



## REQUEST FOR OFFICIAL HOSPITALITY

For an event to qualify as Official Hospitality, the following minimum criteria must be met

- 1) There must be a sufficient number of "outsiders" (i.e. non officials) in attendance.-- usually more "outsiders" than officials; and.
- 2) The event must support Australian Government business (i.e. the event must be work related; furthering the interest of the Treasury)

The Delegation Instrument identifies officials able to approve Official Hospitality. If there is alcohol, it can be approved by an SES Band 3.

Further qualifying information is contained in Operational Guideline on Official Hospitality.

<b>PART A</b>			
<b>Description and Reason for function</b>	Budget Night for Stakeholders Event Stakeholder relations		
<b>Date</b>	Tuesday 12 May 2015	<b>Venue</b>	M1 23, Parliament House Canberra
<b>Type of Hospitality</b>	<input type="checkbox"/> Cold / Hand Foods <input type="checkbox"/> Hot Food <input checked="" type="checkbox"/> Alcohol (SES Band 3 approval required) <input checked="" type="checkbox"/> Other – please describe Assorted hot and cold canapés		
<b>Expected No. of Guests</b>	Treasury Officials	N/A Other APS	N/A Non APS    20
<b>Supplier 1</b>	Parliament House Catering by the InterContinental Hotels Group Estimated Cost \$2,100 (incl GST) – this is subject to change as drinks are on consumption		
<b>Supplier 2</b>	N/A		
<b>Cost Centre</b>		<b>Internal order</b>	
<b>REQUESTED BY</b>		<b>DECISION</b>	<b>APPROVED / NOT APPROVED</b> <i>(Section 23(3) of the Public Governance, Performance and Accountability Act 2013)</i>
<b>Requestor's Name</b>	Section 22	<b>Delegate's Name</b>	Section 22
<b>Requestor's Signature</b>	Section 22	<b>Delegate's Signature</b>	Section 22
<b>Title</b>	Office Manager	<b>Title</b>	Acting Chief of Staff <sup>1</sup>
<b>Date</b>	7 May 2015	<b>Date</b>	7 May 2015

When Part A has been completed, please forward a copy to the Financial Administration Support Team.

<b>PART B (to be completed after the event)</b>			
<b>Actual Cost</b>	\$	(incl GST)	
<b>Actual No. of Guests (see over)</b>	_____ Treasury Officials	_____ Other APS	_____ Non APS
<b>SIGNED BY</b>			
<b>Name</b>		<b>Title</b>	
<b>Signature</b>		<b>Date</b>	

### ATTACHMENT – List of Actual Attendees



Name	Category of Attendee: Treasury Official, Other APS Staff, Non-APS Individuals.
1. TBC	
2.	
3.	
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24.	

When Part B has been completed, please forward to the Financial Administration Support Team, with relevant supporting documentation, for payment. A copy should be sent to the relevant DSO.