

Expressions of Interest: Terms and Conditions: *Wurdi Baierr Stadium Café Sub-licence*

INTRODUCTION

Surf Coast Shire Council (“**Council**”) invites Expressions of Interest (“**EOI**”) from experienced applicants interested in operating a café business from the newly constructed café preparation and servery facilities at Wurdi Baierr Stadium, Torquay under a sub-licence agreement with Council (“**the Wurdi Baierr Stadium Café Sub-licence**”). Social enterprises are encouraged to apply.

BACKGROUND INFORMATION

Wurdi Baierr Stadium was opened in February 2021 and is located at 36 Wadawurrung Way, Torquay (See location in **Appendix A**).

Located in the community and civic precinct in north Torquay, Wurdi Baierr Stadium offers a range of sports and fitness related activities, including basketball, netball, futsal, racquet sports, volleyball, exercise classes and kinder gym. It is also used by Surf Coast Secondary College.

Wurdi Baierr Stadium comprises four courts, a café preparation and servery area, meeting rooms, change facilities, a kitchen, all abilities design features and additional car parking.

OBJECTIVES

Council’s objective in granting the Wurdi Baierr Stadium Café Sub-licence is for the provision of a professional contemporary café experience for Wurdi Baierr Stadium participants, local community members and Council staff.

THE CAFÉ PREPARATION AND SERVERY SITE

The café preparation and servery area has been purpose built for the provision of food and beverage services to users of Wurdi Baierr Stadium. It is also well positioned to offer food and beverage services to the general community and civic precinct, including a lunch service for Council employees. In addition, the holder of the Wurdi Baierr Stadium Café Sub-licence may seek to draw on catering custom from local businesses and community groups who book space within Wurdi Baierr Stadium for meetings and conferences.

The café preparation and servery area sits within close proximity to the main entrance of Wurdi Baierr Stadium with an approximate total floor space of 60m² (café preparation area of about 28m² and servery area of about 32m²). Wurdi Baierr Stadium also has a seating area with tables and chairs within easy access of the café servery.

The café servery may be viewed during Wurdi Baierr Stadium’s usual opening hours. The café preparation area may only be viewed by appointment.

GENERAL INFORMATION ABOUT THE SUB-LICENCE

The successful applicant will be required to enter into an agreement with Council for the Wurdi Baierr Stadium Café Sub-licence. The Wurdi Baierr Stadium Café Sub-licence will be on such terms and conditions set by the Council with some limited scope for negotiation.

Under the Wurdi Baierr Stadium Café Sub-licence, the successful applicant will have exclusive use and occupation rights in respect of the café preparation and servery areas. The successful applicant will also have shared use and occupation rights in respect of a storage room.

The proposed Wurdi Baierr Stadium Café Sub-licence agreement will only be disclosed to short-listed applicants selected by Council.

The key terms of the Wurdi Baierr Stadium Café Sub-licence agreement are as follows:

1.	Location	Land known as 36 Wadawurrung Way, Torquay, Victoria 3228 being part of the land described in Certificate of Title Volume 12023 Folio 134 and Lot A on Plan of Subdivision 813286V and as depicted within the red line on the Plan attached as Appendix A .
2.	Sub-licenced Area	Part of the Location comprising a total area of approximately 60m ² as depicted within the red line and labelled 'café prep' and 'café serve' on the Plan attached as Appendix B . For the avoidance of doubt, the café serve area includes the rear bench space, sink, and refrigeration units.
3.	Term	Two (2) years. Council may consider a maximum initial term of three (3) on request by successful applicant.
4.	Commencement Date	To be determined. Council seeks to occupy the Sub-licensed Area with a successful applicant as soon as possible.
5.	Sub-licence Fee	An annual market rate to be determined. The Sub-licence fee will be determined by an independent and qualified valuer where possible. GST will be applicable.
6.	Sub-licence Fee Free Period	The successful applicant will be offered a two (2) week Sub-licence Fee free period to assist with the set up and establishment of its operation.
7.	Outgoings	Proportion of utilities, insurance and any other applicable outgoings in respect of the Location. Outgoings will be invoiced routinely but separately to the Sub-licence fee.
8.	Security Deposit	An amount equal three (3) months Sub-licence Fee payable at the Commencement Date.
9.	Payment of Sub-licence Fee	By instalment plus GST payable monthly in advance on the anniversary of the Commencement Date. The successful applicant will be issued a monthly invoice with payment terms.
10.	Sub-licence Fee Increase Method	Annual increases of 2.5% on the anniversary of the Commencement Date.
11.	Permitted Use	Café, food and beverage services, and related activities.
12.	Hours of Use	By negotiation subject to minimum opening hours as follows: <ul style="list-style-type: none"> • Monday - Friday: 9.00 a.m. – 2.00 p.m. and 4.00 p.m. – 7.00 p.m.; • Saturday: 9.00 a.m. – 12.00 p.m.; and • Sunday: 9.00 a.m. – 12.00 p.m.
13.	Further Term	Two (2) further terms of two (2) years each.
14.	Further Term Fee	<u>First Further Term:</u> Year 1: Sub-licence fee in final year of the Term increased by 2.5%. Year 2: Sub-licence fee in Year 1 of First Further Term increased by 2.5%.

		<p><u>Second Further Term:</u></p> <p>Year 1: Sub-licence fee in Year 2 of First Further Term increased by 2.5%.</p> <p>Year 2: Sub-licence Fee in Year 1 of Second Further Term increased by 2.5%.</p>
15.	Amount of Public Liability Insurance	Twenty million dollars (\$20,000,000.00).
16.	Sub-licensed Area Installations	The Sub-licensed Area includes various installations, fixtures and fittings as detailed in Appendix C .
17.	Special Conditions	<p>The proposed Wurdi Baierr Stadium Café Sub-licence will contain various special conditions applicable to the successful applicant's occupation, use, management and maintenance of the Sub-licensed Area and, as mentioned above, will only be disclosed to short-listed applicants selected by Council.</p> <p>For the purposes of this EOI, the following special conditions will be relevant to application preparation:</p> <p>1. Healthy Eating Guidelines</p> <p>The successful applicant must adhere to the policies of Council with respect to healthy eating and will be required to follow and promote the Victoria Government's Healthy Choices guidelines as attached as Appendix E.</p> <p>To demonstrate a commitment to following and promoting the Victoria Government's Healthy Choices guidelines, the successful applicant will be required to sign a food service agreement in the form attached as Appendix D.</p> <p>2. Permits</p> <p>The successful applicant must obtain all relevant permits required for its use of the Sub-licensed Area. The successful applicant must comply with all relevant federal, state and local laws (including but not limited to the <i>Food Act 1984 (Vic)</i> as amended from time to time) in relation to its operations and activities undertaken at the Location.</p> <p>3. Occupational Health and Safety</p> <p>The successful applicant will have management and control of the Sub-licensed Area for the purposes of the <i>Occupational Health and Safety Act 2004 (Vic)</i> as amended from time to time.</p>

EOI SUBMISSION FORM

Submissions are preferred via the [online form](http://www.surfcoast.vic.gov.au/) on Council's website: www.surfcoast.vic.gov.au/

EOI SUBMISSION ASSESSMENT CRITERIA

EOI submissions must address, and will be assessed against, the assessment criteria in Table 1.

Supporting documentation should be attached where appropriate.

Table 1: Assessment Criteria for Wurdi Baierr Stadium Sub-licence

	ASSESSMENT CRITERIA	WEIGHTING
1.	<p>Relevant industry experience suitable to delivering café style services</p> <p>Council will be seeking evidence of:</p> <ul style="list-style-type: none"> • Demonstrated experience in café management or comparable expertise; • Ability to deliver a high quality customer focused service; • Demonstrated commercial business acumen; • Any other relevant information in support of application. Social enterprises should include information about their objectives and measures under this assessment criteria. 	30%
2.	<p>Appropriateness of café services offered</p> <p>Council will be seeking:</p> <ul style="list-style-type: none"> • Example menu and costings; • Details of local content in food and beverages available for purchase; • Examples of staffing arrangements and potential operating hours; • Draft plan of lunch service to Council staff located within the precinct; • Any other relevant information in support of application. 	40%
3.	<p>Workplace Health and Safety (WH&S)</p> <p>Council will be seeking evidence of:</p> <ul style="list-style-type: none"> • Demonstrated knowledge of relevant WH&S requirements and procedures; • A certificate of currency for public liability insurance (minimum of \$20,000,000) (or other evidence to the satisfaction of Council if insurance not yet obtained); • A list of potential hazards that could be evident in the café for both staff and customers; • Any other relevant information in support of application. 	30%

KEY DATES FOR EOI SUBMISSIONS

EOI submissions must lodged by the EOI submission closure date as set out in Table 2.

Council will endeavour to process submissions in accordance with the Table 2 timeline.

Table 2: Dates for Wurdi Baierr Stadium EOI Submission

	ACTIVITY	DATE
1.	EOI advertised	19 July 2021
2.	EOI submissions close	23 August 2021
3.	Council review of EOI submission complete	30 August 2021
4.	Council notifies applicants of review outcome	2 September 2021
5.	Wurdi Baierr Stadium Café Sub-licence agreement executed	13 September 2021
6.	Wurdi Baierr Stadium Café Sub-licence agreement commences	TBC

SUBMITTING AN EOI SUBMISSION

EOI submissions may be lodged via the online form, electronic mail, in person, by courier, or by post and must be received no later than 5:00pm on the EOI submission closure date, marked to the attention of:

Property Officer, Surf Coast Shire Council

Hand delivery: 1 Merrijig Drive, Torquay VIC 3228

Mail: PO Box 350, Torquay VIC 3228

Email: info@surfcoast.vic.gov.au

EOI submissions that do not address the minimum assessment criteria will not be considered. It is the responsibility of the applicant to ensure that a submission is lodged correctly.

Where information included in an EOI submission is unclear, further information may be requested.

Council is under no obligation to consider incomplete submissions, submissions lodged incorrectly or submissions lodged after the closing time.

ASSESSMENT OF EOI SUBMISSIONS

All submissions that are lodged in accordance with the above requirements will be assessed and weighted by a panel of Council Officers in accordance the specified assessment criteria.

Council Officers will also have regard to Council’s Use of Council Facilities Policy and Property Use Agreements Policy (as well any other relevant policies or laws) when considering submissions.

Council Officers may determine that there are no suitable applicants following a review of EOI submissions and shall be under no obligation to shortlist candidates or choose a preferred applicant.

The panel of Council Officers will be made up of representatives from the following departments:

1. Facilities and Open Space Operations;
2. Environmental Health, Environment and Community Safety; and

3. Governance and Risk.

All applicants will be advised in writing of the outcome of their EOI submission following the assessment.

OUTCOME OF EOI SUBMISSION REVIEW

Council's Chief Executive Officer will make the final determination on a successful applicant based on the recommendation of the panel of Council Officers.

The Chief Executive Officer and the successful applicant will be required to sign the Wurdi Baierr Stadium Café Sub-licence agreement.

Notwithstanding the EOI submission process, the Chief Executive Officer is under no obligation to enter into the Wurdi Baierr Stadium Café Sub-licence agreement with the preferred applicant or any other applicant at any stage.

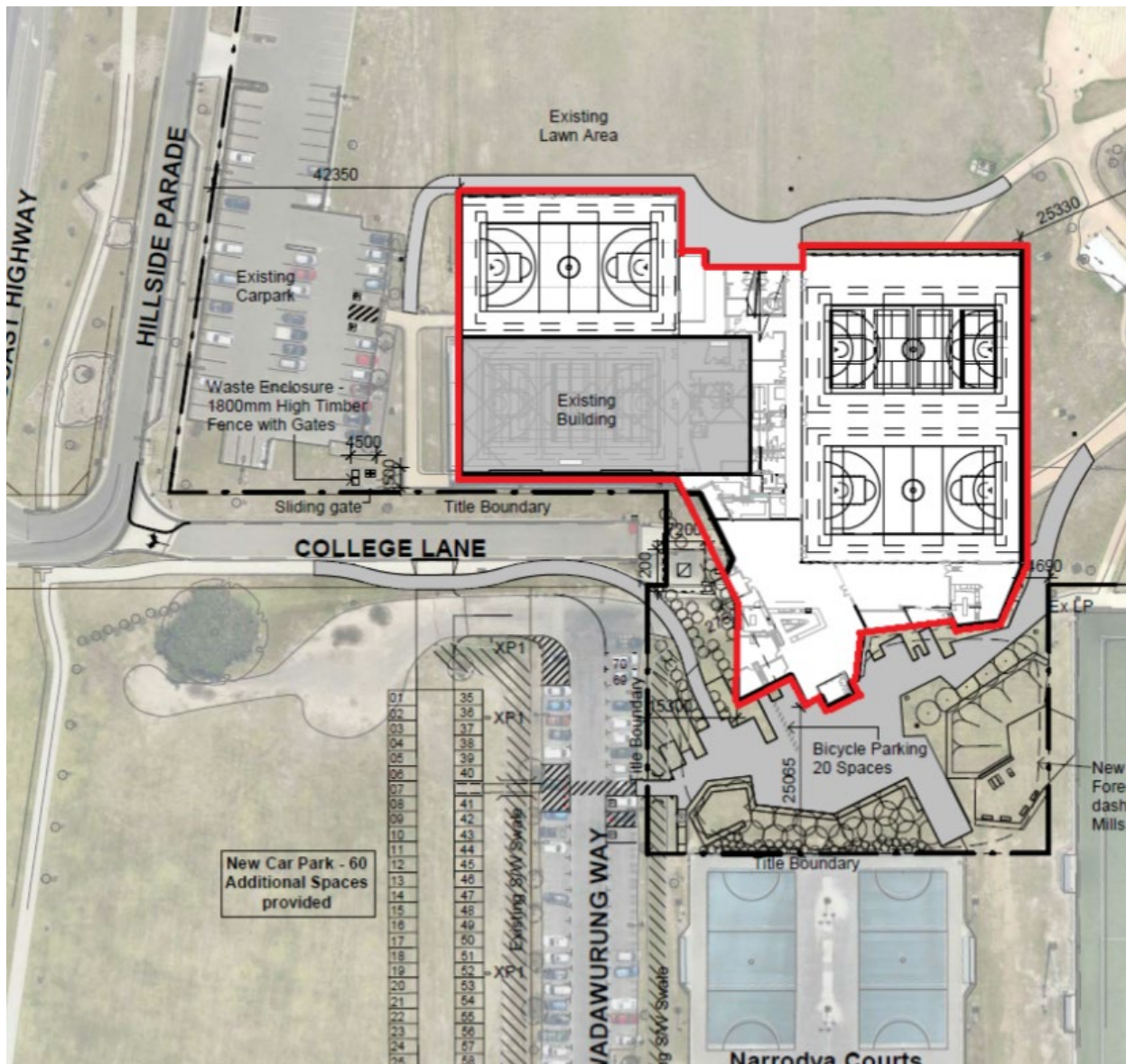
NO CANVASSING OF COUNCILLORS OR COUNCIL STAFF

Prospective applicants must not approach, or request any other person to approach any member of the Council's staff or a Councillor, individually or collectively, to solicit support for their submission or otherwise seek to influence the outcome of the EOI process. Any such conduct will cause the applicant to be excluded from consideration.

ENQUIRIES

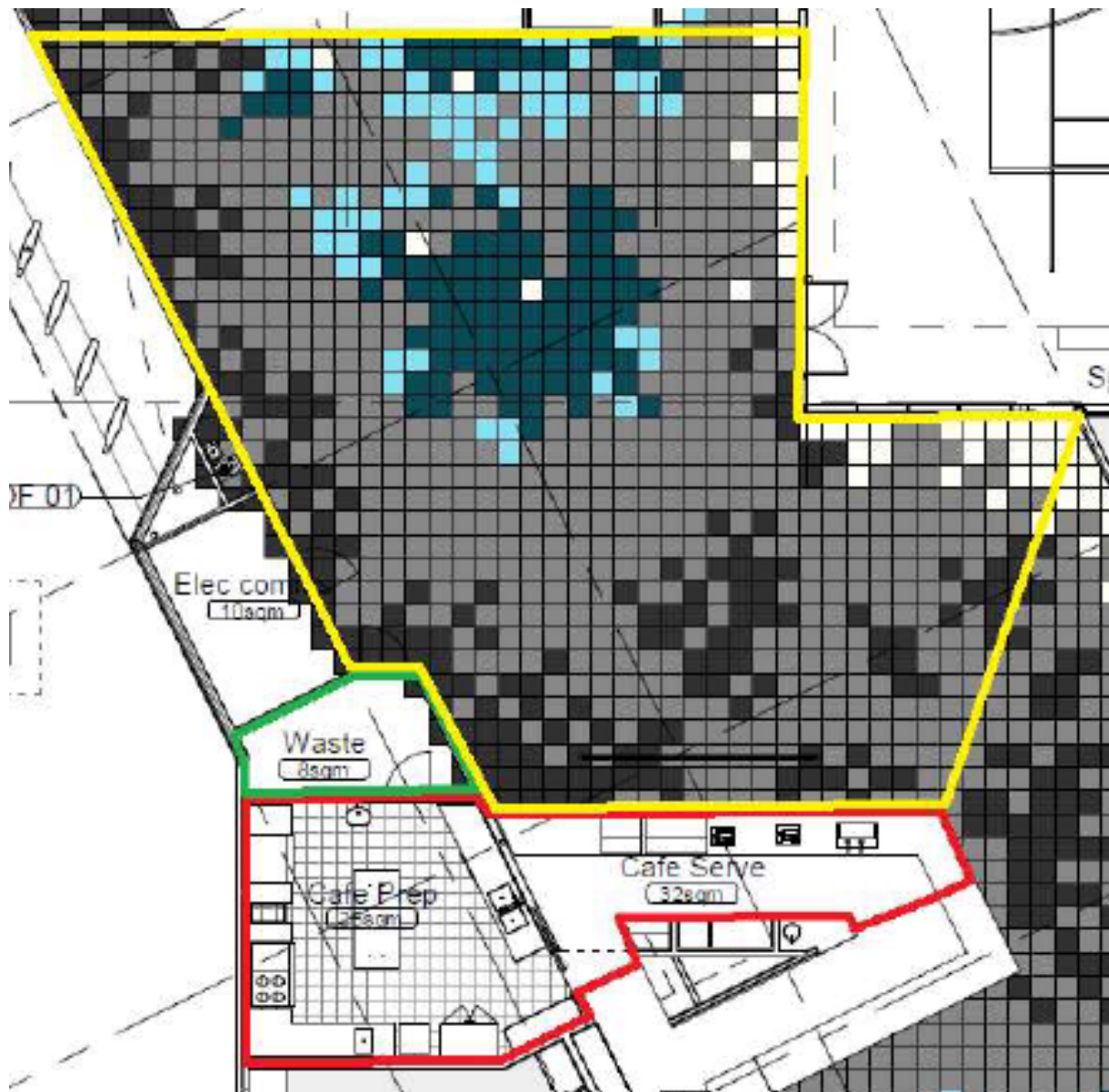
Enquiries related to this EOI process can be directed to the Property Officer via telephone: 5261 0581 or e-mail: info@surfcoast.vic.gov.au.

Appendix A – Wurdi Baierr Stadium Location



Indicative only. Not to scale.

Appendix B – Café Sub-licence Area



RED	Sub-licensed Area (Exclusive)
GREEN	Storage Area (Shared)
YELLOW	Seating Area (Common Area)






Indicative only. Not to scale.




Appendix C – Sub-licensed Area Installations

TA-06	Kitchen tap	Café Prep	<p>ENWARE</p> <ul style="list-style-type: none"> * Type: Hob Exposed Mixer Assembly with Pot Filler * Code: FHS131 with spring return & Pot Filler * Finish: SS * 6 Star WELS tap * 3 Star WELS pot filler 	
TA-03	Sensor Tap	Café Prep, Café	<p>ENWARE</p> <ul style="list-style-type: none"> * Type: Sensor tap * Code: ENM6120 * Finish: Chrome * 6 Star WELS 	
TA-10	Kitchen Sink Tap set	Café Prep	<p>ENWARE</p> <ul style="list-style-type: none"> * Type: Sink mixer lever * Code: 90986C4A * Finish: Chrome * 4 Star WELS 	
SI-03	Kitchen sinks – prep sink, wash up sink, hands free sink	Café Prep	<p>STAINLESS STEEL FABRICATOR</p> <ul style="list-style-type: none"> * Sinks to be integrated into stainless steel benching – * Types : double bowl sink and preparation sink * Size : 500x500 x300d – double bowl sink size * 450x300x250d – prep sink size 	
SI-04	Inset hand basin	Café	<p>RBA</p> <ul style="list-style-type: none"> * Product Ref: Ledgeback 'D' Round Inset Stainless Steel Wash Basin * Code : RBA8862-100 * Material: Stainless Steel * Taphole: Single * Note: to suit electronic tapware 	

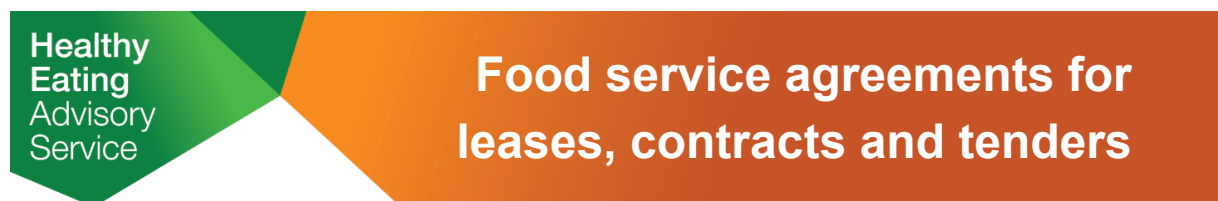
SI-05	Wall mounted hand basin	Café Prep	<p>BRITEK</p> <ul style="list-style-type: none"> * Product Ref: Compact Hand Basin * Code : HBMB * Material: Stainless Steel * Taphole: Single * Note: to suit electronic tapware 	
OV-01	Combi oven	Café prep	<p>HOBART OR SIM</p> <ul style="list-style-type: none"> * Type : hobart Combi 6 x 1/1 GN Tray Electric Combi Oven * Model : HEJO61E * Dimensions: 920w x 846d x 899h *Extras : provide stand 	
OV-02	Oven/hotplates, griddle – commercial	Café Prep	<p>GOLDSTEIN</p> <ul style="list-style-type: none"> * Type : Goldstein 4 gas burner, 2 elect ovens, 610 griddle * Model : PF-4-24g-2X20E * Dimensions: 1220w x 800d x 1120h 	
FF-01	Deep Fryer	Café Prep	<p>GOLDSTEIN</p> <ul style="list-style-type: none"> * Type : Goldstein VFG1L V series deep fryer * Model : VFG1L V * Dimensions: 395w x 800d x 1120h * Finish : Stainless Steel 	
RH-02	Range hood - commercial	Café Prep	<p>Commercial rangehood for cooking area</p>	

DW-01	Under bench Commercial dishwasher	Café Prep	<p>ESWOOD</p> <ul style="list-style-type: none"> * Type: Under counter dishwasher with drain pump * Code : UC25NDP * Size : 850h x 605w x 650d <p>Added extras : Auto chemical doser (detergent and rinse aid) to be included</p>	
CM-01	Coffee Machine	Café	<p>SUPPLIED BY SUCCESSFUL APPLICANT</p> <p>Contractor to verify dimensions and power/water/waste requirements prior to construction and installation</p>	
CW-01	Coffee grounds waste post	Café	<p>BOMBORA COFFEE AND WATER SUPPLIES</p> <ul style="list-style-type: none"> * Type : Thumpa Cafe Knock Tube * Model : THUMPA860 * finish : Black polyethylene * Size : 860h x 160 dia 	
FR-01	Under bench fridge	Café	<p>RHINO</p> <ul style="list-style-type: none"> * Type : Bar Fridge * Model : SG1R-SS * Stainless Steel Finish * Size :840h x 600w x 500d <p>Note ; provide lock</p>	
FR-03	Fridge – glass display	Café	<p>ARTISAN</p> <ul style="list-style-type: none"> * Type: Artisan double door glass display fridge top mount * Model: M1132 * Colour: Stainless steel * Size: 2040h x 1260w x 730d <p>Note ; provide lock</p>	

FR-04	Freezer – glass display	Café	<p>ARTISAN</p> <ul style="list-style-type: none"> * Type: Artisan single door glass display freezer * Model: M1331 * Colour: Stainless steel * Size: 2040h x 650w x 800d <p>Note ; provide lock</p>	
FR-05	Fridge – SS storage	Café Prep	<p>ARTISAN</p> <ul style="list-style-type: none"> * Type: Artisan standard stainless steel storage chiller * Model: M1511 * Colour: Stainless steel * Size: 2040h x 760w x 750d 	
FR-06	Freezer – SS storage	Café Prep	<p>ARTISAN</p> <ul style="list-style-type: none"> * Type: Artisan standard stainless steel upright * Model: M1612 * Colour: Stainless steel * Size: 2040h x 1220w x 750d 	
FR-07	Fridge - under bench	Café Prep	<p>SCOPE</p> <ul style="list-style-type: none"> * Type: Scope Pegasus under counter fridge – 3 door * Model: PG400HC-2 * Colour: Stainless steel * Size: 716h x 1799w x 680d 	
DU-01	Display unit - Cold	Café	<p>FPG</p> <ul style="list-style-type: none"> * Type : Refrigerated display cabinet with fixed glass to front and lockable sliding glass doors to rear * Model : Inline 4000 – IN-4C12-SQ-FF-IC-I * Accessories : toughened glass shelves (A), 3 shelf lights and condensate evaporator tray * Size : 1255H X 1203W X 778D * Cut out size : 1172 x 746 – joinery height 560nom *Coordinate with joinery and manufacturer's installation instructions 	

DU-02	Display unit - Hot	Café	<p>FPG – FUTURE PRODUCTS GROUP</p> <ul style="list-style-type: none"> * Type : Heated display cabinet with fixed front and lockable sliding rear glass doors * Model : Inline 4000 Heated 800 Sq in counter – IN-4H08-SQ-FF-IC * Accessories : 3 stainless steel flat trays, 2 pie chutes and dividers, small goods tray, 3 shelf lights * Size : 9936H X 803W X 778D * Cut out size : 772 X 748 – Joinery height 560nom 	
MW-01	Microwave	Café Prep, Café	<p>WESTINGHOUSE</p> <ul style="list-style-type: none"> * Type : Freestanding Microwave * Model : WMS281SF * Stainless finish * Size : 305h x 513w x 422d 	
SH-01	Kitchen shelving	Café Prep	<p>FEDERAL HOSPITALITY EQUIPMENT (OR SIM)</p> <ul style="list-style-type: none"> * Type: B18/60 four tier shelving * Code : B18/60 * Size : 457d x 1880h x 1525w 	 <p style="font-size: small; text-align: right;">Image is for illustrative purposes c</p>

Appendix D – Food Service Agreement



Surf Coast Shire Council recognises the importance of healthy eating in promoting health and wellbeing and is committed to supporting employees, contractors, volunteers, clients and visitors to make healthy food and drink choices.

Surf Coast Shire Council is implementing the Victorian Government’s Healthy Choices guidelines, which classify foods and drinks as **GREEN (best choices)**, **AMBER (choose carefully)** or **RED (limit)** according to their nutritional value.

As part of this Agreement, the Sub-licensor requires the Sub-licensee to meet the following requirements:

Retail outlets and vending machines:

- At least 50 per cent of foods and drinks offered are **GREEN**.
- No more than 20 per cent of foods and drinks offered are **RED**.
- **RED** foods and drinks are not advertised or promoted, or displayed in prominent areas.

Catering:

- At least 50 per cent of foods and drinks provided are **GREEN**.
- No **RED** foods and drinks are provided (that is, only **GREEN** and **AMBER** choices are offered).

Food service agreement:

I, _____ (name), of _____
(retail food service/vending/ catering provider), agree to provide foods and drinks in line with the Healthy Choices guidelines throughout the duration of this Agreement.

Signed: _____ Date: _____ (provider signature)

Signed: _____ Date: _____ (customer signature)

For more information about the Healthy Choices guidelines visit www2.health.vic.gov.au/public-health/preventive-health/nutrition/healthy-choices-for-retail-outlets-vending-machines-catering

Appendix E – Health Choices: policy guidelines for sport and recreation centres

Healthy choices: policy guidelines for sport and recreation centres





Healthy choices: policy guidelines for sport and recreation centres

2016

Acknowledgements

The *Healthy choices: policy guidelines for sport and recreation centres* is adapted from the Queensland Department of Health's *A better choice: healthy food and drink supply strategy for Queensland health facilities* (2007) and the Victorian Department of Education and Training's *School canteens and other school food services policy* (2012).

The *Victorian School canteens and other school food services policy* (2012) was based on the NSW Department of Health and NSW Department of Education and Training's *Fresh Tastes @ School NSW Healthy School Canteen Strategy* (2004).

Contact

For more information about the *Healthy choices: policy guidelines for sport and recreation centres* contact healthychoices@dhhs.vic.gov.au.

To receive this publication in an accessible format phone 9096 9000 using the National Relay Service 13 36 77 if required, or email healthychoices@dhhs.vic.gov.au

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Where the term 'Aboriginal' is used it refers to both Aboriginal and Torres Strait Islander people. Indigenous is retained when it is part of the title of a report, program or quotation.

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Available at <www.health.vic.gov.au/nutrition>

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1

Introduction



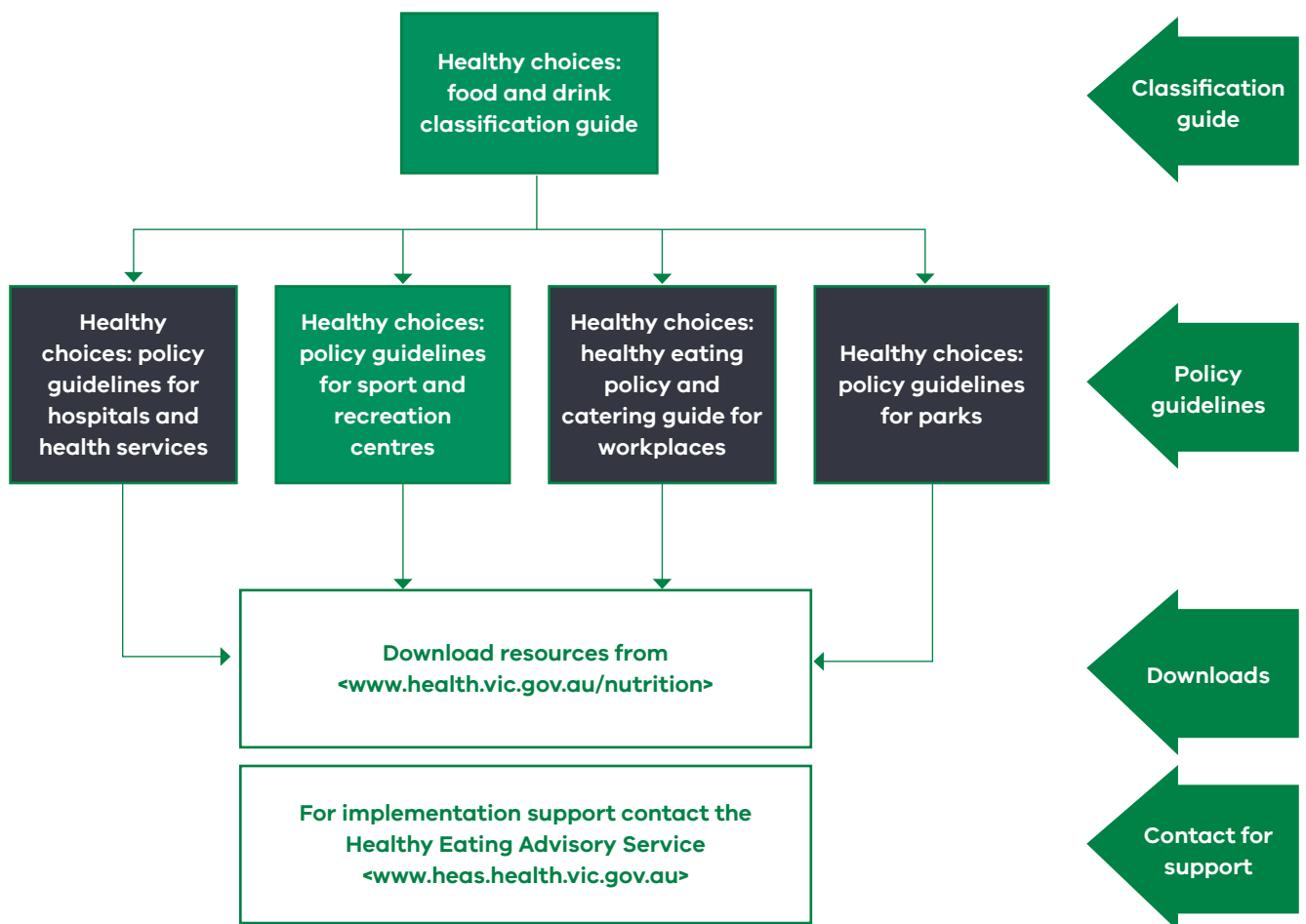
Why sport and recreation centres?

Many Victorians participate in sport or physical recreation, and many more are involved as spectators, supporters, volunteers and sponsors. Sport and recreation centres reach a substantial proportion of the population and are well placed to support individuals and communities seeking a healthier way of living.

The Healthy Choices framework

One-third of the burden of disease can be prevented. An analysis of the combined effects of thirteen dietary risk factors (such as, high sodium and sweetened beverage intake and low fruit, vegetable and fibre intake) found that they make up 7% of preventable disease burden. Other risk factors that caused high disease burden were tobacco use (9%), high body mass (5.5%), alcohol use (5%), physical inactivity (5%) and high blood pressure (5%). It is important to reinforce the need for greater access to healthy foods and drinks in our community.¹

Figure 1: The Healthy Choices framework



¹ Australian Institute of Health and Welfare, Australian Burden of Disease Study: impact and case of illness and death in Australia 2011, available from <www.aihw.gov.au/publication-detail/?id=60129555173>

Good nutrition is important for a healthy lifestyle and contributes to the health and wellbeing of the community. Together with physical activity, healthy eating plays a key role in preventing disease, promoting wellbeing and productivity, maintaining a healthy weight, promoting better oral health and supporting children's growth and development.

Healthy Choices is a framework for improving availability and promotion of healthier foods and drinks in community settings (Figure 1).

Using the Healthy Choices framework, sport and recreation centres can provide consistent health-promoting messages whereby the foods and drinks available through the centre reinforce positive messages about the importance of physical activity for good health.

Food and drink classification guide

The *Healthy choices: food and drink classification guide* uses a traffic light system to classify foods and drinks as:

- **GREEN** – best choices
- **AMBER** – choose carefully
- **RED** – limit.

This resource describes the processes used to classify items and defines foods and drinks in each category.

Policy guidelines

Setting-specific policy guidelines are available to support the implementation of Healthy Choices in:

- hospitals and health services
- workplaces
- sport and recreation centres
- parks.

Each policy document addresses:

- **GREEN**, **AMBER** and **RED** foods and drinks through retail outlets, vending machines and catering
- how foods and drinks are advertised, promoted and displayed
- foods and drinks used for fundraising, prizes and give-aways
- sponsorship by food industry
- how the physical environment supports healthy eating
- supportive environments for breastfeeding.

Resources and support

The Healthy Eating Advisory Service supports organisations wanting to put Healthy Choices into practice. The Service provides information and advice, training and a comprehensive website with online training and menu assessment tools, fact sheets, and recipes to help with providing healthy foods and drinks across the organisation. Visit <www.heas.health.vic.gov.au>.

The Healthy choices: food and drink classification guide and setting-specific policy documents are available from the Department of Health website at <www.health.vic.gov.au/nutrition>.

The classification guide and setting-specific policy documents need to be used together when applying Healthy Choices in community settings.



An example of marketing resources available for retail food outlets meeting the Healthy Choices guidelines

Choose well. Feel great.

Making healthy choices easier.

To help you make healthier choices, food and drinks have been classified according to their nutritional value.

Best choice

Choose **green** food and drinks as often as possible. They are fresh and good for you.



Choose carefully

Choose **amber** food and drinks sometimes. They are less healthy and there are better options.



Limit

To look after your health, choose **red** food and drinks rarely and in small amounts.



2

Healthy Choices in sport and recreation centres



What will this resource do?

This resource will support the implementation of Healthy Choices in sport and recreation centres by assisting:

- local councils to incorporate Healthy Choices in tender and contract specifications for management of public sport and recreation centres
- staff and volunteers in sport and recreation centres to incorporate Healthy Choices in:
 - organisational health and wellbeing policies
 - tenders, contracts and leases with food and drink suppliers
 - contracts and leases with user groups (for example, sports clubs)
- staff and volunteers in sport and recreation centres and food and drink service providers to meet the food and drink standards (pages 9–10).

The intent is to enhance the health of staff, volunteers and community visitors by increasing availability and promotion of healthier food and drink choices and reducing availability and promotion of less healthy choices.

Who is this resource for?

This resource is for anyone involved in implementing healthy eating policy and making changes to provide healthier foods and drinks in public sport and recreation centres. Centre managers, contract managers, health promotion officers, employers, food and drink manufacturers, retailers and food service personnel may find the resource especially useful.

Organisations registered with the Achievement Program can use this resource to work towards meeting the requirements of the healthy eating benchmarks. For more information visit <www.achievementprogram.health.vic.gov.au>.

Local governments can also use this resource as a guide to incorporate Healthy Choices in tenders and contracts related to the operation and management of public sport and recreation facilities.

Where does Healthy Choices apply?

Healthy Choices is relevant in all public sport and recreation centres including:

- recreation centres
- swimming pools and aquatic centres
- leisure and multipurpose centres.

Healthy Choices applies in any situation or activity where foods and/or drinks are sold or provided to staff, volunteers and community visitors. This includes:

- food and drink retail outlets such as cafeterias, cafes, coffee shops, canteens, kiosks (including mobile food kiosks) and coffee carts
- food and drink vending machines
- catering provided by an organisation for meetings, functions and events (such as community events, launches, celebrations and ceremonies)
- catering provided in a facility by external user groups
- fundraising activities
- rewards, incentives, gifts, prizes and give-aways
- advertising, promotion and sponsorship.

The guidelines apply to all foods and drinks, whether freshly made on the premises or supplied prepackaged.

The guidelines do not apply to foods and drinks brought from outside the organisation for personal use.

Related policies, strategies and initiatives

- *Healthy choices: food and drink classification guide*²
- *Healthy food charter*³
- *Australian dietary guidelines*⁴ and *Australian guide to healthy eating*⁵

2 Department of Health 2014, *Healthy choices: food and drink classification guide*, State Government of Victoria, Melbourne.

3 Department of Health 2013, *Healthy food charter*, State Government of Victoria, Melbourne.

4 National Health and Medical Research Council 2013, *Australian dietary guidelines*, Commonwealth of Australia, Canberra.

5 National Health and Medical Research Council 2013, *Australian guide to healthy eating*, Commonwealth of Australia, Canberra.

- Healthy Together Achievement Program
- *Victorian Health Priorities Framework 2012–2022*⁶
- *Victorian Public Health and Wellbeing Plan*⁷
- Organisational health and wellbeing policies
- Local government policies and strategies (for example, municipal public health and wellbeing plan, local government leisure or recreation plan)

Healthy Choices in public sport and recreation centres

An opportunity for leadership

Sport and recreation centres can be leaders in establishing health-promoting sporting environments that reinforce positive messages about healthy eating. By offering healthy foods and drinks, centres can drive change in the system by encouraging community demand for healthier choices.

Embedding long-term change through organisational policy and contracts with suppliers

Including the Healthy Choices policy in organisational policy and tenders, contracts and leases with food and drink suppliers is an important part of a whole-of-organisation approach to healthy eating.

This will help ensure that your efforts to encourage healthy eating are sustained, and will also provide clear direction to everyone involved in making healthy changes to the foods and drinks supplied throughout the organisation.

Section 5 of this resource includes a healthy eating policy template that can be adapted as required and incorporated into organisational policy.

Section 6 includes a food service agreement template that can be adapted and included in tenders, leases and contracts with food and drink providers such as retail outlets, vending suppliers and catering providers.

To promote long-term and sustainable change, hospitals and health services are strongly encouraged to include the Healthy Choices policy in organisational policy and tenders, contracts and leases with food and drink providers.

Council tenders and contracts

Public centres have contractual agreements with local councils that influence centre management and operation. Including Healthy Choices in council tenders and contracts is an effective way to ensure healthy foods and drinks are available and encouraged.

A focus on children

Children and youth represent a large proportion of visitors at sport and recreation centres. Centres play an important role in providing children with positive messages about healthy eating and physical activity.

Fundraising and sponsorship activities promoting unhealthy foods and drinks to children should be discouraged. Instead, centres should consider fundraising and sponsorship alternatives such as sports retailers, sports clothing and equipment manufacturers, banks, telecommunications companies, travel companies, local tradespeople and community businesses.

What about sports clubs?

Community sports clubs (for example, football clubs and cricket clubs) are not-for-profit organisations which largely rely on a volunteer workforce. Sports clubs have variable needs, responsibilities and capabilities regarding provision of healthy foods and drinks.

Healthy Choices is not specifically designed for sports clubs. However, where possible, clubs are encouraged to use Healthy Choices as a guide to increase the availability of healthier foods and drinks.

⁶ Department of Health 2011, *Victorian Health Priorities Framework 2012–2022*, State Government of Victoria, Melbourne.

⁷ Department of Health 2011, *Victorian Public Health and Wellbeing Plan*, State Government of Victoria, Melbourne.

Why implement Healthy Choices?

Benefits to the centre

By implementing Healthy Choices organisations will:

- communicate consistent messages about healthy eating and healthy lifestyles to the community
- create a family-friendly environment that encourages health and community participation
- ensure the food service aligns with overall health messages portrayed by the organisation
- meet community expectations regarding promoting messages about healthy lifestyles
- demonstrate leadership and drive change in the system by encouraging demand for healthier choices
- potentially increase revenue due to health conscious visitors purchasing healthy canteen choices.

Benefits for employees and volunteers

Providing and promoting healthy foods and drinks can have a positive impact on staff and volunteer health and wellbeing. A healthy workforce contributes to:

- improved employee engagement, satisfaction and productivity
- reduced employee stress and anxiety
- improved employee retention
- reduced absenteeism.

Benefits for community visitors

Centres that encourage healthy food and drink choices support the health of adults and children in the community.

People who eat well:

- have more energy
- are more able to maintain a healthy weight
- are less likely to become sick.

Healthy eating is especially important for children who require good nutrition for growth and development.



3

Food and drink standards



The table below outlines key requirements for applying Healthy Choices in public sport and recreation centres.

Food and drink standards for sport and recreation centres

Standard 1: Foods and drinks provided in retail outlets and vending machines

Healthy options are offered and encouraged in line with the *Healthy choices: food and drink classification guide*:

- **At least 50 per cent** of foods and drinks available are **GREEN**
- **No more than 20 per cent** of foods and drinks available are **RED**

Standard 2: Food and drink advertising, promotion and display⁸

- **GREEN** foods and drinks are actively advertised and promoted and prominently displayed
- **AMBER** foods and drinks may be advertised and promoted, but not at the expense of **GREEN** choices
- **RED** foods and drinks are not advertised or promoted or displayed in prominent areas

In addition:

- the organisation's logo is not used alongside **RED** foods and drinks
- **RED** foods and drinks are provided in the smallest size available

Standard 3: Catering provided by the organisation at meetings and events

Healthy options are offered and encouraged in line with the *Healthy choices: healthy eating policy and catering guide for workplaces*:

- The **majority of foods and drinks** provided are **GREEN**
- **AMBER** foods and drinks are provided in small quantities only
- **No RED foods and drinks** are provided

User groups providing catering (for example, sports clubs) should ensure catering provided complies with the guidelines in this standard

Standard 4: Water

Clean and safe tap water is always available free of charge (for example, from water bubblers and/or food outlets) in high traffic areas

Standard 5: Fundraising activities, prizes and giveaways

Fundraising that promotes unhealthy foods and drinks is discouraged, and healthier options or fundraising opportunities not related to foods and drinks are supported

No RED foods and drinks are supplied as awards, give-aways, gifts and vouchers for children and youth

⁸ Requirements for advertising, promotion and display of **GREEN**, **AMBER** and **RED** foods and drinks apply to:

- product placement in cabinets, fridges, refrigerated cabinets, bain maries, vending machines and on shelves
- product placement in high-traffic areas, for example, reception desks, counters in waiting areas, entrances and exits of food outlets, beside cash registers and in dining areas
- promotion and advertising at point of sale, on counters, cabinets, fridges, vending machines, menus and staff notice boards, via promotional stands and product displays, banners and signs inside and outside the outlet and on umbrellas and other furniture.

Food and drink standards for sport and recreation centres

Standard 6: Sponsorship and marketing⁹

Organisations do not engage in sponsorship, marketing, branding or advertising to children and youth of foods and drinks inconsistent with Healthy Choices

Standard 7: Infrastructure to support healthy foods and drinks

The physical environment supports preparation and provision of healthy foods and drinks, for example:

- water dispensers are positioned in staff rooms, public areas and food and drink retail outlets
- food and drink retail outlets have space to prepare, store and display healthy items (for example, preparation benches, refrigeration space, display cabinets)
- facilities are available for staff to prepare and store healthy foods and drinks (for example, staff fridge and freezer, preparation space, microwave, sandwich maker)

The physical environment does not support preparation and provision of unhealthy foods and drinks, for example:

- retail outlets are discouraged from using deep fryers and other equipment that is primarily used to prepare unhealthy items

Standard 8: Supporting breastfeeding

Strategies to support breastfeeding are in place. Organisations may wish to participate in the following programs from the Australian Breastfeeding Association:

- 'Breastfeeding Welcome Here' <www.breastfeeding.asn.au/services/welcome>
- 'Breastfeeding Friendly Workplaces'
<www.breastfeeding.asn.au/breastfeeding-friendly-workplaces-program>

⁹ This standard relates to sponsorship, marketing and advertising activities that specifically promote unhealthy foods and drinks and related branding to children and youth (for example, marketing of unhealthy foods on swimming pool inflatables for children). General sponsorship and advertising activities (for example, general signage at a swimming pool) are not included in this standard.

Note: Current sponsorship agreements are acknowledged. When renewing terms and conditions of existing agreements or seeking new sponsorship opportunities, terms and conditions of agreements should align with the guidelines in this standard.

Will alcohol be served?

Facilities that are licensed to provide alcohol may do so in accordance with organisational policies and the *Liquor Control Reform Act 1998*.

Alcoholic drinks should not be provided in excessive quantities and should be served with non-alcoholic options as well as water.

For information about the responsible service of alcohol visit the Victorian Commission of Gaming and Liquor Regulation website <www.vcglr.vic.gov.au>.

4

Implementation guide



Five steps for implementation

A range of sport and recreation centres operate throughout Victoria, with different needs, priorities, capacities and ideas about providing healthier foods and drinks.

The steps required to make healthy changes will be different for each organisation, so it is essential to consult with your organisation's community about how to proceed with any proposed changes.

The key points to consider when applying Healthy Choices in sport and recreation centres are:

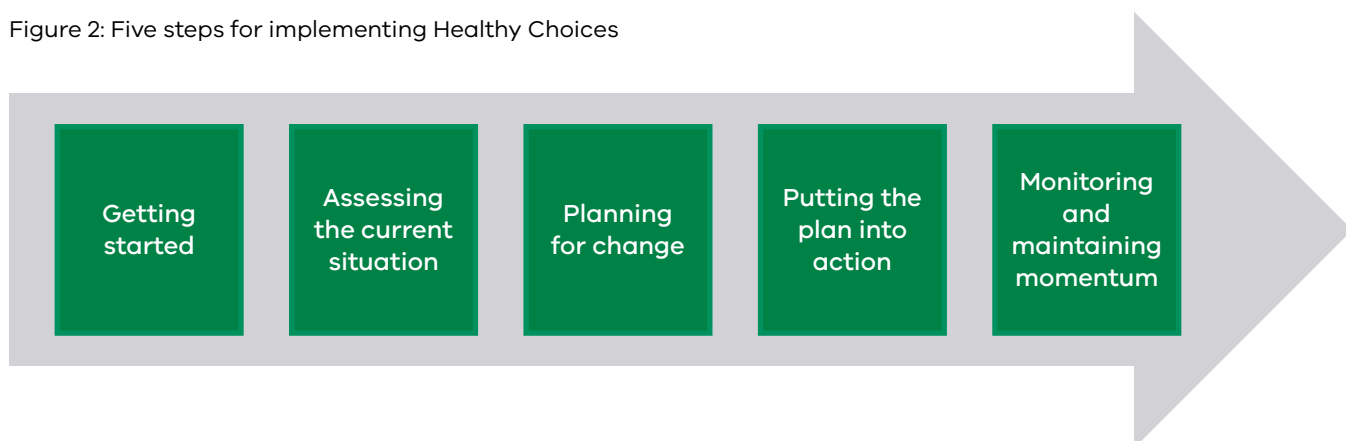
1. incorporating Healthy Choices into:
 - local government tender and contract specifications for management of publicly funded facilities
 - organisational health and wellbeing policies
 - tenders, contracts and leases related to the supply of foods and drinks (for example, through retail outlets and vending machines)
 - contracts and leases with user groups (for example, sports clubs)

2. meeting the food and drink standards.

Figure 2 outlines a practical process for implementing Healthy Choices in sport and recreation centres.

The five steps in this process are explained in the following pages, with examples of tasks to complete for each step.

Figure 2: Five steps for implementing Healthy Choices



Step 1: Getting started

Planning and preparation is the first important step when making healthy changes.

Use the examples in the table below to guide you through the 'Getting started' step.

Recommended tasks	Date completed
Obtain support from centre management (for example, local council, convenor or committee) for implementing Healthy Choices.	
Identify key stakeholders (for example, managers, convenors, staff, volunteers, local council, food service providers, members and visitors). Inform stakeholders that the centre will be making healthy changes, the intended process for making changes, and what will be required of them.	
Form a committee to lead implementation of Healthy Choices. Invite key stakeholders that can assist with making healthy changes to join the committee (for example, centre manager, food service staff, community nutritionist or dietitian, facility staff and users).	
Make sure committee members understand the <i>Healthy choices: food and drink classification guide</i> and the <i>Healthy choices: policy guidelines for sport and recreation centres</i> . Committee member should have a good understanding of the: <ul style="list-style-type: none"> • GREEN, AMBER, RED classification system • food and drink standards. 	
Start an action plan for making healthy changes (this will be added to in the following steps).	
Consider a strategy to accommodate Aboriginal ¹⁰ perspectives and the needs of staff, volunteers, members and visitors of different cultural and linguistic backgrounds.	
Consider food safety. This is particularly important when food is prepared on site.	
Communicate with stakeholders about the changes that will be occurring (for example, by newsletter, email or noticeboards). Provide opportunities for input and feedback (for example, focus groups, surveys and meetings).	
Extra	Date completed
Engage community members in a survey or an open meeting to brainstorm ideas about what to include in a healthy menu.	
Nominate a coordinator to promote healthy changes.	

¹⁰ In this document, the term Aboriginal is used to refer to both Aboriginal and Torres Strait Islander people.

Step 2: Assessing the current situation

Before making any changes you will need to assess what is currently happening across the organisation and identify areas for improvement.

The table below includes some ideas to help you assess the current situation.

Recommended tasks	Date completed
<p>Review tender, contract and lease documents with:</p> <ul style="list-style-type: none"> • local council • food and drink suppliers (for example, retail outlets and vending machine operators) • user groups (for example, sports clubs). <p>Identify whether these documents include requirements for providing healthy foods and drinks.</p>	
<p>Review organisational health and wellbeing policies. Identify whether policies include requirements for:</p> <ul style="list-style-type: none"> • providing healthy foods and drinks • supporting and encouraging breastfeeding. 	
<p>List the situations where foods and drinks are available, and the types of foods and drink supplied in each situation. For example:</p> <ul style="list-style-type: none"> • kitchens, staff rooms – fruit box, biscuits, coffee, tea, milk, water cooler • vending machines – soft drink, water • on site retail outlets (for example, a café) – sandwiches, muffins • catering for meetings, functions and events – sandwiches, pastries • fundraising, gifts and prizes – chocolate drives. 	
<p>Use the <i>Healthy choices: food and drink classification guide</i> to categorise foods and drinks as GREEN, AMBER or RED.</p> <p>Determine whether foods and drinks are provided in line with the food and drink standards.</p>	
<p>Develop a list of locations where foods and drinks are advertised and promoted (for example, point of sale, vending machines, notice boards, promotional stands, product displays).</p> <p>Assess whether foods and drinks are advertised and promoted in accordance with the food and drink standards.</p>	
<p>Check whether water is freely available in high-traffic areas.</p>	
<p>Identify current sponsorship agreements. Determine whether agreements address marketing and promotion of unhealthy foods and drinks and related branding to children.</p>	
<p>Consider the physical infrastructure available to support provision of both healthy and unhealthy foods and drinks.</p> <p>Note the facilities available to prepare healthier choices (for example, kitchen equipment, food preparation space, refrigeration) and equipment that may be used to prepare unhealthy foods and drinks (for example, deep fryer).</p>	
Extra	Date completed
<p>Large facilities can allocate committee members to lead change in specific areas.</p>	

Step 3: Planning for change

Once you have an idea of what the current situation is and the issues that need to be addressed, you can make a plan that outlines the steps that need to be taken to make healthy changes.

Recommended tasks	Date completed
Identify priority areas for change. Think about 'easy wins' that can be implemented early on as well as changes that require more time and planning.	
Develop templates for including Healthy Choices in: <ul style="list-style-type: none"> • tenders and contracts with local council • tenders, contracts and leases with food and drink suppliers • contracts and leases with user groups • organisational health and wellbeing policies. Consider how you will approach relevant stakeholders to discuss including Healthy Choices in tenders, contracts, leases and policies.	
In situations where foods and drinks are provided or sold, determine the changes required to: <ul style="list-style-type: none"> • increase GREEN options to at least 50 per cent for retail outlets, vending machines and catering • reduce RED options to no more than 20 per cent for retail outlets and vending machines • remove RED options from catering and children's prizes, giveaways, awards and vouchers. 	
In each situation where foods and drinks are advertised, promoted or displayed, determine the changes required to increase promotion of GREEN options, reduce promotion of AMBER options and remove promotion of RED options.	
Consider strategies to ensure: <ul style="list-style-type: none"> • clean and safe tap water is available free of charge in high-traffic areas • the physical infrastructure supports provision of healthy foods and drinks and does not support provision of unhealthy foods and drinks • the environment supports women who are breastfeeding or expressing breast milk. 	
Consider how you will address current sponsorship agreements which market unhealthy foods and drinks and related branding to children.	
Identify potential fundraising and sponsorship opportunities which promote healthy food and drink choices or options which are not related to foods and drinks.	
Identify supporters of change and barriers to change and ways to overcome these barriers.	
Consider the timing of planned changes and document this in the action plan.	
Identify how you will provide information to staff as well as opportunities for staff input.	
Extra	Date completed
Develop a list of preferred food and drink suppliers and local caterers who are able to provide healthier choices.	

Step 4: Putting the plan into action

Once you have a plan for making healthy changes, it's time to put the plan into action, starting with the priority areas identified.

Changes don't need to happen all at once. A staged approach is useful for making positive changes over time and to ensure new initiatives are well accepted and maintained.

Recommended tasks	Date completed
<p>Refer to the action plan developed in steps 1–3.</p> <p>Starting with priority areas, carry out the tasks, actions and strategies identified to:</p> <ul style="list-style-type: none"> • incorporate Healthy Choices in tenders, contracts, leases and organisational policies • increase GREEN options to at least 50 per cent for retail outlets, vending machines and catering • reduce RED options to no more than 20 per cent for retail outlets and vending machines • remove RED options from catering and children's prizes, giveaways, awards and vouchers • increase promotion of GREEN options, reduce promotion of AMBER options and remove promotion of RED options • ensure clean and safe tap water is available • ensure the physical environment supports healthy eating • ensure breastfeeding is supported and encouraged • engage in healthy fundraising and sponsorship activities. 	
<p>Ensure new contracts with food and drink suppliers incorporate the food and drink standards.</p> <p>Existing contractors should be encouraged to implement healthy changes prior to expiry of contracts.</p>	
<p>Implement healthy changes in keeping with the timeframes outlined in the action plan.</p>	
<p>Note actions, issues and solutions in the action plan.</p> <p>Include operational issues that may need to be addressed to support phasing in healthier foods and drinks and phasing out unhealthy options.</p>	
<p>Communicate all changes to staff and provide opportunities for staff feedback (for example, via email, newsletters, meetings and posters in staff rooms/kitchens).</p>	
<p>Communicate changes to food and drink suppliers.</p>	
<p>Provide copies of the <i>Healthy choices: food and drink classification guide</i> and the <i>Healthy choices: policy guidelines for sport and recreation centres</i> to external organisations which hold contractual or lease agreements with the centre.</p>	
<p>Identify resources and activities to inform and motivate staff about the healthy changes taking place (for example, posters, healthy eating brochures and leaflets, team competitions, recipe sharing).</p>	
Extra	Date completed
<p>Organise a morning tea or lunch to promote the healthy changes being implemented.</p>	

Step 5: Monitoring and maintaining momentum

Once healthy changes have been implemented it is important to monitor your progress by undertaking regular reviews. Continue to reflect on your progress, communicate with stakeholders and seek and incorporate feedback as required.

This will help you maintain motivation, and will also help you determine further actions and initiatives that may be required.

Recommended tasks	Date completed
Continue to monitor progress, identifying improvements or additional changes that may be required as you go.	
Regularly review your action plan while implementing changes, then continue to review the plan every 12 months to ensure relevance.	
Continue to provide regular updates to stakeholders on healthy changes that have been made or are planned for the future.	
Seek ongoing feedback from staff, food-service providers and community visitors (for example, conduct surveys to determine satisfaction with new menus).	
Highlight successful changes in newsletters, via social media or at team meetings.	
Continue to provide stakeholders with information and educational resources.	
Provide ongoing opportunities for staff to increase their knowledge and skills in healthy eating and food preparation.	
Encourage staff and volunteers to actively participate in promoting healthier choices.	
Celebrate success! You may like to put on a healthy lunch for staff and visitors to enjoy.	
Extra	Date completed
Offer rewards or incentives for active participation in implementing and supporting healthy changes (for example, workplace recognition, water bottles, books or gift vouchers).	
Acknowledge food suppliers who have made an extra effort to provide healthier options.	
Invite new members to join the implementation committee. New members may bring creative ideas, different skills sets and enthusiasm and may identify new issues that have not previously been noted.	

Use the following resources to help you implement and promote healthy changes in your centre:

- *Healthy food charter* – <www.health.vic.gov.au/nutrition>
- *Better Health Channel* – <www.betterhealth.vic.gov.au>
- *Healthy Eating Advisory Service* – <www.heas.health.vic.gov.au>
- *Eat for Health* – <www.eatforhealth.vic.gov.au>
- *Food safety* – <www.health.vic.gov.au/foodsafety>



5

Healthy eating policy template



For a Word version of this template that you can adapt to suit your organisation, visit: <www.heas.health.vic.gov.au/healthy-choices/organisational-policy-and-supplier-contracts/organisational-policy-template>. This policy is adapted from WorkSafe Victoria's WorkHealth *Healthy eating policy* (2010).

Healthy eating policy for [insert organisation's name]

Purpose

[insert organisation's name] recognises the importance of healthy eating in promoting people's health and wellbeing. [insert organisation's name] is committed to creating a health promoting environment which supports our staff, volunteers and community visitors to make healthy food and drink choices.

Aim

This policy aims to support healthy eating by implementing the Victorian Government's *Healthy choices: policy guidelines for sport and recreation centres* across the organisation.

Objectives

The objective of this policy is to support staff, volunteers, members and visitors to make healthy food and drink choices by:

- creating an environment which supports healthy food and drink choices
- increasing availability and promotion of healthier foods and drinks
- decreasing availability and promotion of unhealthy foods and drinks
- increasing knowledge and skills of staff, volunteers and community members regarding healthy eating.

Links with other initiatives

By implementing Healthy Choices, [insert organisation's name] is working towards meeting the healthy eating benchmarks of the Healthy Together Achievement Program.

Where does the policy apply?

This policy applies in all areas where foods and/or drinks are sold or provided to staff, volunteers and community visitors. This includes:

- food and drink retail outlets such as cafeterias, cafes, coffee shops, canteens, kiosks (including mobile food kiosks) and coffee carts
- food and drink vending machines
- catering provided by an organisation for meetings, functions and events (such as community events, launches, celebrations and ceremonies)
- catering provided in a facility by external user groups
- fundraising activities
- rewards, incentives, gifts, prizes and give-aways
- advertising, promotion and sponsorship.

The guidelines do not apply to foods and drinks brought from home by staff (e.g. for birthdays, morning teas or personal fundraising). However, staff are encouraged to consider providing healthy options at all times and to avoid promoting unhealthy fundraising activities (e.g. chocolate or confectionery drive) in public places, such as kitchens.

Procedures

Table 1 outlines the requirements that **[insert organisation's name]** will undertake to implement Healthy Choices.

Table 1: Requirements for supporting healthy food and drink choices at [insert organisation's name]:

Area (include as required)	Requirements
Food and drink provision (retail outlets and vending machines)	<ul style="list-style-type: none"> • At least 50 per cent GREEN choices • No more than 20 per cent RED choices
Advertising and promotion of foods and drinks	<ul style="list-style-type: none"> • GREEN choices are promoted at all occasions • AMBER are not promoted at the expense of GREEN choices • RED choices are not promoted
Catering (meetings, functions, events)	<ul style="list-style-type: none"> • Majority GREEN choices • No RED choices
Water	<ul style="list-style-type: none"> • Water is always available free of charge
Fundraising, prizes, giveaways	<ul style="list-style-type: none"> • Fundraising activities are consistent with the <i>Healthy choices: policy guidelines for sport and recreation centres</i> • No RED choices are supplied for children's awards, prizes and giveaways
Sponsorship	Sponsorship activities are consistent with the <i>Healthy choices: policy guidelines for sport and recreation centres</i>
Infrastructure to support healthy eating	Physical environment supports provision of healthy choices and does not support provision of unhealthy choices
Supporting breastfeeding	Strategies are in place to support and encourage breastfeeding
Contracts, leases and tenders	Healthy Choices is incorporated into tenders, contracts and leases that relate to supply of foods and drinks
Information and education	Information and educational opportunities are provided to staff, volunteers, community members and other key stakeholders
Communication and community engagement	Involvement with the Healthy Together Achievement Program and engagement with other community healthy eating initiatives is encouraged

Responsibilities

[Insert relevant committee or position such as human resources (HR) manager or occupational health and safety (OHS) committee] is responsible for implementing [insert organisation's name]'s *Healthy eating policy*.

Management personnel, staff, volunteers and contractors (for example, food and drink service providers) at [insert organisation's name] have a shared responsibility to support the policy, as outlined in Table 2.

Table 2: Responsibilities

Management personnel are responsible for:	Staff, volunteers and contractors are responsible for:
<ul style="list-style-type: none"> • Ensuring staff, volunteers and contractors are aware of this policy • Creating an organisational culture that supports healthy eating • Supporting implementation of Healthy Choices • Overseeing implementation and review of the <i>Healthy eating policy</i> • Seeking feedback from staff, volunteers and other stakeholders • Providing opportunities for staff and volunteers to develop healthy eating knowledge and skills 	<ul style="list-style-type: none"> • Understanding the <i>Healthy eating policy</i> • Observing the policy procedures • Maintaining an organisational culture that supports healthy eating
	<p>Staff, volunteers and contractors involved in food and drink provision are responsible for:</p> <ul style="list-style-type: none"> • Understanding the <i>Healthy choices: food and drink classification guide</i> and <i>Healthy choices: policy guidelines for sport and recreation centres</i> • Providing food and drink suppliers with a copy of the <i>Healthy choices: food and drink classification guide</i> and the <i>Healthy choices: policy guidelines for sport and recreation centres</i> • Ensuring the food and drink service complies with Healthy Choices

Guiding principles

This policy has been developed in line with the following government guidelines:

- *Australian dietary guidelines* and *Australian guide to healthy eating*
- *Healthy choices: food and drink classification guide*
- *Healthy choices: policy guidelines for sport and recreation centres*
- *Healthy food charter*

Related policies

- Organisational health and wellbeing policy
- Food safety policy

Communication

Staff will have opportunities to provide input at all stages of policy development and review.

The policy will be easily accessible to staff and volunteers and will be made available in shared spaces (for example, staffrooms, kitchens) and via newsletters and email communication.

Key stakeholders will be notified of any changes to the policy.

Review and monitoring

This policy will be reviewed six months from implementation and every 12 months thereafter.

[insert relevant committee or position such as HR manager or OHS committee] is responsible for leading the policy review.

The policy review process includes the following stages:

- assessing implementation to date and determining if objectives have been met
- identifying changes required to meet the policy objectives
- providing opportunities for key stakeholders to offer feedback
- seeking management support and endorsement for the updated policy
- distributing the updated policy to key stakeholders.

This *Healthy eating policy* has been reviewed in accordance with the above process

Name:

Signature:

Position:

Date:

Date of next review:

Policy endorsement statement

[insert organisation's name] supports the implementation of the Victorian Government's *Healthy choices: policy guidelines for sport and recreation centres* as an investment in the wellbeing of our staff, volunteers and community visitors.

This *Healthy eating policy* has been endorsed by:

Name:

Signature:

Position:

Date:



6

Food service and/or agreement template



A Word version of this template that you can adapt to suit your organisation, is available from the Healthy Eating Advisory Service website at: <www.heas.health.vic.gov.au/healthy-choices/organisational-policy-and-suppliercontracts/food-service-agreement-template>

Food service and/or agreement for tenders, contracts and leases at [insert organisation's name]

[insert organisation's name] recognises the importance of healthy eating in promoting health and wellbeing and is committed to supporting employees, contractors, volunteers, clients and visitors to make healthy food and drink choices.

[insert organisation's name] is implementing the Victorian Government's Healthy Choices guidelines*, which classify foods and drinks as **GREEN (best choices)**, **AMBER (choose carefully)** or **RED (limit)** according to their nutritional value.

As part of this contract, [insert organisation's name] requires [insert name of retail food service/vending/catering provider] to meet the following standards:

[Please include the following points as required]

Retail outlets and vending machines:

- At least 50 per cent of foods and drinks available are **GREEN**.
- No more than 20 per cent of foods and drinks available are **RED**.
- **RED** foods and drinks are not advertised or promoted, or displayed in prominent areas'

Catering:

- The majority of foods and drinks provided are **GREEN**.
- No **RED** foods and drinks are provided (that is, only **GREEN** and **AMBER** choices are offered).

Food service agreement:

I, (name), of (retail food service/vending/catering provider), agree to provide foods and drinks in line with the Healthy Choices guidelines throughout the duration of this contract.

Signed: **Date:**
(provider signature)

Signed: **Date:**
(customer signature)

*Related documents: *Healthy choices: food and drink classification guide*

And relevant policy guidelines: *Healthy choices: policy guidelines for hospitals and health services, Healthy choices: policy guidelines for sport and recreation centres, Healthy choices policy and catering guidelines for workplaces, Healthy choices: policy guidelines for Parks*

For more information about the Healthy Choices guidelines visit <www.health.vic.gov.au/nutrition>.

Useful resources and website

Healthy choices: food and drink classification guide

- Food and drink classification
- Common foods and drinks classification guide
- Available from <www.health.vic.gov.au/nutrition>

Healthy food charter

- A guide to promoting healthy food and making healthy food choices easier
- Available from <www.health.vic.gov.au/nutrition>

Healthy Eating Advisory Service

- Fact sheets and recipes
- Available from <www.heas.health.vic.gov.au> or free call 1300 22 52 88

Healthy Together Achievement Program

- An initiative which encourages a whole-service approach to health promotion
- Visit <www.achievementprogram.health.vic.gov.au>

Australian guide to healthy eating

- Posters, brochures and promotional material
- Available from <www.eatforhealth.gov.au>

Better Health Channel

- Fact sheets and recipes
- Available from <www.betterhealth.vic.gov.au>

'Healthy fundraising' (Cancer Council)

- Ideas to promote health while still making a profit
- Available from <www.cancercouncil.com.au/wp-content/uploads/2010/11/09271_CAN3042_HealthyFundraising_FINAL.pdf-low-res-for-web.pdf>

