

# Entertainment and Hospitality Policy



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Policy Number:	KASC-STAT-002
Responsible Manager:	Chief Executive Officer
Legislation:	Local Government Act 2009 Local Government Regulation 2012 Fringe Benefits Tax Assessment Act 1986
Approval Date:	26 May 2026

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## 1. Purpose

- 1.1. Council recognises that there are circumstances where the provision of entertainment and hospitality is appropriate and can result in benefits to the Kowanyama region.
- 1.2. 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

- 2.1. This policy applies to all purchases of entertainment and hospitality by Kowanyama Aboriginal Shire Council (Council) employees and Councillors while on Council business. Policy statement
- 2.2. Council acknowledges that entertainment and hospitality expenses may be appropriate for official business when aligned with its strategic priorities. As a publicly funded body, Council ensures funds are used responsibly, transparently and in the public interest.
- 2.3. All entertainment and hospitality expenses must benefit both Council and the community while maintaining accountability and consistency across the organisation.
- 2.4. Entertainment and hospitality expenditure will be considered appropriate if it meets the following criteria:
  - It is in the public interest
  - It is for Council-related purposes
  - It is economical, efficient and cost effective
  - It can be supported by a specific approved budget allocation
  - It complies with legal, financial, audit and ethical requirements.

### 3. Terms and Definitions

#### 3.1. In this policy:

**Council** Means Kowanyama Aboriginal Shire Council

### 4. Expenditure requirements

The table below provides guidance on appropriate and reasonable entertainment and hospitality expenditure under the Policy.

Function	Definition	Approval prerequisite requirements
Civic receptions and hosting events	Formal functions hosted by Council for: <ul style="list-style-type: none"> <li>• Visiting dignitaries and delegates</li> <li>• Other levels of Government</li> <li>• Recognised community organisations Business groups</li> <li>• Ceremonies for formal and cultural occasions</li> </ul>	Authorisation by the Mayor: <ul style="list-style-type: none"> <li>• Availability of budget funds.</li> <li>• Records being maintained identifying purpose, number of attendees and cost.</li> </ul>
Formal Council functions	A function hosted by Council or CEO for: <ul style="list-style-type: none"> <li>• Reward and recognition events</li> <li>• Significant corporate achievements</li> <li>• Length of service or retirement</li> <li>• CEO roadshows, workshops or other officer engagement events.</li> </ul>	<ul style="list-style-type: none"> <li>• Authorisation by the CEO.</li> <li>• Availability of budget funds.</li> <li>• Records being maintained identifying purpose, number of attendees and cost.</li> </ul>
Meetings within Ordinary Hours	Entertainment and hospitality for meetings (including committee meetings, advisory workshops or planning days) held within ordinary working hours should be kept to a minimum. Where there are regular meetings that are similar in nature each time, there will be no need to justify the reasonableness and appropriateness of expenditure for each meeting. It will be sufficient if the first meeting passes the public defensibility test.	<ul style="list-style-type: none"> <li>• Authorisation delegated from CEO to relevant Executive Manager.</li> <li>• Availability of budget funds.</li> <li>• No payment of a meal allowance (for staff travelling if meal is supplied)</li> </ul>
Attendance at an off-site Venue for a Council-Related Activity	It is allowable for Councillors and Council officers to be provided with food or beverage during their daily business where they are-offsite, travelling or at an external venue attending training, workshop, seminar or other generally applicable event scheduled to go through a normal meal break.	<ul style="list-style-type: none"> <li>• For officers - authorisation delegated from CEO to Executive Manager</li> <li>• For Councillors - refer to Councillors Expense and Reimbursement Policy.</li> <li>• Availability of budget funds.</li> </ul>

Officer Reward and Recognition	To recognise and appreciate Council officers for their efforts, dedication and commitment to the delivery of Council services to the public, a contribution will be provided to each Executive Manager to undertake reasonable annual entertainment and hospitality activity. This may include morning tea, afternoon tea or lunch and as incorporated into the regular department meeting schedules.	<ul style="list-style-type: none"> <li>• Appropriateness, reasonableness, and defensibility of the proposed event.</li> <li>• Authorisation delegated from CEO to relevant manager or director.</li> <li>• Availability of budget funds</li> </ul>
Annual Christmas celebration	To recognise and appreciate Council officers for their dedication and commitment to the provision of Council services to the public, a contribution will be provided for the annual Christmas function.	<ul style="list-style-type: none"> <li>• Availability of budget funds</li> </ul>
Office Tea and Coffee Provision	The provision of reasonable supplies at Council offices for provision of tea, coffee, milk and sugar for Council officer, Councillor and visitor consumption during office hours	<ul style="list-style-type: none"> <li>• Availability of budget funds</li> </ul>

Expenditure amounts will be reviewed annually as part of the budget process with reference to ATO Overtime Meal Allowance rates and allowances provided under the relevant industry awards and agreements providing guidance on acceptable efficient expenditure levels.

#### 4.1. Alcohol provision and consumption

The purchase of alcohol is not permitted under this policy; however, an exemption will apply for special occasions or locations as determined by the Chief Executive Officer (CEO) or Mayor where the provision of hospitality is within the bounds of normal customary hospitality.

Where the provision of alcohol is supplied, it will be in accordance with Council's Drug and Alcohol Policy and Procedure.

#### 4.2. In appropriate expenditure

Examples of expenditure which is generally considered not to be reasonable and appropriate and therefore to be treated as private expenditure include:

- Tips or gratuities – tipping is not customary in Australia, however when travelling overseas and tipping is the custom, these will be considered official expenditure.
- Dinners/functions at the private residence of a Councillor or Council officer.
- Morning/afternoon tea outside Council premises, where only Councillors or Council officers are attending (except in circumstances as approved by the CEO e.g. Council meeting days).
- Stocking a fridge with alcohol on council premises and/or the supply of alcoholic drinks outside of the provisions of this policy.
- Mini Bar expenses.
- Staff working on Council premises where food and beverages are on sale, therefore are not entitled to charge food and beverages to Council in the normal course of their duties.

#### 4.3. Fringe Benefits Tax (FBT)

Fringe Benefits Tax may be payable on some of the official hospitality expenditure that is attributable to Councillors and employees of the Council.

All Councillors and employees should be aware of FBT rules and of their application for official hospitality functions.

#### 4.4. Credit card payments

The Chief Executive Officer with the Executive Manager Corporate and Financial Services may restrict the ability of holders of Council credit cards to pay for expenditure in the nature of entertainment or hospitality.

#### 4.5. Internal controls

The following authorisations apply to entertainment and hospitality expenditure:

- Entertainment and hospitality expenditure must be pre-authorized
- Council officers must not authorise their own entertainment and hospitality expenditure
- Expenditure by the Chief Executive Officer (CEO) must be authorised by the Mayor and/or Executive Manager Corporate and Financial Services
- Expenditure by an Executive Manager must be authorised by the CEO
- Expenditure by a Manager or officer must be authorised the relevant Executive Manager.

Entertainment and hospitality expenditure must be properly documented and accounted for to satisfy audit, legislative and reporting requirements.

### 5. Responsibilities

#### 5.1. Councillors

- Councillors will consider and adopt the Policy.
- Councillors must ensure compliance with the policy.

#### 5.2. Chief Executive Officer and Executive Managers

- The CEO and Executive Managers will endorse for Council adoption and provide leadership and commitment in complying with the Policy and relevant legislation and documents.

#### 5.3. General responsibilities

The below outlines responsibilities that apply to Councillors, CEO, Executive Managers and Council officers:

- Be aware of and comply with this Policy
- Ensure the expenditure is appropriate and would pass the public accountability test
- Report suspected breaches of policy in accordance with the Officer Code of Conduct
- A tax invoice must be obtained for all costs, and fringe benefits tax declarations must be completed. Where a tax invoice cannot be provided, the Council officer incurring the expense must provide a detailed list of items of expenditure, together with a statutory declaration certifying that the expenditure was incurred for official purposes
- Ensure all expenditure for entertainment and hospitality is correctly recognised in the financial system to ensure reporting obligations are fulfilled.

## 6. Policy Review

- 6.1. The policy is to be reviewed in accordance with the Policy Framework.
- 6.2. Kowanyama Aboriginal Shire Council reserves the right to vary, replace, or terminate this policy from time to time.

## 7. Approval

- 7.1. This policy was duly authorised by the Council on 26 May 2026 as Kowanyama Aboriginal Shire Council's Entertainment and Hospitality Policy and shall hereby supersede any previous policies of the same intent.