



# Entertainment and Hospitality Expenditure

<b>ADOPTION DATE:</b>	<b>July 2019</b>
<b>REVISION DATE:</b>	<b>June 2020</b>
<b>DIVISION:</b>	<b>Administration</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Chief Executive Officer</b>

## **POLICY OBJECTIVE:**

This policy defines the way in which spending on hospitality and entertainment is determined and implemented.

## **Definitions:**

<i>Term</i>	Definition
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## **RELEVANT LEGISLATION:**

Local Government Regulation 2012 (s.196)

## **BACKGROUND:**

## **POLICY STATEMENT:**

All expenditure on entertainment and hospitality is to be clearly linked to official purposes or limited social occasions and serve the public interest.

Expenditure is subject to allocations in the Council's annual budget.

Examples of where hosting is considered appropriate and in the public interest includes:

- Official visitors to Council;
- Prospective senior staff;
- Workshops and seminars involving Councilors and staff;
- Social occasions such as:
  - Councilor/staff retirement/resignation functions;
  - Annual Christmas break-up functions;
  - Recognition of staff performance.

Hospitality may include meals, refreshments, cultural performances and the presentation of local arts and crafts.

A light meal and refreshments shall be provided to all councilor's and senior staff in attendance at an ordinary meeting of Council that extends longer than four hours.

Where meetings are conducted on the mainland, alcohol should only be available for the purpose of hospitality in modest amounts. No alcohol is to be made available for any meetings conducted within the Shire.

**PROCEDURE/S:**

These are detailed under the procedures manual.

**BUDGETARY IMPLICATIONS:**

An allowance is to be provided in the budget based on the estimated number of functions and the numbers expected to attend.

**IMPLEMENTATION:**

Policy to be implemented by the Manager Administration and Finance

Policy commences immediately on adoption by Council

Policy applies to all employees of the Council.

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