Entertainment and Hospitality

Head of Power

Local Government Act 2009
Local Government Regulation 2012

Objective

The objective of this Policy is to establish when expenditure for entertainment and hospitality may be reasonably and appropriately incurred by the Council.

Definitions/Application

Definitions

In this Policy:

CEO means the Council’s Chief Executive Officer.

Law includes Council policies and directives.

Application

This Policy applies to Council expenditure for the purposes of entertainment and hospitality.

Policy Statement

The 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.

When considering whether to incur this expenditure Councillors and Council employees must have regard to the following:

Expenditure must be:
- in the public interest;
- for Council-related purposes;
- prudent, responsible, acceptable to the community;
- economical and efficient; and
- subject to budget provisions.

Examples of appropriate and reasonable expenditure for Entertainment and Hospitality may include:
- entertaining members of the public in order to promote a local government project;
- providing food or beverages to a person who is visiting the local government in an official capacity; and
- providing food or beverages for a conference, course, meeting, seminar, workshop or another forum that is held by the local government for its councillors, Council employees or other persons (this may include official employer presentations and functions).

A Fringe Benefit Tax declaration form must be attached to each authorisation, except in the instance of working lunches held on Council premises.
Examples of inappropriate and unreasonable expenditure for Entertainment and Hospitality may include:
- Tips or gratuities;
- Dinners/functions at the private residence of a Councillor or Council employee;
- Stocking of alcohol (except where approved by the Mayor or CEO); and
- Mini bar expenses.

Expenditure on Entertainment and Hospitality for partners requires approval of the Mayor in the case of Councillors, and the CEO in relation to the Mayor and Council employees.

**Expenditure on alcohol**
Alcohol may only be provided with prior approval of the Mayor or CEO.

**Review Triggers**

This Policy will be reviewed for applicability, continuing effect and consistency with related documents and the Law when any of the following occurs:

1. The related documents are amended.
2. The related documents are replaced by new documents.
3. Amendments affecting the scope and effect of a Policy of this nature are made to the Law.

Otherwise, this Policy is to be reviewed at least once every two years for relevance and effectiveness.

**Responsibility**

This Policy is to be:

1. implemented by the CEO; and
2. reviewed and amended in accordance with the “Review Triggers” by the CEO.

### Policy: 2150-055

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**Related Links:**
- 2150-016 Policy: Professional Development
- 2150-056 Policy: Gifts, Sponsored Hospitality Benefits, Awards & Prizes