

Policy Name	Entertainment and Hospitality
Policy Type	Governance
Policy Number	GOV07
Version	2
Approval Date	January 2019
Renewal Date	January 2022



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SUMMARY

There are certain situations where Council is obliged to cover entertainment and hospitality costs. This policy is designed to provide an indication of such situations where it would be considered reasonable and appropriate that council provides entertainment and hospitality.

Overall, the Chief Executive Officer has the discretionary authority to approve such expenditure depending on the circumstances.

POLICY STATEMENT

1. All entertainment and hospitality expenditure must be incurred in the public interest. This means the Elected Member or officer authorising the expenditure must be able to demonstrate the expenditure would benefit the public generally or facilitate Council business.
2. The cost spent on entertaining and hospitality must be reasonable having regard to the benefit of Council.
3. Expenditure incurred by Council which is found to be private and not reasonable or appropriate should be charged to the person authorising the expenditure.
4. Council will meet the cost of food and non-alcoholic drinks in the following circumstances:

Darwin Office

Unit 1/70 Cavenagh Street, Darwin NT 0800 | GPO Box 3775, Darwin NT 0801 | Ph: 08 7922 6403

Email info@westdaly.nt.gov.au | www.westdaly.nt.gov.au | ABN: 25 966 579 574

- a. A list meal can be provided to employees required to work during a meal time and when an alternative meal break period cannot be conveniently taken. This includes committee and working group meetings, conference seminars and training sessions.
 - b. Where a meeting or other function is arranged and employees and visitors will be present during a normal meal period, Council may, if it facilitated the event, arrange for refreshments.
 - c. If an employee attends a meeting or other function at Council cost, Council will pay for meals (including alcoholic drinks) if they are included in the overall cost for the event. Where an employee receives a meal at a non-Council function, then Travelling Allowance, if applicable, will require adjustment.
5. The following examples should be taken as a guide for situations where entertainment and hospitality at Council expense are reasonable and appropriate.
- a. Civic functions such as a citizenship ceremony or other functions involving the community;
 - b. Employer reward and recognition presentations, such as length of services presentations, employee farewells where a reasonable time has been served with Council;
 - c. Anzac and Remembrance Day wreaths;
 - d. Annual Christmas celebration – a contribution may be made by Council to an employee celebration;
 - e. Condolence wreaths and floral presentations;
 - f. Visits by delegates for cultural or economic development purposes; and
 - g. Ordinary and Special Meetings of Council where Councillors work through a meal break.
6. Other types of expenditure considered reasonable as official hospitality include provision of tea, coffee, sugar, milk and morning and afternoon tea for visitors and involved staff.

TERMINOLOGY AND REFERENCES

REFERENCES

Local Government Industry Award

Local Government Act

FURTHER INFORMATION:

Chief Executive Officer

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