

HEALTHY FOOD & CATERING POLICY

Approval Level:	Council
Policy Type:	Organisation
Approval Date:	9/10/2018
Review cycle:	Every 3 years (except section 6.2 to be updated annually)
Review Date:	2/11/2024
Responsible Officer:	Food Systems Officer, Active and Healthy Communities
Owner:	Active and Healthy Communities
Responsible Director:	Health and Wellbeing
Relevant Legislation/Authority:	<i>Food Act 1984</i>
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 one in eight Greater Bendigo adult residents meet recommended guidelines for vegetable intake and only one in two meet the recommended guidelines for fruit intake (Active Living Census, 2019).

The right to food is recognised in the 1948 Universal Declaration of Human Rights as part of the right to an adequate standard of living and is enshrined in the 1966 International Covenant on Economic, Social and Cultural Rights.

The City is committed to promoting healthy lifestyles within the municipality and has demonstrated leadership through Healthy Greater Bendigo n 2021-2025. A key goal of the Healthy Greater Bendigo 2021 - 2025 is to ensure 'The Greater Bendigo community has good physical and mental health' with a focusing on healthy eating, food security and food systems.

A key outcome of the Council Plan 2021-2025 Mir Wimbul is 'Lead and Govern for All' including goal 'accountable, financially responsible, equitable, transparent decision making'. This policy aims to meet this outcome and goal 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.

Outcome 2 Healthy liveable spaces and places in the Council Plan 2021-2025 Mir Wimbul commits to a healthy, equitable and sustainable food system. This policy aims to meet this outcome by supporting employees to make healthy choices which limit food miles, packaging and waste.

This Policy supports a goal of The Greater Bendigo Climate Change and Environment Strategy 2021-2026 'The City is a leader in sustainable food procurement, practices and Policy'.

The City is committed to the One Planet Living vision and principles, where people enjoy happy, healthy lives within their fair share of the earth's resources. Specific to this policy, the following principles are most relevant:

- a. Health and Happiness – good health and wellbeing
- b. Local and sustainable food – healthy diets high in local, seasonal food and vegetable protein
- c. Circular Economy & Zero waste – reducing consumption, re-using and recycling
- d. Equity and local economy – supporting local prosperity and international fair trade

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 Website	A website 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
In season catering	Fruit and vegetable items that are grown and available at particular seasons throughout the year (Summer, Autumn, Winter, Spring)
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 and culturally appropriate food and drink choices

Ongoing 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.

5.3 Environmental responsibility

- Avoidance of wastage (both food (over ordering) and packaging), consider in season catering and limiting food miles
- This is in line with the City's [Single-Use Plastic Policy](#)

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 only (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 (2024/2025) will be:

- Breakfast - \$25.50
- Morning tea - \$13.00
- Lunch - \$25.50
- Afternoon tea - \$13.00
- Dinner - \$45.00
- Light refreshment - \$13.00

If catering for an all-day event the maximum expenditure for catering services per person (2024/2025) will be \$33.50.

These limits will be reviewed annually against changes in the Consumer Price Index (CPI) for food and non-alcoholic beverages annually and updated on the intranet.

Employees may spend more than the prescribed amounts for special or extraordinary circumstances only when approval is given by the relevant Manager or Director.

6.3 Fringe Benefit Tax (FBT)

It is mandatory to complete an FBT Entertainment Allocation Form (available on SharePoint) for purchases made from restaurants, hotels/motels, supermarkets and any other business providing food and beverages. Purchases of gift cards and cinema/movie tickets will also require an FBT form. Where a purchase is made using a corporate purchasing card, the FBT details are to be completed in FlexiPurchase and an FBT form is not required.

6.4 Catering Panel

A Catering Panel of local catering service contractors who meet the Healthy Choices Guidelines has been established. Preference was given to caterers who demonstrated a commitment to social procurement and environmental responsibility such as utilising local, in season produce and recyclable packaging and limiting food miles 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 (listed on SharePoint).

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 and vending machines on Council premises (for staff) that align with the Victorian Government's Healthy Choices Guidelines. 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. As per the [Single-Use Plastic Policy](#), “single-use plastic must not be used or distributed at events conducted on land, in buildings, at venues and on roads owned or managed by the City”. The use of non-recyclable products such as cling wrap and polystyrene trays is prohibited; with products such as aluminium foil, cardboard, rigid plastic or aluminium trays that are recyclable required and reusable products strongly encouraged. Items such as plastic drinking straws, cups and plates, polystyrene food trays, cups, boxes and containers, plastic bags and plastic single-use cutlery are prohibited. Leftover catering should be refrigerated (if required) as soon as possible and added to the [Food Donations website](#), 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 Communities Unit will be responsible for working with staff to ensure alignment with this policy. The Coordinator Strategy and Policy (Active and Healthy Communities 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 Food and Catering Policy: support resources (Appendix B)

9. HUMAN RIGHTS COMPATIBILITY

The right to food is recognised in the 1948 Universal Declaration of Human Rights as part of the right to an adequate standard of living and is enshrined in the 1966 International Covenant on Economic, Social and Cultural Rights. 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 Communities Unit.

11. DOCUMENT HISTORY

Date Approved	Responsible Officer	Unit	Change Type	Version	Next Review Date
09/10/2018	Food Systems Officer	Active and Healthy Communities	Develop	1.0	09/10/2019
2/11/2021	Food Systems Officer	Active and Healthy Communities	Review and update	2.0	2/11/2024
1/11/2022	Food Systems Officer	Active and Healthy Communities	Update section 6.2	2.0	2/11/2024
1/3/2023	Food Systems Officer	Active and Healthy Communities	Admin update	2.0	2/11/2024
22/9/2023	Food Systems Officer	Active and Healthy Communities	Admin update	2.0	2/11/2024
22/08/2024	Food Systems Officer	Active and Healthy Communities	Admin update	2.0	2/11/2024