

SECTION: Protocol and International Engagement
GES.PRO.007

NUMBER:

SUBJECT: Government Hospitality

AUTHORISED:

1. Purpose

1.1 This policy sets out the guidelines and procedures governing the provision of government hospitality.

2. Scope

2.1 This policy identifies those occasions when government hospitality may be provided by the Queensland Government.

3. References and Authority

3.1 Submission to the Premier, dated 22 February 1990, (File P42)

4. Definitions

4.1 "**Government hospitality**" is defined as the functions, occasions or events which are organised by Protocol and International Engagement, on behalf of the State Government.

5. Guidelines

5.1 Subject to the various criteria outlined hereunder and in 5.2 and 5.3, government hospitality may be extended on the occasions or events, identified in 5.1.1 to 5.1.7:

5.1.1 Official visits to Queensland (including visits under the Commonwealth Government's "Guest of Government" Program) by the following:

- The Queen of Australia or members of the Royal Family;
- Governors-General of Australia (*first and farewell visits only*);
- Heads of State of foreign countries;
- Heads of foreign Governments; *
- Ministers of foreign Governments; *
- Parliamentary delegations from foreign countries; *
- Ambassadors and High Commissioners of foreign governments (*refer paragraph 4.5 of policy GCS.PRO.011 also*).

*[Note: With regard to visits marked *, the following matters will determine whether hospitality is to be granted:*

- *The purpose of the visit to Australia and its relevance to Queensland;*
- *The purpose of the visit to Queensland and the benefits likely to arise from such a visit;*
- *The importance to Queensland of close relations with the country concerned.*

5.1.2 Visits to Queensland by officials and groups under the auspices of Sister-State or Friendship Agreements entered into by the Queensland Government;

5.1.3 Major economic and investment missions to Queensland;

[Note: With regard to such visits, the following matters will determine whether hospitality is to be granted:

- *The composition of the delegation, ie. government officials or private sector representatives;*
- *The level of Government representation in the delegation;*
- *The aim of the delegation;*
- *The probability of some benefit accruing to the State.*

5.1.4 Major international or national seminars or conventions held in Queensland;

[Note: With regard to such occasions, the following matters will determine whether hospitality is to be granted:

- *Whether the subject of the meeting is of particular significance to the State;*
- *Whether Queensland is a recognised leader in the particular field of activity;*
- *Whether any lasting or material benefit is likely to accrue to Queensland.*

5.1.5 Major international sporting events held in Queensland;

[Note: With regard to such occasions, the following matters will determine whether hospitality is to be granted:

- *The level of popular interest in the particular sport;*
- *The number of countries participating in the event.*

5.1.6 To thank persons who have contributed to an activity of major importance to Queensland; and

5.1.7 An event of major importance either to Queensland or to Australia, and one which the State Government wishes to recognise in this manner.

5.2 Additional matters which should be considered when determining whether hospitality should be offered include:

- Where appropriate, the recommendation of the relevant Minister;
- Whether a similar event has recently received recognition in this way;
- Whether the event has already been recognised by the State Government in another way (eg substantial financial assistance);
- Frequency of the event (eg an annual or unique event);
- The projected costs and availability of finance;
- The number of participants in the event (there are no specific restrictions although such factors as the importance of the occasion, choice of venue, availability of funds, and the extent to which it would be appropriate to invite certain people, will determine the number invited);
- Whether hospitality is also being extended by any other Government or government-funded organisation (in such circumstances the possibility of a joint function should be considered, particularly in relation to economic and investment missions, major international or national seminars and conventions to be held in Queensland, and major sporting events held in this State).

5.3 Unless there are special circumstances, hospitality for a particular individual, group or occasion is to be limited to one (1) official function only.

6. Responsibilities

6.1 The Director, Protocol and International Engagement (DPIE), is responsible for the implementation of this policy and for the organisation of government hospitality on the occasions identified in 5.1.1 to 5.1.7

7. Procedures

7.1 All enquiries relating to this policy or to the procedures should be directed to:

- The Director
Protocol and International Engagement
Department of the Premier and Cabinet
PO Box 15185
CITY EAST QLD 4002

Tel: (07) 3003 9249
Email: protocol@premiers.qld.gov.au