

Policy and Procedure Register updates – Summary of changes to:

Catering and hospitality procedure

1. Reason for new/updated policy or procedure <i>(select all that apply)</i>		
<input type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input checked="" type="checkbox"/> Due for review	<input type="checkbox"/> Other
The updated Catering and hospitality procedure provides clarity around responsibilities and processes for employees when providing catering and hospitality using departmental funds or resources.		
2. Summary of changes		
The updated procedure provides clarification for employees on the process steps to be taken when providing catering and hospitality using departmental funds or resources in a format consistent with other procedures.		
The updated guidelines have been reformatted for ease of navigation in response to feedback provided. The tables provide examples of when catering may be appropriate for two groups of recipients – 1) students, parents and carers, external visitors and 2) departmental staff and meetings. This allows users to more easily find information on their particular circumstances.		
Reference to meal entitlements for departmental staff per the Public Service Commission's Directive 02/18 has also been included. Additional footnotes remind staff that when meetings with external customers and stakeholders are less than 2 hours, it is not appropriate to use departmental funds to purchase light refreshments for themselves.		
3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input type="checkbox"/> Revised responsibilities	<input type="checkbox"/> New/additional responsibilities	<input type="checkbox"/> Removed responsibilities
Position title	Summary of change	Page #
4. Communication and support for implementation		
Communication and engagement for the amended procedure will be provided through the OnePortal Bulletin Board and Financial Advisory Services newsletters.		
Please provide feedback to:		
Andrew Wowor via email FinancialPolicy.Finance@ged.qld.gov.au .		