

## APPENDIX B. CATERING GUIDELINES

### CATERING GUIDELINES (for activities/events organised by the Department/school)

- The table below shows examples of various activities that may require catering. It is not an exhaustive list
- Staff must be mindful of cost and value for money in determining whether or not catering is appropriate for the activity
- Staff must not plan the duration, timing and/or location of events to specifically enable catering within these guidelines
- A (Y) in the table below indicates that catering may be appropriate
- A (N) in the table below indicates that catering is not appropriate
- See appendix D for approval levels

HOSPITALITY CATEGORY	TYPE OF ACTIVITY EXAMPLES	PARTICIPANTS	LIGHT REFRESHMENT <sup>1</sup>	LIGHT MEAL <sup>2</sup>	DINING <sup>3</sup>	ALCOHOL <sup>4</sup> (alcohol must not be provided when students are in attendance)	HEAF (prior approval) <sup>5</sup>
Working Meals	Business meetings, training, workshops, seminars, conferences, professional development, school development days.	Staff, business / industry clients, volunteers, board members, school-based staff	Y	Y	N	N	Y
Staff Health and Wellbeing	Health and wellbeing workshops, seminars, conferences, professional development or events	All staff	Y	Y	N	N	Y

<b>HOSPITALITY CATEGORY</b>	<b>TYPE OF ACTIVITY EXAMPLES</b>	<b>PARTICIPANTS</b>	<b>LIGHT REFRESHMENT<sup>1</sup></b>	<b>LIGHT MEAL<sup>2</sup></b>	<b>DINING<sup>3</sup></b>	<b>ALCOHOL<sup>4</sup> (alcohol must not be provided when students are in attendance)</b>	<b>HEAF (prior approval)<sup>5</sup></b>
Official Event <sup>6</sup>	Graduation functions, award presentations, parent nights	Staff, parents, students, community, volunteers, teachers and staff attending events	Y	Y	Y (only in exceptional circumstances)	Y (only in exceptional circumstances)	Y
Official Entertainment <sup>6</sup>	Overseas and interstate visitors/dignitaries, Ministers and MPS	Visitors / guests	Y	Y	Y (only in exceptional circumstances)	Y (only in exceptional circumstances)	Y
Official Social Function	See note below <sup>7</sup>	Staff	Y	N	N	N	Y

1. Light refreshments include morning or afternoon teas, such as fruit platters, biscuits or nibbles.
2. Light meal includes, for example, sandwiches, hand-held food and salads and is to be modest in nature.
3. Dining refers to a more substantial meal that could be held in a restaurant.
4. Alcohol should only be provided if it is appropriate to the occasion and there are no students in attendance.
5. HEAF is the Hospitality Expenditure Application Form (refer 3.4 Payment of Hospitality Expenditure of the Expenditure on Hospitality Procedures).
6. Catering for Official Events and Official entertainment may include dining, recreational activities and alcohol if appropriate to the occasion.
7. Official Social Functions may be held only in exceptional circumstances and are to be approved by the Director General or Deputy Director General.
8. Staff amenities for staff rooms are not considered hospitality and do not require a HEAF form and should be modest in nature and may include tea, coffee, sugar and milk (to be provided at Principal's discretion).