Background and Issues
The Shire of Manjimup recognises and values the importance of healthy eating in promoting people’s health and wellbeing. The Shire of Manjimup is in a key position to encourage and support a healthy lifestyle for staff, visitors and residents by providing and promoting healthier foods and drinks at all meetings and events where catering is provided by the Shire.

Workplace environments that support health can significantly contribute to improved health and wellbeing of their workforce by reducing health risk factors. Increasing the availability of fruits and vegetables, and limiting the availability of high fat, high sugar, high salt and nutrient-poor foods and drinks (such as deep-fried foods and soft drinks) are key components of the Shire of Manjimup’s workplace healthy catering policy.

Goal
The overall goal of the Shire of Manjimup’s Community and Workplace Healthy Catering Policy is to increase awareness about and reduce the prevalence of overweight obesity and other contributing factors to cardiovascular disease and Type 2 diabetes amongst Shire staff, volunteers, residents and visitors.

Objectives
- To provide a framework to guide the provision of food and drinks offered at council meetings, events and functions.
- To be a role model for good health by promoting healthy food and drink choices.
- To increase Shire staff, residents and visitors’ access to healthy food and drink options consistent with the Australian Dietary Guidelines at Council led meetings, functions and sponsored events.
- To increase knowledge of healthy eating in the target groups in a positive way.
- To support and strengthen Council’s existing healthy initiatives and programs.
- To foster a genuine commitment by Council and staff to provide healthy catering choices.

Policy Principles
The Shire of Manjimup’s Community and Workplace Catering Policy is guided by the following principles:
- A ‘traffic light’ colour system which categorises food and drinks according to nutritional value, energy density will be introduced.
- Food choice is important for all members of the community.
- All members of the community have the right to access healthy food and drink.
- Food and drink has social and cultural meaning and that eating is enjoyable.
The Shire of Manjimup is a role model for the community and supports initiatives that have the potential to impact positively on the health and wellbeing of the community.

It is important to create an environment which makes healthy food and drink choices the easier choice for staff, volunteers, the community and visitors.

Healthy food and drink choices will be promoted using consistent, positive messages.

The provision of food is safe and food handling and food hygiene best practices are followed.

Potable drinking water will always be available.

Where feasible, the provision of food and drink should be provided in an environmentally sustainable way and support local produce (e.g. developing a plan to minimise the amount of waste produced, using environmentally friendly containers).

Fresh local produce will be used where possible. This will promote regional pride and recognition of the high quality produce available throughout the region.

**Traffic light Categorisation**

In introducing the ‘traffic light’ system of food and drinks staff will endeavour to ensure that there is a balance of options from each food category. The main objective of the Policy is to increase awareness of catering choices and to ensure that healthy food and drink options are provided for.

Under the ‘traffic light’ system for food and drink items categorised as ‘Green’ are the healthiest choices. Amber foods and drinks are mainly processed foods which contain moderate levels of saturated fats, added sugar and/or salt, and foods and drinks categorised as Red are energy dense and can contribute towards excess energy intake if consumed frequently in large amounts.

Staff should become familiar with the traffic light system for catering and use reasonable judgement to ensure traffic light proportions are appropriate for the participants and the function. A genuine attempt to provide a balance of options and not just tokenism is required.

** Refer to Shire of Manjimup Community and Workplace Healthy Catering Guidelines and Procedures and the Healthy Options WA: Catering Guidelines for Functions, Events and Meetings for more information.

** Area of Application**

**Internal catering and food and drink provision**

Provision of food and drinks to Shire of Manjimup staff, visitors and volunteers including:

- Work related meetings for staff and visitors
- Workshops and training events
- Conferences and visiting speaker events
- Council meetings for elected members and staff
3. COMMUNITY DEVELOPMENT POLICIES
3.9. Health and Well Being
3.9.1. Community and Workplace Healthy Catering Policy

External catering and food and drink provision
Provision of food and drinks at Shire of Manjimup events including:
- Meals provided by the Shire of Manjimup to community groups
- Food and drinks used in nutrition education programs and activities
- Food and drinks provided to participants in Shire programs

Sponsored events
The Shire will encourage organisations to be guided by this policy in circumstances when community events and programs are sponsored by the Shire in partnership with other organisations. A copy of the Policy will be provided to all partner organisations.

Policy exclusion
This policy does not apply to food and drinks that staff, visitors or volunteers bring from home for their personal use, or to share for personal celebrations such as birthdays or farewells.

The policy does not apply to any foods sold at the Shire of Manjimup AquaCentre. However the AquaCentre is not exempt from the Policy if it provides catering at staff and/or community events. Furthermore tap water would need to be made available as stipulated under Policy Principles above.

Alcohol
Under normal circumstances, the consumption of alcohol within the workplace is forbidden. The Chief Executive Officer may however waive this requirement within the confines of the law, where circumstances warrant (for example, during a social event). Under circumstances where alcohol is allowed, staff must comply with the 2.6.6 Workplace Alcohol and Other Drug Policy.

Key Documents and Resources
Internal documents
- Shire of Manjimup Community and Workplace Healthy Catering Guidelines and Procedures
- Shire of Manjimup Traffic Light Cards/Posters
- Well Being Warren Blackwood Healthy Catering Policy Sandwich Guidelines
- 2.6.6 Shire of Manjimup Workplace Drug and Alcohol Policy

Other internal documents
- Shire of Manjimup Strategic Community Plan
- Southern Forests Food Council Working Plan
- 12.1 Home and Community Care 12.1.1 Aims, Philosophy and Objectives
- Active Ageing Strategic Plan 2008 – 2028 “Seniors Planning for their Future”
- Shire of Manjimup Alcohol Management Project Plan
External documents

- Eat for Health - The Australian Guide to Healthy Eating
- Cancer Council ‘Healthier Choices’ Guidelines for Serving Healthier Foods at Local Council Meetings, Functions and Events
- Healthy Options WA – Catering Guidelines for Functions, Events and Meetings
- Healthy Eating Local Policies and Programs – A Guide to Ordering Healthy Food: Things to Ask Your Caterer
- Heart Foundation Healthy Workplace Catering

Development and implementation

The policy has been developed by the Shire of Manjimup Healthy Catering Committee and is guided by best practice healthy eating recommendations and workplace healthy catering policy guidelines developed by the Heart Foundation, South Australian Department of Health, and other government and health authority sources. See References.

All Shire of Manjimup staff members/departments/committees will be responsible for implementing this workplace healthy catering policy.

Communication

The Community Services Department will be responsible for actively promoting this policy and promoting healthier catering choices and healthy eating practices within Shire of Manjimup.

- All staff members and volunteers of the Shire of Manjimup will be made aware of the workplace healthy catering policy.
- This policy will be included in staff information and induction packs, and can also be accessed as a PDF from the Shire of Manjimup website.
- This policy will also be communicated using other strategies including newsletters, via the intranet, at relevant staff meetings and on bulletin boards.

Monitoring, compliance and review

Community Services will be responsible for the monitoring, compliance and review of this workplace healthy catering policy.

- A healthy catering monitoring plan will be maintained by the Community Services Department. This may include developing and implementing a short survey for staff to complete that evaluates the use of the policy and seeks further suggestions for its improvement and ongoing implementation.
- All staff will be given the opportunity and encouraged to make comments and forward their suggestions to Community Services.
- The workplace healthy catering policy will be reviewed every four years.

Adoption and Date Due for Revision

ADOPTED 12 DECEMBER 2013

NEXT DUE FOR REVIEW DECEMBER 2017
3. COMMUNITY DEVELOPMENT POLICIES
3.9. Health and Well Being
3.9.1. Community and Workplace Healthy Catering Policy

The Administration of this Policy is by Community Services.

Acknowledgements
Adapted from the Healthy Eating Policy for Local Governments in South Australia (November 2011); Healthy Options WA: Food and Nutrition Policy for WA Health Services and Facilities and the Heart Foundation’s Workplace Healthy Catering Policy – Sample Template (2012).
This document has been prepared as a guide only to assist staff to make healthy and balanced catering choices. Please read the Shire of Manjimup Community and Workplace Healthy Catering Guidelines in conjunction with the:

- Shire of Manjimup Community and Workplace Healthy Catering Policy.
- Healthy Options WA Commonly Supplied Foods and Drinks Guide and
- Healthy Options WA Food and Nutrition Policy for WA Health Services and Facilities Catering Guidelines for Functions, Events and Meetings.

1. **How will food and drinks be categorised?**
   Under the Shire of Manjimup’s Community and Workplace Healthy Catering Policy a genuine commitment will be made to achieve a balance of healthy food and drink options.

   - **Green foods** - Healthiest choice
   - **Amber foods**
   - **Red foods** - Least healthiest choice

2. **What are Green foods and drinks?**
   **Green foods** represent the healthiest options which can be eaten every day. They provide important nutrients for growth and development and are low in saturated fats, added sugar and salt.

   Examples of **green foods** include:
   - Fresh fruit kebabs or platter
   - Low fat yoghurt
   - Reduced fat or skim milk
   - Sushi and rice paper rolls using lean and un-crumbed meats and vegetarian options
   - Vegetables roasted on trays with baking paper (no oil)
   - Salt reduced baked beans
   - Reduced fat cheese
   - Multigrain, wholemeal, rye, high fibre white bread
   - Crisp breads, lavish, water crackers, plain rice and corn cakes
   - Low fat hummus
   - Soups are green if made with green ingredients – reduced salt and/or fat, lots of vegetables and legumes with a vegetable or clear-stock base.

   Examples of **green drinks** include:
   - Plain water
   - Plain carbonated water – mineral water or soda water
   - Juices (97%-100% fruit juices with no added sugar)

3. **What are Amber foods and drinks?**
   Amber foods and drinks contain some nutritional value however have moderate amounts of saturated fat, sugar and/or salt which can lead to excess energy intake. Amber foods and drink should be consumed in moderation.

   Examples of **amber foods** include:
   - Sandwiches with full fat cheese
• Chicken with skin included
• Plain or flavoured canned fish in brine or oil
• Salted plain nuts
• Reduced fat and reduced sodium sausage varieties
• Crumbed meat
• Soups will be amber if made with amber ingredients. For example adding full fat milk or bacon to the soup.
• Oven baked snack biscuits, plain popcorn and some dry biscuits.
• Sauces and gravy – use sparingly and choose low salt varieties where possible (e.g. sweet chilli sauce, tomato sauce)
• Use in small amounts only - Lean ham, lean bacon, sliced chicken or turkey, corned beef and pastrami
• Steamed dim sims

Examples of **amber** drinks include:
• Fruit juice drinks containing between 35-96% fruit juice
• Artificially sweetened soft drinks

4. **What are Red foods and drinks?**
Red foods and drinks are energy dense foods with little or no nutritional value. These foods can contribute to excess energy intake if eaten regularly. Red foods and drinks should only be eaten occasionally.

Examples of **red foods** include:
• Deep fried foods (e.g. potato chips; samousas, meat)
• Sandwiches with high fat luncheon meats such as salami or mortadella
• Chocolate spreads and honey
• Regular sausages (crumbed or not crumbed)
• High fat processed meats – salami, devon and polony
• Regular processed meats (not low fat or low salt) such as ham.

Examples of **red foods** include:
• Sugar sweetened drinks and ices (e.g. Coca-Cola, Lemonade, energy drinks, slushies, ice-blocks and ice-confections with added sugar)

5. **Where does alcohol fit in?**
Under Policy 2.66 Workplace Alcohol and Other Drug Policy, consumption of alcohol is forbidden. The Chief Executive Officer may however waive this requirement within the confines of the law, where circumstances warrant (for example, during a social event).

When alcohol is consumed at work events, please ensure it is accompanied with sufficient food.

6. **What about tea or coffee?**
Tea and coffee do not have to be included as part of the percentages. However please ensure:
• Water is always available as the healthiest choice.
• Herbal tea is available as well as regular tea.
• Low fat and/or skim milk are made available.

7. **How do I work out if a food and drink item is green, amber or red?**
Please refer to the Healthy Options WA Commonly Supplied Foods and Drinks Guide to determine the best fit or category of particular foods.
If the food is not listed, there is a Nutrition Information Table on pages 4-5 of the Healthy Options WA: Commonly Supplied Foods and Drinks Guide to help categorise particular foods. If the Nutrition Information Table is too confusing please use your own judgement. The main objective of the Policy is to ensure that the healthiest options outweigh the least healthy options.

8. How do I work out the percentages for each food category?
The purpose of the Healthy Workplace Catering policy is to ensure that a balance of catering options is provided for. The aspirational goal of the policy is to increase awareness and, over time, improve compliance with the Traffic Light system outlined in the Healthy Options WA Food and Nutrition Policy for WA Health Services and Facilities Catering Guidelines for Functions, Events and Meetings.

The ideal traffic light formula is based on the number of food and drink options available. For example, if there are 10 items on the catering menu:

- At least 5 items would need to be green = $10 \times 50\% = 5$
- At least 3 items would need to be amber = $10 \times 30\% = 3$
- A minimum of two items would need to be red = $10 \times 20\% = 2$.

9. What if the percentages do not add up easily?
Not all percentages will be even. See example below. In such circumstances it is important to round numbers off so that the number of green foods outweighs or equals the number of amber foods.

The number of red foods and drinks should always be rounded off to the lowest number and not be more than the number of green or amber foods.

If there are 5 items on the menu the percentages would work out as follows:

2.5 items would need to be **green** ($5 \times 50\% = 2.5$)
1.5 food items would need to be **amber** ($5 \times 30\% = 1.5$)
One item would need to be **red** ($5 \times 20\% = 1$)

Round the numbers up to ensure that the healthiest options outweigh the least healthy options:

3 items would be **green**.
1 item would be **amber**.
1 item would be **red**.

The main objective is to ensure that the healthiest options outweigh the least healthiest/red options.
10. Sample menu - 10 items on the menu

5 items are green
- Wholegrain sandwiches with green fillings
- Fresh spring rolls (not deep fried)
- Fruit platter or fruit kebabs
- Low fat yoghurt to accompany fruit
- Low fat milk

3 items are amber
- Sandwiches with amber fillings
- Chicken with skin left on
- Orange juice

2 items are red
- Biscuits
- Cake

References: