

Caterer selection

What are the major points to consider when selecting caterers?

Produce

- Select local produce
- Select organic produce
- Select ethically accredited foods i.e. (free range, fair trade, rain forest alliance)

Packaging / Waste

- Ensure minimal packaging or reusable, recyclable or bio degradable
- See if packaging can be taken back

Employment

- Source local contractors, or volunteer support

Caterer

- Source local caterer close to venue to reduce transport
- Source caterer who has waste reduction practices (re-useable crockery / cutlery, composts waste food)
- Source caterer with links to ethical products (green cleaners, fair trade, rain forest alliance)

Supply chain

- Consider local supplies to reduce food miles.
- Purchase directly from producer where possible and practical

Competition.

- Be open to the emergence of new businesses
- Use multiple providers.

Cost

- True cost of product and compliance with concessions for higher cost if localised production (see **Council procurement** guidelines)

Communication / Education

Safety & regulations

- Ensure compliance with all safety and food regulations

Resources that could assist with ensuring effective selection and management of issues associated with caterers.

- Checklist on choosing an appropriate caterer
- Weighting tool to assist with sorting through all the issues above
- LGSA Sustainable Choice supplier database
- Preferred supplier list (Council specific)