

Guidelines for Event Catering at CGD

Type of Meeting or Event	Time	Appropriate to use External Catering Contractors?	Comments	Most Appropriate Caterer?	Approval required By:
Birthdays and local unit area breakfasts, morning and afternoon teas	Half hour	No	Unit may supply own catering and safe food practices should be practiced. (Council will not be liable for any risk management issues)	N/A	
Resignation/retirement (term of employment under 5 years)	Half hour	No	Unit may supply own catering and safe food practices should be practiced. (Council will not be liable for any risk management issues)	N/A	
Resignation/retirement (term of employment over 5 years) <i>** Significant lengths of service and senior positions will be assessed individually on their merits</i>	Half hour	Yes with prior approval sought	Hot or cold finger food and light refreshments	Scotts Catering Table and Larder Chef's Scene	Manager
Service Recognition Function	Event only	Yes if required	Function required under policy guidelines – Hot or cold finger food and light refreshments	Scotts Catering Table and Larder Chef's Scene	Manager
Internal Unit Meeting	Up to half a day excluding lunchtime	No	Biscuits and refreshments may be provided through hallkeeping.	N/A	
Lunch meeting - internal staff only	Two hours or more	Yes with prior approval sought	Hot or cold finger food and light refreshments	Scotts Catering Table and Larder	Manager
Internal planning days, strategic workshops, training sessions (5 or more attending)	Entire day or more	Yes If required	Hot or cold finger food and light refreshments	Scotts Catering Table and Larder Chef's Scene	Manager
Meetings involving external parties	Half a day or more	Yes with prior approval sought	Light morning or afternoon tea Hot or cold finger food and light refreshments	Scotts Catering Table and Larder Chef's Scene	Manager
Significant Service Unit event (ie Team celebration for significant achievements)	Up to two hours	Yes with prior approval sought	Light morning or afternoon tea Hot or cold finger food and light refreshments	Scotts Catering Table and Larder	Manager

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TTO, CEO Briefings to Staff	Up to two hours	If required	Light morning or afternoon tea	Scotts Catering Table and Larder Chef's Scene	CEO
Community Group function hosted by CGD	Event only	Yes	Morning or afternoon tea or light lunch depending on length or time of event	Scotts Catering Table and Larder Chef's Scene	Director
Council Dinners	Event only	Yes	Buffet or plated meal selections	Chef Scene	Manager
Community Forum	Event Only	Yes	Hot and cold finger food and light refreshments	Table and Larder Chef's Scene	Director
Recognised professional association event hosted by CGD	Event only	Yes	Morning or afternoon tea or finger food (hot & cold) lunch depending on length of event	Chef's Scene	Manager
External events, involving councilors, executive, senior staff and guests	Event only	Yes	Catering as required	Black Tie Catering	Manager and Director
Civic events.	Event only	Yes	Catering as required	Chef's Scene Black Tie Catering	Manager and Director
Staff Christmas Party	Event Only	Yes	Lunch	Chef's Scene	CEO