



STATUTORY POLICY
MOUNT ISA CITY COUNCIL
Entertainment and Hospitality Policy

RESOLUTION NO. OM09/08/23 VERSION V6

APPLIES TO STATUTORY POLICIES ONLY

This an official copy of the **Entertainment and Hospitality Policy**, made in accordance with the provisions of *Local Government Regulation 2012* and other current Council Policies.

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

.....
 Tim Rose
Acting Chief Executive Officer

| DOCUMENT VERSION CONTROL | | | |
|---|------------|--------------------|--|
| Governance/Policies/Statutory Doc ID# 30762 | | POLICY TYPE | Statutory (Council) |
| VERSION | DATE | RESOLUTION NO. | DETAILS |
| V1 | 24.06.2015 | OM40/06/15 | Responsible Officer - Chief Executive Officer |
| V2 | 15.06.2016 | OM09/06/16 | Responsible Officer - Chief Executive Officer |
| V3 | 28.06.2017 | OM13/06/17 | Responsible Officer - Chief Executive Officer |
| V4 | 28.03.2018 | OM13/06/17 | Responsible Officer - Chief Executive Officer |
| V5 | 28.04.2021 | OM24/04/21 | Responsible Officer - Chief Executive Officer |
| V6 | 23.08.2023 | OM09/08/23 | Responsible Officer - Chief Executive Officer |
| | | REVIEW DUE | 07/2024 |

| DISTRIBUTION AND DISSEMINATION | | | |
|-----------------------------------|----------|----------------------------------|----------|
| Internal email to all employees | X | Section meetings / Toolbox talks | |
| Internal email to all councillors | X | Included in employee inductions | |
| Employee noticeboards | | Uploaded to Council website | X |
| Internal training to be provided | | External training to be provided | |
| Registered in magiQ | X | | |



1. PURPOSE

This policy provides a framework for the management of entertainment and hospitality expenditure by employees and councillors of Mount Isa City Council ("Council") in accordance with the *Local Government Regulation 2012* ("LG Reg").

2. COMMENCEMENT

This policy will commence on and from 23 August 2023. It replaces all other policies or arrangements governing Council's expenditure on entertainment and hospitality (whether written or not).

3. APPLICATION

This policy applies to all councillors and employees of Council.

Part 6, section 196 of the LG Reg states:

- (1) A local government must prepare and adopt a policy about the local government's spending on entertainment and hospitality (an entertainment and hospitality policy).
- (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 LG Reg include:

- a) entertaining members of the public in order to promote a local government project
- b) providing food or beverages to a person who is visiting the local government in an official capacity
- c) 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
- d) 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

4. EXPENDITURE PRINCIPLES

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

- a) Be for official purposes
- b) Be properly documented with the purpose identified
- c) Be available for scrutiny by both internal and external audit
- d) Appear appropriate and reasonable and withstand public scrutiny
- e) Be in accordance with Council's budget limits and
- f) Be in accordance with Council's Procurement Policy

In all instances of personal expenditure claimed for reimbursement or payment, the Chief Executive Officer ("CEO) 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 CEO should make a determination in relation to the principles of these guidelines.



5. PROHIBITED EXPENDITURE

The following types of entertainment or hospitality expenditure are prohibited:

- a) Tips or gratuities
- b) Social and recreational club membership fees and
- c) Parking offences and traffic offences

6. 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:

- a) Hosting dignitaries
- b) Hosting representatives of business, industry and recognised community organisations, and the media
- c) Attending meetings with Indigenous representatives and bodies
- d) Hosting representatives of other levels of government
- e) Conducting special staff functions such as farewells and annual Christmas parties and
- f) Special functions to recognise particular events/achievements
- g) Provision of tea, coffee, morning or afternoon tea for official visitors
- h) Alcohol in moderation for official events
- i) Provision of light refreshments/lunches for internal meetings, conferences, seminars and workshops
- j) Attendance at official functions for which charges are incurred and
- k) Provision of lunch including refreshments for Councillors, senior staff, press and visiting dignitaries during official Council meetings

7. RESPONSIBILITIES

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

8. VARIATIONS

Council reserves the right to vary, replace or terminate this policy from time to time.

9. BREACH OF POLICY

9.1 Where Council reasonably believes an employee has breached this policy, the matter will be dealt with under the relevant legislation.

10. COMMUNICATION AND DISTRIBUTION

10.1 Council will make available to the public, the Entertainment and Hospitality Policy on our website at www.mountisa.qld.gov.au.

10.2 Supervisors will ensure the policy is distributed as per the Distribution and Dissemination table on this policy.

ASSOCIATED LEGISLATION AND POLICIES

- *Local Government Regulation 2012*



ATTACHMENT A: ENTERTAINMENT AND HOSPITALITY EXPENDITURE

1. **Entertainment or hospitality at a service or function hosted by Council for members of the public to promote an initiative or project:**

Expenditure Limits

- As approved by Council.

Attendance/Protocols

- As approved by Council or authority delegated to the CEO.

2. **Contribution to entertainment or hospitality at a service or function hosted by an Indigenous organisation and attended by Council to promote and sustain partnerships, initiatives or projects:**

Expenditure Limits

- As approved by Council.

Attendance/Protocols

- As approved by Council or authority delegated to the CEO.

3. **The provision of food or beverages to government officials, dignitaries or elected politicians visiting Council in an official capacity:**

Expenditure Limits

- Lunch – up to \$100 per person attending
- Dinner – up to \$150 per person attending

Expenditure above these limits is to be authorised by Council.

Attendance/Protocols

- As approved by Council or authority delegated to the CEO.

4. **A meeting held by Council for Councillors, employees or other persons:**

Expenditure Limits

- Breakfast – up to \$30 per person attending
- Lunch – up to \$30 per person attending
- Dinner – up to \$50 per person attending

Costs for morning and afternoon teas should be modest; usually less than the per head rate provide for breakfast.

Attendance/Protocols

- As approved by the CEO or relevant Director or Manager.

Hospitality expenditure of this nature should not be seen as a substitute for business meetings and, wherever possible, councillors and employees should hold meetings within Council places of work and provide sufficient time to allow employees to take lunch breaks at their own expense.

Expenditure of this nature would normally be incurred only when there is a need to continue working through lunch breaks (or shortened breaks) due to project deadlines and/or restricted availability of attendees.

5. **A seminar, training course, workshop or another forum hosted by Council for its councillors, employees or other persons:**



Expenditure Limits

- Refer to limits outlined in Section 3 above.

Attendance/Protocols

- As approved by the CEO or relevant Director or Manager.

6. Entertainment and hospitality expenditure incurred during work related travel but not included in the standard registration package at training, workshops, conferences and seminars:

Expenditure Limits

- Refer to limits outlined in Section 3 above.

Attendance/Protocols

As approved by the CEO or relevant Director or Manager. Alcoholic beverages will not be covered (unless reimbursed as private expenditure). Council's requirements for training/professional development must also be complied with.

7. Individual councillor entertainment and hospitality allowances:

Refer to the Councillor Expenses Reimbursement Policy.

Attendance/Protocols

- Expenditure incurred must be business related or serve the public interest.
- Expenditure in relation to partners, spouses or family members is not permitted.

8. Sanctioned social functions hosted by Council for its Councillors or employees:

(Examples: End of Year Party, Employee Awards function, testimonial dinner for a long-serving Councillor or employee)

Expenditure Limits

Refer to limits outlined in Section 3 above. Attendees may be required to contribute towards the cost of holding the function.

Attendance/Protocols

- Approval for expenditure on social functions is to be granted by the CEO or relevant Director only.
- Employees are not entitled to claim for time spent at social functions unless approval is granted by the CEO.

APPROVAL OF EXPENDITURE

- a) Expenditure under this policy may be approved as follows: By the holder of a Council issued credit card subject to all other policies and guidelines being adhered to.
- b) By Council purchase order authorised by the CEO, Director or Manager responsible for the relevant function and the officer's financial delegation.

Persons incurring entertainment and hospitality expenditure must ensure that such expenditure is allowable under this policy and is reasonable and appropriate having regard to the benefit to Council or the public interest.