

## ENTERTAINMENT AND HOSPITALITY EXPENDITURE GENERAL POLICY

### Intent

To provide clarity as to what is considered reasonable entertainment, why it is important to the role of Council.

### Scope

Applies to all entertainment.

### Reference

**Legislation:** *Local Government Act 2009*  
*Local Government Regulation 2012*

### Provisions

Council recognises that there are circumstances where the provision of entertainment is appropriate and forms part of standard business operations. However, to ensure the overarching local government principles are upheld, Council strives to maintain transparent and accountable practices across the organisation.

Entertainment and hospitality expenditure will be considered appropriate if it conforms with the following criteria:

- it is considered reasonable and cost effective;
- it can be supported within adopted budget allocation;
- it is able to withstand public scrutiny;
- it serves an official purpose; and
- it complies with legal, financial, audit and ethical requirements.

All expenditure for entertainment and hospitality purposes must be pre-authorised and Council officers must not authorise their own expenditure. In assessing whether expenditure is reasonable, the person claiming the expenditure must be comfortable in publically disclosing the expense, should that be required, and be able to identify the benefit for Council. Similarly the officer approving the payment or reimbursement should be comfortable that the claim was reasonable and meets the aforementioned criteria.

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

Manager Responsible for Review:

Chief Executive Officer

ORIGINALLY ADOPTED: 16/06/2015

CURRENT ADOPTION:

DUE FOR REVISION: 16/06/2019