



# Healthy Catering Policy

## 1. PURPOSE

The purpose of this policy is to provide guidelines to ensure that VACCHO, as the leading organisation in Aboriginal health, provides a health promoting environment for its employees and visitors. This policy will enable VACCHO to lead by example and promote good nutrition and healthy eating among its member ACCOs and, through them, the broader Aboriginal community in Victoria. This policy is part of a holistic approach to closing the gap in lifestyle-related chronic disease in Victorian Aboriginal communities.

After smoking, overweight and obesity are the most significant risk factors contributing to the 'gap' in life-expectancy experienced by Aboriginal people. Nutrition plays an important role in both the prevention and management of the major chronic diseases prevalent in the Aboriginal community, including cardiovascular disease, diabetes and certain cancers.

Sugary drink consumption is linked to an increased risk of dental caries and is also associated with increased risk of weight gain. VACCHO is a supporter of the Rethink Sugary Drink campaign (<http://www.rethinksugarydrink.org.au/about>) and thus has a responsibility to adhere to the campaign messages.

As the peak body representing ACCOs in Victoria, VACCHO has the responsibility to provide leadership in implementing best-practice strategies that reduce the impact of risks to people's health. It is the role of every employee and Board member to uphold the principles of the Healthy Catering Policy.

## 2. SCOPE

This policy applies to all food and drinks provided by VACCHO. This includes food and drinks that are ordered, or purchased and prepared, for internal and external meetings and VACCHO events (such as functions, forums, training and conferences). This policy also extends to food and drinks provided by VACCHO for fundraising purposes.

For the purposes of this policy, this will include any catering provided for VACCHO employees, volunteers, students, contractors/sub-contractors, consultants and their employees and any other visitors at VACCHO.

This policy does not apply to food and drinks brought from home by VACCHO employees for their personal use.

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|--|-----|------------|--------------------------------------|
| Doc #:   | 201 | Doc Owner: | Nutrition and Physical Activity Team |
| Version:   | 7   | Review:    | 01/02/2021                           |
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### **3. RESPONSIBILITY**

#### **3.1 VACCHO**

VACCHO may disseminate this policy and associated resources to its members and partner organisations in order to encourage other agencies to adopt a similar policy. The VACCHO Nutrition Team will support member organisations in the development of healthy food policies and other healthy eating initiatives. The VACCHO Nutrition Team will consult with other VACCHO staff and managers to develop ideas to support healthy eating in the workplace.

#### **3.2 Managers**

Managers are responsible for ensuring that the objectives of this policy are integrated into work practices and that employees are familiar with, and adhere to, the policy and their responsibilities. This policy will be provided to new staff at the time of induction along with other information on how healthy eating is encouraged and promoted at VACCHO. Managers will encourage staff to take meal breaks and promote key healthy eating messages through forums and meetings.

#### **3.3 Employees**

Employees are responsible for ensuring they are familiar with, and adhere to, this policy when ordering, or purchasing and preparing, food and drinks for VACCHO events. If in doubt about food and drink choices, or to seek clarification, employees should speak to their manager or the Nutrition & Physical Activity Team.

### **4. POLICY STATEMENT**

It is VACCHO policy to provide a health promoting environment that encourages healthy eating for VACCHO employees, other community members and visitors.

VACCHO is committed to providing healthy food and drink choices that are in line with the Aboriginal and Torres Strait Islander Guide to Healthy Eating (2015) and the Australian Dietary Guidelines (2013).

VACCHO does not provide or encourage the consumption of sugary drinks (soft drinks, cordials, fruit drinks, vitamin waters, energy drinks and sports drinks).

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## 5. PROCEDURE

### 5.1 Guiding principles for employee health and wellbeing

- Drinking water is freely available in VACCHO kitchens
- There is appropriate space and facilities available to allow healthy food to be prepared, stored (including fridge, freezer and microwave) and eaten.
- Fruit, reduced fat milk and sugar alternatives (e.g. Equal, Splenda, Natvia, Stevia) are available in VACCHO kitchens
- Biscuits (or similar less nutritious foods) are not available in VACCHO kitchens
- Food and/or drink vending machines are not provided within VACCHO
- VACCHO does not engage in any marketing or advertising of food and drinks inconsistent with the Aboriginal and Torres Strait Islander Guide to Healthy Eating (2015) and the Australian Dietary Guidelines (2013)
- Where VACCHO staff sell food and drinks to other staff and visitors for fundraising purposes, VACCHO will encourage the selling of food and drinks consistent with this policy and support options for fundraising opportunities that are not related to food and drinks
- Breastfeeding is supported, encouraged and promoted within VACCHO
- Nutrition and healthy lifestyle literature and resources are available

### 5.2 Guiding principles for healthy catering

Caterers are provided with VACCHO's 'Healthy Catering Guidelines'

Healthy food and drinks are available at all VACCHO catered events;

- Water is available
- Sugary drinks are not provided
- Processed meats (i.e. salami, bacon, kabana, frankfurters and hot dogs) are not provided  
Chicken and turkey breast with skin removed, emu, beef, kangaroo, lamb, pork, fish and lean ham off the bone (in small amounts) are better alternatives to the processed meats mentioned above.
- Lollies, chocolates or mints are not provided as snacks at VACCHO catered events. Where snack foods are desired, more nutritious alternatives such as unsalted nuts and dried fruit are provided.

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### 5.3 Instructions for ordering catering

- Refer to the 'Healthy Catering Policy' and the 'Healthy Catering Tool Kit' before ordering any catering.
- Complete the 'Catering Order Form' and email this to [catering@vaccho.org.au](mailto:catering@vaccho.org.au)
- Reception personnel will call the caterer and get a quote for your order
- Reception personnel will send this form and the quote to your Manager for authorisation
- Once approval has been confirmed, raise a purchase order (PO) in NAV
- Send the PO number back to reception who will then request an invoice from the caterer
- Attach the invoice to your PO in NAV

## 6. RELATED DOCUMENTS

- Healthy Catering Tool Kit (doc\_408)
- VACCHO Healthy Catering Guidelines (doc\_383)
- Catering Order Form (doc\_384)
- Safe Food Handling Policy (doc\_335)
- HR 15 OHS Policy
- HR 36 Smoking Policy
- Aboriginal and Torres Strait Islander Guide to Healthy Eating (2015) available at [www.eatforhealth.gov.au](http://www.eatforhealth.gov.au)
- Australian Dietary Guidelines (2013) available at [www.eatforhealth.gov.au](http://www.eatforhealth.gov.au)

## 7. POLICY REVIEW AND AUTHORISATION

This policy should be reviewed every two years. The VACCHO Nutrition Team is responsible for reviewing and updating this policy. The policy will be referred to VACCHO managers for authorisation.

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## 8. FLOWCHART

### How to order healthy catering at VACCHO

