

Healthy choices: policy guidelines for sport and recreation centres



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Contact

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This document is available as a PDF on the internet at: www.health.vic.gov.au/nutrition

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Introduction



Why sport and recreation centres?

Many Victorians participate in sport or physical recreation, and many more are involved as spectators, supporters, volunteers and sponsors. Sport and recreation centres reach a substantial proportion of the population and are well placed to support individuals and communities seeking a healthier way of living.

The Healthy Choices framework

Good nutrition is important for a healthy lifestyle and contributes to the health and wellbeing of the community. Together with physical activity, healthy

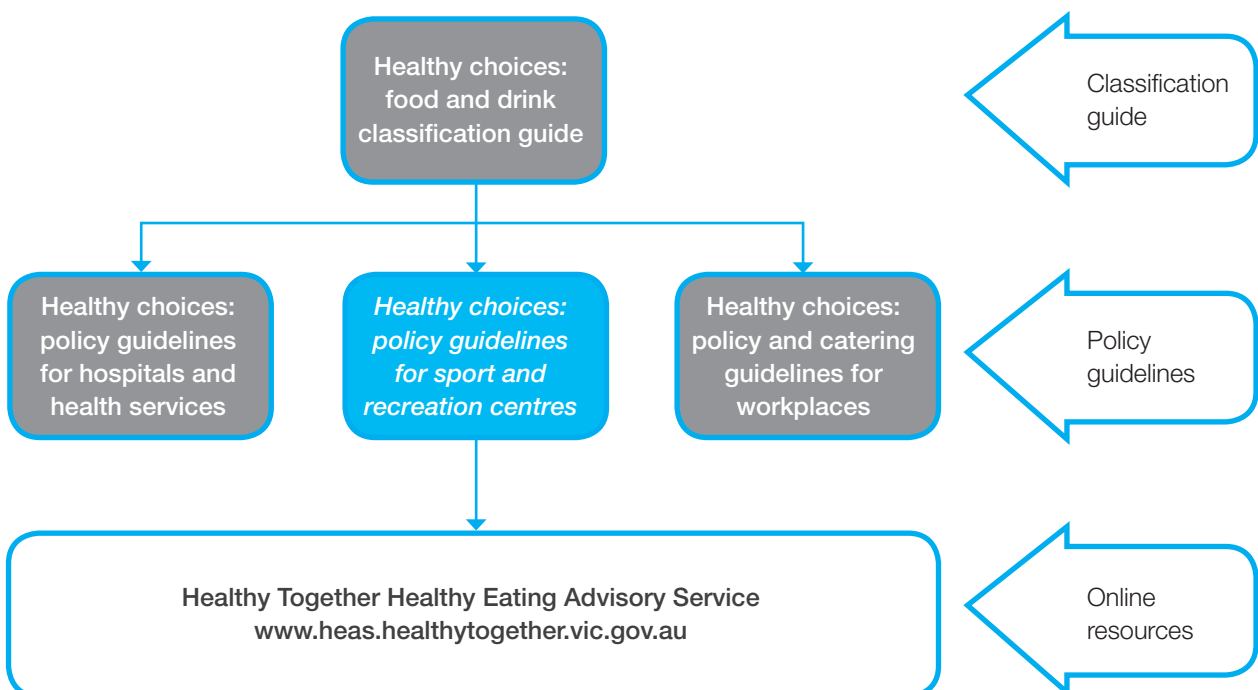
eating plays a key role in preventing disease, maintaining a healthy weight and supporting children's growth and development.

The Victorian Government is putting health at the centre of our everyday lives through Healthy Together Victoria. This initiative involves increasing access to healthy foods and drinks in settings where people live, learn, work and play.

Healthy Choices is a framework for improving availability and promotion of healthier foods and drinks in community settings (Figure 1).

Using the Healthy Choices framework, sport and recreation centres can provide consistent health-promoting messages whereby the foods and drinks available through the centre reinforce positive messages about the importance of physical activity for good health.

Figure 1: The Healthy Choices framework



Food and drink classification guide

The *Healthy choices: food and drink classification guide* uses a traffic light system to classify foods and drinks as:

- **GREEN** – best choices
- **AMBER** – choose carefully
- **RED** – limit.

This resource describes the processes used to classify items and defines foods and drinks in each category.

Policy guidelines

Setting-specific policy guidelines are available to support the implementation of Healthy Choices in:

- hospitals and health services
- workplaces
- sport and recreation centres.

Each policy document addresses:

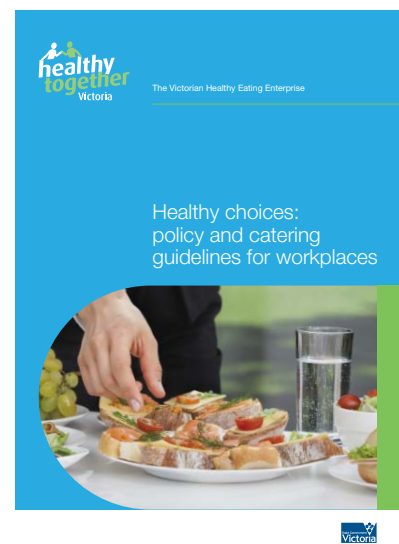
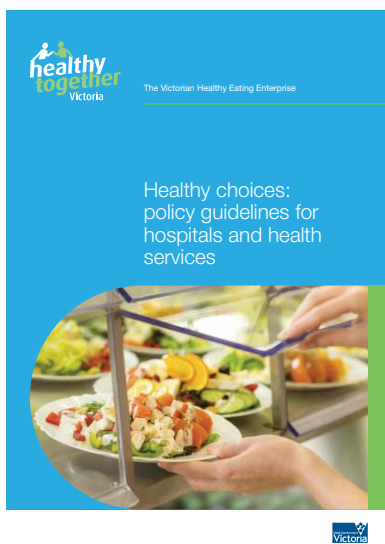
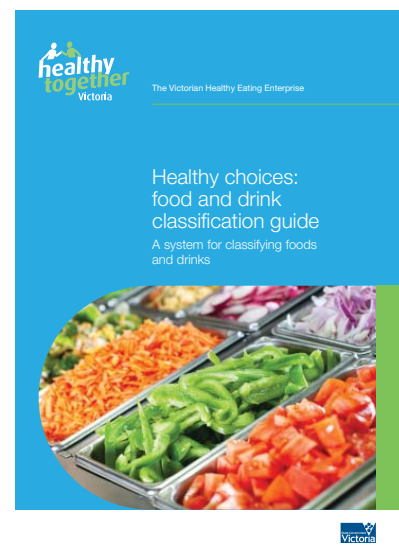
- availability of **GREEN**, **AMBER** and **RED** foods and drinks through retail outlets, vending machines and catering
- food and drink advertising, promotion and display
- use of foods and drinks for fundraising, prizes and give-aways
- sponsorship by food industry
- infrastructure to support healthy eating
- supportive environments for breastfeeding.

Online resources

The Healthy Together Healthy Eating Advisory Service website includes information and advice about putting Healthy Choices into practice, classifying foods and drinks, planning a healthy menu and recipes and food ideas. For more information visit <www.heas.healthytogether.vic.gov.au>.

The *Healthy choices: food and drink classification guide* and setting-specific policy documents are available from the Department of Health website at <www.health.vic.gov.au/nutrition>.

The classification guide and policy documents need to be used together when applying Healthy Choices in community settings.



Choose well. Feel great.

Making healthy choices easier.

To help you make healthier choices, food and drinks have been classified according to their nutritional value.

Best choice

Choose **green** food and drinks as often as possible. They are fresh and good for you.



Choose carefully

Choose **amber** food and drinks sometimes. They are less healthy and there are better options.



Limit

To look after your health, choose **red** food and drinks rarely and in small amounts.



For more healthy eating tips visit healthytogether.vic.gov.au



Healthy Together Victoria, funded by the Victorian Government, is improving the health of our community.

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Healthy Choices in sport and recreation centres



What will this resource do?

This resource will support the implementation of Healthy Choices in sport and recreation centres by assisting:

- local councils to incorporate Healthy Choices in tender and contract specifications for management of public sport and recreation centres
- staff and volunteers in sport and recreation centres to incorporate Healthy Choices in:
 - organisational health and wellbeing policies
 - tenders, contracts and leases with food and drink suppliers
 - contracts and leases with user groups (for example, sports clubs)
- staff and volunteers in sport and recreation centres and food and drink service providers to meet the food and drink standards (pages 9–10).

The intent is to enhance the health of staff, volunteers and community visitors by increasing availability and promotion of healthier food and drink choices and reducing availability and promotion of less healthy choices.

Who is this resource for?

This resource is for anyone involved in implementing healthy eating policy and making changes to provide healthier foods and drinks in public sport and recreation centres. Centre managers, contract managers, health promotion officers, employers, food and drink manufacturers, retailers and food service personnel may find the resource especially useful.

Organisations registered with the Healthy Together Achievement Program can use this resource to work towards meeting the requirements of the healthy eating benchmarks. For more information visit <www.achievementprogram.healthytogether.vic.gov.au>.

Local governments can also use this resource as a guide to incorporate Healthy Choices in tenders and contracts related to the operation and management of public sport and recreation facilities.



Where does Healthy Choices apply?

Healthy Choices is relevant in all public sport and recreation centres including:

- recreation centres
- swimming pools and aquatic centres
- leisure and multipurpose centres.

Healthy Choices applies in any situation where foods and/or drinks are sold or provided to staff, volunteers and community visitors. This includes:

- food and drink retail outlets such as cafeterias, cafes, coffee shops, canteens, kiosks (including mobile food kiosks) and coffee carts
- food and drink vending machines
- catering provided by an organisation for meetings, functions and events (such as community events, lunches, celebrations and ceremonies)
- catering provided in a facility by external user groups
- fundraising activities
- rewards, incentives, gifts, prizes and give-aways
- advertising, promotion and sponsorship.

The guidelines apply to all foods and drinks, whether freshly made on the premises or supplied pre-packaged.

The guidelines do not apply to foods and drinks brought from outside the organisation for personal use.

Use the *Healthy choices: policy guidelines for sport and recreation centres* and the *Healthy choices: food and drink classification guide* to apply Healthy choices in sporting and recreation environments.

Related policies, strategies and initiatives

- *Healthy choices: food and drink classification guide*¹
- *Healthy food charter*²
- *Australian dietary guidelines*³ and *Australian guide to healthy eating*⁴
- Healthy Together Achievement Program
- *Victorian Health Priorities Framework 2012–2022*⁵
- *Victorian Public Health and Wellbeing Plan*⁶
- Organisational health and wellbeing policies
- Local government policies and strategies (for example, municipal public health and wellbeing plan, local government leisure or recreation plan)

Healthy Choices in public sport and recreation centres

An opportunity for leadership

Sport and recreation centres can be leaders in establishing health-promoting sporting environments that reinforce positive messages about healthy eating. By offering healthy foods and drinks, centres can drive change in the system by encouraging community demand for healthier choices.

Embedding long term change

Integrating the Healthy Choices guidelines into organisational policy and contracts will ensure that your efforts and leadership in supporting healthy eating are long term. This will also provide clear direction and support to everyone involved in making healthy changes to the foods and drinks supplied.

-
- 1 Department of Health 2014, *Healthy choices: food and drink classification guide*, State Government of Victoria, Melbourne.
 - 2 Department of Health 2013, *Healthy food charter*, State Government of Victoria, Melbourne.
 - 3 National Health and Medical Research Council 2013, *Australian dietary guidelines*, Commonwealth of Australia, Canberra.
 - 4 National Health and Medical Research Council 2013, *Australian guide to healthy eating*, Commonwealth of Australia, Canberra.
 - 5 Department of Health 2011, *Victorian Health Priorities Framework 2012–2022*, State Government of Victoria, Melbourne.
 - 6 Department of Health 2011, *Victorian Public Health and Wellbeing Plan*, State Government of Victoria, Melbourne.

Council tenders and contracts

Public centres have contractual agreements with local councils that influence centre management and operation. Including Healthy Choices in council tenders and contracts is an effective way to ensure healthy foods and drinks are available and encouraged.

A focus on children

Children and youth represent a large proportion of visitors at sport and recreation centres. Centres play an important role in providing children with positive messages about healthy eating and physical activity.

Fundraising and sponsorship activities promoting unhealthy foods and drinks to children should be discouraged. Instead, centres should consider fundraising and sponsorship alternatives such as sports retailers, sports clothing and equipment manufacturers, banks, telecommunications companies, travel companies, local tradespeople and community businesses.

What about sports clubs?

Community sports clubs (for example, football clubs and cricket clubs) are not-for-profit organisations which largely rely on a volunteer workforce. Sports clubs have variable needs, responsibilities and capabilities regarding provision of healthy foods and drinks.

Healthy Choices is not specifically designed for sports clubs. However, where possible, clubs are encouraged to use Healthy Choices as a guide to increase the availability of healthier foods and drinks.

Why implement Healthy Choices?

Benefits to the centre

By implementing Healthy Choices organisations will:

- communicate consistent messages about healthy eating and healthy lifestyles to the community
- create a family-friendly environment that encourages health and community participation
- ensure the food service aligns with overall health messages portrayed by the organisation
- meet community expectations regarding promoting messages about healthy lifestyles
- demonstrate leadership and drive change in the system by encouraging demand for healthier choices
- potentially increase revenue due to health conscious visitors purchasing healthy canteen choices.

Benefits for employees and volunteers

Providing and promoting healthy foods and drinks can have a positive impact on staff and volunteer health and wellbeing. A healthy workforce contributes to:

- improved employee engagement, satisfaction and productivity
- reduced employee stress and anxiety
- improved employee retention
- reduced absenteeism
- reduced worker's compensation costs.

Benefits for community visitors

Centres that encourage healthy food and drink choices support the health of adults and children in the community.

People who eat well:

- have more energy
- are more able to maintain a healthy weight
- are less likely to become sick.

Healthy eating is especially important for children who require good nutrition for growth and development.

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Food and drink standards



The table below outlines key requirements for applying Healthy Choices in public sport and recreation centres.

Food and drink standards for sport and recreation centres

Standard 1: Foods and drinks provided in retail outlets and vending machines

Healthy options are offered and encouraged in line with the *Healthy choices: food and drink classification guide*

- **At least 50 per cent** of foods and drinks available are **GREEN**
- **No more than 20 per cent** of foods and drinks available are **RED**

Standard 2: Food and drink advertising, promotion and display⁷

- **GREEN** foods and drinks are actively advertised and promoted and prominently displayed
- **AMBER** foods and drinks may be advertised and promoted, but not at the expense of **GREEN** choices
- **RED** foods and drinks are not advertised or promoted or displayed in prominent areas

In addition:

- the facility's logo is not used alongside **RED** foods and drinks
- **RED** foods and drinks are provided in the smallest size available

Standard 3: Catering provided by the organisation at meetings and events

Healthy options are offered and encouraged in line with the *Healthy choices: food and drink classification guide*

- The **majority of foods and drinks** provided are **GREEN**
- **AMBER** foods and drinks are provided in small quantities only
- **No RED foods and drinks** are provided

User groups providing catering (for example, sports clubs) should ensure catering provided complies with the guidelines in this standard

Standard 4: Water

Clean and safe tap water is always available free of charge (for example, from water bubblers and/or food outlets) in high traffic areas

Standard 5: Fundraising activities, prizes and giveaways

Fundraising promoting unhealthy foods and drinks is discouraged, and healthier options or fundraising opportunities not related to foods and drinks are supported

No RED foods and drinks are supplied as awards, give-aways, gifts and vouchers for children and youth

⁷ Requirements for advertising, promotion and display of **GREEN**, **AMBER** and **RED** foods and drinks apply to:

- product placement in cabinets, fridges, refrigerated cabinets, bain maries, vending machines and on shelves
- product placement in high-traffic areas, for example, reception desks, counters in waiting areas, entrances and exits of food outlets, beside cash registers and in dining areas
- promotion and advertising on counters, cabinets, fridges, vending machines, menu boards, staff notice boards, in lifts and via promotional stands and product displays.

Food and drink standards for sport and recreation centres

Standard 6: Sponsorship⁸

Organisations do not engage in sponsorship, marketing, branding or advertising to children and youth of foods and drinks inconsistent with Healthy Choices

Standard 7: Infrastructure to support healthy foods and drinks

The physical environment supports preparation and provision of healthy foods and drinks, for example:

- water dispensers are positioned in staff rooms, public areas and food and drink retail outlets
- food and drink retail outlets have space to prepare, store and display healthy items (for example, preparation benches, refrigeration space, display cabinets)
- facilities are available for staff to prepare and store healthy foods and drinks (for example, staff fridge and freezer, preparation space, microwave, sandwich maker)

The physical environment does not support preparation and provision of unhealthy foods and drinks, for example:

- retail outlets are discouraged from using deep fryers and other equipment that is primarily used to prepare unhealthy items

Standard 8: Supporting breastfeeding

Strategies to support breastfeeding are in place. Organisations may wish to participate in the following programs from the Australian Breastfeeding Association:

- 'Breastfeeding Welcome Here' <www.breastfeeding.asn.au/services/welcome>
- 'Breastfeeding Friendly Workplaces'
<www.breastfeeding.asn.au/breastfeeding-friendly-workplaces-program>

8 This standard relates to sponsorship, marketing and advertising activities that specifically promote unhealthy foods and drinks and related branding to children and youth (for example, marketing of unhealthy foods on swimming pool inflatables for children). General sponsorship and advertising activities (for example, general signage at a swimming pool) are not included in this standard.

Note: Current sponsorship agreements are acknowledged. When renewing terms and conditions of existing agreements or seeking new sponsorship opportunities, terms and conditions of agreements should align with the guidelines in this standard.

Will alcohol be served?

Facilities that are licensed to provide alcohol may do so in accordance with organisational policies and the *Liquor Control Reform Act 1998*.

Alcoholic drinks should not be provided in excessive quantities and should be served with non-alcoholic options as well as water.

For information about the responsible service of alcohol visit the Victorian Commission of Gaming and Liquor Regulation website <www.vcglr.vic.gov.au>.

4

Implementation guide



Five phases for implementation

A range of sport and recreation centres operate throughout Victoria, with different needs, priorities, capacities and ideas about providing healthier foods and drinks.

The steps required to make healthy changes will be different for each organisation, so it is essential to consult with your organisation’s community about how to proceed with any proposed changes.

The key points to consider when applying Healthy Choices in sport and recreation centres are:

1. incorporating Healthy Choices into:
 - local government tender and contract specifications for management of publicly funded facilities
 - organisational health and wellbeing policies

- tenders, contracts and leases related to the supply of foods and drinks (for example, through retail outlets and vending machines)
- contracts and leases with user groups (for example, sports clubs)

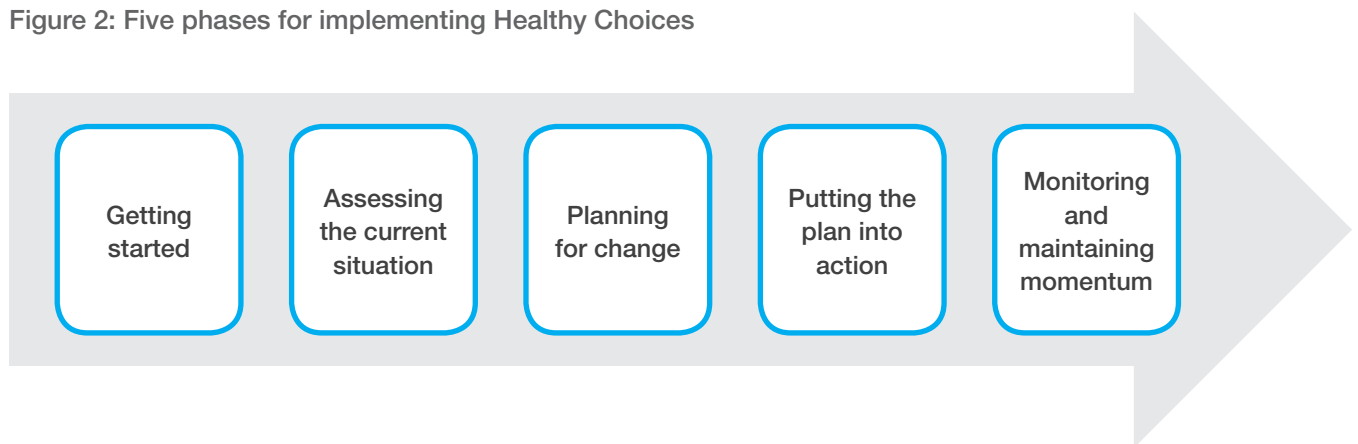
2. meeting the food and drink standards.

Figure 2 outlines a practical process for implementing Healthy Choices in sport and recreation centres.

The five phases in this process are explained in the following pages, with examples of tasks to complete for each phase.

Remember, the actions required to make healthy changes will be different for each organisation. The recommendations on the following pages are therefore examples only.

Figure 2: Five phases for implementing Healthy Choices



Phase 1: Getting started

Planning and preparation is the first important step when making healthy changes.

Use the examples in the table below to guide you through the 'Getting started' phase.

Recommended tasks	Date completed
Obtain support from centre management (for example, local council, convenor or committee) for implementing Healthy Choices.	
Identify key stakeholders (for example, managers, convenors, staff, volunteers, local council, food service providers, members and visitors). Inform stakeholders that the centre will be making healthy changes, the intended process for making changes, and what will be required of them.	
Form a committee to lead implementation of Healthy Choices. Invite key stakeholders that can assist with making healthy changes to join the committee (for example, centre manager, food service staff, community nutritionist or dietitian, facility staff and users).	
Make sure committee members understand the <i>Healthy choices: food and drink classification guide</i> and the <i>Healthy choices: policy guidelines for sport and recreation centres</i> . Committee member should have a good understanding of the: <ul style="list-style-type: none"> • GREEN, AMBER, RED classification system • food and drink standards. 	
Start an action plan for making healthy changes (this will be added to in the following phases).	
Consider a strategy to accommodate Aboriginal ⁹ perspectives and the needs of staff, volunteers, members and visitors of different cultural and linguistic backgrounds.	
Consider food safety. This is particularly important when food is prepared on site.	
Communicate with stakeholders about the changes that will be occurring (for example, by newsletter, email or noticeboards). Provide opportunities for input and feedback (for example, focus groups, surveys and meetings).	
Extra	Date completed
Engage community members in a survey or an open meeting to brainstorm ideas about what to include in a healthy menu.	
Nominate a coordinator to promote healthy changes.	

9 In this document, the term Aboriginal is used to refer to both Aboriginal and Torres Strait Islander people.

Phase 2: Assessing the current situation

Before making any changes you will need to assess what is currently happening across the organisation and identify areas for improvement.

The table below includes some ideas to help you assess the current situation.

Recommended tasks	Date completed
<p>Review tender, contract and lease documents with:</p> <ul style="list-style-type: none"> • local council • food and drink suppliers (for example, retail outlets and vending machine operators) • user groups (for example, sports clubs). <p>Identify whether these documents include requirements for providing healthy foods and drinks.</p>	
<p>Review organisational health and wellbeing policies. Identify whether policies include requirements for:</p> <ul style="list-style-type: none"> • providing healthy foods and drinks • supporting and encouraging breastfeeding. 	
<p>List the situations where foods and drinks are available, and the types of foods and drink supplied in each situation. For example:</p> <ul style="list-style-type: none"> • kitchens, staff rooms – fruit box, biscuits, coffee, tea, milk, water cooler • vending machines – soft drink, water • on site retail outlets (for example, a café) – sandwiches, muffins • catering for meetings, functions and events – sandwiches, pastries • fundraising, gifts and prizes – chocolate boxes, wine bottles. 	
<p>Use the <i>Healthy choices: food and drink classification guide</i> to categorise foods and drinks as GREEN, AMBER or RED.</p> <p>Determine whether foods and drinks are provided in line with the food and drink standards.</p>	
<p>Develop a list of locations where foods and drinks are advertised and promoted (for example, point of sale, vending machines, notice boards, promotional stands, product displays).</p> <p>Assess whether foods and drinks are advertised and promoted in accordance with the food and drink standards.</p>	
<p>Check whether water is freely available in high-traffic areas.</p>	
<p>Identify current sponsorship agreements. Determine whether agreements address marketing and promotion of unhealthy foods and drinks and related branding to children.</p>	
<p>Consider the physical infrastructure available to support provision of both healthy and unhealthy foods and drinks.</p> <p>Note the facilities available to prepare healthier choices (for example, kitchen equipment, food preparation space, refrigeration) and equipment that may be used to prepare unhealthy foods and drinks (for example, deep fryer).</p>	
Extra	Date completed
<p>Large facilities can allocate committee members to lead change in specific areas.</p>	

Phase 3: Planning for change

Once you have an idea of what the current situation is and the issues that need to be addressed, you can make a plan that outlines the steps that need to be taken to make healthy changes.

Recommended tasks	Date completed
Identify priority areas for change. Think about 'easy wins' that can be implemented early on as well as changes that require more time and planning.	
Develop templates for including Healthy Choices in: <ul style="list-style-type: none"> • tenders and contracts with local council • tenders, contracts and leases with food and drink suppliers • contracts and leases with user groups • organisational health and wellbeing policies. Consider how you will approach relevant stakeholders to discuss including Healthy Choices in tenders, contracts, leases and policies.	
In situations where foods and drinks are provided or sold, determine the changes required to: <ul style="list-style-type: none"> • increase GREEN options to at least 50 per cent for retail outlets, vending machines and catering • reduce RED options to no more than 20 per cent for retail outlets and vending machines • remove RED options from catering and children's prizes, giveaways, awards and vouchers. 	
In each situation where foods and drinks are advertised, promoted or displayed, determine the changes required to increase promotion of GREEN options, reduce promotion of AMBER options and remove promotion of RED options.	
Consider strategies to ensure: <ul style="list-style-type: none"> • clean and safe tap water is available free of charge in high-traffic areas • the physical infrastructure supports provision of healthy foods and drinks and does not support provision of unhealthy foods and drinks • the environment supports women who are breastfeeding or expressing breast milk. 	
Consider how you will address current sponsorship agreements which market unhealthy foods and drinks and related branding to children.	
Identify potential fundraising and sponsorship opportunities which promote healthy food and drink choices or options which are not related to foods and drinks.	
Identify supporters of change and barriers to change and ways to overcome these barriers.	
Consider the timing of planned changes and document this in the action plan.	
Identify how you will provide information to staff as well as opportunities for staff input.	
Extra	Date completed
Develop a list of preferred food and drink suppliers and local caterers who are able to provide healthier choices.	

Phase 4: Putting the plan into action

Once you have a plan for making healthy changes, it's time to put the plan into action, starting with the priority areas identified.

Changes don't need to happen all at once. A staged approach is useful for making positive changes over time and to ensure new initiatives are well accepted and maintained.

Recommended tasks	Date completed
<p>Refer to the action plan developed in phases 1–3.</p> <p>Starting with priority areas, carry out the tasks, actions and strategies identified to:</p> <ul style="list-style-type: none"> incorporate Healthy Choices in tenders, contracts, leases and organisational policies increase GREEN options to at least 50 per cent for retail outlets, vending machines and catering reduce RED options to no more than 20 per cent for retail outlets and vending machines remove RED options from catering and children's prizes, giveaways, awards and vouchers increase promotion of GREEN options, reduce promotion of AMBER options and remove promotion of RED options ensure clean and safe tap water is available ensure the physical environment supports healthy eating ensure breastfeeding is supported and encouraged engage in healthy fundraising and sponsorship activities. 	
<p>Ensure new contracts with food and drink suppliers incorporate the food and drink standards.</p> <p>Existing contractors should be encouraged to implement healthy changes prior to expiry of contracts.</p>	
<p>Implement healthy changes in keeping with the timeframes outlined in the action plan.</p>	
<p>Note actions, issues and solutions in the action plan.</p> <p>Include operational issues that may need to be addressed to support phasing in healthier foods and drinks and phasing out unhealthy options.</p>	
<p>Communicate all changes to staff and provide opportunities for staff feedback (for example, via email, newsletters, meetings and posters in staff rooms/kitchens).</p>	
<p>Communicate changes to food and drink suppliers.</p>	
<p>Provide copies of the <i>Healthy choices: food and drink classification guide</i> and the <i>Healthy choices: policy guidelines for sport and recreation centres</i> to external organisations which hold contractual or lease agreements with the centre.</p>	
<p>Identify resources and activities to inform and motivate staff about the healthy changes taking place (for example, posters, healthy eating brochures and leaflets, team competitions, recipe sharing).</p>	
Extra	Date completed
<p>Organise a morning tea or lunch to promote the healthy changes being implemented.</p>	

Phase 5: Monitoring and maintaining momentum

Once healthy changes have been implemented it is important to monitor your progress by undertaking regular reviews. Continue to reflect on your progress, communicate with stakeholders and seek and incorporate feedback as required.

This will help you maintain motivation, and will also help you determine further actions and initiatives that may be required.

Recommended tasks	Date completed
Continue to monitor progress, identifying improvements or additional changes that may be required as you go.	
Regularly review your action plan while implementing changes, then continue to review the plan every 12 months to ensure relevance.	
Continue to provide regular updates to stakeholders on healthy changes that have been made or are planned for the future.	
Seek ongoing feedback from staff, food-service providers and community visitors (for example, conduct surveys to determine satisfaction with new menus).	
Highlight successful changes in newsletters, via social media or at team meetings.	
Continue to provide stakeholders with information and educational resources.	
Provide ongoing opportunities for staff to increase their knowledge and skills in healthy eating and food preparation.	
Encourage staff and volunteers to actively participate in promoting healthier choices.	
Celebrate success! You may like to put on a healthy lunch for staff and visitors to enjoy.	
Extra	Date completed
Offer rewards or incentives for active participation in implementing and supporting healthy changes (for example, workplace recognition, water bottles, books or gift vouchers).	
Acknowledge food suppliers who have made an extra effort to provide healthier options.	
Invite new members to join the implementation committee. New members may bring creative ideas, different skills sets and enthusiasm and may identify new issues that have not previously been noted.	

Use the following resources to help you implement and promote healthy changes in your centre:

- *Healthy food charter* – <www.health.vic.gov.au/nutrition>
- Better Health Channel – <www.betterhealth.vic.gov.au>
- Healthy Together Healthy Eating Advisory Service – <www.heas.healthytogether.vic.gov.au>
- Eat for Health – <www.eatforhealth.vic.gov.au>
- Food safety – <www.health.vic.gov.au/foodsafety>



5

Healthy eating policy template



Healthy eating policy for [insert organisation's name]

Purpose

[insert organisation's name] recognises the importance of healthy eating in promoting people's health and wellbeing. [insert organisation's name] is committed to creating a health promoting environment which supports our staff, volunteers and community visitors to make healthy food and drink choices.

Aim

This policy aims to support healthy eating by implementing the Victorian Government's *Healthy choices: policy guidelines for sport and recreation centres* across the organisation.

Objectives

The objective of this policy is to support staff, volunteers, members and visitors to make healthy food and drink choices by:

- creating an environment which supports healthy food and drink choices
- increasing availability and promotion of healthier foods and drinks
- decreasing availability and promotion of unhealthy foods and drinks
- increasing knowledge and skills of staff, volunteers and community members regarding healthy eating.

Links with other initiatives

By implementing Healthy Choices, [insert organisation's name] is working towards meeting the healthy eating benchmarks of the Healthy Together Achievement Program.

Where does the policy apply?

This policy applies in all areas where foods and/or drinks are sold or provided to staff, volunteers and community visitors. This includes:

- food and drink retail outlets such as cafeterias, cafes, coffee shops, canteens, kiosks (including mobile food kiosks) and coffee carts
- food and drink vending machines
- catering provided by an organisation for meetings, functions and events (such as community events, launches, celebrations and ceremonies)
- catering provided in a facility by external user groups
- fundraising activities
- rewards, incentives, gifts, prizes and give-aways
- advertising, promotion and sponsorship.

Procedures

Table 1 outlines the actions that **[insert organisation's name]** will undertake to implement Healthy Choices.

Table 1: Requirements and actions for supporting healthy food and drink choices at [insert organisation's name]:

Area (include as required)	Requirements	Actions
Food and drink provision (retail outlets and vending machines)	<ul style="list-style-type: none"> At least 50 per cent GREEN choices No more than 20 per cent RED choices 	
Advertising and promotion of foods and drinks	<ul style="list-style-type: none"> GREEN choices are promoted at all occasions AMBER are not promoted at the expense of GREEN choices RED choices are not promoted 	
Catering (meetings, functions, events)	<ul style="list-style-type: none"> Majority GREEN choices No RED choices 	
Water	<ul style="list-style-type: none"> Water is always available free of charge 	
Fundraising, prizes, giveaways	<ul style="list-style-type: none"> Fundraising activities are consistent with the <i>Healthy choices: policy guidelines for sport and recreation centres</i> No RED choices are supplied for children's awards, prizes and giveaways 	
Sponsorship	Sponsorship activities are consistent with the <i>Healthy choices: policy guidelines for sport and recreation centres</i>	
Infrastructure to support healthy eating	Physical environment supports provision of healthy choices and does not support provision of unhealthy choices	
Supporting breastfeeding	Strategies are in place to support and encourage breastfeeding	
Contracts, leases and tenders	Healthy Choices is incorporated into tenders, contracts and leases that relate to supply of foods and drinks	
Information and education	Information and educational opportunities are provided to staff, volunteers, community members and other key stakeholders	
Communication and community engagement	Involvement with the Healthy Together Achievement Program and engagement with other community healthy eating initiatives is encouraged	

Responsibilities

[insert relevant committee or position such as human resources (HR) manager or occupational health and safety (OHS) committee] is responsible for implementing [insert organisation's name]'s *Healthy eating policy*.

Management personnel, staff, volunteers and contractors (for example, food and drink service providers) at [insert organisation's name] have a shared responsibility to support the policy, as outlined in Table 2.

Table 2: Responsibilities

Management personnel are responsible for:	Staff, volunteers and contractors are responsible for:
<ul style="list-style-type: none"> • Ensuring staff, volunteers and contractors are aware of this policy • Creating an organisational culture that supports healthy eating • Supporting implementation of Healthy Choices • Overseeing implementation and review of the <i>Healthy eating policy</i> • Seeking feedback from staff, volunteers and other stakeholders • Providing opportunities for staff and volunteers to develop healthy eating knowledge and skills 	<ul style="list-style-type: none"> • Understanding the <i>Healthy eating policy</i> • Observing the policy procedures • Maintaining an organisational culture that supports healthy eating
	Staff, volunteers and contractors involved in food and drink provision are responsible for:
	<ul style="list-style-type: none"> • Understanding the <i>Healthy choices: food and drink classification guide</i> and <i>Healthy choices: policy guidelines for sport and recreation centres</i> • Providing food and drink suppliers with a copy of the <i>Healthy choices: food and drink classification guide</i> and the <i>Healthy choices: policy guidelines for sport and recreation centres</i> • Ensuring the food and drink service complies with Healthy Choices

Guiding principles

This policy has been developed in line with the following government guidelines:

- *Australian dietary guidelines* and *Australian guide to healthy eating*
- *Healthy choices: food and drink classification guide*
- *Healthy choices: policy guidelines for sport and recreation centres*
- *Healthy food charter*

Related policies

- Organisational health and wellbeing policy
- Food safety policy

Communication

Staff will have opportunities to provide input at all stages of policy development and review.

The policy will be easily accessible to staff and volunteers and will be made available in shared spaces (for example, staffrooms, kitchens) and via newsletters and email communication.

Key stakeholders will be notified of any changes to the policy.

Review and monitoring

This policy will be reviewed six months from implementation and every 12 months thereafter.

[insert relevant committee or position such as HR manager or OHS committee] is responsible for leading the policy review.

The policy review process includes the following stages:

- assessing implementation to date and determining if objectives have been met
- identifying changes required to meet the policy objectives
- providing opportunities for key stakeholders to offer feedback
- seeking management support and endorsement for the updated policy
- distributing the updated policy to key stakeholders.

This *Healthy eating policy* has been reviewed in accordance with the above process

Name:

Signature:

Position:

Date:

Date of next review:

Policy endorsement statement

[insert organisation's name] supports the implementation of the Victorian Government's *Healthy choices: policy guidelines for sport and recreation centres* as an investment in the wellbeing of our staff, volunteers and community visitors.

This *Healthy eating policy* has been endorsed by:

Name:

Signature:

Position:

Date:

Useful resources and websites

Healthy choices: food and drink classification guide

- Food and drink classification
- Common foods and drinks classification guide
- Available from <www.health.vic.gov.au/nutrition>

Healthy food charter

- A guide to promoting healthy food and making healthy food choices easier
- Available from <www.health.vic.gov.au/nutrition>

Healthy Together Healthy Eating Advisory Service

- Fact sheets and recipes
- Available from <www.heas.healthytogether.vic.gov.au> or free call 1300 22 52 88

Healthy Together Achievement Program

- An initiative which encourages a whole-service approach to health promotion
- Visit <www.achievementprogram.healthytogether.vic.gov.au>

Australian guide to healthy eating

- Posters, brochures and promotional material
- Available from <www.eatforhealth.gov.au>

Better Health Channel

- Fact sheets and recipes
- Available from <www.betterhealth.vic.gov.au>

'Healthy fundraising' (Cancer Council)

- Ideas to promote health while still making a profit
- Available from <http://www.cancercouncil.com.au/wp-content/uploads/2010/11/09271_CAN3042_HealthyFundraising_FINAL.pdf-low-res-for-web.pdf>

www.health.vic.gov.au/nutrition

Healthy Together Victoria, funded by the Victorian Government,
is improving the health of our community.