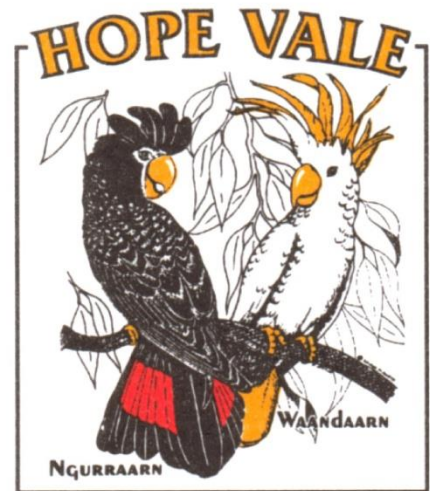


HOPE VALE ABORIGINAL SHIRE COUNCIL



Hospitality and Entertainment Policy

Document Control

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Version History

Version Number	Date	Signature	Reason / Comments
1	20 September 2012		Council Resolution
2	20 March 2013		Council Resolution
3	25 February 2014		Council Resolution
4	18 January 2017		Council Resolution
5	21 February 2018		Council Resolution
6	27 February 2019		Council Resolution
7	16 December 2019		Council Resolution
8	17 March 2021		Council Resolution

HOSPITALITY AND ENTERTAINMENT POLICY 2020-2021

ORIGIN/AUTHORITY

Local Government Regulation 2012
Section 196

PURPOSE

The purpose of this policy is to establish an entertainment and hospitality policy pursuant to section 196 of the Local Government Regulation 2012. It sets the principles and guidelines pertaining to entertainment and hospitality. The principles governing expenditure on entertainment and hospitality will ensure that public monies are utilised prudently and appropriately.

APPLICATION

This policy is to apply to all Councillors and employees of Council who are claiming for reimbursement or payment of entertainment and hospitality expenditure in connection with their duties and/or while representing Council.

DEFINITIONS

Council Business – includes work required to be performed as part of normal duties.

Entertainment and Hospitality Service – includes the following:

- a) entertaining members of the public in order to promote a local government initiative, service or project:
- b) providing food or beverages by Council –
 - to a person who is visiting Council in an official capacity; or
 - for a conference, meeting, training course, seminar, workshop, recognition event or other event that is held by Council for its Councillors, staff or other persons;
- c) paying for a Councillor or staff member to attend a function as part of the Councillor's or staff members official duties or obligations as a Councillor or staff member.

POLICY

Entertainment and hospitality expenditure must be incurred in the public interest. This means that the person authorising the expenditure must confirm that the expenditure will benefit the public generally or facilitate Council business, and is consistent with this policy.

The amount spent on entertainment and hospitality must be reasonable, having regards to the benefit to Council or the public. Expenditure must be provided for in a budget and must be

authorised in accordance with the Council's standard accounting procedures and in accordance with this policy

Guidelines

Whenever a Councillor or employee claims for reimbursement or payment of entertainment expenses, they must be able to clearly identify the benefit derived from the expenditure.

Inappropriate Expenditure

Unless specifically approved by the Chief Executive Officer prior to the event, expenditure that is not considered appropriate includes:

- (a) staff lunches without a Council business purpose;
- (b) tips or gratuities;
- (c) club membership fees; and
- (d) the cost of providing meals at a private residence.

Provision of Alcohol

Alcohol may only be provided at an official Council function if it has been approved prior to the function by the Mayor, Chief Executive Officer or their nominee. Alcohol must not be provided during meetings or training courses provided by the Council, unless approved by the Chief Executive Officer or nominee. Alcoholic drinks may not be provided for officers except where the officer attends a function at which alcoholic drinks are provided for other persons under this policy.

Use of Credit Cards for Entertainment and Hospitality

If a credit card is issued by Council, that card may only be used to pay for entertainment and hospitality expenditure where the expenditure has been approved under this policy or authorised by the Chief Executive Officer.

Adopted by Council on the 17 March 2021

Shannon Gibbs
Director of Finance