

ENTERTAINMENT SCHEDULE

1 PURPOSE

To detail what is considered reasonable and appropriate entertainment expenditure when using University Funds.

2 SCHEDULE

This Schedule outlines permitted entertainment expenditure in relation to:

- tea, coffee, milk, sugar
- biscuits
- water
- working breakfasts / lunches / dinners
- celebratory functions
- staff farewells
- flowers
- gift baskets
- recognition gifts (funerals, farewells, birthdays, engagements, marriages)
- official functions
- tipping
- alcohol.

ALCOHOL

The University and its Controlled Entities has a duty of care to all staff and guests and in general does not support the provision or consumption of alcohol where the University's business is being conducted. This is especially the case where staff may be required to travel home or resume duties following the consumption of alcohol.

Alcohol cabinets

Stocked alcohol cabinets for small-scale entertainment may be maintained for the purpose of offering hospitality to external visitors and guests of the University.

Alcohol purchased from University Funds is not to be taken home.

Serving Alcohol

Where alcohol is to be served, a person with a [Responsible Service of Alcohol](#) certificate is to be present for the duration of the event.

STOCKS OF REFRESHMENTS

Stocks of refreshments such as tea, coffee, milk, sugar and biscuits are considered office consumables and are to be purchased using the University's preferred office supplier. They are to be purchased by a staff member who has the appropriate delegation.

Tea, coffee, milk, sugar

It is reasonable to provide basic supplies such as instant coffee, tea (or tea bags), milk and sugar. Expensive supplies such as luxury or boutique tea or coffee are not to be purchased using University funds.

Biscuits

Biscuits of a reasonable quality and cost may be provided for working meetings or entertaining visitors.

This does not include the luxury items at the high cost end of the market.

Biscuits for general consumption of University Staff outside meetings is not permitted.

OFFICIAL FUNCTIONS

Expenditure for official functions is permitted when:

- the number of University Staff attending an official function is limited to those with a direct involvement in the business being conducted; that is, only those who will be able to advance the University's business, and
- the number of University Staff attending comprise a minor or balanced proportion to external representatives. It should be exceptional that the number of University attendees exceeds the number of external attendees.

BREAKFAST / LUNCH / DINNER

Expenditure for breakfast, lunch or dinner is not permitted for half-day and other short meetings, except where the meeting extends into the normal breakfast, lunch or dinner period. In those cases, the following conditions apply:

Working Breakfasts/Lunches

- the only available time for the meeting occurs during the normal lunch or breakfast period, and
- the circumstances do not reasonably allow staff to make their normal arrangements for lunch or breakfast, and
- there are demonstrable cost advantages in holding meetings during the normal lunch or breakfast period, or
- meetings include external attendees.

Tea, coffee and water may be provided, or in circumstances where no self-service option is conveniently located (ie common kitchen), an equivalent level of catering may be provided.

All-day Meetings / Training Sessions / Seminars

Expenditure for lunch or dinner is permitted for participants and presenters in all-day meetings, training sessions and seminars.

Lunches/Dinners at External Venues

Expenditure for lunch or dinner at an appropriate cost is permitted for official visitors and guests. Prior approval is required from a staff member with appropriate financial delegation.

Care is to be taken in planning to ensure that expenditure is reasonable in regard to the choice of venue (value/quality for money, but not extravagant), and the amount of alcohol provided. No cocktails, boutique wines or the like are permitted.

The bill is to be paid by the most senior officer in attendance. If that is not possible subsequent approval of the payment (usually via credit card reconciliation) is not to be made by any of the senior officers who attended the lunch/dinner.

SPECIAL CELEBRATORY FUNCTIONS

Expenditure for celebrations is permitted at functions attended by University staff where there are clear benefits in terms of training and/or staff morale such as:

- reward or recognition of a notable achievement by a faculty, office or group of staff

- a training program provided by one faculty for other faculty
- recognised seasonal holidays eg Christmas
- research expositions for departmental staff or Higher Degree Research students.

The frequency of such functions held in respect of recognised seasonal holidays where University Funds are used is limited to one event per year.

The total expenditure from University Funds for these functions is not to exceed \$30.00 (excluding GST) per staff member per year. Once this maximum has been reached, personal funds will need to be used.

After this limit is reached, individuals and supervisors may supplement this at their own personal expense.

STAFF FAREWELLS

Gifts and function costs for departing staff should ordinarily be paid for from a voluntary collection from staff. It is reasonable to use University funds to contribute to a morning or afternoon tea for staff with at least five years service. It is also reasonable to use University funds to contribute to a lunch for staff with at least 10 years service. Such contributions should be limited to a maximum of \$30.00 per head (excluding GST).

COMMON AREA APPLIANCES

It is reasonable to provide basic items (eg microwave, standard toaster, kettle, tea pot, jugs, cutlery and crockery) provided that they are located in a designated common kitchen area and accessible to all staff.

Luxury and top of the range items such as fine china and espresso machines are not an acceptable use of University funds.

WATER

It is reasonable to provide water fountains provided that they are available for all staff and visitors and not for limited individual use. The purchase of bottled water would not generally be appropriate.

GIFT BASKETS / FLOWERS / OTHER RECOGNITION GIFTS (eg for funerals, farewells, birthdays, engagements, marriages etc)

Where sent on behalf of the University or a Controlled Entity and not individuals, it is reasonable to purchase a wreath or other floral arrangement for the funeral of a student or staff member, or to contribute an equivalent amount to a nominated charity. Expenditure in relation to such purchases is to be limited to \$100.00 and clearly denoted as coming from the University or Controlled Entity and not from individuals.

In special circumstances it may prove reasonable for the University to send a similar gift of recognition to the funeral of a person who has had a close and beneficial association with the University. Such gifts are to be approved by the Executive Dean or Head of Office, be of reasonable cost and be clearly denoted as coming from the University.

Where possible, gifts should bear the University insignia, especially where provided to visitors from overseas or purchased in Australia and given to overseas official University contacts.

Where individuals wish to personally recognise the passing of a student or staff member, the cost should be met by the individual or by way of a voluntary collection. Annotations should clearly identify the gift as coming from those who contributed to its purchase.

TIPPING

The University will not meet the cost of tipping for any service provided in Australia. The University will only meet the cost of tipping to a maximum of 10% where the service was received overseas and where tipping is a national custom.

3 NOTES

3.1	Contact Officer	Deputy Chief Financial Officer
3.2	Implementation Officer	
3.3	Approval Authority / Authorities	Vice-President Finance and Resources
3.4	Date Approved	29 August 2012
3.5	Date of Commencement	29 August 2012
3.6	Date for Review	August 2015
3.7	Documents Superseded by this Schedule	n/a
3.8	Amendment History	<p>19 March 2020 – Amendment to position title: 'Vice-President, Finance and Group Chief Financial Officer' updated to 'Vice-President Finance and Resources' in accordance with University Delegations of Authority.</p> <p>4 October 2019 – Approval Authority updated from 'Chief Operating Officer and Deputy Vice-Chancellor' to 'Vice-President, Finance and Group Chief Financial Officer' in accordance with responsibilities per Delegations of Authority Register.</p> <p>29 May 2017 - updated Approval Authority from Deputy Vice-Chancellor and Chief Operating Officer to Chief Operating Officer and Deputy Vice-Chancellor</p>
3.9	Policy Authorisation	Entertainment Policy