



Entertainment and Hospitality Policy

Number:	Stat. 14
Responsible Manager:	Chief Executive Officer
Head Policy:	N/A
Legislation:	Local Government Regulation 2012

1. Purpose

Council recognises that there are circumstances where the provision of entertainment and hospitality is appropriate and can result in benefits to the Kowanyama region. As a publicly funded body, however, it must ensure that public sector standards of accountability are maintained and that practice is consistent across the organisation.

2. Scope

Applies to all employees (including Executive and CEO) and Councillors.

3. Application

All Entertainment and Hospitality expenditure must be:

- be properly documented with the purpose identified
- be available for scrutiny by both internal and external audit
- be for the advancement of projects as detailed in the operational plan
- be in accordance with the adopted budget
- appear appropriate and responsible to community's expectations

Expenditure for external activities

External activities are those organized by entities and individuals other than council.

Requests to attend events must be made in accordance with Council's Travel and Accommodation Policy. Forms must be approved before bookings are made as below:

- For an employee - Be approved by the employee's departmental line manager, departmental



- Executive Manager and CEO
- For a Line Manager - Be approved by the departmental Executive Manager and CEO
- For an Executive Manager - Be approved by the CEO
- For a Councillor, Mayor or Deputy Mayor - be approved by the CEO
- For the CEO - be approved by the Mayor or Deputy Mayor

Expenditure for internal activities

Internal activities are those activities that have been organized by Council and include:

- Hosting intrastate, interstate, and overseas dignitaries
- Hosting representatives of business, industry and recognised community and Council related organisations or groups or the media
- Hosting representatives of other levels of government
- Conducting special employees functions such as farewells, celebrations and annual Christmas functions
- Special functions to recognise particular events/achievements.

Other types of expenditure considered reasonable as official hospitality include:

- Provisions of tea, coffee, morning or afternoon tea for official visitor
- Provision of light refreshments/lunches for internal meetings
- Conferences seminars, workshops;
- Provision of light refreshments/snacks for Council volunteers at the conclusion of their shift
- Attendance at official functions for which charges are incurred
- Provision of meals and buffet snacks including refreshments for Councillors, senior officers, media and visiting dignitaries during official Council and or committee meetings.

The Executive Manager Finance is responsible for implementing processes to ensure expenditure as listed above is in line with this policy.

4. Review

This policy is to remain in force until otherwise determined by Council.



KOWANYAMA
ABORIGINAL SHIRE COUNCIL
Place of many waters

Approval

This policy was duly authorised by Council as the Kowanyama Aboriginal Shire Council Entertainment and Hospitality Policy 22 August 2018 and shall hereby supersede any previous policies of the same intent.

Chief Executive Officer, Fabian Williams

A handwritten signature in black ink is written over a solid horizontal line. The signature is stylized and appears to be 'F. Williams'.

Date 22 August 2018