

ENTERTAINMENT AND HOSPITALITY EXPENDITURE

Intent To provide clarity as to what is considered reasonable entertainment, why it is important to the role of Council.

Scope Applies to all entertainment.

DEFINITIONS

Civic Reception – formal function hosted by the Cairns Regional Council welcoming a person or persons to the region or recognising significant achievements of locals.

Council hosted functions - Occur in the following capacities:

Civic – function hosted by Council normally to demonstrate hospitality, courtesy, or provide recognition for a milestone. For example, Citizenship Ceremonies, a launch of a book, courtesy welcome for service club conference etc.

Business – function hosted to further relationships and links with business that are important to the region and the outcomes being delivered to ratepayers by the Council.

Employer – functions hosted for Council employees occasionally including members of their family. These functions are in recognition of service, both length and quality, and are provided along with other rewards to encourage aspiration to best value service for the ratepayers and residents of the Cairns region.

Entertainment – is generally the provision of meals and beverages as part of official business.

Reasonable expenditure – to assess whether expenditure is reasonable, the person claiming the expenditure must be comfortable in disclosing the expense, should that be required, and be able to identify the benefit for Council, and the public generally. They should be satisfied that the claim was reasonable, prior to the authorisation of any such payment or reimbursement. Matters which should be considered include the quantum of the claim, the frequency of claims and the impact of Fringe Benefits Tax.

LEGISLATIVE BACKGROUND

The *Local Government Regulation 2012* requires Council to have a policy on entertainment and hospitality.

PRINCIPLES

Council recognises that there are circumstances where the provision of entertainment is appropriate and can result in significant benefits to the Cairns region. As a publicly funded body, however, it must ensure that public sector standards of accountability are maintained and that practice is consistent across the organisation.

The guiding principles are that expenditure must be reasonable, able to be justified as of benefit to the Cairns region, and properly documented.

PROVISIONS

Cairns Regional Council is a significant regional city in a national context and is increasingly interacting at a community, cultural, business and political level with parties throughout Australia and the world.

Council's role extends to the following:

- Building relationships with Australian and International dignitaries that will be valuable if the region is to reach it's potential,

- Forming links within the region, across Australia and internationally to ensure the strong economic performance of the region,
- Working with the Cairns community to strengthen the social fabric of the Cairns region, and

In performing the role outlined above it is necessary from time to time for Council to engage in entertainment activities. The following types of entertainment are considered appropriate:

Civic Receptions

Are held from time to time during the year and are allowable under this policy where they:

- support the roles outlined above,
- have been authorised by the Mayor, and
- the expenditure associated with these receptions falls within the total budget allocated for such functions within a given financial year.

Responsibilities

- Responsibility for monitoring the budget associated with Civic Receptions rests with the Chief Executive Officer.
- These functions would always be organised by the Marketing and Communications Branch of Council.
- Corporate Communications will maintain details of: the purpose of the reception, the number of invitees, the number of attendees and a description of the groups that were in attendance together with a breakdown of the costs associated with the function.

Council hosted functions – Civic

Are held from time to time during the year and are allowable under this policy where they:

- support the roles outlined above,
- have been authorised by the Mayor or the Chief Executive Officer, and
- the expenditure associated with these functions falls within the total budget allocated for such functions within a given financial year.

Responsibilities

- Responsibility for monitoring the budget associated with Civic functions rests with the Chief Executive Officer.
- These functions would always be organised by the Marketing and Communications Branch of Council.
- Marketing and Communications Branch will maintain details of the purpose of the function, the number of invitees, the number of attendees and a description of the groups that were in attendance together with a breakdown of the costs associated with the function.

Council hosted functions - business

Are held from time to time during the year and are allowable under this policy where they:

- support the roles outlined above,
- have been authorised by the Mayor or Chief Executive Officer and
- the expenditure associated with the function falls within the total budget allocated for such functions within a given financial year.

Authorisation limits for entertainment of this nature are:

- Chief Executive Officer or Mayor - \$100 per head where expenditure is within budget.
- General Managers - \$100 per head where expenditure is within budget. Expenditure to be countersigned by Chief Executive Officer.
- Full Council – where expenditure exceeds the limits outlined above.

Responsibilities

- Responsibility for monitoring the budget associated with these activities rests with the Chief Executive Officer and the respective General Manager.

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This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review:

Human Resources and Organisational Change

**ORIGINALLY ADOPTED: 1/07/2004
CURRENT ADOPTION: 15/11/2017
DUE FOR REVISION: 15/11/2021
REVOKED/SUPERSEDED:**



**John Andrejic
Chief Executive Officer**