

Catering

Policy Number 2.005

Policy Function Leadership and Management

Issue Date 30 August 2020

Summary This policy provides a framework for the provision of catering within Justice Health and 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 (Youth Justice NSW)
- Long Bay Hospital
- Forensic Hospital

Previous Issue(s) Policy 2.005 (Jun 2017; Dec 2013)

Change Summary

- Requirement that Forensic Hospital Kiosk should be the preferred option for all catering requests.

HPRM Reference POLJH/2005

Authorised by Chief Executive, Justice Health and Forensic Mental Health Network

1. Preface

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

2. Procedure 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, within allocated budget, and is publicly defensible.

2.2. Implementation - Roles & Responsibilities

Staff with a Delegation of Level 3a or higher have the delegation to approve or decline catering requests provided internally through the Forensic Hospital Kiosk.

All external catering requested requires approval by a staff member with delegation of level 3c or higher, that is either an Executive Director, Co-Director or the Network Director of Nursing and Midwifery Services. All other managers do not have authority to approve expenditure for external catering, with the exception of the Manager, Education Training Services (ETS).

Staff should refer to the Network Policy [2.022 Delegations Authority](#), for information of delegation levels.

The NSW Health [GL2017_012 Healthy Food and Drinks in NSW Health Facilities for Staff and Visitors Framework](#) 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 the Network 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 (ETS)

An ETS activity that is scheduled on the ETS 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 ETS activities must be approved by the Manager ETS.

3.3. Catering for Events or Meetings with External Participants

Catering for meetings or activities with external (non-Network) participants, such as meetings of the JHFMHN 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 ETS Activities

If catering for staff meetings or ETS activities is approved, internal catering through the Forensic Hospital Kiosk should be the first and preferred option. [CORP022 Catering Request Form for Forensic Hospital Kiosk](#), must be approved by the relevant delegated officer. If internal catering is unavailable, Corrective Services Industry (CSI) catering should be considered. [CORP023a Catering Request Form \(CSI\)](#). When internal or CSI catering is not available or if the meeting/training is provided at a location not serviced by the Forensic Hospital Kiosk or CSI, cost effective catering from a third party catering provider should be used.

Staff should complete the appropriate Catering Request Form when ordering catering, or refer to JHFMHN policy [2.150 Purchasing](#) to complete a purchase order and provide to catering provider.

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

3.4.2. Events or Meetings with External Participants

Catering for meetings or activities with external (non-Network) participants, such as meetings of the JHFMHN 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 JHFMHN 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 should be provided by the Forensic Hospital Kiosk. [CORP022 Catering Request Form](#) for the Forensic Hospital Kiosk, must be approved by the relevant delegated officer. Please note that any catering provided to the Forensic Hospital by other suitable commercial caterers should only be considered under extraordinary situations and 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 JHFMHN Policy [2.004 Conflict of Interest and Gifts and Benefits](#), for further detail.

3.5. Documentation

Approved Briefs 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 together with any associated brief, excluding ETS 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 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

NSW Ministry of Health Policy Directive	GL2017_012 <i>Healthy Food and Drinks in NSW Health Facilities for Staff and Visitors Framework 2.022 Delegations Authority</i>
JHFMHN Policies	2.150 <i>Purchasing</i> 2.004 <i>Conflict of Interest and Gifts and Benefits</i> 2.002 <i>Delegations Authority</i>