

# Entertainment and Hospitality Policy

<b>Policy Number</b>	KASC-STAT-002
<b>Responsible Manager</b>	Chief Executive Officer
<b>Legislation</b>	<u>Local Government Regulation 2012</u> <u>Local Government Act 2009</u> <u>Fringe Benefits Tax Assessment Act 1986</u>
<b>Approval Date</b>	17 August 2021

## 1. Definitions and Terms

1.1 In this policy:

<b>Council</b>	Means Kowanyama Aboriginal Shire Council
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## 2. Acronyms and Abbreviations

2.1 In this policy:

<b>KASC</b>	Means Kowanyama Aboriginal Shire Council
<b>CEO</b>	Means Chief Executive Officer

## 3. Purpose of this Policy

3.1 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.

## 4. Application of this Policy

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

## 5. Implementation

5.1 All Entertainment and Hospitality expenditure must be:

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

## **6. Expenditure for external activities**

- 6.1 External activities are those organised by entities and individuals other than council.
- 6.2 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:
- a) For an employee - Be approved by the employee's departmental line manager, departmental Executive Manager and CEO
  - b) For a Line Manager - Be approved by the departmental Executive Manager and CEO
  - c) For an Executive Manager - Be approved by the CEO
  - d) For a Councillor, Mayor or Deputy Mayor - be approved by the CEO
  - e) For the CEO - be approved by the Mayor or Deputy Mayor.

## **7. Expenditure for internal activities**

- 7.1 Internal activities are those activities that have been organised by Council and include:
- a) Hosting intrastate, interstate, and overseas dignitaries
  - b) Hosting representatives of business, industry and recognised community and Council related organisations or groups or the media
  - c) Hosting representatives of other levels of government
  - d) Conducting special employees' functions such as farewells, celebrations, and annual Christmas functions
  - e) Special functions to recognise events/achievements.
- 7.2 Other types of expenditure considered reasonable as official hospitality include:
- a) Provisions of tea, coffee, morning, or afternoon tea for official visitor
  - b) Provision of light refreshments/lunches for internal meetings
  - c) Conferences seminars, workshops;
  - d) Provision of light refreshments/snacks for Council volunteers at the conclusion of their shift
  - e) Attendance at official functions for which charges are incurred
  - f) Provision of meals and buffet snacks including refreshments for Councillors, senior officers, media and visiting dignitaries during official Council and or committee meetings.
- 7.3 The Executive Manager Corporate and Financial Services is responsible for implementing processes to ensure expenditure as listed above is in line with this policy.

## **8. Policy Review**

- 8.1 The policy is to be reviewed in accordance with the Policy Framework Policy – KASC-ADMIN-001.
- 8.2 Kowanyama Aboriginal Shire Council reserves the right to vary, replace, or terminate this policy from time to time.

## **9. Approval**

- 9.1 This policy was duly authorised by Council on 17 August 2021 as the Kowanyama Aboriginal Shire Council's Entertainment and Hospitality Policy and shall hereby supersede any previous policies of the same intent.