

HEALTHY FACILITIES POLICY

Approval Level:	Council
Policy Type:	Council
Approval Date:	22/08/2022
Review cycle:	This policy will be reviewed and evaluated after the first year, then every 4 years aligning with the Council election period.
Review Date:	1/01/2024
Responsible Officer:	Coordinator, Healthy Communities
Owner:	Active and Healthy Communities
Responsible Director:	Healthy Communities and Environments
Relevant Legislation/Authority:	<i>Food Act 1984</i> <i>Victoria's Public Health and Wellbeing Act 2008</i> <i>Liquor Control Reform Act 1998</i>
DOCSETID:	4413980

1. PURPOSE

- 1.1 The purpose of this policy is to provide healthy, safe and sustainable food and drink options in all City of Greater Bendigo owned, managed or funded facilities and venues as part of the City's commitment to promoting and protecting the health and wellbeing of all Greater Bendigo residents.
- 1.2 This policy aims to work toward increasing the availability and promotion of healthy food and drinks while reducing less healthy options.
- 1.3 This policy also aims to ensure waste minimisation and other sustainable practices are fostered when promoting or selling food and drink items within City owned, managed or funded facilities and venues.

2. BACKGROUND

A recommended action of the 2018/2019 Greater Bendigo Community Plan was to implement a policy for City facilities to offer healthy food and drink options (Greater Bendigo Community Plan 2017-21). Finalising the Healthy Facilities Policy is also a key action in the Council Plan 2021-2025 Mir Wimbul.

The City of Greater Bendigo is committed to reducing diet related illness and improving our environment by promoting healthy lifestyles for all Greater Bendigo residents - aligning with the below outcomes of Healthy Greater Bendigo 2021-2025:

Outcome 1: Healthy and Well: *The Greater Bendigo community has good physical and mental health*

- *(healthy eating, food insecurity and sustainable food systems)*

Outcome 5: Liveable: *The Greater Bendigo community is resilient to a changing climate and has access to the natural environment and quality public space for enhanced health and wellbeing.*

This policy aims to meet the above goals and outcomes by supporting all City owned, managed or funded facilities to promote and provide healthy, safe and sustainable food and drink options; guided by the nutritional criteria and food standards of the *Victorian Governments Healthy Choices Guidelines*.

3. SCOPE

This policy applies to all City facilities and venues (as defined below) with a permit to sell and provide food and drinks, and who receive a rental subsidy as part of their agreement with the City of Greater Bendigo. This policy applies to all areas and situations where food and drinks are provided or promoted to staff, volunteers, members and the general public, including:

- Cafeterias, cafés, canteens, kiosks and coffee shops
- Catering
- Vending machines
- Prizes, gifts, give-aways and vouchers
- Fundraising and sponsorship
- Marketing, advertising and promotion

This policy does not apply to:

- any setting not under an agreement with the City of Greater Bendigo
- any City facility or venue with a permit to sell and provide food and drinks who pay a commercial rental fee (i.e. The Board Walk, Art Gallery Café and Ulumbarrra Cafe etc.)
- food and drinks provided to City staff and visitors (this is covered under the *City's Healthy Food and Catering Policy*)
- food and drinks paid for by facility staff, volunteers, members or community visitors and purchased outside City facility premises for personal use or consumption (e.g. lunches, snacks, birthdays, morning teas, school events or personal fundraising)
- food prepared and distributed to the community by volunteer agencies for food relief purposes (i.e. Bendigo Foodshare)
- food prepared and distributed to client homes such as Meals on Wheels recipients or clients attending day activity centres (i.e. Planned Activity Group).
- shops, temporary and mobile food vendors
- Catering provided for private functions e.g. birthday parties, engagement parties, funerals etc.
- Early Childhood Services (these services are required to comply with the [National Quality Standards](#) and [Victorian Menu Planning Guidelines for Long Day Care](#)- for further information visit: heas.health.vic.gov.au/early-childhood-services/national-quality-standard).

While the above falls out of scope of this Policy currently; offering healthy, safe and sustainable food and drinks on these occasions and/or in these facilities/ venues is strongly encouraged.

4. DEFINITIONS

Australian Dietary Guidelines: National Guidelines developed by the Australian Government providing advice on eating for health and wellbeing

City: Means the Greater Bendigo City Council, being a body corporate constituted as a municipal Council under the Local Government Act 2020 (Vic)

City Agreement: The City has a range of agreements with its facilities which include contract, lease, licence, service, management, licence and funding agreement

City facilities: Includes any facility or venue either owned, managed or funded by the City of Greater Bendigo

Contractor: A person, association or group who undertakes/oversees an agreement (as defined above) with the City of Greater Bendigo

Healthy Choices Guidelines: State Government Guidelines developed by the Department of Health and Human Services to support a variety of settings provide and promote healthy food and drinks

Healthy food and drinks: Are those that provide important nutrients needed for good health and wellbeing (i.e. whole fruits and vegetables; whole grains and cereals; lean meats and poultry; milks, yogurt and cheeses and tap water)

Marketing, advertising and promotion: Includes situations where food and drinks are advertised, marketed or promoted such as through point of sale and visual merchandising, placement, price, meal deals, signage and promotional material

Provision of food and drinks: Refers to food handing and preparation, management and oversight of food and drinks, cashier/sales of food and drinks, procurement, supply and ordering of food and drinks, barista/coffee maker etc.)

Retail food outlets: Includes retail and community buildings and structures such as cafeterias, cafes, kiosks, coffee shops and canteens

Safe food: Is the process assurance that food will not cause harm to the consumer when it is prepared and/or eaten according to its intended use

Sustainable food and drinks: Is the process of how food and drinks are grown or produced with consideration on health, environmental and social impact. This includes where the food was made, the materials it was made from, how it is packaged and any energy efficiency or environmental ratings

5. PRINCIPLES

The adoption and implementation of this Policy, should be guided by the following principles:

- 5.1. **Leadership:** The Council has a responsibility to role model and lead by example in creating environments that foster healthy eating, responsible service of alcohol and environmental sustainability.
- 5.2. **Governance:** policy management roles and responsibilities are clearly defined and resourced to ensure appropriate processes are in place for policy management and execution.

- 5.3. **Best Practice:** up to date national and state government guidelines, standards and legislation for the provision of healthy and safe food and drinks underpin this policy and should be applied at all times (i.e. Victorian Governments Healthy Choices Guidelines, Food Act 1984).
- 5.4. **Partnerships:** All stakeholders, including Council, City Officers, facility Contractors, facility staff, volunteers and members are required to work together to implement this Policy.
- 5.5. **Equity:** ensuring nutritious and culturally appropriate food and drinks is accessible and affordable to everyone across our community .
- 5.6. **Health and Wellbeing:** The health and wellbeing of staff, members, volunteers and the general public should come before profit.
- 5.7. **Sustainability:** Waste minimisation and the minimisation of environmental footprint of the food we eat and other practices that contribute to environmental sustainability should be adopted.
- 5.8. **Evaluation:** appropriate evaluation will be undertaken to monitor, review and improve policy processes and outcomes.

6. POLICY

This policy aims to work toward increasing the availability and promotion of healthy food and drinks while reducing less healthy options. It will also ensure food safety and waste minimisation and management practices are placed at the forefront of its delivery.

6.1. Healthy Choices

Over a period of three years, contractors of City facilities will work to improve the healthiness of food and drink offerings within their organisation guided by Victorian Governments Healthy Choices Guidelines. The Healthy Choices Guidelines use the traffic light system to classify food and drinks into three categories according to their nutritional value:

- GREEN- best choices
- AMBER- choose carefully
- RED- limit

6.2. Facility categories

The implementation requirements for this policy acknowledge the difference in facility standards, structures and capacities to successfully implement healthy, safe and sustainable food and drinks and therefore will be grouped into two categories, as per below:

6.2.1 Category A:

Category A settings include City facilities under an agreement with the City of Greater Bendigo who meet the below requirements:

- have paid food service staff whose work relates to the provision of food and drinks equating to 1.0 FTE or over AND/OR
- previously a part of the City's healthy choices program as outlined in a facility agreement with the City of Greater Bendigo

Settings include but not limited to:

- Sports and recreation facilities (i.e. Gurri Wanyarra Wellbeing Centre, Faith Leech Swimming Pool, Peter Krenz Leisure Centre, Bendigo Stadium, Bendigo Tennis Centre etc.)
- The Bendigo Airport

6.2.2 Category B:

Category B settings will include City facilities under an agreement with the City of Greater Bendigo who meet the below requirements:

- have less than 1.0 FTE paid food service staff whose work relates to the provision of food and drinks.

Settings include but not limited to:

- Sports and recreation facilities (e.g. Bendigo Athletics Complex)
- Community sporting clubs
- Bendigo Livestock Exchange
- Community facilities (i.e. halls, libraries, recreation reserves, neighbourhood houses)

6.3. Policy Procedure

6.3.1. Greater Bendigo Healthy Facilities Policy Implementation Guide

The *Greater Bendigo Healthy Facilities Policy Implementation Guide* will provide further detail and information on this Policy, its implementation criteria, tools, resources and information to support Category A and Category B settings to successfully implement the requirements below.

6.3.2. Category A Settings

- Must demonstrate commitment to this policy and implementation of the Healthy Choices guidelines through a formal policy, procedure or plan.
- Are required to implement the Healthy Choices guidelines by providing a minimum of 50% GREEN category food and drink items and no more than 20% RED category food and drink items within retail food outlets and vending machines for external user groups.
- RED category items are not to be supplied or promoted in the following situations:
 - Staff/member-related meetings, events and functions paid for by the organisation
 - fundraising and sponsorship activities
 - Catering
 - prizes, awards, give-aways and vouchers
 - Marketing, advertising and promotion

6.3.3. Category B Settings

- Must demonstrate commitment to the Healthy Choices guidelines by increasing the availability and promotion of GREEN category food and drink items and reducing the availability and promotion of RED category food and drink items through a formal policy, procedure or plan within the below food service areas and situations:
 - cafeterias, cafés, canteens, kiosks or coffee shops
 - catering for meetings, events and functions paid for by the organisation
 - fundraising and sponsorship activities
 - prizes, awards, give-aways and vouchers
 - Marketing, advertising and promotion

6.3.4. **Water Provision**

- Water should always be available to staff and community visitors free of charge, for example from water dispensers, water refill stations, food outlets and when providing catering.
- Where appropriate the City of Greater Bendigo will ensure facilities and venues are adequately equipped to supply safe and easily accessible free drinking water

6.3.5. **Alcohol**

Alcohol is not to be used as prizes give-aways, gifts or vouchers. Otherwise, sensible and cautious use for relevant functions and events is permitted and should be in line with the *Liquor Control Reform Act 1998* and organisational policies. For such occasions, non-alcohol options and water should also be offered.

6.3.6. **Waste**

- Every effort is to be made to avoid waste (both food and packaging) and to limit food miles. Contractors are to consider the way food and drinks are packaged when ordering from food manufacturers, suppliers and distributors and for catering and take-away purposes. Contractors are to discuss with food manufacturers, suppliers and distributors options for reducing packaging AND/OR opportunities for the manufacturers, suppliers and distributors to take the packaging back for recycling or reuse.
- The use of non-recyclable products such as plastic drinking straws, cups, plates and bowls, polystyrene food trays, boxes, cups and containers, plastic bags and plastic single-use cutlery are prohibited.
- Reusable products such as washable cutlery and crockery are highly preferred, but if they are able to be justified as not a reasonable option, recyclable products such as aluminium foil, cardboard, or aluminium trays that are recyclable and reusable products are required.
- Maximising diversion of waste from landfill is essential. Recycling and general waste bin collections are in place.
- Organics bin collections must be in place for the disposal of food waste at sites serving food and/or drink. All systems are to be used appropriately to minimise contamination.

6.3.7. **Food Safety**

- All City facilities who have a permit to sell food and drinks must be registered as a food business with the City of Greater Bendigo and hold a current Certificate of Registration under the Food Act 1984.

6.3.8. **Facility Agreements**

- The City of Greater Bendigo will ensure that tenders related to the management of contracts of City facilities must outline how they will comply with this Policy. The extent to which the tenderer can demonstrate how the policy practices will be implemented should be defined in the Key Selection Criteria.

- New City agreements will reflect the requirements of this policy.
- Existing City agreement holders will be informed about this policy and encouraged to implement the changes prior to the expiry of existing agreements.

6.3.9. Capital building works

The City of Greater Bendigo's Property Team will use the *Healthy Facilities Design Checklist* when planning for new renewals and upgrades to food and drink areas to ensure facilities are adequately equipped for healthy, safe and sustainable food and drink provision (i.e. installation of free drinking water units, air fryers or ovens installed rather than deep fryers, adequate bench, storage and display space to prepare, store and display healthy food).

6.3.10. Existing space and equipment

City facilities should aim to implement this policy within existing space and using existing equipment. However, if there is a need to purchase new equipment to support this policy, Contract holders must contact a City representative for detail on preferred equipment purchases.

6.3.11. Funding opportunities

- The City of Greater Bendigo will ensure this policy directive is reflected in the application criteria of the City's Community Grants Program and capital works funding allocations.
- Contractors of City facilities must demonstrate a commitment to implementing Healthy Choices to be eligible for funding through the City's Community Grants Program or state government funding programs submitted by the City (i.e. Sports and Recreation Victoria, Living Libraries)

7. ROLES AND RESPONSIBILITIES

- The Active and Healthy Communities Unit, Community Partnerships and other external organisations will be responsible for working with City facilities to support them to adhere to this policy including implementation support, monitoring, evaluation and review.
- The Active and Healthy Communities Unit will be responsible for reviewing this policy after the first year and then align policy review with the Council election period.
- The Manager (Active and Healthy Communities) will be responsible for leading policy implementation, collecting feedback and undertaking a review.
- City of Greater Bendigo Officers are responsible for ensuring facilities are complying with this policy and overseeing its implementation.
- Contractors of City facilities are responsible for abiding by this policy and including updates of their progress when reporting to the City of Greater Bendigo.
- City of Greater Bendigo Councillors are responsible for endorsing this policy and responding to any queries from the general public.

8. RELATED DOCUMENTS

Readers are encouraged to access relevant documents and/or resources which are available as per the below.

These include:

- Greater Bendigo Healthy Facilities Policy Implementation Guide (under development)
- Greater Bendigo Healthy Facilities Design Checklist
- Greater Bendigo Itinerant Traders Policy
- Greater Bendigo Community Buildings Policy (under development)
- Greater Bendigo Single-Use Plastic Policy
- Greater Bendigo Climate Change and Environment Strategy 2021-2026
- Healthy Greater Bendigo 2021-2025
- Council Plan 2021-2025 Mir Wimbul
- [Greater Bendigo Food Systems Strategy 2020-30](#)
- [Greater Bendigo All Aged and Abilities Action Plan 2019](#)
- [The Australian Governments Australian Dietary Guidelines](#)
- [Department of Health and Human Service, Healthy Choices: policy guidelines for sports and recreation centres](#)
- [Department of Health and Human Service, Healthy Choices: healthy eating policy and catering guide](#)
- [Department of Health and Human Service, Healthy Choices: food and drink classification guide](#)
- [Healthy Eating Advisory Services \(HEAS\), online FoodChecker Tool](#)

Further information or advice on this policy should be directed to Active and Healthy Lifestyles

9. HUMAN RIGHTS COMPATIBILITY

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

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 City 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.

11. DOCUMENT HISTORY

Date Approved	Responsible Officer	Unit	Change Type	Version	Next Review Date
22/08/2022	Food Systems Officer	Active and Healthy Communities Unit	Develop	1	1/01/2024
1/03/2023	Food Systems Officer	Active and Healthy Communities Unit	Admin Update	1	1/01/2024