



Department of
Education

Expenditure on Hospitality Policy

Effective date: 1 October 2019

Version: 3.3

Accurate at the time of printing 29/07/2021.

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1. Policy statement

The Department of Education (the Department) requires all employees to use expenditure of public funds appropriately for hospitality.

2. Policy rules

Employees must:

- obtain prior approval, where required, for any expenditure on food, beverages and other costs for the purpose of entertainment, working meals, official events or social functions; and
- not incur any expenditure using Department/school funds on food in contravention of the Expenditure on Hospitality Procedures.

3. Responsibility for Implementation and Compliance

Senior Executive Officers, Directors of Education, Principals, Directors, and Cost Centre Managers are responsible for the implementation of the policy.

Line managers are responsible for compliance monitoring of the policy.

4. Scope

This policy applies to all Department employees.

5. Supporting Procedures

[Expenditure on Hospitality Procedures](#)

6. Definitions

Hospitality

The provision of food, beverages and recreational activities by the Department/schools to employees and non-employees.

7. Related documents

Relevant legislation or authority

[Public Sector Commissioner's Circular 2009-18 Guidelines for Expenditure on Official Hospitality](#)

Related Department policies

[Acceptance and Provision of Gifts Policy and Procedures](#)

[Alcohol and Other Drugs in the Workplace](#)

Other documents

[Hospitality Expenditure Application Form \(staff only\)](#)

[Entertainment Fringe Benefits](#)

8. Contact information

Policy manager:

Director Financial Services

Policy contact officer:

Manager, Financial Policy and Governance

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9. History of changes

Effective date	22 August 2007
Last update date Policy version no.	1.0
Notes	Titled Hospitality and Working Meals

Effective date	3 December 2013
Last update date	
Policy version no.	2.0
Notes	v1.0 split into policy and procedures documents. New procedures and information added. D13/0344254

Effective date	3 December 2013
Last update date	30 January 2014
Policy version no.	2.1
Notes	Updated contact details. D14/0041911

Effective date	3 December 2013
Last update date	21 August 2015
Policy version no.	2.2
Notes	Updated links D15/0333770

Effective date	3 December 2013
Last update date	3 October 2018
Policy version no.	2.3
Notes	Minor changes to update position titles, related policies and contact information D18/0436808

Effective date	1 October 2019
Last update date	
Policy version no.	3.0
Notes	Major review of the policy and procedures. Approved and signed by the Director General on 11 September 2019. D19/0423596

Effective date	1 October 2019
Last update date	
Policy version no.	3.1

Notes	Minor changes to policy rules, related documents and punctuation in guidelines. D19/0441492
Effective date	1 October 2019
Last update date	13 January 2021
Policy version no.	3.2
Notes	Minor changes to replace the Regional Executive Director position title with Director of Education D20/0647278.
Effective date	20 September 201925
Last update date	25 March 2021
Policy version no.	3.3
Notes	Minor change to link to Hospitality expenditure application form on Ikon D21/0161208

10. More information

Supporting content

Procedure

[Expenditure on Hospitality Procedures](#)

Policy review date

1 October 2022

Policy last updated

25 March 2021

