



Policy Owner: General Manager

Direction: 5. Our Civic Leadership

1. STATEMENT OF INTENT

- 1.1 In accordance with the *Mayor and Councillors Facilities and Benefits Policy* meals/refreshments (i.e. catering) will be provided on evenings of Council, Committee, Reference Group and Working Group meetings, or at any other time deemed appropriate by the Mayor or General Manager whilst on Council business.
- 1.2 The Policy defines the purposes and conditions of Council's provision of catering at the following Council events:
 - a) Council meetings;
 - b) Committee meetings;
 - c) Reference Group and Working Group meetings;
 - d) Councillor Training and Workshops; and
 - e) Public Meetings.

2. ELIGIBILITY

- 2.1 This Policy applies to all Councillors and employees of North Sydney Council as well as contractors working on behalf of Council.
- 2.2 This Policy does not apply to civic ceremonies/events and or public relation events whereby catering may be required. Catering for such events in excess of 10 people will be obtained in accordance with Council's *Sustainable Public Events Policy*, deemed appropriate by the Mayor or General Manger.
- 2.3 Any shared or external meetings (such as NSROC) may be catered for even if they fall below the two-hour limit.

3. DEFINITIONS

- 3.1 Alcohol (liquor) - means any spirituous or fermented fluid of an intoxicating nature. In accordance with legislation, alcohol may only be served to persons 18 years and over.

- 3.2 Non-alcoholic drinks - means any drink that does not contain spirituous or fermented fluid of an intoxicating nature.
- 3.3 Catering - means the provision of food and/or beverage (including alcohol/liquor) services.
- 3.1 Light refreshments - includes food such as sandwiches, sushi, mini savoury pastries and cheese as well as non-alcoholic beverages (including water, juice, soft drink and tea/coffee) as well as biscuits.
- 3.2 Public Meetings - is defined by Council's Community Engagement Protocol as a meeting open to the public for the purposes of consultation/engagement. It does not refer to civic ceremonies/events and or public relation events.

4. PROVISIONS

- 4.1 Refreshments will be provided for the following meetings:
 - 4.1.1 Council and Committee meetings - light refreshments are provided before the meeting for Councillors and the General Manager. This food is provided only for Councillors, the General Manager and if appropriate for staff by invitation from the General Manager. Non-alcoholic drinks will be provided at Council meetings.
 - 4.1.2 Catering may be provided for Extraordinary Council meetings.
 - 4.1.3 Whilst Councillors are not obligated to attend Committee meetings it is preferred that Councillors who will not be attending Committee meetings give their apologies in advance to assist with determining catering requirements.
 - 4.1.4 Reference Group and Working Group meetings - light refreshments may be provided for meetings that are expected to go for more than 1 hour.
 - 4.1.5 Councillor Training and Workshops - light refreshments will be provided for meetings that are expected to go for more than 1 hour.

Councillors not attending are asked to give their apologies in advance to assist with determining catering requirements.
 - 4.1.6 Public Meetings - light refreshments may be provided for events of two hours' duration or less. Catering is required for Public Meetings of two hours' duration or more. Dietary requirements must be taken into

consideration where pre-registration to such an event is applicable. Alcohol will not be provided at Public Meetings.

- 4.1.7 Shared or External Meetings - catering may be provided for shared or external meetings, including Northern Sydney Regional Organisation of Councils (NSROC) meetings and events, where North Sydney Council is the venue host.
- 4.2 Where possible, catering will be provided in a manner which is consistent with the Council's strategic goals regarding environmental sustainability.
- 4.3 A mix of vegetarian and non-vegetarian, healthy food options will be provided at events where catering is required.
- 4.4 Applicable health, safety and food legislation:
 - 4.4.1 The provision of catering on Council premises, whether by Council or otherwise, is required to meet all applicable health, safety and food legislation.
 - 4.4.2 In the case of catering undertaken by Council is responsible for ensuring compliance with all relevant health, safety and food legislation.
 - 4.4.3 In the case of catering undertaken by any other body on Council premises, that body is responsible for ensuring compliance with all relevant health, safety and food legislation.
- 4.5 Where appropriate, any leftover food not consumed within the organisation will be donated to an appropriate organisation that distributes excess food. Refer to the organisation's guidelines regarding what food can/cannot be collected.
- 4.6 Alcohol - will only be provided at the conclusion of meetings or during social events that are deemed appropriate by the General Manager or Mayor. Responsible service of alcohol in accordance with the *Liquor Act 2007* and the *Liquor Regulation 2010* is mandatory at all times.

5. RESPONSIBILITY/ACCOUNTABILITY

- 5.1 The Mayor and/or General Manager are responsible for overseeing the implementation of this Policy. Council recognises the practical need for discretion in determining suitability of catering for particular events. The Mayor and General Manager are authorised to approve catering outside of this policy at their discretion.

6. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following Council policies and documents:

- Code of Meeting Principles and Practices
- Community Engagement Policy
- Mayor and Councillors Facilities and Benefits Policy
- Procurement Policy
- Sustainable Public Events Policy
- Code of Conduct - Councillors and Staff and Fit for Work - Alcohol & Other Drugs in the Workplace (staff policy)

The Policy should be read in conjunction with the following documents/legislation:

- Australian New Zealand Food Standards Code (Standards 3.1.1, 3.2.2 and 3.2.3)
- Food Act 2003
- Food Regulation 2010
- Liquor Act 2007
- Work Health and Safety Act (2011)

Version	Date Approved	Approved by	Resolution No.	Review Date
1	5 August 2013	Council	488	2016/17
2	19 November 2018	Council	424	2020/21