



## Croydon Shire Council

# Entertainment and Hospitality Policy

### Document Control

Responsible Officer:

Chief Executive Officer

CEO Signature:

Date:

Category (tick):

- ☒ **Policy**      *Council resolution required*  
☐ **Procedure**      *CEO approval required*  
☐ **Guideline**      *CEO approval required*

Approval date	Head Policy #	Reference Number	Reason/Comment	Next review
20/06/2024		POL STAT 08	Legislation update, Audit recommendation and operational review, Policy framework update	01/06/2025

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## 1. Policy Statement

A local government must prepare and adopt a policy about the local governments spending on entertainment or hospitality (an entertainment and hospitality policy) and only spend money on entertainment or hospitality in a way that is consistent with the policy as outlined in the Local Government Regulations 2012 Clause 196 (1) and (2) and 1.3.

## 2. Scope

This policy applies to all elected members and employees of CSC.

## 3. Background

To set standards for entertainment and hospitality expenditure incurred on Council's behalf which meet legislative and community standards and is within the spirit of Council's Codes of Conduct To ensure that Councillors and employees when participating in official entertainment or hospitality activities:

- obtain the most cost-effective outcome for Council;
- efficiently make the necessary entertainment or hospitality arrangements; and
- comply with legal, financial, audit and ethical requirements

## 4. Legislation

4.1 The following legislation and rulings apply to this Policy:

- *Local Government Act 2009* (Qld)
- *Local Government Regulation 2012* (Qld)

## 5. Definitions

5.1 In this Policy, the following definitions/ terminology are used:

<b>Approver</b>	<ul style="list-style-type: none"><li>• For the Chief Executive Officer – means the Mayor.</li><li>• For Senior Executive Employees – means the Chief Executive Officer (as line manager)</li><li>• For other employees and contractors – means Senior Executive Employees (as line manager/ principal representative) &amp; the CEO</li></ul>
<b>CEO</b>	Chief Executive Officer
<b>Council</b>	means Croydon Shire Council
<b>Council business</b>	means a purpose directly connected to Council business and its operations, and not of a substantially personal nature.
<b>Drink</b>	May include alcoholic drinks where appropriate
<b>employee</b>	means a person who is engaged by the Council pursuant to a contract of employment on a permanent or casual basis, or for a specified period of time or task as a Local Government employee, Senior Executive Employee or Council advisor.

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<b>contractor</b>	means a person or entity who is contracted to perform work or provide services to the Council, pursuant to a contract for service.
<b>Councillors</b>	means the Mayor, Deputy Mayor, and Councillors of the Council.
<b>Senior Executive Employees</b>	means an employee of the Council who reports directly to the Chief Executive Officer and whose position ordinarily would be considered to be a senior position in the Council's organisational structure.

## 6. Policy

### 6.1 General

Council may spend money on entertainment or hospitality only if the entertainment or hospitality is in the public interest.

All entertainment and hospitality expenditure must be:

- reasonable;
- cost effective;
- within the relevant budget allocations
- for official purposes; and
- able to withstand public scrutiny

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

Expenditure incurred by an employee which is deemed by this Policy to be inappropriate or unreasonable must be repaid to Council within 14 days of such employee being notified of such expenditure being inappropriate.

Entertainment and hospitality expenditure which is permissible under this Policy may be paid for with a credit card issued in the name of Council, except where the issue of such credit card specifically excluded payment of entertainment and hospitality expenses.

All entertainment and hospitality expenditure must be properly documented so as to satisfy audit and reporting requirements. As a minimum Council requires the following documentation as verification of expenditure:

- Original receipts or original tax invoices
- Completed credit card usage summary form
- Any other relevant documentation

Employees must not authorise their own expenditure. All expenditure under this policy must be authorised by the Chief Executive Officer or, for the CEO, by the Mayor.

All entertainment and hospitality expenditure is to be charged to Council's relevant financial accounts in order for Council to prepare a general purpose financial statement for inclusion in Council's annual report, as required under clauses 182 and 183 of the Regulation.

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## 6.2 Entertainment and Hospitality Expenditure

Entertainment and hospitality expenditure includes the facilitation of functions related to entertaining visitors (where Council has an interest in, or a specific obligation towards, facilitating the visit) such as intrastate or interstate and overseas delegates, representatives of business, industry, trade unions, recognised community organisations, the media, and other levels of Government. Such entertainment and hospitality should not be a substitute for business meetings. Council employees attending such functions must ensure that there is no conflict of interest or breach of Council's Codes of Conduct by their attendance or participation.

Council may, meet the cost of food and drinks provided to employees as attendees to Council functions, but generally only in the following circumstances:

- A meal may be provided for employees who are required to attend to guests or partake in social activities during a designated meal time and an alternative meal break is not available. This includes committee and working group meetings, conferences, seminars and training sessions where the cost is met by Council; or
- If an employee is required to attend a meeting or other function attended by persons external to Council and where food and drink is provided for all other attendees, provided such function has been authorised in accordance with this Policy.

Other types of expenses considered reasonable as official expenditure include:

- Tea/coffee or similar for official visitors;
- Breakfast/lunch/dinner for official visitors
- Light refreshments for internal meetings, conferences, workshops, seminars and other business purposes approved by a relevant Senior Executive employee or the Chief Executive Officer;
- Charges for attendance at official functions;
- Employer reward and recognition presentations, such as recognition of Council officers for outstanding achievement in the provision of services to the public;
- Visits by overseas delegates;
- Annual Christmas celebrations; and
- Civic Receptions

The number of staff attending official functions should be kept to a minimum and should only include those who will be able to advance Council business by their attendance. Expenditure should not be incurred for attendance of an officer's partner or spouse except with prior approval of the Chief Executive Officer.

Entertainment and hospitality expenses by councillors and employees must at all times be publicly defensible.

## 6.3 Business Units

In order to promote business, it may at times be necessary for Council Business Units to provide entertainment and hospitality to clients and prospective clients which go beyond the limits that would otherwise apply under this policy. At all times, this expenditure must remain reasonable, appropriate, publicly defensible and within budget allocations. All employees of specified Council Business Units maintain an obligation to comply with Council's Code of Conduct in making decisions in relation to entertainment and hospitality expenditure.

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#### **6.4 Provision and Consumption of Alcohol**

Alcohol may only be provided at an official Council function at Council's expense if it has been approved prior to the function by the Mayor or Chief Executive Officer.

Alcoholic drinks may not be supplied at Council's expense to Council employees except where the employee attends a function at which alcoholic drinks are provided for other persons under this Policy. As a Council employee at such function representing Council's interests any consumption of alcohol must be done so strictly in accordance with Council's Drug and Alcohol Policy, and which includes that where such employee must be in control of a Council vehicle, or another vehicle whilst performing official Council duties, that the employee remains under the permissible blood alcohol limit for the operation of such vehicle.

#### **6.5 Expenditure that is not Reasonable and Appropriate**

Examples of expenditure which will generally be considered to be unreasonable and inappropriate and therefore treated as private expenditure include:

- Tips or gratuities;
- Alcoholic drinks other than strictly in accordance with this Policy; and
- Stocking of bar fridges.
- Tobacco related products including vapes/e cigarettes

### **7. Related Documents**

- Code of Conduct for Councillors in Queensland
  - Code of Conduct
  - Fraud Policy
  - Procurement Policy
  - Work Health and Safety Policy
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