



HEALTHY FOOD & CATERING POLICY

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Policy Type:	Organisation
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Review Date:	09/10/2019
Responsible Officer:	Food Systems Officer (Active and Healthy Lifestyles)
Owner:	Manager Active and Healthy Lifestyles
Responsible Director:	Director Health and Wellbeing
Relevant Legislation/Authority:	Food Act 1984
DOCSETID:	4048944

1. PURPOSE

The purpose of this policy is to promote healthy and culturally appropriate food and drink purchase and consumption choices to employees and the community as part of the Council's commitment to health, safety and wellbeing. Areas of focus include:

- Catering
- Sponsorships
- Fundraising
- Gifts
- Vending machines

The policy also aims to reduce the overall spend on catering, ensuring all City purchases of food and drinks are financially and environmentally responsible.

2. BACKGROUND

A key recommendation of the 2014 Healthy Together Food Security Report was to develop and implement a City of Greater Bendigo Healthy Catering and Procurement Policy (Food Security Report, 2014).

Dietary risks are estimated to account for 10.55 per cent of the total burden of disease in Australia. Only 8.6 per cent of Greater Bendigo adult residents meet recommended guidelines for vegetable intake and only 42.4 per cent meet the recommended guidelines for fruit intake (Victorian Population Health Survey, 2014).

The City is committed to promoting healthy lifestyles within the municipality and has demonstrated leadership by through the Greater Bendigo Health and Wellbeing Plan 2017-2021. A key goal of the Health and Wellbeing Plan 2017 - 2021 is to ensure 'the Greater Bendigo community is healthy and well by promoting healthy lifestyles including healthy eating, increased physical activity and decreased sedentary behaviour.



Objective 1.4 in the Council's Community Plan is to be “*accountable and efficient in its use of the community's money*”. This policy aims to meet this objective by identifying the events that are appropriate for the supply of catering, limiting the use of catering and ensuring procurement practices are carried out in accordance with the requirements of the Local Government Act and relevant City policy and procedures.

Objective 5.1 in the Council's Community Plan commits to connecting the “*health of the natural environment to the health and prosperity of our community*”. This policy aims to meet this objective by supporting employees to make choices which limit food miles, packaging and waste.

3. SCOPE

This policy applies to all staff at the City of Greater Bendigo. It applies to:

- catering for meetings, events and functions (for internal and external attendees)
- fundraising occurring on the City's premises
- Council briefings and meetings
- prizes and giveaways
- sponsorship deals
- food and drink items sold within the premises i.e. employee kitchens, tearooms and office areas
- Vending machines

This policy does not apply to:

- food and drinks purchased while travelling for work
- food and drink items that employees bring from home or buy outside the premises for their personal use or celebrations (i.e. birthdays)
- food provided by external groups or individuals utilising Council run or managed buildings or facilities
- All staff Christmas party/s
- Venues where Council has on-site catering under a commercial arrangement (i.e. Ulumburra, The Capital, Town Hall)
- Leased premises that don't have the Healthy Choices Guidelines embedded in the contract (i.e. The Boardwalk, Art Gallery Café)

Offering healthy and culturally appropriate food and drink options on these occasions and/or in these venues is strongly encouraged.

4. DEFINITIONS

Catering panel	A selection of approved caterers City employees can order catering from
Council contract	A written agreement from The City that is



	intended to be enforceable by law
Council lease agreement	A contract between The City and the lessee that allows the lessee the rights to use the property owned or managed by The City
Council tender	A tender put out by The City
Culturally appropriate food	Foods that are commonly found and or/allowed within particular cultures (e.g. Halal, Kosher, Indigenous).
Food Donations App	A digital application which allows registration of leftover catering to be donated to another agency for use at another meeting, event or function
Food safety	Assurance that food will not cause harm to the consumer when it is prepared and/or eaten according to its intended use
Food miles	The distance food is transported from the time of its production until it reaches the consumer
Food wastage	Leftover food from a catered Council or City meeting, event or function
Healthy Choices Guidelines	State Government Guidelines developed by the Department of Health and Human Services
The City	City of Greater Bendigo

5. PRINCIPLES

5.1 Financial responsibility

The City's catering activities shall be performed with integrity and in a manner able to withstand the closest possible scrutiny. The following fundamental best practice principles will be applied to catering:

- Value for money
- Accountability
- Risk management
- Probity and transparency when using public funds.

5.2 Healthy Choices

Over a period of two years (2019 – 2021) Council will phase in the implementation of the Victorian Government's Healthy Choices: Healthy Eating Policy and Catering Guide for Workplaces which classifies foods and drinks as:

- Green – best choices
- Amber – choose carefully
- Red – limit according to their nutritional value.

6. POLICY



6.1 Provision of catering

Council will not fund the purchase of catering for:

- meetings of less than three hours duration unless prior approval is given by the relevant Director or CEO
- routine daily business e.g. coffee catch ups with internal staff
- regularly scheduled staff meetings
- Meetings or events with internal staff (unless there is approval from relevant Director, as an additional FBT cost may be incurred when catering is for internal staff)

To achieve the aim of limiting the use of catering the City will only supply or fund catering (breakfast, morning tea, lunch, afternoon tea, dinner) when external participants will be in attendance and the anticipated duration of the meeting, event or function is equal to or longer than three hours (unless prior approval is given by the relevant Director or CEO).

6.2 Maximum expenditure

Maximum expenditures for catering services per person (2018) will be:

- Breakfast - \$20
- Morning tea - \$10
- Lunch - \$20
- Afternoon tea - \$10
- Dinner - \$35
- Light refreshment - \$10

If catering for an all-day event the maximum expenditure for catering services per person (2019) will be \$25.00.

These limits will be reviewed annually against changes in the Consumer Price Index (CPI) annually and updated on the intranet. Employees may spend more than the prescribed amounts for special or extraordinary circumstances when approval is given by the relevant Manager or Director.

6.3 Fringe Benefit Tax (FBT)

Where a purchase has been made from a restaurant, hotel, motel or any other food and beverage providing business (including supermarkets) and/or purchase of movie tickets, entertainment and gift cards it is mandatory to provide Financial Strategy with FBT information. You are required to complete an FBT Entertainment Allocation Form (available on intranet), except where the purchase is made on a Corporate Purchasing Card, the FBT details are to be completed in the Corporate Purchasing Card System.

6.4 Catering Panel



A Catering Panel of local catering service contractors who will meet the Healthy Choices Guidelines will be established. Preference will be given to caterers who demonstrate a commitment to social procurement and environmental responsibility such as utilising local, in season produce and recyclable packaging as well as provide culturally appropriate options. All catering services are to be provided from the approved catering service contractors included on the Catering Panel which will be listed on the intranet.

The selected caterer is to be provided with an approved City purchase order in advance of the service being provided.

6.5 Staff Health and Wellbeing

The City will increase healthy food and drink options (classified GREEN i.e. salad sandwiches, fruit, nuts) at the City's meetings, events and functions and reduce RED food and drink options (e.g. soft drinks, fried food, slices, cakes, alcohol).

Council will also work towards providing and supporting prizes, gifts, fundraising and sponsorships that align with the Victorian Government's Healthy Choices Guidelines. By July 2020, all catering, fundraising, prizes and giveaways, sponsorship deals and food and drink items (including vending machines) will adhere with the Victorian Government's Healthy Choices: Healthy Eating Policy and Catering Guide for Workplaces.

Food preferences (gluten-free, vegetarian etc.) and culturally appropriate foods should be made available at meetings, events and functions as appropriate and as requested.

6.6 Alcohol

Meeting, event and function organisers will ensure that fresh drinking water is always available free of charge. According to the Healthy Choices Guidelines, all alcohol is considered a RED drink item and will not be able to be purchased for catering, prizes, giveaways or sponsorship purposes.

6.7 Waste

Every effort is to be made when placing a purchase order to avoid wastage (both food and packaging) and to limit food miles. Staff are to consider the way catering is packaged before making a purchase order. The use of non-recyclable products such as cling wrap and polystyrene trays are discouraged; with products such as aluminium foil, cardboard, rigid plastic or aluminium trays that are recyclable encouraged. Leftover catering should be refrigerated (if required) as soon as possible and added to the Food Donations App, if fit for human consumption. Any remaining food should be disposed of using the organics recycling program.



6.8 Food Safety

All premises selected for the City's catering panel will be registered with a current and appropriate Food Act Certificate.

6.9 Leases, Licenses and Service Contracts

Where relevant, Council will work with relevant community groups and contractors to incorporate the usage of the Victorian Government's Healthy Choices Guidelines at all facilities owned or managed by the City.

7. ROLES AND RESPONSIBILITIES

The Active and Healthy Lifestyles Unit will be responsible for working with staff to ensure alignment with this policy. The Coordinator Strategy and Policy (Active and Healthy Lifestyles Unit) will be responsible for leading its implementation, collecting feedback and undertaking a review. Additionally, all staff have a responsibility to adhere to this policy, Directors have a responsibility to ensure all food and catering purchases in their Directorate comply with this Policy and Governance is responsible for ensuring the City's purchases align with organisational policy and report breaches of the organisational Code of Conduct. The consequence of not complying with this policy may lead to a potential breach of the City's Code of Conduct.

8. RELATED DOCUMENTS

- Healthy Choices: Healthy Eating Policy and Catering Guide for workplaces (DHHS) (Appendix A)
- Healthy Choices: Catering Guide for Staff (Appendix B)
- Healthy Choices: Fundraising, Gifts and Sponsorship Guide (Appendix C)

9. HUMAN RIGHTS COMPATIBILITY

The implications of this policy have been assessed in accordance with the requirements of the Victorian Charter of Human Rights of Responsibilities Charter.

10. ADMINISTRATIVE UPDATES

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this, such a change may be made administratively. Examples include a change to the name of a Council unit, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be made through consultation with the staff Consultative Committee and with the approval of EMT or where required, resolution of Council.

For further information regarding this policy, contact the Active & Healthy Lifestyles Unit.



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11. DOCUMENT HISTORY

Date Approved	Responsible Officer	Unit	Change Type	Version	Next Review Date
09/10/2018	Food Systems Officer	Active and Healthy Lifestyles	Develop	1.0	09/10/2019