



# Catering For Functions Procedure

Procedure Number  
WCDHB-PG-0040

Version Nos:  
4

## 1. Purpose

This Procedure outlines the process by which the West Coast District Health Board (WCDHB) Units/Wards/ Departments are to request catering for approved functions.

## 2. Application

This Procedure is to be followed by all staff throughout WCDHB.

## 3. Definitions

There are no definitions associated with this Procedure.

## 4. Responsibilities

For the purposes of this Procedure:

all *Unit/Ward/Department Managers* are required to:

- request catering for functions using a WCDHB Requisition Form;
- only request catering where there is an allocation in the Unit/Ward/ Department's annual budget.

## 5. Resources Required

This Procedure requires:

- i) WCDHB Requisition Form

## 6. Process

- 1.00 Catering can be requested for functions approved by the relevant Unit/Ward/ Department Manager and for which there is an allocation in the Unit/Ward/ Department's annual budget.
- 1.01 A minimum of 1 week (7 days) notice is required by the Food Services Contractor for any catering.
- 1.02 All requests for catering for a function must be made on a WCDHB Requisition Form.
- 1.03 Each WCDHB Requisition Form must also be signed by the relevant Unit/Ward/ Department Manager.
- 1.04 Once completed, the WCDHB Requisition Form is to be forwarded (via internal mail) to the Food Services Contractor
- 1.05 Arrangements regarding the delivery (including location and time) of the catering are to be made with the Food Services Contractor.



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### 7. Precautions And Considerations

- ➔ All requests for catering require the approval of the relevant Unit/Ward/Department Manager
- ➔ All requests for catering are to be made on a WCDHB Requisition Form
- ➔ A minimum of 1 week (7 days) notice is required for any catering request.

### 8. References

There are no references associated with this Procedure.

### 9. Related Documents

There are no documents associated with this Procedure

<b>Revision History</b>	<b>Version:</b>	4
	<b>Developed By:</b>	Quality Improvement Co-Ordinator
	<b>Authorised By:</b>	Chief Executive Officer
	<b>Date Authorised:</b>	January 1996
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