



Procedure

Catering and hospitality procedure

Version: 3.0 | Version effective: 11/07/2022

Audience

Department-wide

Purpose

This procedure outlines the requirements, responsibilities and processes for Department of Education (the department) employees when providing catering and hospitality using public funds or resources.

Overview

In the course of their official business, schools and business units are often required to undertake activities where catering and hospitality can be an appropriate inclusion. This may include hosting visitors, assisting students through providing a breakfast club, or organising meetings or events such as open days and awards nights.

Public funds and resources must only be used to provide catering and hospitality for an activity in accordance with the six principles of the [Appropriate and ethical use of public resources policy](#). Schools and business units must ensure that funds and resources are used for official purposes, there is stewardship, compliance, accountability and defensibility, and any conflicts of interest are removed or addressed. Catering must always be appropriate to the circumstances of the activity.

It is acceptable to provide reasonable catering where participants are attending to official business outside of their normal working hours, such as school staff supervising during an evening school concert or a weekend open day.

This procedure does not cover circumstances where an employee receives an offer of catering or hospitality. If offered a gift of catering or hospitality, employees should refer to the requirements of the [Gifts and benefits procedure](#).

Responsibilities

All employees

- must apply the principles of the [Appropriate and ethical use of public resources policy](#) when deciding what, if any, catering is appropriate for an activity
- must make decisions about appropriate catering based on the key considerations set out in this procedure and the [Catering guidelines](#)

Hospitality Procedure Guide

M Woodhall



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