



## ENTERTAINMENT POLICY

### NAG 4

#### **PURPOSE:**

1. The Board agrees that it has a responsibility to ensure that expenditure on entertainment incurred by the College must clearly be linked to the business of the College.
2. This policy is to be read in conjunction with the Sensitive Expenditure Policy.

#### **RATIONALE:**

1. The Board requires the Principal, as the chief executive and the Board's most senior employee, to implement and manage this Policy. The Principal may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this Policy.
2. This Policy must be read in conjunction with other Board Policies, and the exercising of all authority and responsibilities conferred under this Policy must be in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.

#### **POLICY:**

##### ***Purposes of Entertainment:***

1. Entertainment expenditure in general will be for the following purposes:
  - Building relationships and goodwill.
  - Representation of the College in a social situation.
  - Hospitality provided in the course of school business to external parties.
  - Internal social functions.
  - School events and staff meetings including conferences, seminars, workshops, training courses and meetings.
2. The purpose of all purchases should be transparent and the amount expended reasonable and appropriate.
3. When deciding upon a venue, staff should take into account location, accommodation standard and tariff rates and should opt for good but not superior venues. They should give due consideration to the nature of the event, total cost including staff travel time and costs, expectations of participants and their home location.

- When deciding upon catering, staff should take into account the nature of the event and the quality of food required. Lunch should only be provided for staff meetings where it is not possible to arrange the meeting for a period which avoids the lunch break.

**Alcohol Purchases:**

- The College should only purchase alcohol for entertainment purposes.
- Purchases are usually for the consumption by staff and guests at College hosted events. The amount expended needs to be reasonable and appropriate for the event and should be sufficient for moderate consumption only.

This policy is intended to be consistent with the requirements of the Privacy Act, 1993.

<b>New/Reviewed</b>	<b>Tabled</b>	<b>Adopted</b>	<b>Signed</b>
17/6/08 (New)		2/9/08	By Richard Griffin, Board Chairperson
21/9/10	2/11/10	7/12/10	By Rob Gosling, Board Chairperson
19/2/13	5/3/13	9/4/13	By Robyn van der Sande, Board Chairperson
12/4/16	24/5/16	14/6/16	By Robyn van der Sande, Board Chairperson
Reviewed May 2019	18/6/19	6/8/19	By Kevin de Jong, Board Chairperson