Australian Government
Department of Social Services

Official Hospitality and Business Catering Policy

Policy information	Details
Purpose:	This policy provides advice for DSS staff regarding official hospitality and business catering.
Category:	Corporate - Finance
Applicable to:	All departmental officials, contractors and consultants
Relevant Authority:	APS Code of Conduct APS Values *Financial Framework (Supplementary Powers) Act 1997 s.32B* *Public Governance, Performance and Accountability Act 2013 s.23*
Related Documents:	Commonwealth Procurement Rules Secretary's Instructions
Policy Statement:	The department is committed to ensuring that relevant money is spent on official hospitality and business catering only when appropriate and assisting staff in correctly classifying expenditure as official hospitality or business catering.
Approved by:	Chief Finance Officer (CFO)
Review Date:	November 2026
Policy Owner:	Financial Policy and Compliance Section (FP&C) Financial Services Branch (FSB)
First Issued:	March 2009
Document Change Control:	September 2022 – Annual update August 2024 – Annual review and update of template March 2025 – Review and update due to amended delegations

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1.   Introduction

The purpose of this policy is to provide guidance to all staff on their obligations in relation to official hospitality and business catering, and to assist with decision making when planning, approving, or providing for such events.

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3.   Official hospitality

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3.2. Categorisation

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Official Hospitality Exclusions

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- Social or non-business-related events, such as Christmas parties or personal celebrations, which must not be funded by the department.

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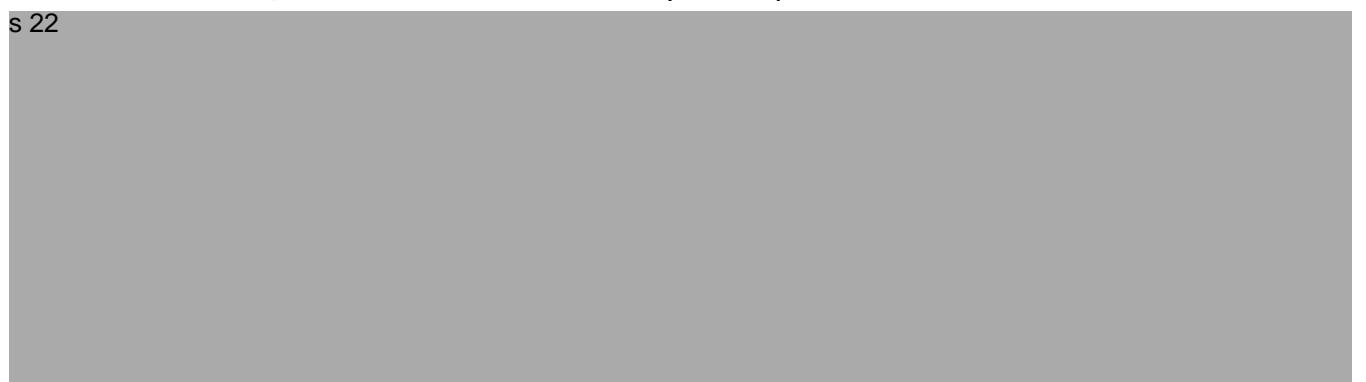
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3.5. Business catering

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Funding must not be used to purchase tea, coffee, milk, or biscuits for routine use by staff, or for the provision of refreshments at social occasions such as Christmas parties.

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