



Healthy Events Guide

LIVING WELL IN LODDON

August 2023

Prepared by the Healthy Eating Active
Living Smoking Vaping Prevention
Working Group



HEAL-SVP

Acknowledgement of Country

The Loddon Shire is on Barapa Barapa and Dja Dja Wurrung Country.

We acknowledge and extend our appreciation for the Barapa Barapa and Dja Dja Wurrung People, the Traditional Owners of the land. We pay our respects to leaders and Elders past, present and emerging for they hold the memories, the traditions, the culture and the hopes of all Barapa Barapa and Dja Dja Wurrung Peoples.

We express our gratitude in the sharing of this land, our sorrow for the personal, spiritual and cultural costs of that sharing and our hope that we may walk forward together in harmony and in the spirit of healing.

Healthy Events Guide Checklist

Health & Hygiene Safety

- ☐ Soap and/or sanitizer in restrooms/toilets and at food stations
- ☐ Procedures and protocols in place to ensure good food hygiene and food safety

Food

- ☐ Provide a bowl of fresh fruit and/or vegetables for free if possible
- ☐ Provide a minimum of one healthy meal/snack option (e.g. salad wraps, fresh fruit, yoghurt)
- ☐ Consider people with special dietary needs. (Intolerances, allergies and cultural considerations)

Drink

- ☐ Make plain drinking water available for free
- ☐ Make your event soft drink and alcohol free! Talk to vendors about restricting the sale of soft drinks and alcohol.

Sun protection

- ☐ Provide adequate shade (e.g. shady trees, umbrellas, marquees)
- ☐ Provide free SPF 30 or higher broad spectrum water resistant sunscreen for attendees
- ☐ Encourage attendees to bring hats & sunscreen via event marketing

Where possible schedule event for early morning or late afternoon/evening to avoid peak UV times (10am-3pm)

Smoke & Vape-free environment

- ☐ Hold your event at a smoke & vape-free venue
- ☐ Ensure adequate smoke and vape-free signage is up at the event

Inclusive and accessible environment

- ☐ Is access to the venue accessible for all?
- ☐ Are the toilets accessible for all?
- ☐ Does your event invitation provide an opportunity for participants to inform event organisers of accessibility requirements (e.g. Auslan interpreter, dietary requirements etc.)
- ☐ Are you promoting your event as inclusive for all? (images of people are inclusive and diverse)
- ☐ Does your event include an Acknowledgement of Country or Welcome to Country

A thorough accessibility checklist is provided on page 18.

Environmental sustainable

- ☐ Recycling and landfill waste bins are provided side by side
- ☐ Avoid plastic crockery and cutlery. Use recyclable, washable or reusable bowls, plates and cutlery.
- ☐ Aim to provide tap water instead of bottled water and encourage people to bring their own re-usable bottle.

A thorough sustainability checklist is provided on page 20.

Fundraising and marketing

- ☐ Remove unhealthy marketing at the event, this may mean putting posters over existing displays
- ☐ Make sure prizes, give-aways, raffles and promotional items are healthy (e.g. hats, fruit basket, sports items, cookbooks etc.)

HEAL-SVP

- ☐ Make contact with one of the HEAL-SVP organisations listed on page 1 to include the logo on your event materials.



Healthy Eating Active Living Smoking Vaping Prevention Working Group

This document was prepared as an initiative of the Healthy Eating Active Living Smoking Vaping Prevention (HEAL-SVP) working group, a partnership between the following health and community services:



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Vision

The Healthy Events Guide is an easy to use resource that provides guidelines and information to consider when planning your next community event or activity.

The guide focuses on eight key areas:

1. Health & Hygiene safety
2. Food
3. Drinks
4. Sun protection
5. Smoke-free environments
6. Inclusive & accessible environment
7. Environmentally sustainable
8. Fundraising & marketing



Introduction

Our health is largely influenced by the environments where we live, learn, work and play. Research shows that communities with smoke-free laws, access to healthy food and safe places to play are healthier than those without these measures.

The HEAL-SVP working group has developed this Healthy Events Guide to support community organisations and groups to create healthy environments. The guide includes **eight key areas** that provide guidance and resources for hosting healthy events.

We all want a healthy community and creating healthy environments for community events is a great place to start!

Why organise a healthy event?

Events are an integral part of community culture. They are a great opportunity to connect and bring people together. By focusing on access to healthy food and drinks, creating sun safe and tobacco-free environments, and thinking about sustainability, community events provide a powerful opportunity to create a culture of health and wellbeing.

In 2019, Healthy Loddon Campaspe (formerly Healthy Heart of Victoria) carried out the Active Living Census in the Loddon Shire to help improve the health and wellbeing of our communities. The results of the survey can be used to understand our community members' use of public open facilities, exercise preferences and reasons why they may or may not eat a healthy diet. When hosting a healthy event, we recommend you read the Active Living Census report along with our Healthy Events Guide to help create a healthy environment for your attendees. You can find more information and download the report under the Active Living Census tab at:

- www.loddon.vic.gov.au/Our-Services/Health-and-wellbeing/Healthy-Loddon-Campaspe

Loddon Shire's Public Health and Wellbeing Plan details council's plans in supporting the community to achieve optimal health and wellbeing over the next four years. To read the plan visit:

- www.loddon.vic.gov.au/Our-Services/Health-and-wellbeing/Municipal-public-health-and-wellbeing-plan

Improving health and wellbeing is a whole-of-community responsibility- we all have a positive role to play as individuals, carers, committee members and as members of organisations. Let's work together to create environments that promote health and wellbeing.

For information on permits and other requirements when holding an event, please refer to [Council's Event Management Guide](#).





1. Health & Hygiene Safety

It is good practice for any community or not-for-profit group preparing food for an event to ensure that volunteers and staff understand their responsibilities as food handlers and know the essentials of good food hygiene and food safety.

Below are links to websites with information designed to enable you to understand how to safely work with and handle food at your event:

- [*Do Food Safely*](#) is a free, online food handling learning program provided by the Department of Health and Human Services.
- All food businesses, including community and not-for-profit fundraising activities that involve the sale of food, are required to abide by the regulations set out in the Victorian Food Act 1984 and by the Food Standards Australia New Zealand Food Standards Code (the Code). For more information see the [*Guide for community and not-for-profit groups: The Victorian Food Act 1984*](#) and food safety regulation:

Any event held in the Loddon Shire are encouraged to include the following:

- Hand sanitizer stations to be located throughout the event
- Soap and/or hand sanitiser in restrooms/toilets and at food stations

2. Food

Including healthier food at your event promotes healthy nutrition.

Some healthy food suggestions designed by Healthy Choices Guidelines can be found in Resource 1 on page 16 of this guide. There is also a traffic light system that gives information about the foods you might consider. The 'best choice' is classified as **GREEN**, 'choose carefully' is **AMBER** and 'foods to limit' is coloured **RED**. Traffic light Information can be found in Resource 2 on page 17.

Switch up the snacks - '**Ditch the sweets**' as delicious healthy snacks give kids the fuel they need.

Change up the menu - **Give fruit and veggies a chance to shine!**

Examples of suitable recipes to feed large groups in different settings can be seen in the links below:

- heas.health.vic.gov.au/schools/recipes
- heas.health.vic.gov.au/early-childhood-services/recipes
- heas.health.vic.gov.au/healthy-choices/catering

If you are still unsure about healthy food options, please contact any of the Healthy Eating Active Living Smoking Vaping Prevention organisations located on page 3.





3. Drinks

Water is the best drink choice. Providing free water at your event increases accessibility and the likelihood people will choose it over unhealthy options such as sugary drinks. Sugary drinks include all non-alcoholic drinks with added sugar such as non-diet sugary drinks, energy drinks, fruit drinks, sports drinks and cordial.

'Refresh the fridge - give sugary drinks the boot and let water take the spotlight'

3.1 Portable water stations

If you choose a venue that does not have easy access to free drinking water, event organisers can book a portable water station from Coliban Water. Portable units have drinking fountains and taps for the purpose of refilling drink bottles and cups.

Stations are set up and packed down by Coliban Water. Event organisers should encourage people to bring their reusable water bottle rather than single-use plastic water bottles.

To enquire about booking a portable water station for your event a Request Form needs to be submitted. This form is available on Coliban Water's website (<https://coliban.com.au/portable-water-station-request>) or through contacting Coliban Water.

Phone: 1300 363 200

Email: communications@coliban.com

3.2 Alcoholic Drinks

If your chosen event will be serving alcohol, it is important to follow the government guidelines for responsible service of alcohol. For more information on how to apply, restrictions and resources when hosting an event with alcohol click on the link below:

- www.vcglr.vic.gov.au/resources/education-and-training/responsible-service-alcohol

3.3 Smoothie Bikes

The bike/s are available **FREE** for activities being held in Loddon Shire. The bikes can only be hired by not-for-profit groups and cannot generate income from their use. Additionally, they can only be used in activities aligned with the promotion of mental health and wellbeing. The high volume (48oz) vortex blender will serve up to 8 people at once.

For any enquiries contact:

Loddon Healthy Minds Network

Phone: (03) 5494 1230

Email: healthyminds@loddon.vic.gov.au

Website:

www.loddonhealthyminds.com.au/resources

Suggested recipes:

Berry Blitz

- 1/2 cup frozen mixed berries
- 1/2 cup milk or fruit juice (no added sugar)

Three Bs: Bike, Blueberry and Banana Smoothie

- 130ml milk
- 1/2 cup of frozen blueberries
- 1/2 medium sized banana

Tropical Smoothie

- 1/2 cup frozen banana, mango and pineapple mix
- 1/2 cup of milk or coconut water
- optional: frozen or fresh avocado – 25grams

Breakfast Smoothie

- 2/3 cup of frozen blueberries
- 1/2 cup frozen mango
- 2 ripe bananas
- 1/3 cup Greek yogurt
- 1/2- 2/3 cup milk (of your choice)

Pour into bowl add Granola / Fresh Fruit topping

All drinks take about 30 seconds of pedalling to make!



4. Sun Smart

It is important to consider sun safety for your event. There are a few things you can do to create a more sun safe event.

Please visit sunsmart.com.au/communities/festivals-and-events for more information, however some key points from the website are provided below:

Timing: Where possible schedule your event for early morning or late afternoon/evening to avoid peak UV times (10am - 3pm).

Location: Use the Shade comparison check (sunsmart.com.au/shade-audit/) to assess the quality of shade at your proposed event location and identify strategies for taking advantage of existing shade spaces and/or portable shade structures.

Messaging: Remind event attendees to bring sun protection via pre-event bulletins, website banners, event guides and social media.

Sunscreen provision: Arrange for sunscreen to be sold or made available at your event. You could contact a local sunscreen retailer, such as a pharmacy or supermarket, who may like to support your event.

An additional consideration is that seating is made available for people who may require it such as older adults or pregnant women. Ensure your seating options are placed in the shade.



5. Smoke & Vape-Free

Events should be held in smoke and vape-free venues and have clear signage indicating that the event is smoke and vape-free.

A smoke and vape-free event looks after the health and wellbeing of all people attending. It can have the following positive impacts on health and community culture:

- Reduces exposure to second-hand smoke which is associated with lung and heart disease.
- It may de-normalise smoking and vaping at community events.
- It may encourage people to quit smoking and vaping.
- Promotes health and wellbeing to younger community members.

Smoke and vape free signs can be found at the following websites or in Resource 4 on page 19 below:

- www2.health.vic.gov.au/public-health/tobacco-reform/resources-and-fact-sheets-tobacco-reform
- www.heartfoundation.org.au/Programs/Advocacy-Smoking-and-tobacco-regulation
- www.quit.org.au/articles/secondhand-smoke-and-your-familys-health/
- <https://www.quit.org.au/articles/e-cigarettes-general-information/>



**Tobacco-Free
Smoke-Free
Vape-Free
EVENT**

6. Inclusive & accessible environments

Everyone in the Loddon Shire should have the opportunity to access and participate in events. If you run an event, you are responsible for making sure the event is accessible.

While planning your event, you should invite your attendees to get in touch with you about their unique needs. However, making your event inclusive and accessible will benefit all attendees. It is important to remember that as we all age, our accessibility needs increase.

The Human Rights Commission recommends that you consider access and inclusion in the following areas:

- venue
- transport
- invitations
- Auslan interpreters and live captioning
- media, visual presentations and technology
- documents and other written resources
- venue layout
- activities and games
- catering

For more information visit:

- [City of Greater Geelong - inclusive event planning](#)
- [Human Rights Commission - hosting accessible and inclusive in-person meetings and events](#)

See Resource 3 on page 18



7. Environmentally Sustainable

Considerations of sustainability can help to reduce any potential negative impacts on the environment.

Please see a few tips below:

1. Consider how you communicate for your event. Can the amount of paper be reduced and more information be placed online? e.g. social media.
2. Bring back tap water! Aim to provide tap water instead of bottled water and encourage people to bring their own re-usable bottle.
3. Use washable and reusable crockery and cutlery rather than single-use disposables or use recyclable plates, bowls, cups, and cutlery.
4. Ask yourself; Is the food being provided for local sources? Many local cafes provide catering.
5. Recycling and landfill waste bins need to be placed side by side to give people the option of either recycling or waste disposal. A good example would be to place the bins close to food stalls.

See Resource 5 on page 20 for a sustainability checklist or visit the following websites for more comprehensive lists.

For more comprehensive lists:

- www.melbourne.vic.gov.au/business/sustainable-business/sustainable-event-guide/Pages/sustainable-event-guide.aspx
- www.rmit.edu.au/content/dam/rmit/rmit-images/staff-site/PropertyandFacilities/sustainable-events-guide.pdf



8. Fundraising & Marketing

Put the ‘**fun**’ into fundraising and marketing. Aim to add healthy alternatives to meal deals and fundraising activities you have organised.

Remove all unhealthy **RED** marketing materials from the venue where you are holding the event. This may mean placing posters over existing displays showing unhealthy food/drinks or asking the venue to remove it entirely.

Get creative with healthy fundraising and giveaways. Aim to have no sponsorship and fundraising activities featuring unhealthy **RED** foods/drinks e.g. unhealthy snacks, sugary drinks or fried foods. These unhealthy snacks have been outlined in resource 2 on page 17 below.

For more tips and information visit vickidseatwell.health.vic.gov.au





Resource 1.

Morning tea/ Afternoon tea	<ul style="list-style-type: none">• Seasonal fresh fruit• Fresh fruit kebabs with low fat vanilla yoghurt• Fruit and cheese platter - a serve of cheese is 40g per person approx.• Savoury muffins• Low fat mixed berry/apple cinnamon mini muffins• Pikelets served with fruit and low fat yoghurt• Fruit slice/cake e.g. banana, oat and cinnamon loaf• Small fruit or vegetable scones (preferably wholemeal)• Vegetable frittata/vegetable slice• Veggie sticks with dip eg. hummus, tzatziki, eggplant, beetroot• Unsalted Nuts - unroasted or dry roasted
Lunch	<ul style="list-style-type: none">• Wholegrain sandwiches or wraps with assorted fillings including salad, such as:<ul style="list-style-type: none">◦ Reduced-fat cheese◦ Lean meats e.g. roast beef, roast chicken with no skin, lean turkey or ham◦ Tinned fish e.g. springwater Tuna◦ Meat alternatives e.g. eggs, falafel or tofu• Sushi or rice paper rolls with a variety of vegetable fillings and lean meat, egg, tofu or seafood options.• Variety of salads, such as:<ul style="list-style-type: none">◦ Garden, bean, pasta, rice or noodle, potato, tabouleh, couscous, coleslaw, roasted vegetables or egg salad◦ If salads include meat or poultry, use lean varieties that have been grilled, roasted or cooked in minimal amounts of oil• Lean meat and vegetable kebabs• Small baked potatoes with reduced fat toppings e.g. Cottage cheese or low fat natural yoghurt and chives• Mini frittatas or bruschetta• Miniature turkey or chicken meatballs• Mini pizzas (preferably wholemeal base)



Resource 2.

	Grains	Meats	Dairy	Fruit & Veg
Green	<ul style="list-style-type: none"> Breads, rolls, bagels, English muffins Plain grains e.g. rice, pasta, noodles, polenta, couscous, quinoa High fibre breakfast cereals Wholemeal, high fibre crackers 	<ul style="list-style-type: none"> Lean meat e.g. beef, pork, lamb, veal, chicken or turkey Fresh and frozen fish Canned fish in spring water Eggs, Tofu and bean curd Plain, roasted nuts and seeds 	<ul style="list-style-type: none"> Reduced-fat plain milk, plain or flavoured yoghurt and custard Cheese that is naturally lower in fat e.g. cottage, ricotta or reduced-fat cheeses Calcium-fortified dairy alternatives 	<ul style="list-style-type: none"> Fresh, frozen or canned vegetables e.g. kidney, lentils, chickpeas (No oil) Fresh, frozen or canned fruit in natural juice (no added sugar) Stewed fruit with no added sugar
Amber	<ul style="list-style-type: none"> Scrolls Focaccias Lightly salted popcorn Low fibre, higher saturated fat, and/or added sugar cereals e.g. some toasted muesli, flavoured puffed cereals. 	<ul style="list-style-type: none"> Meat/poultry with visible skin or fat Fish canned in brine, oil or flavoured sauce Some meat products e.g. pastrami or roast chicken with skin 	<ul style="list-style-type: none"> Regular-fat plain milk, cheese, plain or flavoured yoghurt and custard Reduced-fat flavoured milk 	<ul style="list-style-type: none"> Vegetables roasted in oil, olives, marinated and pickled vegetables Canned fruit or stewed fruit with added sugar Dried fruit
	Fried Foods	Hot food items	Confectionary	Sweet Spreads
Red	<ul style="list-style-type: none"> Foods fried in large amounts of oil Deep-fried foods 	<ul style="list-style-type: none"> Savoury pastries such as pies, sausage rolls and pasties Crumbed and coated meat products e.g. schnitzels Processed meats e.g. sausages, bacon, Devon, salami or kabana. 	<ul style="list-style-type: none"> Lollies Jelly Mints Bubble gum Chocolate Yoghurt flavoured coating Ice-creams and dairy desserts Sugar-sweetened ice blocks 	<ul style="list-style-type: none"> Jam Chocolate spreads Syrups Condensed milk Honey Sugar Sprinkles



Resource 3. Accessibility Checklist

Advertising and registrations

- ☐ Invitations are to be available in Word or HTML format and include relevant information regarding accessibility and dietary requirements.
- ☐ Registrations should be simple and accessible in a range of ways. E.g online forms, email, QR codes, telephone and third-party booking services.
- ☐ Electronic payment systems are to be appropriate for people with vision or physical impairments.
- ☐ Carers to be exempt from paying an additional entry fee.

Venue

- ☐ Accessible and unobstructed pathways outside and inside the venue for people using wheelchairs. E.g ramps available
- ☐ Venue to include wheelchair accessible facilities. E.g toilets
- ☐ Venue be close to accessible parking and public transport.

Audio and presentations

- ☐ Written material, oral/audio-visual presentations are to be available to participants who require alternative formats. E.g Bigger font size, written, audio, electronic
- ☐ Installation of audio hearing loop, portable hearing augmentation system, live captioning or sign language interpreters have been considered.
- ☐ Use of adjustable height microphones, or lapel microphones if required.

Source: Adapted from Department of Communities Tasmania,

https://www.communities.tas.gov.au/csr/information_and_resources/people_with_disability/_accessible_events_guidelines_and_checklists/accessible-events-checklist-the-basics

Resource 4.

NO SMOKING OR VAPING



PENALTIES MAY APPLY

Tobacco Act 1987



Resource 5. Sustainability

- ☐ Reduce waste and packaging by choosing recyclable, environmentally friendly or biodegradable materials where possible. E.g cutlery, reusable boxes, washable cleaning cloths, soaps
- ☐ Provide tap water instead of bottled water.
- ☐ Reduce power by turning off lights when not in use.
- ☐ Source local, in – season food where possible and compost accordingly.
- ☐ Calculate the number of available bins in the vicinity and place recycling and landfill bins side.
- ☐ Where possible, ensure toilets have a half flush function and use water efficient basins
- ☐ Protect the natural surroundings and choose a venue accessible to public transport to minimise traffic.
- ☐ Inform attendees of your sustainable event and help them navigate the grounds using signage.

Source: Adapted from Baw Baw Shire Council, <https://www.bawbawshire.vic.gov.au/Things-To-Do/Events/Planning-Your-Event/Sustainable-Event-Checklist>