

## 1. Policy Statement

This Policy sets out Council's mandatory requirements in relation to providing and receiving entertainment and hospitality, ensuring that the required standards of accountability and probity, in relation to entertainment and hospitality activity and its related expenditure, are established, maintained and understood across Council.

## 2. Scope

This Policy applies to all Councillors, employees and other persons and/or organisations representing the Council.

For the purposes of this document, attendance at an evening function that forms part of a conference or similar official event does not constitute Entertainment and Hospitality.

## 3. Responsibility

The Mayor, Executive Management Team, Managers and Supervisors, are responsible for ensuring that this Policy is understood and adhered to by all Hinchinbrook Shire Council Councillors, employees and other persons/organisations representing Hinchinbrook Shire Council.

All Councillors, employees and other persons and/or organisations representing the Council have a responsibility for complying with this Policy and for seeking guidance from a more senior officer on any related matter.

## 4. Definitions

**Council business** means work required to be performed as part of normal duties.

**Public Defensibility** activities and decisions are open to reasonable scrutiny and can withstand a 'public defensibility' test in the context of fairness, equity and value for money.

**Entertainment and Hospitality** refers to a range of benefits that include, but are not restricted to the following:

- Entertaining members of the public in order to promote a local project; or
- Providing food or beverages to a Council visitor; or
- Providing food or beverages for a conference, course, meeting, seminar, workshop or another forum that is held by Council for its councillors, staff or other persons; and
- Paying for a Councillor or staff member to attend a function as part of their official duties or obligations.

## 5. Policy

### 5.1 Entertainment and Hospitality Requirements

All Entertainment and Hospitality expenditure must:

- Be for official purposes;
- Be properly documented with the purpose clearly identified;



- Be approved by an officer who is senior to the officer who arranged for the expenditure to be incurred;
- Be available for review by internal audit, external audit and the Finance Department and/or any officer or external body identified by the Chief Executive Officer (CEO), or delegate for this purpose;
- Be appropriate and reasonable and withstand the public defensibility test;
- Comply with budgetary requirements; and
- Be properly identified and coded to the 'General – Entertainment and Hospitality' natural account (63428).

Supervisors and Managers must have regard to these requirements when approving entertainment and hospitality related expenditure.

The provision of light refreshments and/or lunches at special staff functions or at internal meetings and workshops (including those meetings and workshops that are held for volunteers and visiting dignitaries) are permitted.

## **5.2 Accepting Hospitality**

Offers of hospitality, gifts or invitations, should only be accepted after due consideration of conflict of interest implications. Three different types of conflicts of interest can potentially exist in these situations:

- Actual conflict of interest;
- Potential conflict of interest; or
- Perceived conflict of interest.

Any offer or invitation of entertainment or hospitality (or a gift) should be avoided if the offer or invitation is, or could be perceived as being, or has the potential for being, an incentive or inducement for any decision making.

An entertainment or hospitality benefit may be accepted where it complies with all of the following principles:

- Refusal would offend or cause awkwardness; and
- It conforms with standard business custom or other cultural practices of the provider/offerrer; and
- It does not influence the Councillor/officer's impartiality (i.e. it has no conflict of interest consequences); and
- It is received in the normal course of duty or prior approval has been received.

Offers or invitations of hospitality (or gifts) should only be accepted after due consideration of conflict of interest implications. It is a requirement for approval to be sought prior to accepting any (non-trivial) hospitality from the immediate Manager of Director.

Hospitality, in many circumstances, is an important part of establishing and deepening corporate and professional relationships.

## **5.3 Other Considerations and Requirements**

- Alcohol may only be provided at an official function if it has been approved beforehand by the CEO.
- The following types of expenditure also require approval from the CEO:

- Cost of providing meals at a private residence;
- Club membership fees;
- Trips (within Australia); and
- Staff-only events where the cost per head exceeds \$20.

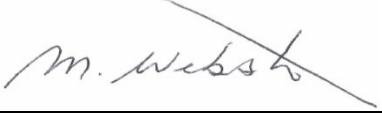
In recognition and appreciation of Council employees for their dedication and commitment to the provision of Council services to the public, Council will host an annual Christmas function, including alcoholic beverages in accordance with conditions of the Drug and Alcohol Policy and Drug and Alcohol Management Procedure.

## 6. Legal Parameters

- *Local Government Act 2009*;
- *Local Government Regulation 2012*; and
- *Fringe Benefits Tax Assessment Act 1986*.

## 7. Associated Documents

- Procurement Policy;
- Procurement Procedure;
- Purchasing Card Policy;
- Purchasing Card Procedure;
- Drug and Alcohol Policy; and
- Drug and Alcohol Management Procedure.

DOCUMENT HISTORY AND STATUS				
Action	Name	Position	Signed	Date
Approved by Council	Michelle Webster	A/CEO		30/05/2023
<b>Policy Version</b>	6	<b>Initial Version Adopted</b>	30/06/2015	<b>Current Version Adopted</b>
<b>Maintained By</b>	Corporate and Community Services		<b>Next Review Date</b>	31/05/2024
<b>File Location</b>	<a href="#">E:\Shared Data\Administration\Change\Policies, Procedures &amp; Forms\02. Current Documents</a>			

