

## BARCOO SHIRE COUNCIL POLICY *ENTERTAINMENT AND HOSPITALITY*

Policy Number: EXG-005	Version: 3
Classification: Statutory	Section: Executive-Governance
Date Adopted by Council: 19.07.2017	Resolution Number: 2017.07.26
Responsible Officer: Chief Executive Officer	<p>Review: Review: Note: This Policy is reviewed when any of the following occur:</p> <ol style="list-style-type: none"> <li>1. The related information is amended or replaced.</li> <li>2. Other circumstances as determined from time to time by the Chief Executive Officer.</li> </ol> <p>Notwithstanding the above, this Policy is to be reviewed at intervals of no more than two years.</p>
Legislation: <i>Local Government Act 2009; Local Government Regulation 2012</i>	

### OBJECTIVE

The objective of this policy is to set standards for entertainment and hospitality expenditure that meet legislating guidelines, community standards, and the Barcoo Shire Council Code of Conduct.

### POLICY STATEMENT

Expenditure by Barcoo Shire Council on entertainment and hospitality will be in the public interest, represent best value for money, and comply with legal, financial, audit and ethical principles.

### DEFINITIONS

**Function** is a formal function hosted by Council which does not include conferences, professional development, training or meetings held by organisations other than Council.

A **Civic Reception** is hosted by Council to demonstrate hospitality, courtesy or provide recognition of a milestone; it includes celebrations of Australia Day, Anzac Day, a book launch or a Citizenship Ceremony.

### PROCEDURE

This policy applies to all entertainment and hospitality expenditure incurred by Council in every aspect of its operations and performance.

All entertainment and hospitality expenditure, including that on advertising must be:

- authorised and for official approved purposes
- cost effective and represent value for money
- within the relevant budget allocations
- able to withstand public scrutiny

Entertainment and hospitality expenditure will be approved and documented according to procurement and purchase procedures and delegations, and the requirements of Fringe Benefits Tax.

Entertainment and hospitality expenditure will be charged to Council's relevant financial account so that a general purpose financial statement can be included in Council's Annual Report.

Entertainment and hospitality expenditure includes:

- functions and civic receptions related to entertaining visitors where Council has an interest in or an obligation to facilitate the visit

- functions, meetings and civic receptions related to business and/or development where it is considered essential for building relationships and supporting links within the region or across Australia and internationally to ensure the strong economic performance of the region
- functions, meeting and civic receptions that are considered essential for maintaining and strengthening the social fabric of the Shire area

Expenditure should not be incurred for attendance of a Council employee's or Councillor's partner or spouse, except where the prior approval of the Mayor in the case of Councillors or Chief Executive Officer, or of the Chief Executive Officer in the case of other Council employees, has been obtained.

Council may meet the cost of food and drink provided to employees as attendees at Council functions in the following circumstances:

- when employees are required to be present at a meal time and an alternate designated meal break is not available
- at committee and working group meetings, conferences, seminars and training where the cost is met by Council
- if an employee is required to attend a meeting or function attended by persons external to Council where food and drink is provided for all other attendees

Other types of expenditure considered reasonable as official expenditure:

- tea/coffee for official visitors
- breakfast/lunch/dinner for official visitors
- light refreshments for internal meetings, conferences, workshops, seminars and other business purposes
- charges for attendance at official functions
- condolence wreaths or floral presentations
- Anzac Day wreaths
- employer reward and recognition presentations
- annual Christmas celebrations.

Some types of expenditure may be considered not appropriate and include:

- tips and gratuities
- dinners/functions at the private residence of a Councillor or Council employee
- stocking of bar fridges except in the instance of the Mayor and Chief Executive Officer
- mini-bar expenses

Alcohol may only be provided at an official Council function at Council's expense if it has prior approval by the Mayor or Chief Executive Officer.

Alcohol may not be supplied at Council's expense to Council employees except where the employee attends a function at which alcoholic drinks are provided for other persons under this policy. At such times the Drug and Alcohol policy in the Code of Conduct must be adhered to.

#### **ASSOCIATED DOCUMENTS AND POLICIES**

Barcoo Shire Council *Procurement Policy*

Barcoo Shire Council *Corporate Credit Card Policy*

Barcoo Shire Council *Employee Code of Conduct*