

Policy Statement

It is expected that hospitality provided by the Catholic Schools Office and diocesan schools will reflect the values and ethos of the organisation and community standards. In meeting this expectation Catholic Schools Office and diocesan school employees must be mindful of the appropriateness of the hospitality activities and events, including, but not limited to: the venue at which the hospitality will be provided; the type of entertainment included in the event, if any; the standard of food and beverage to be provided, if any; and overall costs.

Use of Catholic Schools Office or Diocese School Funds for the provision of hospitality School, system or public funds are only to be used for hospitality at the Catholic Schools Office or in diocesan schools after due consideration as to the appropriateness of the use of those funds for the particular purpose.

Availability of Alcohol

Alcohol may be available at Catholic Schools Office and diocesan schools events if it is deemed appropriate to the occasion.

General expectations in relation to the availability and management of alcohol at such events are outlined in the following section of this policy and in the guidance notes in the Appendix.

Use of Catholic Schools Office or diocesan school funds for the purchase of alcohol

The use of Catholic Schools Office or diocesan school funds for the purchase of alcohol is not deemed to be an appropriate use of such funds unless it is in relation to Official Entertainment or an Official Event as outlined in the Categories of Hospitality section of this policy.

In circumstances where it is deemed appropriate to use Catholic Schools Office or diocesan school funds for the purchase of alcohol, consideration must be given to the quantum and cost of the purchase to ensure that it remains within reasonable limits.

Permission to use system or school funds for the provision of alcohol must be sought from the Director of Schools or his or her delegate prior to the event. Permission may be sought via email by providing details of the event and reasons why system or school funds are proposed to be used. Confirmation of approval via return email is deemed to be acceptable evidence of the approval process.

GENERAL EXPECTATIONS IN RELATION TO THE AVAILABILITY OF ALCOHOL

The Catholic Schools Office and diocesan schools are required to comply with the following expectations if alcohol is available at functions:

- a. Clearly specify the commencement and completion time of the function.
- b.
- c. Ensure that non-alcoholic and low alcohol beverage options are available.
- d. Ensure that food is available as part of the function.
- e. Ensure that people serving alcohol at the function hold a current Responsible Service of Alcohol Certificate.
- f. Students must not be involved in the service of alcohol.
- g. Principals must deal with any instances of inappropriate behaviour by staff or guests immediately.
- h. Alcohol is not to be available or consumed at school and/or staff functions held in what would reasonably be considered to be school hours. This includes employees, students and visitors and other people who use school premises.

- i. The consumption of alcohol is not permitted at school functions (including those conducted outside school premises) at any time when school students, from any school, are present, with the exception of Year 12 formals where parents are present (refer to the section 'Year 12 Formals' in the guidance notes in the Appendix). A school function is any function organised by the school and/or in the name of the school and applies to all types of functions including dances, farewells, sporting fixtures and barbecues.
- j. Community groups may be permitted to consume alcohol on school premises outside school hours.
- k. Alcohol must not be stored on site at either the Catholic Schools Office or diocesan schools.

In addition to the expectations above, the following expectations also apply to staff functions:

- l. Ensure that expectations regarding consumption of alcohol and general behaviour are clearly articulated to staff members
- m. Consider risk mitigation strategies appropriate to the circumstances including but not limited to the provision of transport and/or personalised breathalysersysers

4. Staff Functions

All Catholic Schools Office and diocesan school

Celebrations of staff years-of-service milestones

End-of-year celebration, including last-day-of-year lunch

WORKING MEALS

Members of the Catholic Schools Office Leadership Team and diocesan school Principals are authorised to provide and incur reasonable expenditure for working meals under the following conditions:

The working meal is required to facilitate the

School Principals

Principals of diocesan schools are to ensure that all staff at the school are aware of and familiar with this policy and that all school activities are compliant with this policy and the associated procedures, including confirmation of approval for events and the completion of risk assessments.

Catholic Schools Office and Diocesan School (C3654C304) 192 81.2 rev B/F1 9f1 01 53.

APPENDIX: GENERAL GUIDANCE IN RELATION TO OFFICIAL ENTERTAINMENT AND EVENTS

Official Entertainment

Entertainment expenditure may only be incurred in providing hospitality to the visitors when the Catholic Schools Office or a school has an interest in, or obligation towards, facilitating the visit. As a matter of protocol, the hospitality is usually hosted by a senior employee. The host may extend the hospitality reception to include other guests, including spouses or partners, where the protocol requires their presence.

Entertainment expenditure may include dining and recreational activities such as cultural shows, sporting events and sightseeing tours, as relevant to the purpose of the visit. Alcohol may be provided if it is appropriate to the occasion, provided the event is not on school grounds during school hours and no school students, of any school, are in attendance (with the exception of Year 12 formals where parents are present – refer to the section 'Year 12 Formals' below). Gifts may be given where protocol requires the exchange of gifts. Further information regarding the giving and receiving of gifts is provided in the Catholic Schools Office Gifts and Benefits Policy and Procedures.

Hospitality may be held at any venue appropriate to the occasion.

A Catholic Schools Office Business Credit Card may be used to pay for the entertainment expenses but must be done so in accordance with the Business Credit Card Policy and Procedures.

Hospitality expenses incurred in relation to official entertainment may be subject to Fringe Benefits Tax (FBT). Further details regarding FBT are provided in the Catholic Schools Office Financial Legislative and Regulatory Requirements and Financial Recording documents.

2. Staff Annual Retreats

While it is reasonable to consider an activity such as a staff retreat as appropriate professional development for Catholic Schools Office or diocesan school staff, the consideration of appropriate venue and cost is also reasonable and indeed necessary.

The choice of venue for activities such as staff retreats or other staff or general school functions raises a number of issues for schools and the Catholic Schools Office including the appropriate use

- o

WORKING MEALS

Working meals for business meetings, including training, workshops, seminars, conferences or professional development courses) are allowable in any of the following circumstances:

When a meeting has been scheduled which covers the normal lunch period because all participants would not have otherwise been available at the same time

When staff are required to work as a whole, or in groups, through lunch or later at night

When a full day's meeting has been scheduled and there are cost advantages in continuing through the normal lunch break

When the meal is attended by officers from at least one other external agency or staff from other sites and is for the purpose of conducting business during the meal; or

When the meeting progresses for longer than four bn