

City of Hobart

Policy

Title: **Consideration of Requests for the Council to Entertain**

Category: **Corporate Governance**

Date Last Adopted: 7 March 2016

1. Objectives:

The purpose of this policy is to provide a framework for the management of requests for delegations to visit the Council.

2. Background:

From time to time, the Council receives approaches to entertain delegations visiting the Town Hall.

3. Policy:

That:

1. Each request for a delegation to visit the Town Hall be considered on its merits with the following assistance being offered if considered appropriate:
 - (i) The Lord Mayor's involvement in each case is to be determined by the Lord Mayor and could range from unavailability to a courtesy call, a morning or afternoon tea or other such entertainment as deemed appropriate by the Lord Mayor in consultation with the General Manager.
 - (ii) A standard presentation be offered to local government delegations in respect to Hobart City Council and local government matters. This presentation is to be made by appropriate staff.
 - (iii) Costs incurred for any meals and transportation are not to be met by the Council unless specifically authorised by the General Manager or unless the Lord Mayor deems it appropriate as part of their civic function.



- (iv) Should the visiting delegation be from a City that is either a friendship or sister city, or a city that the City of Hobart has visited, then so far as appropriate the level of hosting should be commensurate with the importance of that relationship or the level of hospitality that the City of Hobart has received on its visits.

This may include:

- Transportation within the City environs and or Hobart Airport.
 - Cost of external meals.
 - Cost of entry fees into local tourist attractions.
2. The authority to determine the level of involvement by the Council with overseas delegations not specifically involved with the Council is to be delegated to the Group Manager Executive and Economic Development or his/her representative.

4. Legislation, Terminology and References

Responsible Officer:	General Manager
Policy first adopted by the Council:	24/8/1992
History	
Annual Policy Review	7/3/2016
Next Review Date:	March 2017