

## COUNCIL POLICY



<b>TITLE:</b>	Healthy Catering Policy
<b>DOCUMENT NUMBER:</b>	CPO-COM/CUL-GE-005
<b>DEPARTMENT:</b>	Community and Culture
<b>UNIT:</b>	Healthy Communities Initiative
<b>AUTHOR:</b>	Healthy Catering Policy Working Party <i>The Author is responsible for implementing and reviewing the document.</i>
<b>RESPONSIBLE OFFICER:</b>	Group Manager Community and Culture <i>Checked</i> Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>APPROVED BY:</b>	Council
<b>APPROVAL DATE:</b>	17 December 2013
<b>EXPIRY DATE:</b>	Not Applicable
<b>REVIEW DATE:</b>	December 2016 <i>This policy will be reviewed on an annual basis and in accordance with any legislative or council changes and/or requirements.</i>

<b>AVAILABILITY:</b>	Staff – Unit only	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Staff – Department only	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Staff – Organisation wide	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Public	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Internet	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<b>ADVISE AVAILABILITY:</b>	Media Release	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Sou Wester	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Email designated Groups & Staff	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

<b>REFERENCES:</b> (If applicable)	<p>Municipal Public Health and Wellbeing Plan 2013-2017 (DWS: 1791380)</p> <p>Victorian Public Health and Wellbeing Plan 2011-2015 <a href="http://www.health.vic.gov.au/prevention/vphwplan">www.health.vic.gov.au/prevention/vphwplan</a></p> <p>Events Preparation Checklist Procedure OPR-CORPS-GO-005</p> <p>Australian Guide to Healthy Eating (DWS: 1817512)</p> <p>Government of Western Australia Healthy Options WA: Food and Nutrition Policy – Traffic Light Criteria</p>
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[www.healthyoptions.health.wa.gov.au/visitors/traffic\\_light.cfm](http://www.healthyoptions.health.wa.gov.au/visitors/traffic_light.cfm)  
[www.healthierworkplacewa.com.au/.../catering-how-much-is-enough](http://www.healthierworkplacewa.com.au/.../catering-how-much-is-enough)

Glenelg Shire Council, Records Management Policy OPO-CORPS-RECM-001.

## 1. Purpose

The Glenelg Shire Council is committed to ensuring that the community, staff, volunteers and visitors have the opportunity to access healthy food and drink choices when attending council operated facilities and sponsored events.

## 2. Scope

This policy applies to all Council meetings, functions and events, both internal and external that are funded by Council (refer **appendix 1**).

This policy does not apply to food and drink items that workers bring from home or buy outside the premises for their personal use, or to share for personal celebrations such as birthdays.

The policy also does not apply to external fundraising, social club events including the vending and coffee machines.

## 3. Council Policy

Glenelg Shire Council:

- is committed to providing a safe, healthy and supportive environment in which to work;
- is committed to healthy eating by creating a supportive environment for healthy food choices;
- recognises that good nutrition underpins a healthy lifestyle and helps to protect against a range of conditions including cardiovascular disease, type 2 diabetes, cancer and obesity<sup>1</sup>.

## 4. Applying this policy

To increase knowledge among employees about healthy eating, education opportunities will be promoted via:

- A 'Health Tip of the Fortnight' in the workplace newsletter Sou' Wester;
- Nutrition information displayed in staff rooms;
- Healthy eating information to be provided by an Accredited Practising Dietician at Council's annual staff day or other staff function; and
- Development of a catering procedure.

Managers have a responsibility to:

- ensure that all workers, contractors and volunteers are made aware of this policy upon induction;
- ensure caterers are provided with a copy of the policy and comply with its requirements; and
- manage the implementation and review of this policy at regular intervals and create and support a workplace culture that is supportive of healthy eating.

## 5. Catering

1. Catering will only be purchased from Food Premises that are registered with a current Food Act Certificate
2. Preference will be given to catering businesses that offer healthier options (including special dietary requirements).
3. A minimum of 50% of food supplied should be healthy options using the 'traffic light' system, which categorises food and drink into Green, Amber or Red (refer to **appendix 2**)
4. The portion size of food and drink should be considered to reduce wastage and over consumption (refer to **appendix 3**).
5. This policy will apply to all future contracts and will be considered as a guideline for existing catering contractors.

## 6. Safe food handling practices

1. Posters to be displayed in common food areas to promote safe food practices in the kitchen.
2. Staff responsible for catering to be familiar with Council's 'Food Handlers Health and Hygiene'; 'Keeping Food Safe' and 'Safe Food Storage' brochures (refer to [www.glenelg.vic.gov.au/Food\\_Establishments](http://www.glenelg.vic.gov.au/Food_Establishments)).

## 7. Communication

1. The policy is to be easily accessible by all members of the organisation.
2. This policy will form part of Council's Events Preparation Procedure.
3. Caterers will be provided with the policy and notification of any changes to the policy.

## 8. Evaluation and Monitoring

An annual audit will be undertaken of catering orders for one week, to ensure compliance is consistent.

## 9. Records Management

All Council records created and managed as a result of implementing this policy will be managed in accordance with the Council's Records Management Policy.

The Records Management Policy assigns responsibilities for records management to employees, supervisors, volunteers and other specific positions.

No Council records are to be destroyed without consideration of the requirements of the Act(s) that govern the functions relevant to this policy. Prior to destruction, advice must be sought from the Records Management Unit, with consideration to the requirements of the appropriate Retention and Disposal Authority (RDA).

## 10. Victorian State Legislation Copyright Acknowledgement

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<sup>1</sup> Australian Government. Department of Health and Ageing. Australian Guide to Healthy Eating, 2013. [www.eatforhealth.gov.au/guidelines/australian-guide-healthy-eating](http://www.eatforhealth.gov.au/guidelines/australian-guide-healthy-eating)

## **Appendix 1:**

### **COUNCIL FUNCTIONS**

Mayoral/Civic Receptions

Councillor Meeting Meals

Citizenship Ceremonies

Australia Day

Volunteer functions

Anzac Day

Staff Meeting Day

Advisory Committee Meetings

Staff Farewells

Seniors Great Day Out

Reconciliation Event

Training

Charity Days

Ministerial Events (opening of something/announcement of funding)

## Appendix 2:



### Summary of Catering Healthy Options 'traffic light' system

Green, Amber or Red definitions:

#### Green items: (50%)



Greater nutrient value and are low in saturated fat, added sugar and salt. Examples include fruits and vegetables, lean meats, low fat dairy products, wholegrains, eggs and legumes.

#### Amber items: (30%)



Some nutritional value but contain moderate amounts of saturated fat, added sugar and/or salt and can contribute to excess energy intake. Examples include low-sugar drinks, full-fat dairy products and white varieties of breads and cereals.

#### Red items: (20%)



Limited nutritional value, are energy dense - high in saturated fat, sugar and salt. Examples include sweet biscuits, confectionary, sugar sweetened drinks and deep fried foods.

## Appendix 2 continued:

### Green Foods & Drinks (50%)

<u>Breads</u>	Multigrain, wholemeal, rye, hi-fibre white bread or rolls, burritos, English muffins, Boccaccio, lavash, Lebanese, pita, Raisin/fruit, tortillas and Turkish breads. Plain corn and rice cakes, crisp breads.
<u>Cereal foods</u>	All plain rice (particularily low GI rice), pasta, noodles, polenta, couscous and buckwheat
<u>Breakfast cereals</u>	Wholegrain breakfast cereals that are high in fibre and low in added salt and added sugar (eg: wheat biscuits, cereal flakes with a variety of grains, bran, untoasted muesli, porridge).
<u>Vegetables</u>	All fresh, dried and frozen plain vegetables. Salads (no or low fat/reduced fat dressings only). Salt reduced canned vegetables.
<u>Fruit</u>	All fresh and frozen fruits. Plain dried fruits (eg. Sultanas). Fruit canned in natural juice or water with no added sugar.
<u>Dairy</u>	Low or reduced fat plain and flavoured milks – maximum size 300ml. Low or reduced fat plain or flavoured yogurts (diet or low joule varieties) Reduced fat cheese and custard Low fat smoothies (no added sugar).
<u>Dairy Alternatives</u>	Low or reduced fat calcium fortified soy milk. Low or reduced fat plain and flavoured soy yoghurt Reduced fat soy cheese and custard.
<u>Meat, fish, poultry and eggs</u>	Lean chicken, turkey, beef, pork, lamb and veal with fat and skin removed. All fresh and frozen fish. Plain tuna, salmon, sardines canned in spring water with no added salt. Eggs.
<u>Legumes</u>	All forms of dried and prepared beans and peas (eg: baked Beans, red kidney beans, soy beans, mung beans, lentils, chick Peas, split peas, bean curd, tofu).
<u>Nuts &amp; seeds *</u>	All plain or dry roasted, unsalted nuts and seeds. All nuts and seed pastes with no added sugar, salt and fat.
<u>Drinks</u>	Plain water, including mineral water or soda water. 100% fruit juice with no added sugar (small serve up to 250ml). Soda water and plain mineral water.

\*Note that some people can be allergic to certain nuts/products containing nuts.



## Appendix 2 continued

### Amber Food & Drinks (30%)

Breakfast cereals\* Refined and processed breakfast cereals with added sugar and /or saturated fat. Examples include some toasted mueslis, flavoured and/or sweetened corn, rice or wheat based cereals.

Dairy foods and drinks and dairy alternatives

Full fat/full cream plain and flavoured milk/soy milk.  
Low or reduced fat plain and flavoured milk/soy serve size greater than 300ml.  
Full flavoured yoghurt, frozen yoghurt, custard and cheeses and equivalent soy products.  
Where possible offer the "green" low or reduced fat alternative.

Processed meats\* Use small amounts only, as larger serve sizes can provide too much saturated fat and/or salt. Examples include lean ham, lean bacon, sliced chicken, or turkey, corned beef and pastrami.

Savoury commercial products\*

Check label against nutrient criteria. Examples may include some reduced fat or reduce salt versions of product such as oven-baked potato products, grilled meat patties (not crumbed), grilled or oven baked meatball and chicken drumsticks.

Margarine, mayonnaise/salad dressing, spreads and oils

Use sparingly. Choose polyunsaturated or monounsaturated varieties. Examples include spreads including peanut butter and other nut spreads, fish, chicken and meat paste, yeast and vegetable extract spreads. Some spreads contain nut products that are a common allergen.

Sauces and gravy Use sparingly. Choose reduced salt varieties where available. Examples include tomato sauce, sweet chilli sauce and gravy. Some sauces (eg satay) also contain nut products that are a common allergen.

Snack food bars and sweet biscuits\*

Some breakfast bars, cereal bars, dried fruit bars and sweet biscuits that are small to medium serve size or have been modified (for example reduced levels of fat and/or sugar and include fibre) may fit into the amber level category.

Savoury snack foods and biscuits\*

Examples most likely to fit here include oven-baked snack biscuits, plain pop corn, and some dried biscuits.

Some cakes, muffins, sweet pastries and slices\*

Some un-iced unfilled cakes, sweet and savoury muffins, fruit breads, sweet pastries and slices that are a small to medium serve size or have been modified (for example reduced levels of fat and/or sugar

## Appendix 2 continued

and include fibre) may fit into the amber category. Examples include small reduce-fat fruit cake, reduced fat fruit or vegetable based muffins and plain wholemeal biscuits with fruit or nuts.

### Ice-creams, milk or soy based ice confectionary and dairy desserts\*

Ice creams that are not coated in chocolate, premium or of a large serve size may fall into the amber category (eg: plain milk-based ice creams and frozen yoghurts).

### Ice blocks, fruit based ice confection/slushies

Check the serve size and choose according to the nutritional criteria.

### Drinks\*

100% fruit juice (no added sugar) in serve sizes larger than 250ml.  
Other fruit drinks containing 35% and 96% orange juice with a maximum serve size of 250ml.

\*All labels need to be checked against the nutrient criteria to confirm Amber or Red status.

## **Red Food & Drinks: (20%)**

### Ready to eat meals

Commercial, frozen, prepared ready to eat meals or premade pasta products for vending machines that do not meet the nutrient criteria.

Processed meats High fat processed meats such as salami, mortadella, luncheon meats, reconstituted meats, devon, polony and fatty bacon or ham, that exceeds the nutrient criteria.

Fried foods Shallow fried foods (foods cooked with brushed or sprayed oil may be classified as amber) and deep fried food.

### Savoury commercial products

Includes pies, pasties and sausage rolls, pasta, pizzas, oven baked potato products, dims sims, spring rolls, burger patties and meat balls, hot dogs, frankfurts and sausages and quiche that do not meet the nutrient criteria.

### Snack food bars and sweet biscuits

Cream filled biscuits, chocolate biscuits and any sweet biscuits that exceed the nutrient criteria in a single serve (2 biscuits).  
High fat high sugar muesli, breakfast or snack bars.

### Savoury snack food and biscuits

Includes some flavoured popcorn and biscuits, crisps, corn chips and other savoury products.

### Cakes, muffin, sweet pastries and slices

Plain and flavoured cakes, cream filled cakes, sweet pastries, sweet pies and slices. Medium to large serve of sweet and savoury muffins. Choose low or reduced fat varieties where possible.

## **Appendix 2 continued**

### Confectionary/lollies

All types including chocolate, and sugar free varieties.

### Ice-cream, milk or soy based confectionary and dairy desserts

Chocolate coated and premium ice-creams

### Sugar sweetened drinks and ices

Slushies, ice blocks and ice confectionary with added sugar.

Sugar sweetened drinks\* such as carbonated soft drinks, energy drinks, sports and flavoured mineral waters.

\*All labels need to be checked against the nutrient criteria to confirm Amber or Red status.

For more details:

<http://www.healthyoptions.health.wa.gov.au/docs/130129-ho-implementation-manual.pdf>

### **Appendix 3:**

When catering for an event you need to ensure you have enough food so people are satisfied, but avoid too much wastage.

Suggested quantities to allow per head:

#### **Morning or afternoon tea**

Finger sandwiches	½ round per serve
Fruit platter	Allow 3 pieces per serve
Scones	½ per serve
Pikelets	1 per serve
Mini muffins	1 per serve
Vegetable crudités with low fat dips	3 pieces per serve

#### **Lunch or main meal**

Savouries (reduced fat varieties/toppings)	3 per serve
Vegetable crudités with low fat dips	3 per serve
Fresh fruit platters	3 per serve
Hot dishes e.g. pasta	120g total selection per person
Salads	60g combined salad per serve
Chicken, ham platters	1 portion of each per serve
Sandwiches	1 round per person