



Catering Policy 2020

Version 2.1, April 2022

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Purpose

The purpose of this policy is to provide framework for the provision of catering at the City of Port Phillip that delivers best value and is defensible to our community.

Outcomes

This policy seeks to deliver the following outcomes from catering activities at the City of Port Phillip:

- a consistent 'whole of organisation' approach
- value for money
- reduction in all forms of waste including food wastage and resources
- promotion of sustainable and healthy food choices
- promotion of social enterprises and local traders in the provision of catering services.

Definitions

Table 1: Definitions of terms

| Term | Definition |
|--------------------------------------|---|
| Catering | The provision of food and beverage services |
| Event | An occasion or meeting of people at Council facilities and includes Public and Civic Events, Meetings of Council, Internal Meetings |
| Event Organiser | The internal officer responsible for or holding the event |
| Guest | Individuals external to the Council who have been invited to participate in an event |
| Internal Event | Events where only City of Port Phillip staff are in attendance including training meetings that are held by an external party in Council facilities, general meetings, activities, workshops, celebrations and recognition events |
| Non-Preferred Supplier | Any provider of food or beverage that is not used by the Venue Management Team |
| Public Event (or Civic Event) | Where VIPs are in attendance for example guests of the CEO & Councillors, overseas visitors, Government Ministers & visitors from other Municipalities |
| Preferred Supplier | Any food or beverage provider that is approved for use by the Venue Management Team |



Responsibilities

Table 2: Responsibilities of roles

| Role | Responsibility |
|------------------------------|---|
| CEO/General Manager | Responsible for approving catering for external guests and for special events |
| Duty Officer | Responsible for managing the facility including being the emergency warden, assisting with set up/pack, RSA marshalling, equipment support and catering management. |
| Event Organiser | Responsible for the planning, organising, running and managing an event in line with the operational requirements associated with that event. This includes seeking appropriate approvals, ordering catering through the Venue Management Team, and ensuring catering clean up at the end of the event. |
| Venue Management Team | Responsible for booking in all catering, auditing catering suppliers and reviewing requests prior to ordering to help identify any issues, provide advice and assist in caterer selection. |

Scope

This Policy applies to all catering supplied by Council and is applicable to all Councillors, Council Officers and other persons involved in the procurement and service of catering on behalf of the City of Port Phillip.

This Policy does not apply to food or drink workers bring from home for personal use, food brought into be shared at personal celebrations, meal allowances or meal services.

Catering Supply

Catering can be an enhancement to an event, but it must be ordered responsibly with the decision for supply being considered on a case by case basis.

All staff have a responsibility to adhere to council’s governance and fiscal policies and to apply consideration when ordering to ensure costs are reasonable and waste is kept to a minimum.

Details of when catering can be ordered have been set out below.

Table 3: Internal staff and training events

| Time (when) | Catering | Conditions |
|---|--------------------------------|--|
| During normal business hours | Nil | <ul style="list-style-type: none"> No catering to be provided No alcohol permitted Meal break to be provided or staff to bring their own lunch and refreshments as appropriate |
| After business hours – less than 2 hours | Nil | <ul style="list-style-type: none"> No catering to be provided No alcohol permitted Tea & coffee facilities only |
| After business hours – more than 2 hours | Light refreshments – cold menu | <ul style="list-style-type: none"> Meeting finish time must be after 5 p.m. Catering spend to be approved by relevant budget owner. No alcohol permitted |
| Special Events – Any time of the day | Appropriate to event | <ul style="list-style-type: none"> Must be an approved “special event” e.g. launch, staff engagement, staff farewell and recognition events Must be approved by CEO or General Manager depending on scale of event (all staff – CEO, Division – GM) |

Table 4: Council Meeting Lunch / Dinner / Councillor Briefings

| Time (when) | Catering | Conditions |
|---|---|--|
| During normal business hours – less than 2 hours | Nil | <ul style="list-style-type: none"> No catering to be provided No alcohol permitted Tea & coffee facilities only |
| During normal business hours – more than 2 hours | <p>Appropriate to break time.</p> <p>Lunch - A meal sized portion of lunch menu – hot or cold menu</p> | <ul style="list-style-type: none"> Meeting must be a minimum of 2 hours in length Half day – morning or afternoon tea only Whole day – combination of two only; morning tea, lunch, afternoon tea No alcohol permitted |

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| | Morning or afternoon tea – light refreshments – cold menu | |
| After business hours – less than 2 hours | Light refreshments – cold menu | <ul style="list-style-type: none"> Meeting finish time is at or before p.m. Maximum of 2 glasses beer or wine per person after the meeting |
| After business hours – more than 2 hours | A meal sized portion of dinner menu – hot or cold menu | <ul style="list-style-type: none"> Meeting finish time must be after p.m. Maximum of 2 glasses beer or wine per person after the meeting |

Table 5: Meetings & events – External guests (including civic and public events)

| Time (when) | Catering | Conditions |
|--|--------------------------------|---|
| Any time of the day - Up to 4 hours | Light refreshments – cold menu | <ul style="list-style-type: none"> Must be approved by CEO or General Manager depending on scale of event Catering for community engagement events must be approved as part of a communications and engagement plan, by the relevant 3rd Level Manager, or without a plan by the GM. |
| Any time of the day - More than 4 hours | Appropriate to event | |

Preferred Suppliers

Council has a duty of care to ensure a level of protection to all persons who participate in the consumption of food at a council event this means that home-made items cannot be served, and all catering must be supplied by a Preferred Supplier.

Council maintains a current list of preferred catering suppliers who provide a range of services and meet the basic requirements of this policy.

To ensure consistency across the organisation, all orders for catering must be booked through the Venue Management Team using the Application for Catering Form.

Preferred Suppliers must meet these basic requirements:

- Council’s standard procurement guidelines
- Have a current Food Act Certificate, Business Registration, Food Safety Plan and Public Liability Insurance.
- Have an acceptable order and delivery process to fit the event type.
- Competitively priced menu
- Sustainable packaging - re-usable or recycled, compostable, biodegradable, or other sustainable materials
- Offer sustainable products - locally produced, organic, non-genetically modified, seasonal foods and labelled “Product of Australia” wherever possible.
- Can provide consistent, sustainable, cruelty-free, alternative, culturally sensitive, vegan, vegetarian, gluten free and healthy food choices.



Where possible, local suppliers and social enterprises should be used in support of council's social responsibility and local economic development objectives.

Council will conduct annual audits on the preferred suppliers list to ensure compliance with this policy.

Food Choices

Particular attention should be paid to selecting healthy choices when choosing a menu. Council recommends following the guidelines for making healthier choices from [The Heart Foundation's Guide to healthier catering 2008](#). Council staff should aim to serve a variety of foods including:

- plenty of vegetables and fruit, including dried fruit
- wholegrain, pasta and noodles; wholegrain or wholemeal bread; and brown rice
- legumes; pulses, including canned beans, dried peas, dried beans and chickpeas; and lentils
- lean meats, fish and poultry with skin removed; try to limit processed meats, such as salami and sausages
- reduced, low or no fat dairy products (no cream), such as milk, cheese and yoghurt
- boiled, poached or scrambled (no cream or butter) eggs
- spreads and margarines made from canola, sunflower or olive oil instead of butter
- oven-baked, grilled, boiled, stewed or poached foods; limit deep fried foods
- foods with no added salt, such as plain, unsalted nuts.

Wherever possible, non-endangered, sustainable and non-trawled fish and seafood should be used. Native foods such as humanely farmed crocodile and emu and humanely acquired kangaroo meat could also be considered.

Sugary, salty and fatty snack foods, such as party pies, spring rolls, crisps, cakes, pastries and sweet biscuits should be limited.

Food Safety

The provision of catering on council sites, whether by Council officers or otherwise, is required to meet all applicable health and safety food legislation. A checklist of requirements is available from the Venue Management team.

Persons who are handling food should always have a good understanding of safe food handling practices to prevent food poisoning from all events no matter how small.

Although accredited food safety training is not mandatory, persons providing food should undertake some basic training, so they understand how to handle food safely and practice good food hygiene.

Alcohol and other beverages

Water and glasses will be provided with any catering request. Any beverages required outside of this, should be ordered at the same time as food requirements.

Alcohol may be ordered to provide refreshment to staff and/or external visitors to council in defined circumstances.



Alcohol is to be served in accordance with the Responsible Servicing of Alcohol Guideline with the relevant liquor licences being sought where applicable.

It is important to remember the promotion of non-alcoholic beverages and the consideration of substantial catering when alcohol is being served.

All alcohol must be ordered through the Venue Management Team and be accompanied by an authorisation from your General Manager or CEO with no exceptions. Failure to supply authorisation will result in alcohol not being supplied to events.

Council provides staple items such as tea bags, instant coffee, full cream, low fat and soymilk, sugar, sweetener to all staff kitchens.

A tea and coffee station can be set up for events in the auditorium, at a cost of \$1 per person to cover the cost of the duty officer should this be required.

Sustainability

Food consumption and catering choices have significant environmental impacts, both locally and globally. The choices made about food, materials and transport can support sustainable agricultural practices at the local level and aid in the reduction of greenhouse gas emissions.

Packaging and catering equipment should be carefully considered and minimised to ensure that waste is reduced. Where possible, packaging and catering equipment should be re-usable. Where disposable packaging and catering equipment is used, it should be made from recycled, compostable, biodegradable, or other sustainable materials. Consideration should be given to the method of disposal to reduce environmental impact.

In keeping with this vision, the preferred products requested from caterers should be locally produced, organic, non-genetically modified (Genetically modified (GM) foods are made from genetically modified organisms that have had their DNA altered through genetic engineering) and seasonal foods. Also, processed foods labelled "Product of Australia" should be used wherever possible.

Locally produced and certified organic and free-range eggs should be requested and used wherever possible. Cage eggs should not knowingly be used. Similarly, organic, free-range and/or grain fed, cruelty-free meats should be requested in all cases, preferably sourced with low food mileage.

Cleaning

Staff are responsible for ensuring their own workspace and common areas are kept to a level of general cleanliness. This includes washing and storing of crockery, cutlery and glass wear in all kitchenettes.



Event Organisers are held to the same standard and must ensure that they clean up immediately after the event. This includes cleaning tables, surfaces and platters etc that food may have been served on.

Any platters, plates, serviettes and/or glasses sourced through the Venue Management Team must be left in the Level 1 Communal Kitchen after the event for pick up by the Venue Management Team.

Failure to comply will result in additional cleaning fees which will be charged to your event accordingly.

Pricing

Prices charged for catering and beverages will be on a full cost recovery basis back to the Event Organiser.

If you have other hospitality requirements such as duty officers, security officers, wine glasses, marquees etc these can be arranged on a full cost recovery basis back to the event organiser. Please refer to the Internal Pricing Guidelines for further details.

Cancellations

All bookings must be cancelled with more than 72 hours' notice. Any event cancelled within the 72 hours will have all attributable costs charged back to the Event Organiser.

Compliance and Consistency

All orders for catering must be booked through the Venue Management Team using the Application for Catering Form.

The team will review all requests prior to ordering to help identify any issues, provide advice and assist in caterer selection.

Any variations to the above conditions must be approved on a case by case basis by a General Manager or CEO.

Relevant policy, regulations or legislation

- Occupational Health and Safety Act 2004
- Food Act 1984
- Liquor Control Reform Act 1998
- A Healthier Serve, The Heart Foundation's Guide to healthier catering
- Responsible Service of Alcohol Guidelines
- Food Standards Australian New Zealand
- Procurement Policy
- Community Funding Policy
- Act and Adapt
- Internal Event Pricing Guidelines



Attachments

Nil