

ENTERTAINMENT AND HOSPITALITY EXPENDITURE

Intent To provide clarity as to what is considered appropriate entertainment and hospitality expenditure.

Scope Applies to all Council hosted functions for Civic, business and other appropriate events.

Section 196 of the *Local Government Regulation 2012* requires Council to have a policy on entertainment and hospitality expenditure.

196 Entertainment and hospitality

- (1) A local government must prepare and adopt a policy about the Local Government's spending on entertainment or hospitality (an ***entertainment and hospitality policy***).

Examples of entertainment or hospitality:

- 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

- (2) A Local Government may spend money on entertainment or hospitality only in a way that is consistent with its entertainment and hospitality policy.

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.

Examples of Council hosted functions are, but not limited to:

- Citizenship ceremonies
- Industry Group meetings/workshops
- Conferences
- Delegation receptions
- Internal staff events as approved by the Chief Executive Officer

Approval

Expenditure is to be approved by a Council officer, Executive Manager, Director, Chief Executive officer or Councillor who has the appropriate financial delegation and the expenditure is within budget for the financial year.

Councillors and employees who are attending a function as part of their official duties must also consider if the attendance is reportable in accordance with the Gifts and Benefits - Guidelines – Administrative Instruction #445338

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

Director Responsible for Review:

People and Organisational Performance

**ORIGINALLY ADOPTED:1/07/2004
CURRENT ADOPTION: 16/11/2022
DUE FOR REVISION: 16/11/2026
REVOKED/SUPERSEDED:**



**Mica Martin
Chief Executive Officer**