# AUTHORITY

*Local Government Act 2009*

*Local Government Regulation 2012*

# POLICY STATEMENT

To establish a policy which provides a working framework to manage hospitality and entertainment expenses and which meets the requirements of Section 196 of the *Local Government Regulation 2012.*

# PRINCIPLES

1. Council recognises that there are circumstances when the provision of entertainment and hospitality is appropriate and may result in the council and the community receiving an intangible or indirect benefit. Examples of such circumstances may include—

* building relationships and links with: interstate, intrastate and overseas dignitaries, representatives of business, industry, trade unions;

* recognised community organisations, the media and other levels of government;

* working with the local community to strengthen the social fabric of the local communities;

* working with employees to encourage them to aspire to provide the best value service to the community.

1. As a publicly funded body, however, Council must ensure the public sector standards of accountability are maintained.

1. A Register is to be utilised to record Entertainment and Hospitality associated with Civic Receptions, Council Functions and Employer Functions. (Attached Appendix A).

1. Council may incur expenditure for entertainment or hospitality services only if the services are in the public interest.

1. Guiding principles to be followed in order to achieve high standards of ethical behaviour and accountability are that entertainment expenditure must be reasonable, able to be justified as a benefit to the community and properly documented.

**SCOPE**

This policy is to apply to all councillors and staff.

# DEFINITIONS

**Business Hospitality** - That food and drink provided to Councillors and Council Officers by external parties in the form of official business.

**Council** – means Wujal Wujal Aboriginal Shire Council.

**Civic Reception** - A formal function hosted by Council generally for—

* visiting dignitaries;
* recognition of significant achievement(s) of individual(s) and group(s);
* economic development and furthering business links in the community; or
* citizenship ceremonies.

**Council Function** - Entertainment provided by Council generally for—

* visiting dignitaries;
* recognition of significant achievement(s) of individual(s) and group(s); or
* economic development and furthering business links in the community.

**Employer function** - A formal function hosted for Councillors and Officers (may include members of family) generally for—

* length of service; or
* Christmas celebrations.

**Entertainment and Hospitality -** Provision of food, drink or recreation as part of official business.

**Sponsored Meal** - That food and drink provided by council to Councillors, Council Officers and agents of Council on a working day at a venue other than Council premises.

**Working Meal** - That food and drink provided by council to Councillors, Council Officers and agents of Council on a working day at Council premises.

# POLICY GUIDELINES

## Treatment

Subject to the conditions stated, the following are the types of entertainment or hospitality services that Council considers appropriate for the use of its funds—

1. Civic Reception

Those receptions that meet the guiding principles are supported by this policy subject to—

* 1. Authorisation by the Council;
	2. Availability of funds during the Financial Year;
	3. Records being maintained in a Register that identifies the purpose of the function, number of attendees and costs associated with holding the Reception.

1. Council Function

Those functions that meet the guiding principles are supported by this policy subject to—

* 1. Authorisation by the Mayor or CEO;
	2. Availability of funds during the Financial Year;
	3. Records being maintained in a Register that identifies the purpose of the function, number of attendees and the costs associated with the Function.

1. Employer Function

Those functions that meet the guiding principles are supported by this policy subject to—

* 1. Authorisation by the Mayor or CEO;
	2. Records being maintained in a Register that identifies the purpose of the function, number of attendees and the costs associated with the Function.

1. Business Hospitality

Councillors and Officers shall be available to attend functions hosted by business (in their capacity as a Council representative) subject to—

* 1. Council's Code of Conduct principles being met;
	2. The amount of hospitality being minor, that is, less than $50 (should the amount be greater, the hospitality shall be recorded in the Register of Interests or the individual may elect to contribute to the cost of the hospitality);
	3. The individual not feeling obliged to undertake works that may compromise the organisation or are not considered accountable during the daily course of operations.

1. Sponsored Meal

It is allowable for Councillors and Officers to be provided with food and non-alcoholic beverages during the course of their daily business e.g. business lunch at an off-site venue subject to—

* 1. Authorisation by the Mayor or CEO; and
	2. Authorisation is limited to $40/head.

1. Working Meals

Provision of entertainment to Councillors and Officers during the course of their daily business e.g. a working lunch on premises, is supported subject to—

* 1. Authorisation by the CEO or accountable Director; and
	2. Authorisation is limited to $30/head.
	3. Expenditure of less than $50.00 in total or $10.00 per person does not require specific authorisation.

## Authorisations and Council Involvement

1. Expenditure on entertainment or hospitality services must be approved/authorised by the Mayor, Chief Executive Officer or accountable Director as specified for the various function types set out above. The person approving the expenditure must ensure that—

* 1. The expenditure is in accordance with this Policy;
	2. The cost is available in the relevant budget item and meets the usual requirements for expenditure approvals.

1. Where the provision of entertainment and hospitality does not meet the General Policy, a decision to proceed with the provision must be ratified by the full Council.

1. Should the provision be of an urgent nature (where it is not feasible to wait until the next council meeting) then the Mayor is delegated the authority to proceed with the event. Expenditure incurred in these circumstances shall be reported to Council.

## Fringe Benefits Tax

a) Fringe Benefit Tax Declarations will need to be completed for all of the following types of entertainment and hospitality—

1. Civic receptions
2. Council functions
3. Employer function
4. Sponsored Meals

## Credit Cards

1. Credit cards may only be used for payment of entertainment/hospitality expenses by those persons issued with a Corporate Credit Card or by written approval of such persons. Payment of entertainment/hospitality expenses by credit card must be in accordance with the normal conditions of use of the credit card and such expenditure must also be in accordance with the requirements of this Policy.

1. Payment of entertainment/hospitality expenses by credit card will normally be restricted to authorised officers attending conferences and seminars at venues outside the Wujal Wujal Aboriginal Shire Council area or where business hospitality is provided by the Council at an off-site venue.

Eileen Deemal-Hall
**Chief Executive Officer**

|  |  |
| --- | --- |
| **DATE OF ADOPTION:** | 25 July 2019 |
| **TIME PERIOD OF REVIEW:** | 2 Years |
| **DATE OF NEXT REVIEW:** | June 2021 |