possible. In the absence of a receipt, another form of expenditure verification may be required.

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4.2.1.7. Reward and recognition

An individual or a team may be acknowledged for an achievement, milestone or occasion with a small token, gift basket or flowers. This may be for exceptional contribution and/or dedication to the organisation or community, a significant work or personal milestone or event. All expenditure on rewards and recognition must be reasonable and publicly defensible.

4.2.1.8. Town of Walkerville branded gifts

As a marketing strategy, Council may provide small gifts at events that are branded as the Town of Walkerville.

4.2.1.9. Bereavement, significant illness or life event

Where a staff member or Council Member experiences a significant life event, such as the birth of a child, significant illness or loss of an immediate family member, well wishes or condolences may be expressed through a card/flowers and/or a gift basket.

4.2.1.10. Venue hire expenses

Priority is to be given to utilising Council-owned facilities for any hospitality or entertainment. However, external venues may be hired provided they are reasonably priced and appropriate for the event.

4.2.1.11. Funding of alcohol

Expenditure on alcohol for Council Members or staff events/activities is strictly prohibited, as it is not considered appropriate expenditure of public monies.

Expenditure on alcohol may only be incurred for official Council events that involve volunteers, community or key stakeholders. The responsible service of alcohol is expected during such events and a person holding a Responsible Service of Alcohol (RSA) Certificate must be always present.

4.3. Expenditure limits

4.3.1. The following table provides a general guide on expenditure for various corporate hospitality activities:

Expenditure Guide*	
Light refreshment	\$9 - \$14 per head (ex GST)
Breakfast or lunch	\$25 - \$30 per head (ex GST)
Dinner	\$40 - \$45 per head (ex GST)
Card/flowers/gift basket	\$80 - \$90(ex GST) and excluding delivery cost

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**Above expenditure guide excludes external conferences and other non-Council run events and activities. These limits will be reassessed during the periodic review of this Policy.*

5. Availability of Policy

- 5.1. This Policy will be available for inspection at Council's principal office during ordinary business hours and on Council's website: www.walkerville.sa.gov.au
- 5.2. Copies will also be provided to interested members of the community upon request and payment of associated fees in accordance with Council's schedule of fees and charges.

6. Review

- 6.1. Council will undertake a review and evaluation of this Policy at least once every four years. Council may, in any event, conduct a review and evaluation of the effectiveness of this Policy at any time.