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# Entertainment and Hospitality Expenses Policy

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## CONTROL:

Policy Type:	Admin & Finance
Authorised by:	Council
Head of Power:	Local Government regulation – Section 196
Responsible Officer:	All Councillors and Officers
Responsibilities:	Compliance with policy
Adopted / Approved:	19 June 2025; Resolution 2025/107
Last Reviewed:	June 2025
Review:	June 2027 Note: This Policy is reviewed when any of the following occur: <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> Notwithstanding the above, this Policy is to be reviewed at intervals of no more than two years.

## 1. INTRODUCTION

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### 1.1 PURPOSE:

To ensure accountability and proper use of Council funds when providing entertainment and hospitality purposes.

### 1.2 POLICY OBJECTIVES:

To set standards for entertainment and hospitality expenditure incurred on Council's behalf which meet legislative and community standards and comply with Council's Codes of Conduct.

### 1.3 COMMENCEMENT OF POLICY:

This Policy will commence on adoption.

### 1.4 SCOPE:

This policy applies to all Councillors and staff when engaging in the provision or receipt of entertainment and hospitality.

## 2. POLICY

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### 2.1 CONTEXT:

Council is required by legislation to maintain a policy about the provision of entertainment and hospitality. Council can only provide entertainment and hospitality in line with this policy.

### 2.2 POLICY STATEMENT:

Council recognises that reasonable and appropriate expenditure for the purposes of entertainment and hospitality may be incurred by Councillors and employees in the ordinary course of carrying out their respective responsibilities.

All entertainment and hospitality expenditure must be:

- in the public interest;
- for Council-related purposes;
- prudent, responsible, acceptable to the community;
- economical and efficient;
- subject to budget provisions; and
- approved prior to the expenditure being incurred where possible.

Officers incurring and authorising the expenditure must demonstrate that the expenditure will benefit the Council and has been authorised for official purposes.

## 3. STANDARDS AND PROCEDURES

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### 3.1 SPECIFIC AND STANDARD

#### Authorisation and documentation

Expenditure not in accordance with this policy must be repaid to the Council within 14 days of being issued a notification of the expenditure being inappropriate.

Entertainment and hospitality expenditure must be properly documented so as to satisfy audit, legislative and reporting requirements.

Officers must not authorise their own expenditure. Expenditure by the CEO must be authorised by the Mayor. Expenditure by a Manager must be authorised by the CEO and expenditure by other officers must be authorised by the relevant Manager.

#### Entertainment and Hospitality Expenditure

Entertainment and hospitality expenditure includes entertaining visitors (where the Council has an interest in, or a specific obligation towards, facilitating the visit) such as intrastate, interstate and overseas delegates, representatives of business, industry, trade unions, recognised community organisations, the media, and other levels of Government.

Attendees must ensure that there is no conflict of interest or breach of Council's Codes of Conduct by their attendance or participation.

Entertainment and hospitality expenses by Councillors and Officers must at all times be publicly defensible.

**Expenditure that is Reasonable and Appropriate**

In accordance with section 196 of the Local Government Regulation 2012, examples of appropriate and reasonable expenditure for entertainment and hospitality 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;
- 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.

Examples of inappropriate and unreasonable expenditure for entertainment and hospitality includes, but is not limited to:

- tips or gratuities;
- dinners/functions at the private residence of a Councillor or employee; and
- mini bar expenses.

**Partner or other immediate family members**

Council recognises that on some occasions it is reasonable and appropriate for a Councillor or CEO’s partner, or other immediate family member, to attend functions related to official Council business.

**Provision and Consumption of Alcohol**

Alcohol may only be provided at an official Council function if it has been approved prior to the function by the Mayor, CEO or their nominee.

The Mayor or CEO may on occasion provide alcohol when hosting visitors.

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**4. REFERENCE AND SUPPORTING INFORMATION**

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**4.1 DEFINITIONS:**

To assist in interpretation, the following definitions shall apply:

<b>Word / Term</b>	<b>Definition</b>
Council	means Bulloo Shire Council.
CEO	Chief Executive Officer
Employee	All employees of Council, whether employed on a permanent, temporary, or part-time basis.

Other immediate family member	Children, parents or sibling of a Councillor or employee.
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**4.2 RELATED POLICIES, LEGISLATION AND DOCUMENTS:**

<b>Links to supporting documentation</b>
Local Government Act 2009
Local Government Regulation 2012
Code of Conduct for Employees Policy