



Gladstone Regional Council

Council Policy

Title	ENTERTAINMENT AND HOSPITALITY EXPENDITURE
Policy Number	P-2017-21
Responsible Directorate	OFFICE OF THE CHIEF EXECUTIVE OFFICER
Responsible Officer	CHIEF EXECUTIVE OFFICER
Date of Adoption	4 JULY 2017
Resolution Number	G/17/3102
Date Review Due	4 JULY 2020

1.0 PURPOSE:

To set standards for entertainment and hospitality expenditure incurred on Council's behalf which meet community standards and comply with the requirements of Section 196 of the *Local Government Regulation 2012*.

Specifically, to ensure that Councillors and staff participating in official entertainment or hospitality:

- obtain the most cost-effective outcome for Council;
- efficiently make the necessary entertainment or hospitality arrangements; and
- comply with legal, financial, audit and ethical requirements.

2.0 SCOPE:

All entertainment and hospitality expenditure by Gladstone Regional Council.

3.0 RELATED LEGISLATION:

Local Government Act 2009
Local Government Regulation 2012

4.0 RELATED DOCUMENTS:

- Councillor Expenses Reimbursement and Provision of Facilities Policy;
- Learning and Development Corporate Standard; and
- Procurement Policy and Corporate Standard;
- Gladstone Entertainment and Convention Centre Programming Policy.

5.0 DEFINITIONS:

Nil.

6.0 POLICY STATEMENT:

6.1 BACKGROUND

The *Local Government Regulation 2012* contains the following provision in relation to spending on entertainment and hospitality:

196 Entertainment and hospitality

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

Examples of entertainment or hospitality—

- 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

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

6.2 POLICY POSITION

Council will only spend money on entertainment and hospitality if:

- (a) the entertainment or hospitality is in the public interest; and
- (b) it meets the following criteria:
- is reasonable;
 - cost effective;
 - within the relevant budget allocations;
 - for official purposes; and
 - able to withstand public scrutiny.

Council considers the following types of expenditure for entertainment or hospitality to be acceptable under this Policy:

1. hosting interstate and overseas dignitaries;

2. hosting representatives of business, industry, recognised community organisations, media representatives and members of the public;
3. hosting representatives of other levels of government;
4. conducting special functions to recognise particular events or achievements;
5. hosting official visitors;
6. providing light refreshments and lunches for conferences, seminars and workshops;
7. providing light refreshments and/or lunches at inductions for new staff members and for special staff meetings where there is benefit and/or positive productivity outcomes to be achieved through internal networking and/or collective think tanks;
8. attendance by Councillors or invited staff at official functions for which charges are incurred;
9. providing lunch including refreshments for Councillors, Senior Staff, media representatives, visiting dignitaries and members of the public during official meetings;
10. providing meals for staff and Councillors attending training, conferences, meetings and other approved professional development activities in accordance with Council's Learning and Development Corporate Standard (for staff) and Councillor Expenses Reimbursement and Provision of Facilities Policy (for Councillors);
11. reasonable hospitality expenses in the form of meals and/or refreshments for prospective hirers, artists, sponsors or other guests of Council facilities (eg. Gladstone Library, Gladstone Regional Art Gallery & Museum, Tondoon Botanic Gardens, Gladstone Entertainment Convention Centre etc.) on those occasions where there exists a reasonable expectation that Council might provide, or that such gesture might assist in securing a positive outcome for Council and/or it is customary in the relevant industry for meals or refreshments to be provided;
12. providing sustenance and refreshments for bona fide Council volunteers.

Generally, the purchase of alcohol is not permitted under this policy, however, the Mayor may exercise discretion and allow the purchase of limited alcohol where it is appropriate in the circumstances to do so.

6.3 PROCEDURE THAT MUST BE FOLLOWED WHEN APPROVING SPENDING ON ENTERTAINMENT OR HOSPITALITY

All staff incurring and authorising entertainment and hospitality expenditure must do so in accordance with relevant financial delegations under Council's Procurement Policy and Corporate Standard and must ensure that:

- it is properly documented with the purpose identified;

- the documentation is available for scrutiny by both internal and external audit;
- it appears appropriate and reasonable and can withstand the 'public defensibility test';
- all procedures relating to Fringe Benefits Tax are followed; and
- it is in accordance with Council's budget.

In instances where an a staff member is claiming reimbursement of entertainment or hospitality expenditure incurred personally, the staff member involved may not authorise the reimbursement themselves, but must refer it to their supervisor who has the relevant financial delegation under Council's Procurement Policy and Corporate Standard.

In any situation where there is some doubt as to whether the entertainment or hospitality expenditure complies with this policy, the matter should be referred to the Chief Executive Officer for a determination. Where the doubt relates to entertainment or hospitality expenditure by the Chief Executive Officer, the matter should be referred to the Mayor for a determination.

7.0 ATTACHMENTS:

Nil

8.0 REVIEW TRIGGER:

This policy will be reviewed when any of the following occur:

1. The related legislation/documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council
3. Periodic Review – 3 years from date of adoption.

TABLE OF AMENDMENTS		
Originally Adopted	15 March 2011	G/5.1.2 (formerly Policy No. P-1.00.04)
Amendment 1	18 March 2014	G/14/1926 (formerly Policy No. P-2013/11)
Amendment 2	<INSERT DATE COUNCIL MEETING>	<INSERT RESOLUTION NUMBER>
Amendment 3	<INSERT DATE COUNCIL MEETING>	<INSERT RESOLUTION NUMBER>

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CALE DENDLE
ACTING CHIEF EXECUTIVE OFFICER.