



MINUTES

POLICY REVIEW PANEL

held on Wednesday 17 April 2019 at 10.00am in Civic Room 2, Melton Civic Centre

Present: Cr B Turner, Mayor
Cr L Carli, Deputy Mayor
Cr K Hardy
Cr K Majdlik

Mr J Whitfield, Governance Coordinator

Chairperson: Cr B Turner, Mayor

1. Welcome

The meeting commenced at 10.10am.

2. Apologies

Nil

3. Declaration of interests and/or conflict of interests

Nil

4. Confirmation of the previous minutes

Crs Majdlik/Hardy

That the minutes of the Policy Review Panel meeting held on 20 February 2019 and adopted by Council at the Ordinary Meeting held on 4 March 2019 be noted.

5. Business Arising

Nil

6. General Business

6.1 Healthy Food and Drink Policy (Revised)

Presenters: Melissa Rowland, Water in Sport Project Officer / Jessica Trijsburg, Coordinator Community Capacity / Shelley Tait, Acting Team Leader Health Promotion and Planning

The revised Healthy Food and Drink Policy was considered by the Panel.

The Panel was advised by the Presenters that the Policy is aspirational in nature and designed to encourage healthy eating and drinking practices but not intended to be prescriptive. On this basis no changes were made to the Policy as presented to the Panel.

Recommendation 1

Crs Hardy/Turner

That Council approve the revised *Healthy Food and Drink Policy* as attached to these minutes.



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6.2 Fireworks Policy (New) – Heidi Taylor

Presenter: Heidi Taylor, Coordinator Events

The Fireworks Policy was considered by the Panel.

The Panel was advised that there has been a growth in applications for fireworks displays in the City of Melton and that a Policy to manage these applications is now considered necessary. The Panel noted that the Policy applies to Council owned and managed land and not to private land.

Following discussion about the time limit of 10:00pm for fireworks displays set out in the Policy, the Panel requested a minor amendment to allow some flexibility on this limit depending upon the circumstances. Finally, the Panel recommended that the Review Date of the Policy be brought forward from 1 July 2021 to 1 July 2020.

Recommendation 1

Crs Majdlik/Carli

That Council approve the *Fireworks Policy* as attached to these minutes.

7. Next Meeting

Wednesday 12 June 2019, 10 00am – 12.00pm, Civic Room 2, Melton Civic Centre.

8. Close of Business

The meeting closed at 10.57am.

	<h2>Healthy Food and Drink Policy</h2>
Version No.	V 2.0, 22 March 2019
Endorsement	Executive, 11 April 2019 Policy Review Panel, <insert date>
Authorisation	Council, <insert date>
Review date	1 July 2021
Responsible officer	Manager Community Planning
Policy owner	Coordinator Social Planning and Wellbeing

1. Purpose

To outline Council’s intention toward the provision of healthy food and drink at Council worksites, facilities, programs and events to enhance the health and wellbeing of employees, volunteers, contractors, residents and visitors. The Healthy Food and Drink Policy (the Policy) has been developed in the context of Council’s “high level commitment to promoting, improving and protecting public health and wellbeing in everything we do” (Melton City Council 2017).

Council’s leadership through the establishment and implementation of the Policy intends to create a culture and environment that support healthy eating, and overall health and wellbeing. The Policy aims to initiate and enable practices that positively influence community wellbeing, particularly in relation to healthy eating.

2. Scope

The Policy applies to all food and drink provided at Council:

- catered functions and meetings
- managed community programs
- managed community and partnership events
- facilities that have or could have onsite cafes and kiosks; and
- facilities that have or could have vending machines.

The Policy also applies to the promotion and advertising of food and drinks at Council facilities, events and meetings. Sponsorship activities should be consistent with the Victorian Government’s ‘Healthy Choice Guidelines’ (2014).

The Policy *does not* apply to food and drink provided:

- at social club events;
- by employees (for meals, birthdays, morning teas and personal fundraising); and
- at private functions held at Council facilities.

For those events and activities where this Policy does not apply, Council encourages the use of the *Traffic Light System* as outlined in the Victorian Government’s ‘Healthy Choices: Food and Drink

Classification Guide' (2016) to guide the selection of healthier food and drink options (i.e. at least 50 per cent green category foods and no more than 20 per cent red category foods as outlined in Appendix 1). The promotion and placement of unhealthy fundraising items (i.e. chocolate fundraisers) in public areas (i.e. staff kitchens) should be avoided.

The Policy should be considered within the context of Council's Workplace Health and Wellbeing Strategy, *'Healthy Options 2018-2021'*, and Council's Workplace Health and Wellbeing Policy. As part of Council's commitment to developing a supportive culture that facilitates the health and wellbeing of its employees, the organisation is currently participating in the Victorian Government's Achievement Program (healthy workplaces) initiative. The Achievement Program outlines the need for organisational commitment in supporting employees to make healthier choices, and create sustainable and lasting changes to employee health and wellbeing.

The Policy should also be considered within the context of Council's Hospitality and Entertainment Policy which sets out the control and management of expenditure related to food and beverages as part of official Council business. Council's Council and Community Alcohol (Liquor) Policy and Framework should be applied whenever the service and supply of alcohol is being considered across the City of Melton.

3. Definitions

Word/Term	Definition
Catered functions and meetings	Any function or meeting where food or drink is provided or paid for by Melton City Council for employees, volunteers, contractors, residents and visitors.
Council facility	Any building provided by Council for the purpose of community activities or programs including Aquatic Centres, Neighbourhood Houses, Libraries and Leisure Centres.
Council managed event	Any community event directly managed by Council including but not limited to the <i>Djerriwarrh Festival</i> , <i>Pop Culture</i> program and department specific events.
Council managed community program	Any program directly managed by Council for the benefit of community and/or employees, contractors and volunteers.
Healthy food and drink	Food and drink items that meet the Australian Dietary Guidelines by being nutrient dense and incorporating a variety of choices from each of the five food groups – vegetables; fruit; grain; lean meats and poultry, fish, eggs, nuts and seeds and legumes/beans; and milk, yoghurt, cheese and/or alternatives. This includes consideration of special dietary requirements.
Onsite cafes and kiosks	Any Council owned or managed venue that sells food or drink including but not limited to Melton Library and Learning Hub, Caroline Springs Library and Civic Centre, Caroline Springs Leisure Centre, Melton Indoor Recreation Centre and Melton Waves Leisure Centre.

Traffic Light System: Green Category	Food and drink items that are the healthiest choices and should be available at all times. Examples include multigrain and wholemeal breads, plain rice and noodles, wholegrain cereals, fresh and frozen fruit and vegetables, reduced or low fat milk and yoghurt, lean meat, fish, eggs and plain unsalted nuts and seeds (see Appendix 1).
Traffic Light System: Amber Category	Food and drink items that are to be provided in moderation and in smaller portions. Examples include dairy desserts, processed meats such as ham and corned beef in small amounts, crumbed chicken, fish or vegetable products (see Appendix 1).
Traffic Light System: Red Category	Food and drink items that are recommended not to be supplied as they are not essential to a balanced diet and can contribute to excess energy intake. Examples include confectionary, pastries, cakes, biscuits, soft drinks, high energy drinks, fried foods, potato chips and processed meats such as salami (see Appendix 1).

4. Policy

Council is committed to promoting, improving and protecting, public health and wellbeing within the municipality by providing and promoting healthy food and drinks at all Council worksites, facilities, programs and events. This is achieved through the following objectives to:

- contribute to healthy and safe environments for employees, volunteers, contractors, residents and visitors by providing the opportunity for increased healthy food and drink consumption
- increase the availability and promotion of Green category food and drinks for employees, volunteers, contractors, residents and visitors
- decrease the availability and promotion of Red category food and drinks for employees, volunteers, contractors, residents and visitors
- ensure Council events, sponsorships and/or partnerships consistently provide and promote healthy food and drinks
- increase knowledge and skills of employees regarding healthy eating and making healthier food and drink choices
- lead by example to the community through modelling consistent health promotion messages to increase awareness of healthy eating behaviours
- minimise the waste of food through attention to portion size and the amount of food provided; and
- participate in the Victorian Government's Achievement Program (Healthy Workplaces).

The Policy is aligned with evidence-based recommendations for healthy eating and healthy workplace catering policy guidelines from government and health authorities (refer to section 6).

The *Traffic Light System* is based on principles from the Victorian Government's 'Healthy Choices: Food and Drink Classification Guide' 2016. These Guidelines classify food and drink into three categories according to their nutritional value: Green, Amber and Red (see Appendix 1).

Consideration should be given to specific dietary requirements, providing a variety of food and drink, and portion sizes.

The Policy has two key focus areas; internal food and drink provision and external food and drink provision.

4.1 Internal food and drink provision

Council staff should provide and promote healthy food and drink consumption for all internal (where only Council staff are in attendance) catering and vending machines using the *Traffic Light System* (see Appendix 1).

Council staff are responsible for ensuring healthy food and drinks are promoted in the following settings:

4.1.1 Functions and meetings

Time period	The duration of the function/meeting or program should be considered when providing food and drink (i.e. meetings less than two hours may not require catering).
Meal time	The type of food and drink provided should be appropriate to the meal time (i.e. morning tea, lunch, afternoon tea or dinner) as outlined in Appendix 2.
Category of foods (per cent)	The Policy aspiration is that, where catering is supplied by Council, all food and drink should be from the Green or Amber categories. Majority (at least 50 per cent) of food and drink supplied should be from the Green category. No food and drink from the Red category should be supplied (as outlined in Appendix 1).
Barbeques	Alternative catering options to barbeques are to be considered. Healthy options should be incorporated and encouraged when barbeques are provided (e.g. lean meats, vegetables and salads, reduced salt sauce, wholemeal or multigrain bread).
Water provision	Water (preferably served in non-disposable jugs/bottles) should be the primary beverage made available and supplied freely at all functions and meetings.
Amount of food/waste	The amount of food and drink provided should be in alignment with appropriate serving sizes (as outlined in Appendix 2) to minimise expenditure and food waste.
Packaging/waste	The use of re-usable cups, bottles, plates and cutlery should be encouraged and promoted to minimise packaging waste.

4.1.2 Vending machines

Category of foods	Vending machines should supply at least 50 per cent of items from the Green category and no more than 20 per cent from the Red category (as outlined in Appendix 1). Amber items can be used to make up the remaining items.
Labelling	<i>Traffic Light System</i> labelling should be included on all vending machines.

4.2 External food and drink provision

Council staff should provide and promote healthy food and drinks for all external catering (where community members, partners and other stakeholders are in attendance), Council managed retail food outlets and vending machines, using the *Traffic Light System* (see Appendix 1).

Council staff are responsible for ensuring healthy food and drinks are provided and promoted in the following settings:

4.2.1 Events

Food vendor selection	During event planning, assessment of prospective food and drink vendors should prioritise the provision of healthy food and drink options.
Category of vendor foods	Food and drink vendors should aim to provide at least 50 per cent of food and drink options from the Green category and no more than 20 per cent of food and drink options from the Red category (as outlined in Appendix 1). This should be applied to the food and drink items supplied by each vendor. Vendors should be encouraged to include fruit or vegetables in all meals served e.g. side salad or sliced fruit with desserts.
Water	Water (preferably served in non-disposable jugs/bottles) should be the favoured beverage supplied freely at all functions and events. Water fountains should be accessible at event sites.
Amount of food/waste	The amount of food and drink provided is in alignment with appropriate serving sizes (as outlined in Appendix 2) to minimise expenditure and food waste.
Packaging/waste	The use of re-usable cups and bottles and 'BioPak' plates and cutlery should be encouraged and promoted to minimise packaging waste.

4.2.2 Functions, meetings and Council managed community programs

Time period	The duration of the function/meeting or program should be considered when providing food and drink (i.e. meetings less than two hours may not require catering).
Meal time	The type of food and drink provided should be appropriate to the meal time (i.e. morning tea, lunch, afternoon tea or dinner) as outlined in Appendix 2.
Category of foods (per cent)	The Policy aspiration is that, where catering is supplied by Council, all food and drink should be from the Green or Amber categories. Majority (at least 50 per cent) of food and drink supplied should be from the Green category. No food and drink from the Red category should be supplied (as outlined in Appendix 1).

Barbeques	Alternative catering options to barbeques are to be considered. Healthy options should be incorporated and encouraged when barbeques are provided (e.g. lean meats, vegetables and salads, reduced salt sauce, wholemeal or multigrain bread).
Water	Water (preferably served in non-disposable jugs/bottles) should be the primary beverage made available and supplied freely at all functions and meetings.
Amount of food/waste	The amount of food and drink provided should be in alignment with appropriate serving sizes (as outlined in Appendix 2) to minimise expenditure and food waste.
Packaging and waste disposal	The use of re-usable cups and bottles and 'BioPak' recyclable plates and cutlery should be encouraged and promoted to minimise packaging waste.
Prizes and giveaways	Red category choices should not be supplied for children's awards, prizes and giveaways.

4.2.3 Onsite cafes and kiosks

Category of foods (per cent)	Food and drink supplied should be made up of at least 50 per cent of items from the Green category and no more than 20 per cent from the Red category (as outlined in Appendix 1). Amber items can be used to make up the remaining items.
Labelling	<i>Traffic Light System</i> labelling should be included on all menu items (at point of sale (i.e. menu, price label) or on the item itself).
Promotion and placement	Green category choices should be promoted at all occasions and placed in the most prominent areas (e.g. at eye level in fridges/shelves, at points of sale). Red choices should not be promoted and should be placed in the least prominent areas.

4.2.4 Vending machines

Category of foods	Vending machines should supply at least 50 per cent of items from the Green category and no more than 20 per cent from the Red category (as outlined in Appendix 1). Amber items can be used to make up the remaining items.
Labelling	<i>Traffic Light System</i> labelling should be included on all vending machines.

5. Responsibility/accountability

5.1	<p>Managers, Coordinators, Team Leaders and Supervisors</p> <ul style="list-style-type: none"> • Must ensure that all employees are made aware of the Policy. • Must maintain a workplace culture that protects, improves and promotes health and wellbeing. • Must oversee the implementation and review of the Policy and seek feedback from employees. • Should promote and encourage staff involvement with the Victorian Achievement Program (Healthy Workplaces).
5.2	<p>Employees</p> <ul style="list-style-type: none"> • Must read and understand the Policy. • Must maintain a workplace culture that protects, improves and promotes health and wellbeing. • Should observe the Policy while on work related duties. • Should ensure that all contractors, caterers and suppliers are made aware of the Policy, and provide them with a copy of the Policy and guide.
5.3	<p>Contractors, caterers and suppliers involved in food provision</p> <ul style="list-style-type: none"> • Should read and understand the Healthy Food and Drink Policy and accompanying guide. • Should ensure food and drink provision and promotion complies with the Policy.

6. References and links to legislation and other documents

Name	Location
Australian Dietary Guidelines	www.eatforhealth.gov.au
Healthy Choices: Food and drink classification guide	www.health.vic.gov.au
Healthy Choices: Healthy eating policy and catering guide for workplaces	www.health.vic.gov.au
Healthy Choices: Policy guidelines for sport and recreation centres	www.health.vic.gov.au
Melton City Council and Wellbeing Plan 2017–2021	www.melton.vic.gov.au
Melton City Council 'Healthy Options' Workplace Health and Wellbeing Strategy 2018-2021	www.melton.vic.gov.au
Melton City Council Workplace Health and Wellbeing Policy	www.melton.vic.gov.au
Victorian Government Achievement Program	www.achievementprogram.health.vic.gov.au
Healthy Eating Advisory Service	www.heas.health.vic.gov.au

7. Acknowledgement

The Policy is based on the template provided in the Victorian Government's '*Healthy Choices: Healthy Eating Policy and Catering Guide for Workplaces*' (2016).

8. Appendix

Appendix 1 – *Traffic Light System*

Appendix 2 – *Meal and quantity guidelines*

Appendix 1 – Traffic Light System

The *Traffic Light System* is based on principles from the Victorian Government's *'Healthy Choices: Food and Drink Classification Guide'* (2016). These guidelines classify food and drink into three categories according to their nutritional value:

Green category food and drinks Green category food and drinks are the healthiest choices and should be actively promoted and provided at all times. Green food and drinks should make up the majority (more than 50 per cent) of all food and drinks provided.

Amber category food and drinks Amber category food and drinks are to be selected carefully and consumed in moderation. Smaller portions should be ordered where possible.

Red category food and drink Red category food and drinks are not essential in a balanced diet. Promotion of these items is to be avoided. If supplied, these food and drinks should be provided in small portions only, and include reduced fat, reduced sugar and/or reduced salt options, used alongside low fat cooking techniques where possible.

Examples of the foods within each category include:

Green Category - Best Choices	
Food Type	Examples
Grain (cereal) foods	<ul style="list-style-type: none"> • Whole-wheat breads, rolls, bagels, English muffins, pita, raisin or fruit breads, tortillas, Lebanese and Turkish breads. • Plain corn or rice cakes and crispbreads. • Plain rice, pasta, plain unflavoured noodles, barley, buckwheat, semolina, polenta, burghul, cracked wheat, couscous and quinoa. • Wholegrain breakfast cereals that are high in fibre and lower in salt and added sugar. Examples include wheat biscuits, cereal flakes with a variety of grains, bran, porridge and untoasted muesli. • Filo pastry.
Fruit	<ul style="list-style-type: none"> • All fresh and frozen fruit. • Fruit puree or canned fruit in natural juice or water with no added sugar. • Stewed fruit with no added sugar.
Vegetables	<ul style="list-style-type: none"> • All fresh, frozen, and canned vegetables (low-salt canned varieties are preferred).
Legumes	<ul style="list-style-type: none"> • Beans (such as kidney, soy, mung, cannellini), lentils, chickpeas, split peas and baked beans.
Milk, yogurt, cheese and alternatives	<ul style="list-style-type: none"> • Plain reduced-fat milk. • Reduced-fat plain and flavoured yoghurt and custard.

Green Category - Best Choices	
	<ul style="list-style-type: none"> • Cheese naturally lower in fat (such as cottage and ricotta) and reduced-fat forms of other cheeses (such as reduced-fat cheddar). • Calcium-fortified dairy alternatives (such as soy, rice and almond milks, soy or coconut yogurt). • Reduced-fat flavoured milk and calcium-fortified alternatives that are equal or less than 900kJ per serve.
Lean meat/poultry, fish, eggs and alternatives	<ul style="list-style-type: none"> • Lean meat (such as beef, pork, lamb, veal, chicken, turkey) with visible fat and skin removed. • Fresh and frozen fish. • Canned fish in spring water. • Eggs, tofu and bean curd.
Nuts and seeds	<ul style="list-style-type: none"> • Plain, unsalted, unroasted/dry nuts and seeds in serves up to 30g. • All nut and seed pastes with no added sugar, salt or fat.
Mixed meals	<ul style="list-style-type: none"> • Some commercial or freshly prepared ready to eat meals, mixed hot-food dishes or plated dinners that are lower in fat, salt and added sugar and use vegetables, legumes and beans, lean meats, wholegrains and reduced-fat cheeses.
Sauces, soups, dips and dressings	<ul style="list-style-type: none"> • Pasta and simmer sauces, soups, dips, mayonnaise and salad dressings that are low in saturated fat and salt.
Drinks	<ul style="list-style-type: none"> • Plain, unflavoured water (tap, spring, mineral, soda, sparkling) and flavoured mineral water with natural essence and no added sugar. • Reduced-fat plain milk and calcium-fortified milk alternatives (soy, rice, almond). • Reduced-fat flavoured milk and calcium-fortified flavoured milk alternatives that are equal or less than 900kJ per serve. • Tea and coffee without added sugar.

Amber Category - Choose Carefully

Food Type	Examples
Grain (cereal) foods	<ul style="list-style-type: none"> Some savoury breads, scrolls, focaccias and twists. Some breakfast cereals with higher fat and sugars, and lower fibre than the Green category equivalent. Reduced-fat puff pastry.
Fruit and vegetables	<ul style="list-style-type: none"> Canned or stewed fruit with added sugar (such as syrup or jelly). Dried fruit in serve sizes up to 30g. Some fruit leathers, straps and dried fruit bars with no added sugar. Ice blocks, ice crushes, gelato and sorbet based on pure fruit juice with no added sugar in serve sizes up to 250ml. Vegetables roasted in oil, marinated and pickled vegetables and olives.
Milk, yogurt, cheese and alternatives	<ul style="list-style-type: none"> Regular-fat plain milk and plain or flavoured yogurt and custard. Reduced-fat flavoured milk and flavoured milk alternatives that are between 900–1,600 kJ per serve. Regular-fat flavoured milk and flavoured milk alternatives that are equal to or less than 1,600 kJ per serve as sold. Regular-fat forms of cheese.
Meat and alternatives	<ul style="list-style-type: none"> Meat or poultry with visible skin or fat. Fish canned in brine, oil or flavoured sauce. Some meat products and lean, processed meats (such as uncrumbed/crumbed burger patties, balls or strips) and some lean, reduced-salt deli meats (roast beef/turkey breast slices, pastrami, chicken breast pieces) in small serving sizes.
Nuts and seeds	<ul style="list-style-type: none"> Salted nuts and seeds. Nut and seed pastes with added sugar, salt or oil.
Unsaturated fats and oils	<ul style="list-style-type: none"> Mono- or poly-unsaturated margarines and oils such as canola, olive, peanut, sesame, sunflower, safflower, soybean, flaxseed.
Single hot-food items, ready to eat meals and snack foods	<ul style="list-style-type: none"> Items that are lower in fat and sodium than the Red category equivalent. Specific details of items that meet these requirements can be found in <i>Healthy Choices: food and drink classification guide (2016)</i>. Savoury-topped breads and pizzas with wholemeal flour and reduced-fat cheese. Steamed dim-sims and spring rolls. Oven-baked potato products. Savoury snack foods (i.e. biscuits, crispbreads and popcorn). Wholemeal muffins or scones with added fruit and vegetables.

Amber Category - Choose Carefully

	<ul style="list-style-type: none"> • Uncoated, un-iced sweet biscuits. • Ice-creams, milk or soy-based ice confections and dairy desserts made with reduced-fat milk. • Ready to eat meals, mixed hot-food dishes and plated dinners.
Drinks	<ul style="list-style-type: none"> • Regular-fat plain milk, and reduced-fat flavoured milk and flavoured milk alternatives that are between 900–1,600 kJ per serve as sold. • Regular-fat flavoured milk and flavoured milk alternatives that are equal to or less than 1,600 kJ per serve as sold. • Fruit and vegetable juices of at least 99 per cent juice with no added sugar in serve sizes up to 250ml. • Ice crushes (such as Slurpees™, slushies) based on at least 99 per cent fruit juice with no added sugar in serve sizes up to 250ml. • Artificially sweetened drinks with no added sugar in serving sizes up to 250ml.

Red Category – Limit

Confectionary	<ul style="list-style-type: none"> • All types including lollies (boiled, soft), jelly, juice jellies, jelly beans, licorice, marshmallow, regular mints, bubble gum, carob, chocolate, chocolate spreads (such as chocolate and hazelnut spread), hundreds and thousands, sprinkles, syrups, chocolate coating, carob coating, yogurt-flavoured coating.
Saturated and trans fat and oils	<ul style="list-style-type: none"> • Butter, dairy-blend spreads. • Lard, tallow, copha, ghee, cooking margarine, palm oil, cottonseed oil, coconut oil. • Cream, coconut cream and regular coconut milk.
Fried foods	<ul style="list-style-type: none"> • Foods fried in large amounts of oil (such as schnitzel). • Deep-fried foods (such as hot chips, spring rolls, dim-sims, fish, tempura).
Single hot-food items, ready to eat meals and snack foods	<ul style="list-style-type: none"> • Items that are higher in fat, sodium and sugar, and in large serve sizes: <ul style="list-style-type: none"> ○ Savoury pastries such as pies, sausage rolls and pasties. ○ Crumbed and coated meat products such as schnitzels. ○ Sausages, frankfurts, saveloys and chorizo. ○ Processed meats such as Devon, Strasburg, salami, kabana and bacon. ○ Savoury snack foods, (i.e. biscuits and crisps). ○ Cakes, slices and sweet pastries. ○ Sweet snack foods, bars and biscuits.

Red Category – Limit	
	<ul style="list-style-type: none"> ○ Ice-creams, milk or soy-based ice confections and dairy desserts.
Sweet spreads and toppings	<ul style="list-style-type: none"> ● Jam, chocolate spreads, honey, syrups, condensed milk, sugar, and sprinkles.
Drinks	<ul style="list-style-type: none"> ● Sugar-sweetened drinks such as soft drinks, flavoured waters, flavoured mineral waters, flavoured teas, fruit drinks (less than 99 per cent fruit juice), cordials, sports waters, sports drinks, energy drinks, ice crushes (Slurpees™, slushies). ● Artificially sweetened energy drinks in serve sizes over 250ml. ● Flavoured milk and flavoured milk alternatives that are more than 1,600 kJ per serve as sold.
Alcohol	<ul style="list-style-type: none"> ● Refer to Council's Council and Community Alcohol (Liquor) Policy and Framework. These strategic documents apply a settings and cultures lens to the service and supply of alcohol, where an appropriate responsible service culture and harm minimisation approaches are determined as relevant to the context. ● The Council and Community Alcohol (Liquor) Policy should be applied whenever the service and supply of alcohol is being considered across the City of Melton. The Social Planning and Wellbeing Team are available to assist your case by case assessments. ● Refer to Australian Guidelines to Reduce Health Risks from Drinking Alcohol. ● Where alcohol is supplied, it should be offered in accordance with the National Guidelines for Alcohol Consumption (Alcohol Guidelines). ● The Alcohol Guidelines recommend: <ul style="list-style-type: none"> ○ No more than two standard drinks on any day to reduce your risk of alcohol-related disease or injury over a lifetime, and ○ No more than four standard drinks on a single occasion to reduce risk of alcohol-related injury arising from that occasion. ● Non-alcoholic beverages, in line with the drinks outlined in this Policy and low alcohol beverages should be offered when alcohol is available.

Source: 'Healthy Choices: Food and Drink Classification Guide' (2016)

Appendix 2 – Meal and quantity guidelines

Items	Serving Suggestions	Not Recommended
Sandwiches	<p>Offer a variety of breads, sandwich types and fillings; try finger or pinwheel sandwiches, open-faced, bread rolls, pita pockets or lavosh wraps. Use a wide variety of breads and rolls including:</p> <ul style="list-style-type: none"> • multigrain • wholemeal • rye • high-fibre white • lavosh or other flat breads • bagels • plain foccacias or turkish bread • small baguettes. 	<p>Large portions of high fat savoury breads such as garlic or pull-aparts topped with cheese and processed meats such as bacon or salami.</p> <p>Large portions of breads such as long hot dog rolls, ciabatta and focaccia.</p>
Sandwich spreads	<p>Use spreads or condiments sparingly. Try alternatives such as avocado, cottage cheese, ricotta, reduced-fat cream cheese, mustards, relishes, chutney, hommus, tzatziki or low-fat mayonnaise.</p>	<p>Butter, dairy blend spreads, mayonnaise, oil-, cream- and/or cheese-based dips such as aioli, sour cream, tapenades, pesto.</p>
Sandwich fillings	<p>Lean cuts of meats, meat alternatives or reduced-fat cheeses:</p> <ul style="list-style-type: none"> • roast beef • roast chicken with no skin • lean turkey, chicken breast or ham • tinned fish (canned in spring water) • eggs • ricotta or cottage cheese • reduced fat hard or soft. <p>Use plenty of raw salad and vegetables, roasted or grilled vegetables drained of oil.</p>	<p>Luncheon meats such as salami, chicken loaf, cabana, devon, bacon, Strasburg or Mortadella.</p> <p>Do not add salt to sandwiches or filling ingredients.</p>
Salads	<p>Offer a variety of salads, such as garden, bean, pasta, rice or noodle, potato, tabouleh, couscous, coleslaw, roasted vegetables or egg salad.</p> <p>Use balsamic vinegar/lemon juice dressings, or low fat mayonnaise or yoghurt dressings. Offer dressing on the side.</p> <p>If accompanied by meat, use:</p> <ul style="list-style-type: none"> • lean (visible fat-trimmed), uncrumbed meats that have been grilled, roasted or cooked in minimal amounts of poly- or mono-unsaturated oil. • lean chicken (with no skin) 	<p>Salads containing deep-fried croutons, bacon or coated meats that have been deep fried.</p> <p>Cured meats such as salami, chicken loaf, cabana, devon, bacon, Strasburg or Mortadella.</p>

Items	Serving Suggestions	Not Recommended
	<ul style="list-style-type: none"> • lean ham (no visible fat) • fish canned in spring water. <p>If accompanied by cheese, choose reduced-fat varieties where possible, such as ricotta or cottage cheese.</p> <p>If accompanied by nuts, choose plain and/or dry-roasted, unsalted and unfried nuts.</p>	
Salad dressings	<p>It is preferable to leave salads undressed or serve dressing separately.</p> <p>Low oil or no oil dressings such as lemon, orange or lime juice, natural yoghurt, balsamic or wine vinegar with herbs or pepper.</p> <p>Reduced fat, low oil, no oil or low kilojoule commercial dressings. Use dressings made with poly- or mono-unsaturated oils, for example, canola, sunflower, sesame, olive and peanut oils.</p>	<p>Do not add salt to salads or dressings.</p> <p>Cream or mayonnaise-based dressings such as Caesar or sour cream.</p>
Sushi and rice paper rolls	<p>Try options that contain lean, uncoated and uncrumbed meats, egg or seafood and use a variety of vegetable fillings.</p> <p>Use low-fat, reduced-salt ingredients in dipping sauces such as:</p> <ul style="list-style-type: none"> • reduced salt soy sauce or reduced salt fish sauce with fresh herbs, garlic, onion or shallots. 	<p>Sushi or rice paper rolls containing deep-fried, coated or battered ingredients.</p> <p>Cream or oil-based sauces.</p>
Finger foods, antipasto and dips	<p>Vegetable-based salsas or relishes such as tomato, bean or capsicum.</p> <p>Reduced-fat yoghurt-based dips such as beetroot, eggplant, capsicum, avocado, tzatziki or hummus.</p> <p>Roasted or grilled vegetables served drained of oil.</p> <p>Olives served drained of oil.</p> <p>Lean cold meat such as roast beef or skinless baked chicken, pastrami or shaved lean ham.</p> <p>Hot options such as lean meat and vegetable kebabs, mini frittatas or bruschetta.</p> <p>Fresh cut fruit and/or vegetable sticks.</p> <p>A variety of different breads, rice crackers, water crackers or crisp breads – wholemeal varieties where possible.</p> <p>Vegetable-based frittatas.</p>	<p>Deep-fried items including savoury pastries such as dim sims, spring rolls, samosas; coated or crumbed meat or vegetable products; and potato chips, wedges, gems, scallops or hash browns.</p> <p>Hot or cold savoury pastries such as pies, croissants or quiches.</p> <p>High fat cured meats such as salami, chicken loaf, cabana, devon, bacon, Strasburg or Mortadella.</p> <p>Oil, cream and/or cheese based dips such as aioli, sour cream, tapenades and pesto.</p>

Items	Serving Suggestions	Not Recommended
Fruit platters	Whole, sliced or cut pieces of fresh fruit. Fresh fruit skewers with low-fat or reduced-fat dipping sauces such as: <ul style="list-style-type: none"> • fruit purees • yoghurt • whipped ricotta. 	Whipped cream or chocolate.
Cheese and cheese platters	Small serves (40g per person) of cheese (low- or reduced-fat where possible) such as cottage, ricotta, fetta or hard cheeses with a variety of accompaniments such as: <ul style="list-style-type: none"> • different bread varieties, wholemeal salt-reduced crispbread and crackers, pita bread, lavosh, rice cracker or water crackers • fresh fruit and small amounts of dried fruit • fresh cut vegetable sticks with reduced fat dips • roasted or grilled vegetables (served drained of oil) • plain and/or dry roasted unsalted nuts. 	Large portions or blocks of all cheese varieties. High fat or high salt crackers.
Drinks	Offer a variety of hot and cold options: <ul style="list-style-type: none"> • chilled plain and sparkling water • plain and decaffeinated coffee • plain and herbal teas • reduced fat milk for tea and coffee • artificial sweetener for hot beverages • 99-100 per cent fruit juice with recommended serve size of 250mL per person (not sweetened fruit drinks). Serving in small cups is recommended. 	Soft drinks, fruit drinks, cordials, energy or sports drinks. Large serves of fruit juice per person.

Determining quantities

As a guide, serving size suggestions are outlined below.

Breakfast, morning or afternoon tea:

- 1 piece of vegetable-based frittata per person; and
- 1 medium piece (e.g. apple, banana or pear), 2 small pieces (apricot, plum or kiwi fruit) or 1 cup of diced or canned fruit per person.

Lunch or dinner:


- 1 sandwich or wrap per person; wholemeal bread is preferred. Offer an assortment of fillings such as reduced-fat cheese, lean meats or alternatives such as eggs, and plenty of salad.
- 1 cup of green leafy or raw salad vegetables per person, or ½ cup cooked vegetables per person; and
- 1 medium piece of fruit (e.g. apple, banana, pear) or two small pieces (apricot, plum, kiwifruit) or a cup of diced or canned fruit per person.

Drinks:

- provide water (preferably served in non-disposable jugs/bottles) as the main drink at meetings
- plain coffee, herbal teas with reduced fat or skim milk; and
- artificial sweetener for hot drinks.

Note: To minimise catering waste, discuss recommended quantities with caterer.

Source: *'Healthy choices: healthy eating policy and catering guide for workplaces'* (2016)

	<h2>Fireworks Policy</h2>
Version No.	V1.0 March 2019
Endorsement	Executive, 28 March 2019 Policy Review Panel, <insert date>
Authorisation	Council, <insert date>
Review date	1 July 2020
Responsible officer	Manager Engagement and Advocacy
Policy owner	Coordinator Events

1. Purpose

This policy outlines requirements for authorised use of fireworks/pyrotechnics within the City of Melton. Melton City Council is committed to ensuring that all events with planned fireworks/pyrotechnic displays held on Council owned or managed land are safe, well planned, and further consider and manage potential impacts.

This policy aims to provide clear guidelines for the use of fireworks within the City of Melton.

This policy further aims to

- Guide Council officers in assessing applications for fireworks on Council land and buildings/assets.
- Ensure event organisers undertake all appropriate planning when discharging fireworks/pyrotechnics on Council land or assets.
- Address nuisance and amenity concerns regarding to the use of fireworks/pyrotechnics within the City of Melton.

2. Scope

Council's function in assessing a fireworks application is limited to community impacts associated with the potential noise/disruption from fireworks displays, proximity to residences, litter, traffic and environmental impacts.

This policy applies to the following:

- All decisions and approvals made by Council Officers, in respect of fireworks displays conducted within the City of Melton on Council owned or managed land.
- To event organisers wishing to conduct fireworks displays on Council owned or managed land only.

Council retains the right to intervene in fireworks/pyrotechnics displays held on private land, if in Council's view, there is a foreseeable negative impact to the broader community.

This policy supplements existing Council policies and procedures such as:

- Events Policy
- Internally Managed Event Procedure
- Externally Managed Event Procedure
- Event Management Guide.

3. Definitions

Word/Term	Definition
Bookable space	An open space within the municipality that is owned or operated by Council that may be reserved for exclusive use by the event organisers.
Council land	Includes "local government land" and "public roads" as defined in the <i>Local Government Act 1989</i> (as amended).
Event	<p>An organised one-off or infrequent occurrence to be held within the City of Melton on public land (outdoors) or public buildings (indoors), where people assemble at a given time and location for the purpose of entertainment, recreation, community, ceremonial or promotional purposes, either for free or for the payment of a fee and include but not limited to:</p> <ul style="list-style-type: none"> • Concerts and shows or other gatherings showcasing • performing arts • Fundraising events • Military Commemoration • One off sporting events • Film screenings • Festivals and fairs • Exhibitions • Civic, civil and religious ceremonies • Historical or significant commemorative celebrations • Corporate activations or promotions • Publicised social gatherings with or without infrastructure <p>For the purpose of this Policy, an event is any planned public or social occasion that takes place wholly or partly on public land (including roads, footpaths, parks, Council venues, community facilities and sports grounds).</p>
Event Permit Application	The application for all events run externally, by third party event organisers. Successful completion of the application is required for the proposed event to be granted an Event Permit and a subsequent Fireworks Permit.
Event Organisers	The individual or organisation responsible for producing the event. This will usually be the person/organisation listed on the event application form or the permit holder.
Community Event	An event managed and delivered by a community group, business or individual. This type of event may have the purpose of education, fundraising, tourism or similar with the primary aim to provide economic or social benefits to the local community. Such events encourages local celebration and/or community capacity building.
Non-profit organisations	An organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect.
Private Event	An event that is either ticketed, or targeted to a selected audience or is attended by invitation only.
Provisional approval	The event location is approved and the date is being held while the event application progresses to the next stage of assessment. An event permit is required before the event can proceed.
Public Events	Events conducted by 'non-profit' organisations that occur in public places within the City of Melton, and which are open to all members of the public, whether upon payment of a fee or not.

4. Policy

Melton City Council may issue a permit approving the discharge of fireworks on Council owned or managed land subject to the following conditions:

- Fireworks/pyrotechnics displays on Council owned or managed land and buildings are for the specific purpose of public/community events only.
- The event organiser has obtained "provisional approval" from Council's Leisure Department for the Council owned land in which they plan to set up the pyrotechnic display, prior to submitting their applications for both Events and Fireworks Permits.
- All applications are to be received in writing at least sixty days prior to the fireworks event.
- All fireworks displays must be approved in writing by Council
- Fireworks displays may generally occur up to 10.00pm.
- Event organisers must ensure that all residential properties within a 1.5 kilometre radius of the site must receive a notice of the display detailing the date, time and duration of the display and a precautionary warning for animals and individuals that may be affected by loud noises.

4.1. Council's Fireworks Application Process

As part of the approval assessment process for a fireworks display, licensed fireworks contractors and/or community event organisers are required to apply for an Event Permit from Melton City Council.

Event organisers are required to complete the following steps in order for their application for fireworks permit to be considered by Council.

Step One: Review Councils community event management documents available at melton.vic.gov.au, including (but not limited too):

- Event Management Guide
- Council's Event Policy
- Externally Management Event Procedure

Step Two: Complete council's online Event Permit Application, ensuring the following requirements have been met and submitted with completed Fireworks Permit Application form:

- Provisional approval has been granted by Council's Leisure team for the fireworks location.
 - Note: Not all open spaces within the municipality are bookable. A complete lists of those spaces available for exclusive use may be found on Council's website. It is the responsibility of the event organiser to select and assess the suitability of the bookable site for each event.
- The certified pyrotechnician (on behalf of the) event organiser has provided a copy of the "Notification of intention to discharge fireworks" form issued by Worksafe Victoria prior to 28 days out from the event.
- The event organiser has provided Council with a site plan – illustrating the fireworks exclusion zones and public viewing areas.
- The provision of evidence that the event has public liability insurance for a minimum of \$20 million.

- The provision of evidence that the pyrotechnician has public liability for a minimum of \$20 million.
- The provision of the pyro technician's license details

Step Three: Notify Victoria Police station and CFA branch, providing details of proposed date, time and duration of fireworks/pyrotechnics display.

All event organisers are responsible and accountable for keeping accurate and complete records of their activities related to both their event and to fireworks/pyrotechnic display. Records created, received and maintained by organisers in conducting fireworks displays must be kept as evidence.

4.1.1. Approval and Permitting

Timeframes are dependent on the complexity and size of the event with approval and permitting processes running from four weeks up to six months. Event and Fireworks Permits will only be issued after all requirements are met. Including but not limited to:

- All event documentation received and approved from the event organiser
- All process/procedures are approved (i.e. traffic management plans, risk management plans)
- Approval is received from all applicable Council stakeholders including:
 - Leisure and Recreation Services
 - Venues
 - Parks and Operations
 - Events
 - Design and Traffic
 - Building Services
 - Community Development
 - Economic Development and Tourism

4.2. Council's decision making process

Applications for fireworks/pyrotechnic displays will be assessed for their impact on the local community and amenity and may be approved with conditions or declined with reasons provided.

In assessing an application for fireworks, Council will:

1. Consult with;
 - The Victorian Work-Cover Authority; and/or
 - The relevant fire authority (i.e. CFA or MFB); and/or
 - Additional relevant authorities/emergency services (e.g. Victoria Police)
2. Consider the proposed location, and likely implications to surrounding residents, traffic and pedestrian management.
3. Consider whether any, and if so what type of, safety measures are to be implemented and used at the time of the proposed fireworks (e.g. traffic and pedestrian management plans, risk and emergency management plans).
4. Consider the date, time and purpose for the fireworks display, noting that displays may generally occur up to 10.00pm.
5. Consider the number of applications received for the same/similar time period from a same/similar location.
6. Not grant permission for fireworks in a Council owned or managed public space unless the applicant agrees to:

- a. Provide evidence that the event organiser has public liability cover for minimum \$20 million.
- b. Provide evidence that pyro-technician contracted has public liability insurance for a minimum \$20 million.

4.2.1. Public Notice of Fireworks Display

Council will require an applicant to provide prior notice:

- To adjoining landowners and/or residents of the proposed fireworks display those situated within a 1.5km radius. Such notice should be provided by Registered Australia Post mail service 28 days prior to the event. This notification will provide the exact date, time and duration of the proposed fireworks display.
- In a local newspaper which circulates throughout the municipality no more than 21 days prior and no less than seven days prior to the event. Such notice will advertise the date and approximate time of the fireworks display in a prominent location of the premises where the display is to take place.

Council will request the applicant to show proof of the above notifications prior to the event being conducted. Failure to do so may result in the permit being revoked.

4.2.2. OH&S and Risk Management

Council and its officers offer no expertise or authority to act in the determining of the safety requirements including the handling, storage and safety clearance required for fireworks. Melton City Council does not assess fireworks applications for compliance with the requirements of the relevant legislation for the use and storage of fireworks. The assessment of safety and risk management for fireworks is the sole responsibility of the Licensed Fireworks Contractor and WorkSafe Victoria.

Event organisers and fireworks contractors have an obligation to ensure that all potential risks associated with an event are identified and managed. Event organisers are required to have in place appropriate systems for incident/injury management and timely reporting. Council must be notified in writing within 24 hours of the conclusion of the event of any incidents that occurred throughout the event and actions taken.

4.3. Permit Conditions

Where Council issues a permit to allow fireworks on Council owned or managed land, it may set on the permit such conditions as it deems appropriate to the matter.

Council reserves the right to withdraw permission for any fireworks/pyrotechnic display at short notice. This is in consideration with extreme climatic conditions, which Council (and other authorities such as the CFA) deems has the potential to adversely affect the amenity and safety of the area.

- No display shall occur on any day of total fire ban or EPA Smog Alert Day.
- No display shall occur on any day where the prevailing winds exceed 10 knots

Melton City Council will not be held responsible for any loss of monies in the event that Council withdraws permission for fireworks or pyrotechnic displays.

4.3.1. Appeal process

Appeals regarding the fireworks/pyrotechnic permitting process:

- Are to be addressed in writing to either the Coordinator of Events or the Manager Engagement and Advocacy.
- Will be addressed against this Policy, the Events Policy and Externally Managed Events Procedure

- Will be considered by an internal working group and where applicable, with the input of external regulatory bodies
- Outcomes will be issued in writing within fourteen (14) working days.

5. Responsibility /Accountability

5.1	Coordinator Events The Events Coordinator is the policy owner and is responsible for updating and amending this policy and related policy procedures.
5.2	Event Organisers All event organisers are responsible for ensuring they notify Council and relevant departments of their intentions to engage a qualified pyro technician for the purposes of conducting a fireworks display.
5.3	All Officers that advise and have a regulatory/compliance role in the delivery of events with fireworks/pyrotechnic displays within the City of Melton. <ul style="list-style-type: none"> • Design & Traffic (Engineering Services) Responsible for approving Traffic Management Plans for events in the municipality. They will advise on requirements and permissions for road closures and considerations for fireworks/pyrotechnic displays that may be adjacent to a main road. • Events Team (Engagement and Advocacy) Responsible for approving issuing Event Permit with the inclusion of Fireworks • Leisure Services (Recreation and Youth) Responsible for provisional approval of any bookable open space with the municipality. • Local Laws (Compliance) Responsible for ensuring compliance with Local Laws in conduct and activities in Council buildings, on reserves and roads. • Parks (Operations) Responsible for assessing a fireworks application with potential to litter and the environmental impacts of the open space reserved as the firing zone.

6. References and links to legislation and other documents

Name	Location
Local Government Act 1989 (as amended)	http://classic.austlii.edu.au/au/legis/vic/consol_act/lga1989182/
Externally Managed Event Procedure	Policy Intranet
Events Policy	Policy Intranet
Event Management Guide	Policy Intranet
Event Permit Application Form	www.melton.vic.gov.au
Notification of intention to discharge fireworks advice	www.worksafe.vic.gov.au