



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

J Dewey



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Table of Contents Hospitality Procedure Guide

1. Understanding the eBook Hospitality Procedure Guide
 - The Rise of Digital Reading Hospitality Procedure Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Hospitality Procedure Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Hospitality Procedure Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Hospitality Procedure Guide
 - Personalized Recommendations
 - Hospitality Procedure Guide User Reviews and Ratings
 - Hospitality Procedure Guide and Bestseller Lists

5. Accessing Hospitality Procedure Guide Free and Paid eBooks
 - Hospitality Procedure Guide Public Domain eBooks
 - Hospitality Procedure Guide eBook Subscription Services
 - Hospitality Procedure Guide Budget-Friendly Options
6. Navigating Hospitality Procedure Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Hospitality Procedure Guide Compatibility with Devices
 - Hospitality Procedure Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Hospitality Procedure Guide
 - Highlighting and Note-Taking Hospitality Procedure Guide
 - Interactive Elements Hospitality Procedure Guide
8. Staying Engaged with Hospitality Procedure Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Hospitality Procedure Guide
9. Balancing eBooks and Physical Books Hospitality Procedure Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Hospitality Procedure Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Hospitality Procedure Guide
 - Setting Reading Goals Hospitality Procedure Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Hospitality Procedure Guide
 - Fact-Checking eBook Content of Hospitality Procedure Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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