

APPENDIX E. HOST TEST

Employees should consider the HOST test to help decide whether expenditure on hospitality is appropriate or not.

Take the HOST test and when in doubt ask your line manager and/or Principal.

<p>H – Hospitality To whom is the hospitality being provided? Are recipients external stakeholders, business partners, visiting delegates or individuals of the host organisation?</p>
<p>O – Objectives Why is hospitality being provided? Is the hospitality being provided to further the conduct of official business? Does it promote and support the School's/Department's policy objectives and priorities? What are the reasons individuals of the host School/Department are attending?</p>
<p>S – Spend Will public funds be spent? What type of hospitality is being provided? Is the expenditure modest, and is alcohol being provided? Is the expenditure proportionate to benefits obtained for the School, Department or State?</p>
<p>T – Trust Will public trust be enhanced or diminished? Could I publicly explain the rationale for providing the hospitality? Is the event being conducted in a way that upholds the reputation of the Department and public sector? Have good records in relation to providing the hospitality been kept in accordance with reporting and recording procedures?</p>