# PURPOSE

The purpose of this Procedure is to ensure the appropriate use of healthy catering for various in-house/on-site business functions within Wannon Water and that appropriate food choices are made in line with employee health and wellbeing.

# SCOPE

The Catering Procedure applies to the entire corporation where food is to be handled and consumed on-site. The Managing Director or delegate can authorise an exemption for social events and/or events that may be outside the scope of this guideline, e.g., End of Year Function.

# Procedure

## When to order catering

**A work lunch can be provided at:**

* Full day workshop/training session.
* Working lunch meetings where employees work through their lunch break and do not have a lunch break prior or at conclusion of the meeting.
* Business meetings involving external guests requiring travel over the lunch period.
* Special circumstances with authorisation is provided by the relevant General Manager.

## Where to order catering from:

**Warrnambool Catering**  
**Catering for the Warrnambool area should be prioritised from the “Current Catering for Warrnambool”section**.   
The Warrnambool area is deemed to include the following locations:

* Office – 23 Gateway Road
* Depot – 29 Strong Street
* Water Treatment Plant – Grieve Street
* Water Reclamation Plat – Elliot Street

**Camperdown/Hamilton/Port Fairy/Portland Catering –** See individual office or depot pages on waterSHED for more information.

**Current Catering for Warrnambool:**

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**Wytons Events & Catering – Delivery**

91 Kepler Street, Warrnambool

Ph: (03) 5562 3132

Email: [hello@wyton.com.au](mailto:hello@wyton.com.au)

Corporate catering menu: <https://www.wyton.com.au/corporate-catering>

A chef holding a bowl of food

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**McMahons Family Catering – Delivery**

197-205 Timor Street, Warrnambool

Ph: 0432 299 233

Email: [info@mcmahonfamilycatering.com](mailto:info@mcmahonfamilycatering.com)

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**Café Lava – Pickup only**

237 Lava Street, Warrnambool

Ph: (03) 5561 0001

Email: [cafelavawarrnambool@hotmail.com](mailto:cafelavawarrnambool@hotmail.com)

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**Pig & Pie Bakery – Pickup Only**

1/57 Mortlake Road, Warrnambool

Ph: (03) 5562 0039

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**Subway – Pickup only**

745 Raglan Parade , Warrnambool (CBD)

Ph: (03) 5562 6100

Email: [subwaywarrnambool@hotmail.com](mailto:subwaywarrnambool@hotmail.com)

Menu: <https://order.subway.com/en-au/catering>

## What to order:

Food and drinks supplied for workplace catering must be consistent with the [Healthy Choices Guidelines](https://heas.health.vic.gov.au/healthy-choices/guidelines). The Traffic Light System classifies food and drinks into the following groups:

**GREEN** – best choice, to be available at all times and promoted and encouraged when food and drinks are provided by the workplace. E.g., Fruit, vegetables, lean meat/poultry, fish, eggs or alternatives, reduced-fat yogurt, water etc.

**AMBER** – choose carefully and avoid large serves. E.g., Savoury-topped breads and pizzas with wholemeal flour and reduced-fat cheese, wholemeal muffins or scones with added fruit and vegetables etc.

**RED** – limit this category of food and drinks. E.g., pies, sausage rolls, slices, cakes, soft drinks etc.

For workplace catering purposes, red items should be avoided. Some events may be exempt from this procedure with authorisation from the Managing Director or delegate. For occasions of unofficial catering, such as birthdays or farewells, where food is being provided by staff at no cost to the Corporation, green and amber are encouraged while red items should be limited.

Based on the [Healthy Choices Guidelines](https://heas.health.vic.gov.au/healthy-choices/guidelines), a *Working Lunch* should include green and amber items and can be a combination of the following:

|  |  |
| --- | --- |
| General | * Sandwiches (grain, high fibre white, rye breads) * Flat bread & pita bread wraps * Savoury muffins & scones * Quiche (warm or cold) * Platters with fruit (dried/fresh), vegetable sticks, hard cheese, crackers, nuts & dips (e.g., hummus, tzatziki) |
| Summer | * Sushi rolls * Rice paper rolls * Yoghurt (low fat) |
| Winter | * Soup * Risotto * Noodle box |

Special dietary requirements may be ordered outside of the above list of items if required.

## Who can order catering:

Using this Procedure and the *List of Caterers*, employees organising a business meeting can make their own catering arrangements. All catering requests must be accompanied by a Wannon Water Purchase Order.

The caterer must be provided with the Purchase Order number along with the date of meeting, time of delivery, address for delivery and number of people catered for.

You may place a request to your team administrative support person to arrange catering, but it must be requested **at least two** **days** before the required catering date for them to provide this service to you.

## Safe Food Handing

All food being handled must comply with the Victorian Food Act 1984:

* All cuts and wounds are to be completely covered by a waterproof wound strip or bandage.
* Sick persons must not handle food.

Serving tongs used where possible to prevent cross contamination of food

# Roles and responsibilities

| **Position** | **Roles and responsibilities** |
| --- | --- |
| All employees | All employees must follow this procedure when organising catering |

# Defini**tions**

|  |  |
| --- | --- |
| Term | Means |
| Nil |  |

# Governance

|  |  |
| --- | --- |
| **Parent policy/standard** | Gifts, Benefits & Hospitality Policy |
| **Associated procedures/standards** | N/A |
| **Relevant legislation** | Victorian Food Act 1984 |
| **Approval** | Community and Corporate Services General Manager |
| **Procedure owner** | Community and Corporate Services General Manager |
| **Content enquiries** | Fleet and Facilities Coordinator |

# Document version history

|  |  |
| --- | --- |
| Version | Changes made to document |
| 2 | * Updated to the new so:control template * Removed reference to Tasty Plate and respective service agreement |
| 3 | * Update to current catering list. |