

COUNCIL POLICY LG507

ENTERTAINMENT

KEY FOCUS AREA LEADERSHIP AND GOVERNANCE

Purpose

This policy provides guidance on which officers can undertake entertainment (that is of benefit to the Town of Claremont) on behalf of Council, and the conditions for entertainment to ensure that expenditure on entertainment is justified and undertaken by appropriate officers.

Policy

The following staff are permitted to entertain on behalf of Council:

- Chief Executive Officer;
- Director Governance and People;
- Director Infrastructure; and
- Director Planning and Development.

These officers are able to seek reimbursement of the costs associated with entertainment, subject to that entertainment being:

1. Of a business nature and a benefit to Council (as determined by the Chief Executive Officer); and
2. During normal business hours, or after hours if the prior approval of the Chief Executive Officer has been obtained.
3. For Directors, having been approved by the CEO.

A claim for reimbursement is to be made promptly and is to be accompanied by the relevant expense claim form and associated dockets and receipts. The purpose of the entertainment, and the attendees, is to be noted on the claim form.

Document Control Box			
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Organisational:	Nil		
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1.	Adopted	18 December 2001	1286/01
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5.	Reviewed	15 December 2015	226/15
6.	Reviewed	13 December 2016	206/16
7.	Reviewed	18 December 2018	228/18
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