

Entertainment and Hospitality

Council Policy - Statutory/Strategic	
Corporate Plan Link:	Our Engaged Council
Policy Owner:	City Administration
Responsible Manager:	General Manager Governance & Executive Services
Date Approved by Council:	27 November 2024
Next Review Date:	27 November 2028
Version:	7

Objective

The objective of this Policy is to establish when expenditure for entertainment and hospitality may be reasonably and appropriately incurred by Council.

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. When considering whether to incur this expenditure Councillors and employees must have regard to the following:

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.

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;
- stocking of alcohol (except where approved by the Mayor or CEO); 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 ELT Member's partner, or other immediate family member, to attend functions related to official Council business.

Expenditure on alcohol

Expenditure on alcohol for entertainment and hospitality purposes is only permitted with prior approval by:

- CEO in the case of the Mayor and employees
- Mayor in the case of the CEO; and
- Mayor in consultation with the CEO in the case of Councillors

Approvals

Payment / reimbursement is to be approved by:

- CEO in the case of the Mayor and ELT Members;
- Mayor in the case of the CEO
- Manager Governance and Executive Services in the case of the other Councillors; and
- Respective ELT Member in the case of employees

Application

This Policy applies to Council expenditure for the purposes of entertainment and hospitality.

This Policy does not apply to entertainment and hospitality expenditure under Council's:

- Councillor Attendance at Conferences and Training Policy;
- Gifts, Sponsored Hospitality Benefits, Awards and Prizes Policy; or
- Sponsorship Policy

Related Documents

This Policy complements and is to be implemented in conjunction with other Council policies and directives but not limited to:

- Entertainment & Hospitality Procedure
- Councillor attendance at conferences and training Procedure
- Gifts, Sponsored Hospitality Benefits, Awards & Prizes Policy
- Sponsorship Policy

Definitions

Term	Definition
CEO	Chief Executive Officer of Moreton Bay City Council.
City	Moreton Bay City Council Local Government Area.
Council	City of Moreton Bay / Moreton Bay City Council.
Councillor	Mayor and all Councillors, except where Mayor specifically mentioned.
ELT Member	Members of Council's Executive Leadership Team (comprising of the Chief Executive Officer and senior executive employees).
Employee	All employees of Council, whether employed on a permanent, temporary, or part-time basis and includes volunteers and employees of businesses and entities contracted to provide services to, or on behalf of Council.
Other immediate family member	Children, parents or sibling of a Councillor or employee.

Document Control

Document History			Official Version: 66511613
Version	Approval	Date	Document ID
Version 1	Coordination Committee (10/362-363)	2.3.2010	A6737886
Version 2	Legislation update	10.4.2012	
Version 3	Coordination Committee (16/2251)	8.11.2016	A13292787
Version 4	Coordination Committee (18/2460)	13.12.2018	A17819049
Version 5	Administrative amendments only: <i>'Formatting, review date and position titles'</i> <i>Approved by Director Finance & Corporate services</i>	2.10.2020	A20893232
Version 6	General Meeting (MP. 23/357)	1.3.2023	63271304
Version 7	General Meeting	27.11.2024	71373874

*General Manager, Governance and Executive Services