# Catering guidelines

* Delegates must use judgement in determining whether providing cateringusing departmental fundingis an [appropriate and ethical use of public resources](https://ppr.qed.qld.gov.au/pp/appropriate-and-ethical-use-of-public-resources-policy), and the standard of any catering provided, based on the [Catering and hospitality procedure](https://ppr.qed.qld.gov.au/pp/catering-and-hospitality-procedure). For further information on catering options, refer to the scenario on catering for events on the [Appropriate and ethical use of public resources](https://intranet.qed.qld.gov.au/Services/Finance/approporiate-and-ethical-use-of-public-resources) page (DoE employees only).
* Do not plan the **duration**, **timing** and/or **location** of events to specifically enable catering within these Guidelines.
* The tables below are provided as examples only and are not exhaustive.
  + **A [Y] indicates that catering may be appropriate – not that catering is essential.**
  + **A [N] indicates that catering using departmental funds is not appropriate – however users pays or self-catered options may be appropriate.**
* **Light refreshments** include, for example, tea, coffee, juice, morning or afternoon tea-type food, such as fruit platters, biscuits, cake, or small savouries.
* **Light meals** include, for example, sandwiches, ‘sausage sizzles’, hand-held food, and salads.

**Catering for students, parents and carers, external visitors**

| * Food and drinks for students that are provided by the school must reflect [Smart Choices – Healthy Food and Drink Supply Strategy for Queensland Schools](https://education.qld.gov.au/students/student-health-safety-wellbeing/student-health/smart-choices). * Unless otherwise noted below, delegates may choose for events or activities to be self-catered by attendees, or to offer/upgrade catering on a user pays and cost recovery basis (e.g. collected through ticket prices for a school concert). This includes activities where catering using departmental funding is indicated as not appropriate [N]. | Light refreshments | Light meals |
| --- | --- | --- |
| Public events and activities in schools |  |  |
| Awards nights, graduation functions and school concerts | Y | N |
| Community engagement events (e.g. parent-teacher interviews, information sessions, school openings, open days) | Y | Y |
| Volunteers and working bees | Y | Y |
| P&C / School Council (or sub-committees) meetings | Y | N |
| Student events and activities |  |  |
| Student clubs, homework clubs, school leaders’ functions | Y | N |
| Breakfast Clubs | Y | Y |
| Food offered as incentive to participate in programs (e.g. to encourage participation in non-mandatory programs, ceremonies or information sessions) or as sanctioned awards | Y | Y |
| Student Council meetings | Y | N |
| Visitors to the school/business unit |  |  |
| Customers and stakeholders external to the government meeting with departmental staff < 2 hours AND within normal working hours AND onsite 1 | Y | N |
| Customers and stakeholders external to the government meeting with departmental staff ≥ 2 hours OR held during normal meal times OR outside normal working hours OR held offsite | Y | Y |
| Hosting students and staff from other schools | Y | N |
| Official visitors (e.g. Members of Parliament) 2 | Y | N |
| International visitors (e.g. visiting study tours) < 2 hours 2, 3 | Y | N |
| International visitors (e.g. visiting study tours) ≥ 2 hours 2 | Y | Y |
| Notes:   1. Staff are reminded that when meetings with external customers and stakeholders are < 2 hours, it is not appropriate to use departmental funds to purchase light refreshments for themselves. 2. User pays option not appropriate. 3. Where a visiting delegation is attending several events at multiple schools in the course of the day and/or there is a cultural expectation, the school hosting during the meal time can provide a light meal. | | |
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**Catering for departmental staff and meetings**

| * Refer to the Public Service Commission’s [Directive 02/18](https://www.forgov.qld.gov.au/working-in-the-public-service/directives-awards-and-legislation/search-for-directives-policies-circulars-and-guidelines/hours-overtime-and-excess-travel-directive-0218) (Hours, Overtime and Excess Travel) to determine if the provision of a meal is an entitlement when an event is held over a meal time, and for indicative costings for meals where a meal is not an entitlement but is appropriate under these guidelines. * Delegates may choose for events or activities to be self-catered by attendees, or to offer/upgrade catering on a user pays and cost recovery basis. This includes activities where catering using departmental funding is indicated as not appropriate [N]. * Delegates must also consider the [Fringe Benefits Tax Entertainment Guidelines](https://intranet.qed.qld.gov.au/Services/Finance/Taxation/FBT/entertainment-guidelines/Pages/default.aspx) (DoE employees only) in making decisions about catering for departmental activities. | Light refreshments | Light meals |
| --- | --- | --- |
| Meetings and school events |  |  |
| Staff working at school/community engagement events after hours or over a meal time(e.g. awards nights, graduation functions, school concerts, parent-teacher interviews) 1 | Y | Y |
| P&C / School Council / Student Council (or sub-committees) meetings | Y | N |
| Internal meetings / planning days / training and professional development / recruitment ≥ 2 hours OR held during normal meal times OR outside normal working hours OR held offsite | Y | Y |
| Internal meetings / planning days / training and professional development / recruitment < 2 hours AND within normal working hours AND onsite 2 | N | N |
| Meetings with customers and stakeholders external to the department ≥ 2 hours OR held during normal meal times OR outside normal working hours OR held offsite | Y | Y |
| Meetings with customers and stakeholders external to the department < 2 hours AND within normal working hours AND onsite 2, 3 | N | N |
| Consultants working onsite or with departmental staff 4 | N | N |
| Staff events and activities5 |  |  |
| Staff appreciation, rewards, recognition or celebrations | N | N |
| Staff Social Club functions | N | N |
| Staff end of term/year functions and Christmas parties | N | N |
| Tea, coffee, milk, catering for staff rooms | N | N |
| Milestone staff celebrations (e.g. retirement, farewell, birthday, wedding, baby shower etc.) | N | N |
| Notes:   1. Where a meal is not covered by a public service entitlement or allowance, light refreshments and/or light meals may be offered. 2. Staff may choose to meet offsite and purchase their own refreshments. 3. Staff are reminded that when meetings with external customers and stakeholders are < 2 hours, it is not appropriate to use departmental funds to purchase light refreshments for themselves. 4. Catering may be provided for consultants conducting activities such as planning sessions or professional development for departmental employees where catering is provided for the participating employees in accordance with these guidelines. 5. Schools cannot fund a staff event unless it is part of an officially recognised departmental program. Refer to the [Appropriate and ethical use of public resources policy](https://ppr.qed.qld.gov.au/pp/appropriate-and-ethical-use-of-public-resources-policy) and [guidelines](https://ppr.qed.qld.gov.au/pp/appropriate-and-ethical-use-of-public-resources-policy) for more information. | | |

# Useful resources

* [Catering and hospitality procedure](https://ppr.qed.qld.gov.au/pp/catering-and-hospitality-procedure)
* [Appropriate and ethical use of public resources policy](https://ppr.qed.qld.gov.au/pp/appropriate-and-ethical-use-of-public-resources-policy)
* [Guidelines for the appropriate and ethical use of public resources](https://ppr.qed.qld.gov.au/pp/appropriate-and-ethical-use-of-public-resources-policy)
* [Appropriate and ethical use of public resources](https://intranet.qed.qld.gov.au/Services/Finance/approporiate-and-ethical-use-of-public-resources) OnePortal page (DoE employees only)
* [Fringe Benefits Tax Entertainment Guidelines](https://intranet.qed.qld.gov.au/Services/Finance/Taxation/FBT/entertainment-guidelines/Pages/default.aspx)
* [Smart Choices – Healthy Food and Drink Supply Strategy for Queensland Schools](https://education.qld.gov.au/students/student-health-safety-wellbeing/student-health/smart-choices)
* Workplace Health and Safety Queensland [Healthy Choice Catering](https://intranet.qed.qld.gov.au/Services/HumanResources/Forms/Documents/healthy-choice-information-brochure.pdf)
* [Directive 02/18: Hours, Overtime and Excess Travel](https://www.forgov.qld.gov.au/working-in-the-public-service/directives-awards-and-legislation/search-for-directives-policies-circulars-and-guidelines/hours-overtime-and-excess-travel-directive-0218)