Implementation Standard

Standard # QH-IMP-413:2014

Healthy Food and Drink Supply (A Better Choice) Policy

Healthy Food and Drink Supply (A Better Choice) Implementation Standard

1. Purpose

This Implementation Standard identifies the minimum requirements that evidence the implementation of the Healthy Food and Drink Supply (A Better Choice) policy. It also identifies the responsibilities (and audit criteria) of individual positions in relation to these requirements.

2. Scope

This Implementation Standard applies to all Department of Health employees (permanent, temporary and casual) and all organisations and individuals acting as its agents (including partners, contractors, consultants and volunteers) who are responsible for providing food through:

- Vending machines
- Catering at functions, meetings or special events
- Coffee shops and canteens
- Fundraising events and prizes

3. Supporting documents

Authorising Policy and Standard/s:
- Healthy Food and Drink Supply (A Better Choice) Policy

Procedures, Guidelines and Protocols:
- A Better Choice Catering Guidelines for Meetings and Functions
- Department of Justice and Attorney-General healthy choice catering guidance

Forms and templates:
- A Better Choice Toolkit.
4. **Related documents**
   - Queensland Health Strategic Plan 2012-2016
   - Blueprint for better healthcare in Queensland
   - Healthy Lifestyle Program for the Queensland Public Service and healthy choice catering guidance
   - National Health and Medical Research council (NHMRC) Australian Dietary Guidelines (2013)
   - The Australian Guide to Healthy Eating
   - NHMRC Nutrient Reference Values for Australia and New Zealand

5. **Requirements**

5.1 **Vending machines**
   5.1.1 Vending machines must stock and actively promote GREEN foods and drinks at all times. GREEN foods and drinks must be:
      - i. always available
      - ii. placed on prominent shelves and/or at eye-level
      - iii. prominently advertised or promoted.
   5.1.2. AMBER foods and drinks should be supplied in small quantities and not actively promoted.
   5.1.3. Vending machines must not stock, promote or advertise foods and drinks from the RED category.

5.2 **Catering at functions, meetings or special events**
   5.2.1 A Better Choice Catering Guidelines for Meetings and Functions must apply to all instances where foods and/or drinks are provided and purchased by Department of Health, including:
      - i. Conferences, exhibitions or symposiums
      - ii. Staff training courses
      - iii. Meetings or forums
      - iv. Special events such as awards nights, official announcements, celebratory or fundraising breakfasts, lunches or dinners.
   5.2.2 RED foods and drinks must not be supplied at meetings or functions.
   A Better Choice does not apply to the foods and/or drinks that are purchased and provided by external agencies such as:
      - i. An external dinner or function at a private venue
      - ii. External fundraising events or activities
      - iii. An external conference or meeting
Department of Health employees are encouraged to influence external agencies to provide nutritious healthier options and promote safe alcohol drinking practices where possible.

5.3 **Coffee shops / canteens**

5.3.1 Coffee shops and canteens must prominently promote and encourage GREEN foods and drinks at all times.

5.3.2 GREEN foods and drinks must be displayed in prominent areas and always available.

5.3.3 AMBER foods and drinks must not be promoted or advertised.

5.3.4 AMBER foods and drinks should not dominate the choices available.

5.3.5 AMBER foods and drinks should be avoided in large sizes and provided in moderate serve sizes.

5.3.6 RED foods and drinks should be limited to no more than 20 per cent of all options displayed including all meals, snacks and beverages.

5.3.7 RED foods and drinks must not be advertised or promoted.

5.4 **Fundraising events and prizes**

5.4.1 Food and/or drink based fundraising drives, activities and/or products must be consistent with the values, purpose and goals of the Department of Health and the Queensland Government.

5.4.2 Department of Health staff must consider fundraising drives, gifts, prizes, activities and/or products that promote health and well-being to complement A Better Choice policy.

5.4.3 Department of Health staff must not use alcohol and foods from the RED category, such as chocolates and confectionery, as gifts or fundraising prizes.

6. **Review**

This Standard is due for review on: 01/02/2017

**Date of Last Review:** 02/02/2014

**Supersedes:** New standard

7. **Business Area Contact**

Preventive Health Unit, Health Service and Clinical Innovation Division
8. Responsibilities

<table>
<thead>
<tr>
<th>Position</th>
<th>Responsibility</th>
<th>Audit criteria</th>
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<tbody>
<tr>
<td>Chief Health Officer</td>
<td>Approve the implementation of Healthy Food and Drink Supply policy for the Department of Health (DoH)</td>
<td>Healthy Food and Drink Supply policy approved.</td>
</tr>
</tbody>
</table>
| Senior Director, Preventive Health Unit | ● Policy and Implementation Standard made available to all Department of Health staff.  
● Monitor compliance with policy.  
● Ensure policy remains current.                                                                                                               | ● Healthy Food and Drink Supply policy, implementation standard and toolkit published and available on intranet.  
● Policy is reviewed as per schedule.  
● Audit of vending machines in DoH facilities conducted every two years.  
● Self-reporting survey of staff responsible for catering every two years.                                                                          |
| Managers / Supervisors                | ● All managers and supervisors must make employees who report to them aware of, and provide access to, this policy and associated instruction.  
● Monitor compliance with policy.                                                                                                                  | Audit of vending machines in DoH facilities conducted every two years (June 2015).  
● Self-reporting Survey of staff responsible for catering every two years.                                                                            |
| Officers responsible for catering     | Ensure catering arrangements meet A Better Choice guidelines.                                                                                                                                                  |                                                                                                                                                                                                           |
| Individuals                           | All employees must ensure they understand and comply with this policy and associated instruction.                                                                                                           |                                                                                                                                                                                                           |

9. Definitions of terms used in the policy and supporting documents

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<thead>
<tr>
<th>Term</th>
<th>Definition / Explanation / Details</th>
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<tbody>
<tr>
<td>GREEN category foods and drinks</td>
<td>Excellent sources of important nutrients for good health and wellbeing; higher in nutrient density; low in saturated fat and/or added sugar and/or salt; lower in energy density and help avoid an excess energy intake (kilojoules); and help ensure optimal nutrient intake.</td>
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<tr>
<td>AMBER category foods and drinks</td>
<td>Have some nutritional value; can, in large serve sizes, contribute to excess energy (kilojoules); and can have moderate amounts of saturated fat and/or added sugar and/or salt.</td>
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<tr>
<td>RED category foods and drinks</td>
<td>Nutrient-poor and lack nutritional value; energy dense.</td>
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drinks and can contribute to an excess energy intake (kilojoules); and high in added fats, saturated fat, and/or sugar and/or salt.

10. Approval and Implementation

Policy Custodian:
Senior Director, Preventive Health Unit

Responsible Executive Team Member:
Chief Health Officer

Approving Officer:
Dr Jeannette Young, Chief Health Officer

Approval date: 10 March 2014
Effective from: 10 March 2014

Version Control
Insert details of any changes made to this document

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
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