



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Entertainment & Hospitality Policy

RESOLUTION NO. **OM00/00/00** VERSION **V4**

APPLIES TO STATUTORY POLICIES ONLY

This an official copy of the **Entertainment & Hospitality Policy**, made in accordance with the provisions of *Local Government Act and Regulations, Public Records Act, Mount Isa City Council's Local Laws, Subordinate Local Laws and current Council Policies.*

Statutory Policies comply with a legislative requirement; the **Entertainment & Hospitality Policy** is approved by the Mount Isa City Council for the operations and procedures of Council.

Sharon Ibardolaza
Chief Executive Officer

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1. PURPOSE

The objective of this policy is to ensure Mount Isa City Council staff and councillors have a clear directive when engaging in entertainment and hospitality for the benefit of the local community. This policy provides for the control of expenditure on entertainment and hospitality.

2. COMMENCEMENT

The Mount Isa City Council Entertainment & Hospitality Policy will take effect following its adoption by Council at its Ordinary Meeting on 28 March 2018.

3. APPLICATION

This policy applies to all Councillors and employees of Mount Isa City Council.

The Local Government Regulation 2012 part 6 section 196 states:

- (1) A local government must prepare and adopt a policy about the local government's spending on entertainment and hospitality; and
- (2) A local government may spend money on entertainment and hospitality only in a way that is consistent with its entertainment and hospitality policy.

Examples of entertainment or hospitality provided in the regulation include:

- 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; and
- 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.

Policy Statement

This policy is established in accordance with section 196 of the *Local Government Regulation 2012*. The policy is consistent with the local government principles as defined in section 4 of the *Local Government Act 2009*.

All entertainment and hospitality expenditure must be in accordance with the following principles:

- Be for official purposes;
- Be properly documented with the purpose identified;
- Be available for scrutiny by both internal and external audit;
- Appear appropriate and reasonable and withstand public scrutiny;
- Be in accordance with Council's budget limits; and
- Be in accordance with Council's Procurement Policy.

In all instances of personal expenditure claimed for reimbursement or payment, the Chief Executive Officer or delegate should be comfortable in disclosing the expense.

Officers should be satisfied that the claim was reasonable, prior to the authorisation of any such payment or reimbursement.

Matters that should be considered include the quantum of the claim and the frequency of claims.





Due consideration also needs to be given to factors such as accepted community practice or standard.

In a situation where there is some doubt about the validity of a claim (i.e. where there is doubt that an activity or function relates to the employee's official duties), the Chief Executive Officer should make a determination in relation to the principles of these guidelines.

PROHIBITED EXPENDITURE

The types of entertainment or hospitality considered as non-official or prohibited includes any of the following:

- Tips or gratuities;
- Social and recreational club membership fees; and
- Parking offences and traffic offences;

The non-official expenditure mentioned above is regarded as not being in the public interest.

APPROPRIATE HOSPITALITY

Entertainment should only be incurred where it is considered essential to facilitate the conduct of public business through persons who are able to do so, either by advice or because of their vocations or business needs.

Examples of expenditure considered to be appropriate hospitality include:-

- Hosting dignitaries;
- Hosting representatives of business, industry and recognised community organisations, and the media;
- Hosting representatives of other levels of government;
- Conducting special staff functions such as farewells and annual Christmas parties; and
- Special functions to recognise particular events/achievements.

OTHER APPLICABLE EXPENDITURE

Other types of expenditure considered reasonable as official hospitality include:

- Provision of tea, coffee, morning or afternoon tea for official visitors;
- Alcohol in moderation for official events;
- Provision of light refreshments/lunches for internal meetings, conferences, seminars and workshops;
- Attendance at official functions for which charges are incurred; and
- Provision of lunch including refreshments for Councillors, senior staff, press and visiting dignitaries during official Council meetings.

4. RESPONSIBILITIES

All employees and councillors are bound to act within this policy.

5. BREACH OF POLICY

Breach of this policy may lead to disciplinary or other action.

