

HEALTHY CHOICES IN SPORT AND RECREATION FACILITIES

Implementation guidelines and template



Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

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Background

What is Healthy Choices?

Healthy Choices is a framework for improving availability and promotion of healthier foods and drinks in community settings. The framework is based on a traffic light classification system which categorises food and drinks as **GREEN (best choices)**, **AMBER (choose carefully)** and **RED (limit)** and includes targets and guidelines for the provision and promotion of items in each category.

Healthy Choices is part of the Victorian Government's commitment to promote healthy food and drink options in a range of public settings including sport and recreation. Sport and recreation organisations can use the framework to provide consistent health promoting messages whereby the foods and drinks available reinforce positive messages about the importance of physical activity for good health.

Sport and recreation facilities implementing the Healthy Choices guidelines will need to have a good understanding of the Healthy choices: policy guidelines for sport and recreation centres as well as the Healthy choices: food and drink classification guide. These are available from the Department of Health and Human Services (DHHS) at <https://www2.health.vic.gov.au/public-health/preventive-health/nutrition/healthy-choices-for-retail-outlets-vending-machines-catering>

Who is this resource for?

The purpose of this resource is to support councils and facility managers in developing an implementation plan for Healthy Choices for those choosing or are required to do so under relevant funding arrangements. This resource will assist the implementation of Healthy Choices in the local sport and recreation centres, with a focus on new projects commenting planning and development as well as those planning for renovation and redevelopment.

Why is Healthy Choices important?

Healthier eating and active living is a key priority area in the Victorian public health and wellbeing plan 2015-19. Many councils are prioritising healthy eating in their municipal public health and wellbeing plans and are taking steps to make healthy food and drink choices more available to support good health for the community.

Healthy Choices is continually gaining momentum as a strategy to improve food and drink supply across a number of community settings such as sport and recreation, hospitals and health services and workplaces and is an important tool for facilitating cross community engagement.

In many cases facility managers and other sporting organisations play a key role in implementing or supporting Healthy Choices in their facility.

The Healthy Choices standards

Based on the *Healthy Choices policy guidelines for sport and recreation centres*, adopted by the Victorian Government in 2014, the following standards outline the requirements for implementing Healthy Choices in your facility.

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: <ul style="list-style-type: none">• 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 display¹
<ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• the organisation'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: healthy eating policy and catering guide for workplaces: <ul style="list-style-type: none">• 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 that promotes 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

Standard 6: Sponsorship and marketing²

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'
- 'Breastfeeding Friendly Workplaces'

¹ 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 at point of sale, on counters, cabinets, fridges, vending machines, menus and staff notice boards, via promotional stands and product displays, banners and signs inside and outside the outlet and on umbrellas and other furniture.

² 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.

What should my organisation do?

Engage stakeholders

Engaging stakeholders is the first and most critical step in implementing the Healthy Choices policy, and allows you to develop an implementation strategy that considers the needs of important players.

Consider how you will engage key stakeholders, such as:

- Key council staff
- Facility planning and design professionals
- Major sporting groups and clubs, including state sport associations and/or regional sporting assemblies where relevant
- Facility management
- Other user groups

Then consider the type of information you require from different stakeholder groups, for example:

- What level of involvement and what types of expertise can stakeholders provide?
- What do stakeholders perceive as short- and long-term goals of the Healthy Choices policy?
- How would stakeholders like to see the policy implemented?
- How can stakeholders assist with policy implementation?

Set up a governance structure

Setting up a policy governance structure will help you determine how the implementation of Healthy Choices will be managed within the facility, and will allow you to allocate roles and responsibilities accordingly. In developing a governance structure, consider:

- Who is responsible for establishing the governance structure
- Whether an existing committee will be responsible for policy governance or a new committee and procedure will be established
- Which stakeholders need to be involved, and the roles and responsibilities of different members (groups and individuals)
- A mechanism for changing members of the governing body
- Who will manage policy implementation and monitoring

A sample governance structure which you can adapt is provided in Appendix 1.



Embed Healthy Choices in council plans and processes

Incorporating requirements for local sport and recreation facilities to implement Healthy Choices in council plans (for example, public health and wellbeing or sport, recreation and leisure plans) is a key strategy for aligning with state and local public health priorities. It also supports specific local government commitments related to healthy eating (for example, commitments to reduce sugary drink consumption in the community).

To get started, identify the people responsible for developing your council's municipal public health and wellbeing plan (which may be incorporated into your council plan) and recreation plans. Speak to them to get an understanding of the planning cycle and where and when you may be able to influence.

Identify the people in your council who are responsible for reviewing progress towards council plans, and ensure they have a good understanding of what facilities are required to do as part of implementing Healthy Choices.

Embed Healthy Choices in leases, licenses and management contracts

Management arrangements for local sport and recreation facilities may be:

- in-house, through the local council
- outsourced, via a management contract with an external provider (for example, YMCA or Belgravia)
- outsourced, via a lease or license with a user group (for example, a sports club).

Some councils may outsource management of the whole facility, or just food service areas. In-house management allows councils to have more control over facility policies and procedures, including healthy eating initiatives. A template for including Healthy Choices in management contracts and user leases and licenses which you can adapt is provided in Appendix 2.

Include Healthy Choices in organisational policy

Having a whole of organisation health and wellbeing policy supports good health for your facility staff. The policy should address a number of health priorities (for example, sun safety, mental health, workplace stress, smoking prevention) in addition to healthy eating. Including Healthy Choices in organisational health and wellbeing policy can help you address food provision for staff through workplace catering and events as well as other areas of the Healthy Choices standards such as fundraising and sponsorship activities across the broader organisation.

Visit the Achievement Program website for sample workplace health and wellbeing policies and a range of supporting resources. Available at: <https://www.achievementprogram.health.vic.gov.au/healthy-places/workplaces>.

A template for including Healthy Choices within organisational policy is available on the Healthy Eating Advisory Service website at <http://heas.health.vic.gov.au/healthy-choices/organisational-policy-and-supplier-contracts/organisational-policy-template>.

Consider planning and design to encourage healthy eating

For new facilities, or those being redeveloped, putting Healthy Choices into practice begins at the detailed design phase. At this point, architects, builders and anyone else involved in planning and design can work together to ensure the physical environment supports the provision of healthy food and drinks. A list of design strategies to make sport and recreation settings more conducive to healthy eating is included in Appendix 3.

Negotiate with food service providers

If your facility intends to use external food service providers for retail outlets, vending machines or catering for meetings and events, it's important to ensure that Healthy Choices is included in supplier tenders and contracts. Specifically, tenders and contracts should specify that:

- For retail outlets and vending machines:
 - At least 50 per cent of foods and drinks offered should be **GREEN**
 - No more than 20 per cent of foods and drinks offered should be **RED**
- For catering:
 - At least 50 per cent of foods and drinks provided should be green **GREEN**
 - No **RED** foods and drinks should be provided (that is, only **GREEN** and **AMBER** choices should be offered)

A food service agreement template which you can adapt is available from the Healthy Eating Advisory Service website at: <http://heas.health.vic.gov.au/healthy-choices/organisational-policy-and-supplier-contracts/food-service-agreement-template>

Negotiate with user groups and clubs

Sporting clubs and other user groups are important stakeholders when it comes to supporting healthy eating in sport and recreation facilities. It's important for user groups to have a good understanding of the Healthy Choices policy and their obligation to meet the policy requirements when operating through your venue. This may mean discussing:

- Food and drink sponsorship arrangements of sports clubs
- Club and user group fundraising activities
- Catering brought into to the facility during training and on game day.

Train and educate staff

It's important for staff to understand and support the Healthy Choices guidelines and to promote the policy to facility users. The Healthy Eating Advisory Service offers Healthy Choices training for chefs, cooks, point of sale staff and managers. A mentorship program is also available for organisational staff in councils to support facilities to implement Healthy Choices. For more information visit <http://heas.health.vic.gov.au/training>.

Contact agencies for support

Healthy Eating Advisory Service

- Information and advice on healthy options and recipes
- Resources (e.g. marketing tools and case studies)
- Online menu, product and vending assessments
- Online and face-to-face training for staff
- Mentorship program and networking opportunities
- Freecall 1300 22 52 88 or visit www.heas.health.vic.gov.au

Local support

In addition to contacting the Healthy Eating Advisory Service, it's useful to link in with local health promotion workers (at the local council, community health centre or PCP) who may be able to offer further support.



Healthy Choices implementation plan template

You can adapt the template below to demonstrate the steps you will take to achieve the Healthy Choices guidelines within your organisation. If your council or organisation has received funding from the Victorian government, this template will help you to develop a Healthy Choices implementation plan.

Purpose

_____ recognises the importance of supporting people's health and wellbeing and is committed to providing members of the community with the information and tools they require to make healthy food and drink choices.

This plan aims to support healthy eating in _____ by implementing the Victorian Governments *Healthy Choices policy guidelines for sport and recreation centres* in _____. It may also support _____ to meet the requirements of a funding agreement with the Victorian Government, via Sport and Recreation Victoria.

The plan provides a framework for:

- Engaging key stakeholders
- Developing a Healthy Choices policy governance structure
- Reviewing existing conditions
- Developing a strategy for implementing Healthy Choices which is tailored to the needs of _____ and _____.
- Policy monitoring and review

Stakeholder engagement

_____ will engage directly with the following key stakeholders

:

- Development project manager and steering group
- Relevant project control groups and standing committees
- Design and planning staff and contractors
- Facility management staff
- Major sporting clubs and other user groups

Through this engagement, it is intended that stakeholders will understand [add/adapt as needed]:

- _____ commitment to implementing the *Victorian Governments Healthy Choices policy guidelines for sport and recreation centres*
- requirements of a funding agreement between _____ and the Victorian Government with regard to Healthy Choices
- Their roles and responsibilities in implementing Healthy Choices at _____ and within _____ more broadly.

Governance structure

will work with stakeholders to develop and document a Healthy Choices policy governance structure best suited to the needs of .

The structure will specify:

- Membership of the governing body/committee
- Roles and responsibilities of the governing body
- Roles and responsibilities for various members of the governing body

will be responsible for providing the infrastructure, framework and management to allow the governing body to implement required actions to ensure compliance with the Healthy Choices policy and our funding agreement with the Victorian Government.

Reviewing the current situation

will undertake a comprehensive review of existing conditions related to food and drink supply and promotion at . The review will address:

- Inclusion of Healthy Choices in:
 - Tenders, leases, licenses and contracts with all relevant parties (e.g. council, service providers and user groups)
 - tenders and contracts with site planners and architects
 - tenders and contracts with food service providers (e.g. retail, vending and catering providers)
 - organisational policy
- Compliance with each of the standards in the Victorian government's *Healthy choices: policy guidelines for sport and recreation centres*. For facilities with pre-existing food services this will include assessment of current food and drink offerings.
- Other relevant considerations

Implementing Healthy Choices

will develop a strategy to ensure compliance with the *Healthy Choices: policy guidelines for sport and recreation centres* and to meet the requirements of the funding agreement with the Victorian Government. This strategy will be informed by stakeholder engagement and a comprehensive review of existing conditions.

The strategy will address:

- Inclusion of Healthy Choices in council plans and strategies
- Requirements for all relevant tenders, leases, licenses, contracts and organisational policies
- Food and drink provision, advertising and promotion across
- Infrastructure to support healthy eating
- Fundraising, prizes, giveaways and sponsorship
- Supporting breastfeeding
- Information and education
- Communication and community engagement

Key actions and responsibilities are outlined in the tables below.

Monitoring and review

This policy will be reviewed six months from implementation and every twelve months thereafter. Policy monitoring and review will be undertaken by the and will:

- Assess implementation and determine if objectives are being met
- Identify changes required to meet policy objectives
- Provide opportunities for key stakeholders to offer feedback

Monitoring reports will be formally reviewed and will require approval by the governing body and

Management support will be sought for any updates to this policy via the governing body. Updates will be distributed to relevant key stakeholders as required.

Endorsement (Office Use Only)

This implementation plan has been endorsed by the Department of Health and Human Services.

DHHS contact name:

DHHS contact signature:

Date:



Action plan for implementing Healthy Choices

The action plan template below outlines requirements for meeting the Healthy choices: policy guidelines for sport and recreation centres. Space is provided in the 'Actions' column for you to fill in the specific actions that your council will undertake to ensure that each requirement within the Healthy Choices guidelines are met. Some examples of actions are provided, however, this is not a comprehensive list, and the examples noted may not be applicable in all situations.

Once you have identified the actions that your organisation will need to undertake, it is important to allocate roles, responsibilities and time frames to ensure that actions are completed appropriately and within a specified timeframe.

Requirement	Actions <i>Note: Actions listed are examples only</i>	Timeline	Person responsible
Policies and plans			
Healthy Choices is included in: <ul style="list-style-type: none"> • relevant organisational policies e.g. health and wellbeing • relevant plans and strategies e.g. Municipal public health and wellbeing plan, sport/recreation/leisure plans, etc 	<ul style="list-style-type: none"> • Work with council to incorporate Healthy Choices in council's sport and leisure plan 		
Management tenders, leases, licenses and contracts			
Healthy Choices is included in all tenders, leases, licenses and contracts relevant to the management of (e.g. with council, service providers and user groups)	<ul style="list-style-type: none"> • Review facility terms and conditions of hire/lease • Work with all sporting clubs, and facility user groups contracts to ensure Healthy Choices is incorporated • Include requirements for Healthy Choices in contract with council/ YMCA/Belgravia Leisure 		

Requirement	Actions <i>Note: Actions listed are examples only</i>	Timeline	Person responsible
Food service tenders and contract			
Healthy Choices is incorporated into tenders, contracts and leases that relate to the supply of food and drinks through retail outlets, vending machines and workplace catering	<ul style="list-style-type: none"> Review current retail, vending and catering contracts Work with contractors to include food service agreements regarding Healthy Choices Source retail and vending suppliers that can provide a Healthy Choices compliant service. 		
Food and drink provision - retail outlets and vending machines			
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Undertake menu and vending assessments via the Healthy Eating Advisory Service Use FoodChecker to research healthier food and drink options Use support from the Healthy Eating Advisory Service to make changes required 		

Requirement	Actions <i>Note: Actions listed are examples only</i>	Timeline	Person responsible
Food and drink provision - catering at meetings and events			
<ul style="list-style-type: none"> 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 <p>External groups providing catering (for example, sports clubs) should ensure catering provided complies with these standards</p>	<ul style="list-style-type: none"> Review facility hire agreements to ensure user groups comply with catering requirements 		
Food and drink advertising, promotion and display			
<ul style="list-style-type: none"> 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 placed in prominent areas <p>In addition</p> <ul style="list-style-type: none"> the facility's logo is not used alongside RED foods and drinks RED foods and drinks are provided in the smallest size available 	<ul style="list-style-type: none"> Remove all advertising of RED products and associated brands Position RED products so they are out of sight Position GREEN choices in prominent locations and promote these as best choices 		

Requirement	Actions <i>Note: Actions listed are examples only</i>	Timeline	Person responsible
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	Review current infrastructure for water availability and install appropriate infrastructure as required		
Infrastructure to support healthy eating			
The physical environment supports preparation and provision of healthy foods and drinks and does not support preparation and provision of unhealthy foods and drinks.	Incorporate the following requirements in agreements with those involved in planning and design (e.g. architects, builders): <ul style="list-style-type: none"> • Kitchen/retail outlet design avoids space for equipment specifically used to make unhealthy food and drinks (for example, deep fryers, ice cream makers, slushie machines) • The kitchen is designed with adequate space and equipment to prepare healthier options (for example, air fryers) • Facility design incorporates adequate space for water refill stations in high traffic areas 		

Requirement	Actions <i>Note: Actions listed are examples only</i>	Timeline	Person responsible
Fundraising activities, prizes and giveaways			
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Review current infrastructure for water availability and install appropriate infrastructure as required 		
Sponsorship			
Organisations do not engage in sponsorship, marketing, branding or advertising to children and youth of foods and drinks inconsistent with Healthy Choices	<ul style="list-style-type: none"> Review stadium hire agreements with sporting clubs to ensure compliance Work with sporting clubs and other user groups to work towards compliance 		

Requirement	Actions <i>Note: Actions listed are examples only</i>	Timeline	Person responsible
Information, education and training			
<p>Information and education opportunities are provided to the governing body, facility staff and volunteers, service providers, sporting clubs and user groups</p>	<ul style="list-style-type: none"> • Allocate an appropriate staff member to join the Healthy Choices mentorship program • Provide Healthy Choices training to members of the governing body and facility staff as required • Seek and provide additional training and education opportunities for staff, volunteers, user groups and community members 		

Requirement	Actions <i>Note: Actions listed are examples only</i>	Timeline	Person responsible
Community engagement			
<p>Opportunities to engage with the broader community around Healthy Choices and other healthy eating initiatives will be sought</p>	<ul style="list-style-type: none"> • Work with other sport and recreation facilities within to align strategies and resources and promote a whole of community approach to healthy eating • Encourage and assist facility user groups to expand on their engagement with Healthy Choices 		
Supporting breastfeeding			
<p>Strategies to support breastfeeding are in place</p>	<ul style="list-style-type: none"> • Provide a private space to breastfeed or express breast milk is provided • Feature signage supporting breastfeeding 		

Appendix 1: Sample governance structure for Healthy Choices in council sport and recreation facilities

Role	Person	Responsibilities
		<ul style="list-style-type: none"> • Ensure compliance with the funding agreement between council and the Victorian Government • Ensure compliance with the Victorian Government Healthy Choices: policy guidelines for sport and recreation centres. • Facilitate development of a Project Governing Body • Develop a Healthy Choices implementation plan • Support implementation of Healthy Choices at the facility • Approve policy monitoring and review • Provide appropriate training and education as needs are identified
Project Governing Body		<ul style="list-style-type: none"> • Develop a policy and implementation strategy in accordance with the Victorian Government Healthy Choices: policy guidelines for sport and recreation centres which meets specific needs of the facility • Manage implementation of the policy, including: <ul style="list-style-type: none"> • Internal compliance • Compliance of external user groups with hire/lease arrangements • Data collection for monitoring and review
User Groups	Sporting Clubs and Associations Events management Other user groups	<ul style="list-style-type: none"> • Compliance with facility's Healthy Choices policy • Actively promoting healthy choices • Working with sponsors to ensure compliance with the policy

Appendix 2: Template for Healthy Choices in management contracts and user leases and licenses

Template for Healthy Choices in management contracts and user leases and licenses

Healthy Choices is part of the Victorian Government's commitment to promote healthy food and drinks in a range of public settings including sport and recreation.

is committed to helping our community be healthier, and sees Healthy Choices as an ideal strategy for encouraging healthy eating in our community. This supports our which requires sport and recreation facilities to implement the Healthy Choices guidelines.

As part of this commitment, requires to ensure that the standards within the Healthy choices: policy guidelines for sport and recreation centres are complied with at

This includes (but is not limited to) ensuring that:

- foods and drinks offered through retail outlets, vending machines and workplace catering comply with the standards in the Healthy choices: policy guidelines for sport and recreation centres
- Healthy Choices is included in tenders, contracts and leases with food service providers. A food service agreement template is available at <http://heas.health.vic.gov.au/healthy-choices/organisational-policy-and-supplier-contracts/food-service-agreement-template>
- **RED** foods and drinks are not advertised or promoted or placed in prominent areas
- clean and safe tap water is always available (for example, from water bubblers and/or food outlets)
- all fundraising and sponsorship activities support Healthy Choices, and no **RED** options are included in children's prizes, giveaways, awards or vouchers.
- the physical environment supports preparation and provision of healthy foods and drinks (for example, deep fryers and other equipment primarily used to prepare unhealthy items are not used)
- strategies to support breastfeeding are in place.

These strategies will be communicated to all stakeholders and user groups as appropriate.

Appendix 3: Planning and design strategies to support healthy eating

The strategies below provide practitioners in design, architecture and public health with practical guidance for making sport and recreation settings more conducive to healthy eating. These are largely based on the Healthy eating design guidelines for school architecture.

Kitchen design

Design a kitchen which facilitates procurement, preparation and storage of fresh, healthy food and drinks. For example:

- Create dedicated storage areas for fresh fruit and vegetables and storage bins for whole grains and whole grain flours
- Design adequate cool storage (including freezer and refrigeration capacity) to accommodate seasonal healthy food
- Provide kitchen equipment for cooking fresh food in a variety of ways (for example, ovens, microwaves, air fryers and steamers)
- Avoid equipment specifically used to make unhealthy food and drinks (for example, deep fryers, ice cream makers, slushie machines)
- Provide enough bench or work space for preparing healthy options. This can help reduce the use of commercial items, allowing you to control the amount of sugar, fat and salt in meals and make healthy changes as required.

Food service areas

Design food service areas which encourage selection and enjoyment of healthy food and drinks. For example:

- Provide sufficient equipment (such as hot and cold display cabinets) to allow healthy foods to be placed at eye level
- Provide space behind the service counter (out of sight) for packaged snacks and sugary drinks to be served on request only
- Provide space on the service counter for bowls of fresh fruit and vegetables

- Allow space next to the check-out to display healthy food and drink options (for example, healthy snacks, healthy grab-and-go meals, water)
- Position self-service salad bars next to the check-out, away from walls (to allow for 360 degree circulation)
- Avoid equipment exclusively used for self-service of unhealthy options (e.g. self-service ice cream freezers, self-service slushie machines).
- Use mobile hot and cold service equipment (such as trolleys or carts) for flexibility and a variety of arrangements (for example, freestanding fresh salad and fruit station in seating areas)
- Provide servery equipment with closed sides and tops for the sale of unhealthy options (for example, ice cream)

Dining areas

Design dining environments that are relaxing, enjoyable and supportive of healthy food initiatives. For example:

- Create a variety of seating options and social arrangements, recognising that not all individuals will be comfortable in a given configuration
- Provide outdoor seating areas designed for the local climate (i.e. covered or shaded, as necessary) and connected to the interior dining area
- Design dining areas which recognise seating capacity to avoid overcrowding
- Provide comfortable seating
- Provide small refrigerators in convenient locations for facility users to store packed snacks, lunches and drinks
- Provide water dispensers in dining areas

Staff rooms

Set up staff rooms to encourage healthy food choices. For example:

- Provide self-service food preparation stations in staff areas (e.g. juicing, microwaving, toasting, etc)
- Provide equipment for staff to prepare and store healthy foods brought from home (for example, refrigerators, freezers, bench space, microwave, sandwich maker)
- Aesthetics of healthy food environments
- Design spaces to provide a relaxing atmosphere conducive to the enjoyment of food and social interaction. For example:
- Incorporate appealing colours and lighting
- Incorporate integrated audio capabilities which allow music to be played in selected areas.
- Educational signage and marketing
- Use graphic design and signage elements throughout the facility to reinforce healthy eating messages. For example:
- Design architectural interiors to provide dedicated space for promoting healthy eating (for example, corridors, stairways, service and dining areas, etc)
- Provide menu signage at the entry to the dining area, in service areas and throughout seating areas
- Provide dedicated space for educational materials on food choices in clear view. This includes signage around retail outlets to promote Healthy Choices as well as green, amber and red descriptions and labels on food/drinks

Marketing and promotion

Include Healthy Choices within marketing messages and materials for the facility. For example:

- advertise that Healthy Choices and the ability to source healthy options at the facility aligns with the health promoting philosophies of council and centre

Water access and vending machines

Support healthy eating using design strategies focused on the physical environment that facilitate access to drinking water and discourage unhealthy food and drink choices from vending machines. For example:

- Place unhealthy vending machines away from dining and high traffic areas (visually and spatially)
- Provide ready access to water and cups in dining areas
- Place drinking fountains or water bubblers in outdoor activity areas and near public areas
- Ensure water dispensers are conducive to filling water bottles
- Provide storage space for re-fillable water containers
- Replace vending machine content with healthy food and drink options
- Provide healthy 'green' drinks, including water, through all retail outlets.

Community connections

Consider how the facility can more broadly encourage healthy eating activities within the community. For example:

- Consider space for a community garden, outdoor kitchen or community farmers' market for local community use.

Appendix 4: Resources and support

Healthy Eating Advisory Service

- Available from: <http://heas.health.vic.gov.au/>
- Information about Healthy Choices <http://heas.health.vic.gov.au/healthy-choices/guidelines>
- FoodChecker (menu, product and recipe assessments): <http://heas.health.vic.gov.au/healthy-choices/menu-product-recipe-assessments>
- Training and mentorship: <http://heas.health.vic.gov.au/training>
- Policies and contracts: <http://heas.health.vic.gov.au/healthy-choices/organisational-policy-and-supplier-contracts>
- Case studies: <http://heas.health.vic.gov.au/healthy-choices/case-studies>
- Retail outlets: <http://heas.health.vic.gov.au/healthy-choices/working-food-outlets>
- Vending: <http://heas.health.vic.gov.au/healthy-choices/healthy-vending>
- Catering: <http://heas.health.vic.gov.au/healthy-choices/working-with-caterers-self-catering>

Achievement Program

- Available from: <http://www.achievementprogram.health.vic.gov.au/workplaces>
- Information and resources to create healthy environments in your facility

VicHealth – healthy eating initiatives

- Available from: <https://www.vichealth.vic.gov.au/media-and-resources/publications/healthy-choice-food>
- Case studies
- Information and resources

Vicsport – healthy and welcoming sport portal

- Available from: <https://vicsport.com.au/healthy-eating>
- Making healthy changes
- Healthy sponsorship template
- Case studies

