

# THE BAROSSA COUNCIL HOSPITALITY POLICY



## 1. Purpose

- 1.1 The Barossa Council ("Council") recognises that in order to foster effective relationships with the community, business, government and its own Elected Members and Employees, reasonable expenditure on hospitality is appropriate.
- 1.2 This Policy provides:
- a framework for the efficient and responsible use of public resources in the provision of hospitality to promote and support Official Council Business; and
  - guidance for when that hospitality may include the responsible provision of alcohol.

## 2. Scope

- 2.1. This Policy applies to all situations where Council funds or provides official hospitality and/or entertainment, either for internal or external events or functions.
- 2.2. Employees receiving hospitality from third parties should be aware of, and act in accordance with the Code of Conduct for Employees (as prescribed within Schedule 2A of the *Local Government (General) Regulations*) and all relevant Council policies and processes.
- 2.3. This Policy does not apply where Employees or Elected Members are seeking reimbursement of expenditure related to hospitality under the Enterprise Bargaining Agreements or the Employment Award or contract; or another Council Policy or Process, such as the Employee Training and Development Policy and Process, Elected Member Allowances and Benefits Policy.

## 3. Policy Statement

### 3.1. Principles of Expenditure

- 3.1.1. Council's hospitality expenditure must only be incurred where it has first been identified that providing the hospitality will facilitate the conduct of Official Council Business - and, if so, then the expenditure must:
- be reasonable in terms of cost and frequency, having regard to accepted community practice;
  - be open, transparent and available for scrutiny by both internal and external audit processes;
  - be applied in accordance with Council's *Procurement Policy* and associated Processes, delegated authorities, and in accordance with the adopted budget; and
  - where alcohol is provided, the provision of alcohol should be incidental to the overall level of hospitality provided;

### 3.2. Events where hospitality may be provided by Council

3.2.1. Subject to clause 3.2.3 below, Council may provide hospitality, including alcohol, where it hosts the following:

- civic receptions for intrastate, interstate and overseas dignitaries;
- representatives of commerce, professional associations relevant to local government and recognised community organisations or groups;
- representatives of other levels of government;
- events or functions to recognise particular achievements or milestones within Council or volunteer contributions to our community; and
- formal Council and committee meetings and associated Council workshops.

3.2.2. Council may also provide hospitality, where it hosts the following:

- morning or afternoon teas for community visitors to Council premises for Official Council Business;
- Employee conferences, meetings, seminars and training events,; and
- subject to clause 3.3 below, informal Employee social events and functions.

#### 3.2.3. Provision of Alcohol

Alcohol may only be provided at a Council event or function when approved in writing by the CEO or Director, noting the following requirements:

- Alcohol should not, as a matter of principle, be provided during Employee conferences, meetings, seminars and training events, except in limited circumstances.
- The supply of alcohol at any function can lead to increased risks, including the risk of anti-social behaviour and reputational damage to both an individual and Council. For this reason, appropriate risk and safety measures must be in place.
- Before supplying alcohol at a Council function, the organising Council Officer must note their responsibilities under the Work Health and Safety Act 2012, Code of Conduct for Employees and any other relevant Council Policies or Processes. Employees are expected to, at all times, comply with Council's Workplace Drug and Alcohol Policy and associated Process.
- The storage and control of alcohol should be closely monitored.

### 3.3. Employee Social Events and Functions

3.3.1. From time to time, social gatherings or events are co-ordinated by Employees to raise donations for charity, and to celebrate achievements, team building and milestones such as birthdays, new appointments, farewells and retirements.

These events include lunches, morning and afternoons teas held within their own time, unless otherwise approved by a Supervisor. Generally, Council does not provide hospitality for these social events and functions.

3.3.2. In limited circumstances, Council may support organisational culture by arranging morning teas at appropriate times.

3.3.3. Council may make a small financial contribution per head towards an informal whole-of-Council, Directorate or team event held annually, as a

thank you for each Employee, in lieu of the expense of a formally organised Council Christmas Staff function.

- 3.3.4. Employee events and functions co-ordinated by the Employee Social Club are held outside of business hours and at the expense of attending Employee members.

### 3.4. Fringe Benefits Tax

- 3.4.1. Fringe Benefits Tax (FBT) may be payable on certain types of hospitality.
- 3.4.2. Officers who request and approve hospitality expenditure on behalf of Council should be aware of any FBT implications of the expenditure and manage same in accordance with relevant processes.

## 4. Supporting Processes and Documents

Hazard Management Process

## 5. Related Policies

Code of Conduct for Council Members  
Code of Conduct for Council Employees  
Elected Members Allowances and Benefits Policy  
Hazard Management Policy  
Procurement Policy and associated Processes  
Recognition of Employee Service Policy  
Training and Professional Development Policy  
Workplace Drug and Alcohol Policy and Process

## 6. Legislation and References

Fringe Benefits Tax Assessment Act 1986  
Local Government Act 1999  
Local Government Employees Award  
Road Traffic Act 1961  
South Australian Municipal Salaried Officers Award  
The Barossa Council Enterprise Agreements  
Work Health and Safety Act 2012

## 7. Review


This Policy will be reviewed by the Council in consultation with the relevant stakeholders, within four (4) years or more frequently if legislation or Council's need changes.

## 8. Further Information

- 8.1. This Policy is available on Council's website at [www.barossa.sa.gov.au](http://www.barossa.sa.gov.au). It can also be viewed electronically at Council's principal office at 43-51 Tanunda Road, Nuriootpa and all Council branches, during ordinary business hours. A copy of this Policy can be obtained at those venues upon payment of a fixed fee.
- 8.2. Complaints regarding this Policy or its application can be made to the Customer Service team on 8563 8444 or [barossa@barossa.sa.gov.au](mailto:barossa@barossa.sa.gov.au) at first instance, who will refer you to the most appropriate officer according to Council's *Customer Service Policy* (see clause 8.1 above for availability).

	Approval date: 27/01/2021	Review date: 01/02/2025	Approved by: Council Council Minute Book Ref: 2018-22/349	Ref: 17/99239*	Page 3 of 4
Uncontrolled once removed from webpage or Council's Record Management System. Before using printed copy please verify that it is the current version. © The Barossa Council 2021					

## 9. Document Control

<b>Corporate Plan Link:</b>		6.2 Ensure that Council's policy and process frameworks are based on principles of sound governance and meet legislative requirements.		
<b>Document Owner:</b>	Chief Executive Officer		<b>Document Control Officer:</b>	Senior People and Culture Advisor
<b>Consultation Rating:</b>	A	<b>Audience:</b>	External	<b>Next Review Date:</b> 01/02/2025
Version history				
Version No.	Date	Description of Change		
2.0	27/01/2021	Policy updated following periodic review		
1.0	19/12/2017	New Policy		

## 10. Definitions

Alcohol	Where Council provides alcohol in accordance with this Policy, it will be limited to beer and wine.
Business Day	A day when Council is normally open for business – Monday to Friday, excluding Public Holidays and when Council's Principal Office may be closed (e.g. over the Christmas holiday period).
CEO or Director	Chief Executive Officer, The Barossa Council and a person occupying the position of Director of The Barossa Council.
Employee	All full-time, part-time and casual employees of The Barossa Council including trainees, apprentices, and on-hire employees.
Electronic Document and Records Management System ("EDRMS")	An automated system used to manage the creation, use, management, storage and disposal of physical and electronic Documents and Records, for the purposes of supporting the creation, revision and management of digital Documents; improving Council's work-flow, and providing evidence of business activities.
Hospitality	The provision of food and beverages.
Supervisor	Any direct line supervisor, including Chief Executive Officer, Director, Team Manager, Line Manager, Coordinator, Supervisor or Leading Worker who are responsible for Worker(s) reporting to them.
Worker	A person is a worker if the person carries out work in any capacity for Council, including work as: (a) an employee; or (b) a contractor or subcontractor; or (c) an employee of a contractor or subcontractor; or (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or (e) an outworker; or (f) an apprentice or trainee; or (g) a student gaining work experience; or (h) a volunteer; or (i) a person of a prescribed class.