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Entertainment and Hospitality - Council Policy

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Policy Owner	<i>Customer Support and Governance</i>
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Related Legislation	<i>Local Government Act 2009 Local Government Regulation 2012</i>
Related Documents	<i>Councillor Expenses and Reimbursement- Council Policy Procurement - Council Policy Drug and Alcohol - Organisational Policy</i>

Policy Version	Approval Date	Adopted/Approved
1	15/10/2008	Ordinary Meeting of Council
2	17/02/2010	Ordinary Meeting of Council
3	14/12/2011	Ordinary Meeting of Council
4	18/12/2013	Ordinary Meeting of Council
5	17/08/2016	Ordinary Meeting of Council
6	20/01/2021	Ordinary Meeting of Council

*This policy may not be current as Council regularly reviews and updates its policies. The latest controlled version can be found in the policies section of Council's intranet or Website. **A hard copy of this electronic document is uncontrolled.***



Entertainment and Hospitality - Council Policy

1. PURPOSE

To provide a framework to manage entertainment and hospitality expenditure, to obtain the most reasonable and appropriate outcome which meets the requirements of legislative and community standards.

2. SCOPE

This Policy relates to expenditure by Council for entertainment and hospitality, providing guidelines for Council Officers and Authorised Council Representatives.

3. POLICY

3.1 Principles

Section 196 of the *Local Government Regulation 2012* (the Regulation) requires that Council adopt a policy about Council's spending on entertainment or hospitality (an Entertainment and Hospitality Policy).

Council recognises that reasonable and appropriate expenditure for the purposes of entertainment and hospitality may be incurred by Councillors and Council employees in the ordinary course of carrying out their respective responsibilities.

The following principles apply to all entertainment and hospitality expenditure by Council. All expenditure must be:-

- a) For official Council purposes and/or incurred in the public interest.
- b) Reasonable and appropriate to Council's business.
- c) Commensurate with the benefit received by Council or the public.
- d) Properly documented.
In accordance with all other related policies, procedures and practices.
- e) Expenditure incurred by Council which is not reasonable and appropriate (e.g. private expenses) must be repaid to Council immediately.

3.2 Acceptable Entertainment or Hospitality

These guidelines will apply in all cases where hosting is determined by the Council, Chief Executive Officer or appropriate General Manager to be a necessary activity.

Examples of where hosting is appropriate would include:

Civic and Public Functions

A service or function provided by Council for hosting and entertaining of:-

- a) invited members of the public for promoting an initiative or project of Council; and
- b) government officials, dignitaries or elected politicians from all levels of government visiting the local government area in an official capacity.

Included are citizenship ceremonies, community engagement activities, volunteers functions, hosting prospective senior staff, developers and investors, community organisations, media and other significant community events.

Conference, Workshops, Meetings and Seminars

Approved attendance at a conference, course, meeting, seminar, workshop or another forum that is:-



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- a) held by the local government for its Councillors, Officers or other persons; or
- b) paid for a Councillor or Officer to attend a function as part of their official duties or obligations.

Sanctioned Social Functions

Approved social functions hosted by Council for its Councillors or Employees.

Included are annual Christmas parties and employer reward and recognition presentations for provision of services to the public, retirement functions, functions in honour of a long-standing employee or elected member.

3.3 Guidelines for Entertainment and Hospitality Expenditure

The following guidelines apply for entertainment and hospitality expenditure:

- a) Councillors and employees incurring expenditure must be able to identify the benefit to the community and how the expenditure contributes to promoting Council's policy and strategic outcomes e.g. the expenditure must be justifiable.
- b) Approval from the relevant authorised officer should be sought before expenditure is incurred. Where this is not practical, reimbursement may be sought subject to the guidelines of the policy.
- c) Personal expenses must not be paid by Council. In the event expenditure incurred by a Councillor or Officer which is not reasonable and appropriate or considered non-official/private, the Council officer or Councillors incurring the cost must make restitution to Council immediately.
- d) In granting approval for expenditure, the relevant authorised officer should ensure that such expenditure complies with the principles of this policy.
- e) Hospitality for Council visitors, guests and benefactors will typically take the form of meals and should be undertaken involving a minimum number of Councillors and employees who will be able to advance Council business by their attendance.
- f) The consumption of alcohol has social connotations and its provision has characteristics of entertainment. As representatives of Council, employees may consume alcohol only in moderation for the purposes of hospitality. Employees must be able to perform their duties in a safe manner in accordance with Council policy and the law.
- g) Purchases of alcohol on behalf of Council must be authorised by the Chief Executive Officer prior to the purchase being made.
- h) Spouse/Partner Entertainment, Accommodation & Hospitality Costs will be met by Council in instances where the spouse/partner of a Councillor or Staff member is invited by the Council or the Chief Executive Officer to attend an approved function.

3.4 Exceptions / Expanded Definition of Permissible Activities

Expansion of the permissible entertainment activities may be extended from time to time to include events authorised by the Chief Executive Officer.

