

Policy and Procedure Register updates - Summary of changes to:

Catering and hospitality procedure and Guidelines

1. Reason for new/updated policy or procedure *(select all that apply)*

- | | |
|--|---|
| <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 Catering and hospitality procedure and Guidelines have been updated as a result of its normal cyclical review.

2. Summary of changes

The procedure intent remains unchanged as there have been no significant legislative, regulatory, or whole-of-government policy changes affecting the procedure.

Updates include:

- inclusion of references to human rights legislation and associated responsibilities.
- minor improvements to wording for better clarity.
- Correct links to external reference guidance.

3. Impacts to roles and responsibilities

Does the new/updated content change staff roles/responsibilities *in any way*? ☐ Yes ☒ No

If yes, select the type of change: (select all that apply)

☐ Revised responsibilities ☐ New/additional responsibilities ☐ Removed responsibilities

4. Communication and support for implementation

No communication or support is required. The policy intent has not changed.

For further assistance, please contact:

Policy/procedure contact:

Financial Business Policy

Finance, Procurement and Facilities

FinancialPolicy.Finance@qed.qld.gov.au