Catering

Policy Number 2.005

Policy Function Leadership and Management

Issue Date 26 June 2017

Summary This policy provides a framework for the provision of catering within Justice Health & Forensic Mental Health Network.

Responsible Officer Executive Director Corporate Services

Applicable Sites ☒ Administration Centres
☒ Community Sites (e.g. Court Liaison Service, Community Integration Team, etc.)
☒ Health Centres (Adult Correctional Centres or Police Cells)
☒ Health Centres (Juvenile Justice Centres)
☒ Long Bay Hospital
☒ Forensic Hospital

Previous Issue(s) Policy 2.005 (Dec 2013)

Change Summary
- Reference Ministry of Health policy relating to Healthier Food and Drink Choices in Health Facilities
- Minor terminology changes
- Formatting changes and reworking of some sections

TRIM Reference POLJH/2005

Authorised by Chief Executive, Justice Health & Forensic Mental Health Network
1. Preface

Occasionally there is a need to provide catering for activities conducted by Justice Health & Forensic Mental Health Network (JH&FMHN). This policy provides guidance and direction to staff on the provision of catering for meetings, events or other JH&FMHN activities.

2. Policy Content

2.1 Mandatory Requirements

Expenditure for catering must be for official purposes only, should not be excessive and should be able to withstand public scrutiny. In all cases, the financial delegate approving expenditure must be satisfied that the expenditure incurred, or to be incurred for catering, is in relation to official duties, is reasonable and is publicly defensible.

2.2 Implementation - Roles & Responsibilities

Executive Directors, Network Directors and Service Directors have the delegation to approve or decline catering requests. All other managers do not have authority to approve expenditure for catering with the exception of Manager Education and Training (E&T).

The NSW Ministry of Health policy directive PD2009 081 Live Life Well @ Health: Healthier Food and Drink Choices – Staff and Visitors in NSW Health Facilities states that health services must ensure healthy food choice options are available within health facilities.

Catering for an activity that is not work related, including staff birthdays, festive events or other celebrations is at the discretion of the Chief Executive or Executive Directors only.

3. Procedure Content

3.1 Catering for Staff Meetings

Only in exceptional circumstances will JH&FMHN provide catering for staff meetings. Generally, catering for meetings may only occur where the attendance of staff at a meeting prevents them from taking a lunch break or the meeting takes place at night. The scheduling of meetings over lunch and in the evening must be avoided, where possible.

3.2 Catering for Education and Training Activities

An E&T activity that is scheduled on the E&T CE-approved catalogues of courses may have catering provided as follows:

- A half-day session – morning or afternoon tea.
- A full day session – morning tea and lunch.

Catering for E&T activities must be approved by the Manager E&T.
3.3 Catering for Events or Meetings with External Participants

Catering for meetings or activities with external (non-JH&FMHN) participants, such as meetings of the JH&FMHN Board of Directors or Board Sub-Committees, is permitted. The relevant Executive Director, Network Director or Service Director must approve all catering requests in advance.

3.4 Catering Providers

3.4.1 Staff Meetings and E&T Activities

If catering for staff meetings or E&T activities is approved, Corrective Services Industries (CSI) should be considered as the provider if possible and cost effective. The Catering Request Form must be approved by the relevant Executive Director, Network Director or Services Director. When catering through CSI is not available or if the meeting/training is provided at the Justice Health Olympic Park (JHOP) or another JH&FMHN facility, cost effective catering from a third party catering provider should be used.

Staff should complete the appropriate Catering Request Form when ordering catering from CSI, or refer to JH&FMHN policy 2.150 Purchasing to complete a purchase order and provide to catering provider.

A purchase order for catering must be approved by an Executive Director, Network Director or Service Director, with the exception of E&T.

3.4.2 Events or Meetings with External Participants

Catering for meetings or activities with external (non-JH&FMHN) participants, such as meetings of the JH&FMHN Board of Directors or Board Sub-Committees, may be provided by a cost-effective commercial caterer. A Catering Request Form does not need to be completed to order catering from a commercial caterer. Staff should refer to purchasing policies as outlined in JH&FMHN policy 2.150 Purchasing to complete a purchase order when ordering catering from any non-CSI catering provider. A purchase order for catering must be approved by an Executive Director, Network Director or Service Director.

3.4.3 Catering in the Forensic Hospital

Catering for meetings or events in the Forensic Hospital outside of the Service Specifications within the Project Deed can be provided by Medirest. Staff may contact the PPP Facilities Helpdesk on (02) 9700 3430 to request a quote for catering. Please note that any catering provided to the Forensic Hospital by other suitable commercial caterers will have to satisfy the Forensic Hospital security entry requirements, including potential x-ray scanning.

3.4.4 Catering donated by external organisations

Catering for medical teaching and training programs is often supplied by pharmaceutical companies without charge, in line with recommendations from Medicines Australia for this type of activity. For catering of a substantial nature there may be a requirement for appropriate disclosure in the Gifts and Benefits Register. Staff should refer to JH&FMHN Policy 2.004 Conflict of Interest and Gifts and Benefits, for further detail.

3.5 Documentation

Brief approved or External Catering forms must be retained for as long as required by Normal Administrative Practice, and therefore should be saved in HPRM by the user of the form with any associated brief, excluding E&T approved courses.
In this case all records related to the conference need to be retained for a minimum of two years according to General Retention and Disposal Authority (GA28) 18.4.2

4. Definitions

Must
Indicates a mandatory action that has to be complied with.

Should
Indicates a recommended action to be complied with, unless there are sound reasons for taking a different course of action.

5. Legislation and Related Documents

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<th>NSW Ministry of Health Policy Directives</th>
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<td>JH&amp;FMHN Policies</td>
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