

Policy

Title: Consideration of Requests for the Council to Entertain

Category: Corporate Governance

Date Last Adopted: 1 December 2025

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.
 - (v) The appropriate level of hosting to be determined by the Head of Executive Services or his/her representative.

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 Director Community Life or his/her representative.

4. Legislation, Terminology and References

Not applicable.

Responsible Officer:	Head of Executive Services
Policy first adopted by the Council:	24/08/1992
History	
Annual Policy Review	07/03/2016
Amended by Council	23/09/2019
Amended by Council	23/11/2020
Retained by Hobart Workshop Committee	01/12/2025
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