

## Tickets and hospitality

# Integrity controls checklist

### Tickets and hospitality in contracting, sponsorship and grants arrangements

The checklist below provides a guide to support ethical and accountable decision making for organisations managing contracting sponsorship and grants arrangements.

It is not intended to replace more detailed guidelines published by the State Supply Commission.

#### Be able to confidently relate the requirement for tickets and hospitality to a defensible public purpose

- Treat all tickets and access to hospitality as a purchased resource to only be used for a public purpose.
- Provide guidance to staff and all board members about the expectations associated with their attendance for a business purpose and about situations when it may be inappropriate to accept or extend hospitality due to potential, perceived or actual conflicts of interest.
- Establish practices for acquitting and evaluating the use of all tickets, hospitality or other benefits against business objectives.

**Take a conservative approach to tickets and hospitality to minimise the risk that the use of such resources will be seen as providing a private benefit for officers involved**

- Openly discourage proponents and applicants from offering tickets and event hospitality above the minimum required for a business purpose.
- When they are deemed necessary, be conservative in the approach taken to negotiating tickets and hospitality within agreements.
- Be mindful of the possibility the general public may perceive a certain class of ticket or hospitality offering as being extravagant or unnecessary.

**Record decisions and transactional information about arrangements to ensure open and transparent processes within the organisation and externally**

- Record the dollar value for all tickets and other resources in relevant agreements.
- Register the nature, number, allocation and utilisation of all tickets, hospitality and other similar resources used (and not used) by the organisation.
- Make sure all fringe benefits tax accounting and reporting obligations can be met.

**Ensure that appropriate authorisations and controls are in place**

- Separate decision making associated with the negotiation of any 'benefits' from duties associated with the allocation and receipt of any perceived 'benefits'.
- Ensure the accountable authority is fully informed and endorses the arrangements that are in place.
- Periodically audit arrangements against the prompts above.