

1005 Entertainment and Hospitality Policy

Statutory Policy



PURPOSE

- 1) The purpose of this Policy is to establish standards for entertainment and hospitality expenditure incurred on Council's behalf which meets community standards and is in the public interest.
- 2) This Policy is made pursuant to section 196 of the *Local Government Regulation 2012*.

SCOPE

- 3) This policy applies to all Councillors and employees who may incur entertainment and/or hospitality expenses in the performance of their duties.

DEFINITIONS

Term	Definition
CEO	means Chief Executive Officer - A person who holds an appointment under section 194 of the Local Government Act 2009. This includes a person acting in this position.
Council	means the North Burnett Regional Council.
Council Business	means work required to be performed a part of normal duties
Employees	means all persons employed by Council on a permanent, temporary or casual basis and includes persons engaged under a contract of service, and volunteers.
Entertainment and Hospitality Expenditure	means any expenditure on an entertainment or hospitality service.
Entertainment or Hospitality Service	means the provision of food and/or beverages to Councillors, staff or third parties. Note: s.196 of the <i>Local Government Regulation 2012</i> provides examples of entertainment or hospitality: <ul style="list-style-type: none">• 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.• Providing food or beverages for a conference, course, meeting, seminar, workshop or another forum that is held by the local government for its councillors, local government employees or other persons.• Paying for a councillor or local government employee to attend a function as part of the councillor's or employee's official duties or obligations as a councillor or local government employee.

POLICY

OBJECTIVE

- 4) Council recognises that in order to achieve its strategic objectives it is vital to foster effective working relationships with the community, business and government sectors. It is recognised that there are circumstances where the provisions of entertainment and/or hospitality are appropriate and can result in significant benefits to the region.

POLICY STATEMENT

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

- 6) Council commits to ensuring that all entertainment and hospitality expenditure meets reasonable community expectations for an effective local government.

PRINCIPLES

- 7) All entertainment and hospitality expenditure must be:
- In the public interest, meet community expectations and represent value for money;
 - Of benefit to the Council;
 - For official purposes
 - In accordance with the adopted budget;
 - Properly documented to satisfy audit, legislative and reporting requirements;
 - Appropriate and reasonably commensurate with the nature of the occasion and the number of guests (relative to the number of Councillors and staff in attendance).
 - Repaid to Council within 14 days of the date of payment if the expenditure is deemed to be inappropriate or unreasonable.

ROLES AND RESPONSIBILITIES

- 8) Roles and responsibilities are established in the Entertainment and Hospitality Procedures:

APPLICABLE LEGISLATION AND REGULATION

- 9) This policy is established to meet the requirements of section 196 of the *Local Government Regulation 2012* wherein:

(1) A local government must prepare and adopt a policy about the local government's spending on entertainment or hospitality.

(2) A local government may spend money on entertainment or hospitality only in a way that is consistent with its entertainment and hospitality policy.

RELATED DOCUMENTS

- 10) Related documents are:
- a) Councillor Code of Conduct
 - b) Drug and Alcohol Policy
 - c) Employee Code of Conduct
 - d) Entertainment and Hospitality Procedures
 - e) Gifts and Benefits Policy and Procedures
 - f) Reimbursement and Provision of Facilities Mayor and Councillors Policy and Procedures

RESPONSIBLE OFFICER

Chief Executive Officer

APPROVAL DATE

22 September 2021

REVIEW DATE

September 2025 (4 Yearly Review)

REVISION HISTORY

Version	Meeting	Approval Date	History
1	General Meeting	11/05/2010	Adopted
2	Policy & Planning	02/04/2013	Reviewed
3	Policy & Planning	01/03/2017	Reviewed
4	General Meeting	22/09/2021	Revised