Healthy Eating Advisory Service

## Healthy Choices: Policy directive Food reporting checklist

This checklist provides an overview of the relevant steps for successful Healthy choices policy directive reporting. This checklist can be used in conjunction with the 'Reporting against the food targets' resource.

### **Retail outlets**

|   | We have identified the number of in-house and commercial cafés/kiosks and fridges across all      |
|---|---|
|   | sites in our organisation   |
|   | We have spoken with relevant food service staff and retailers to advise them of the Policy        |
|   | directive requirements  |
|   | Recipes have been documented for in-house managed cafés/kiosks and for the                        |
|   | patient/resident menu   |
|   | The recipes and products available in our in-house managed café/kiosk and/or                      |
|   | patient/resident menu have been assessed in FoodChecker.  |
|   | Feedback from FoodChecker has been implemented and our FoodChecker report has been                |
|   | updated to reflect what is in the café/kiosk or patient/resident menu                             |
|   |   |
| Our FoodChecker menu assessment report/s are: |   |
|   | from the last six months,   |
|   | have been prepared using the 'Reporting against the food targets' resource, and                   |
|   | are ready to submit to the Progress Tracker.  |
|   | We have <sup>i</sup> :  |
|   | <ul> <li>At least 50% GREEN foods available</li> </ul>  |
|   | <ul> <li>No more than 20% RED foods available</li> </ul>  |
|   | <ul> <li>No RED foods to be promoted/advertised</li> </ul>  |
|   |   |
| Vending                                       |   |
|   | We have identified and counted the number of vending machines (food and combined) and             |
|   | layouts across all sites of the health service.   |
|   | We have contacted our vending supplier/s (if applicable) and they are aware of the Policy         |
|   | directive food implementation requirements:   |
|   | <ul> <li>Food only vending machines: At least 50% GREEN foods and no more than 20% RED</li> </ul> |
|   | foods are available   |
|   |   |

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- Combination food and drink machines: At least 50% GREEN items (combination of foods and drinks), no more than 20% AMBER artificially sweetened drinks and no more than 20% RED items are available (no RED drinks allowed).
- No RED foods to be promoted/advertised.
- ☐ We have spoken to our vending supplier to ensure vending machine/s will be fully stocked according to the Policy directive on a specific date, so we can assess them.
- ☐ Relevant feedback from FoodChecker has been implemented and FoodChecker reports updated as required
- ☐ We have a FoodChecker vending report (using the Policy directive FoodChecker assessment flow): from the last six months for each vending machine layout. These report/s have been prepared using the 'Reporting against the food targets' resource and meet the targets, and are ready to submit to the Progress Tracker.
  - from the last six months for each vending machine layout,
  - have been prepared using the <u>'Reporting against the</u> <u>food targets'</u> resource,
  - o meet the targets<sup>1</sup>, and

Access FoodChecker to do your assessment.

o are ready to submit to the Progress Tracker.



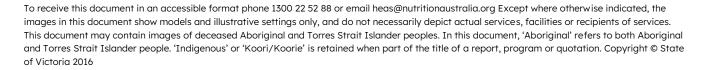
For further information and food and drinks suggestions go to: Vending planogram resource.



Our organisation has a healthy eating policy/guidelines/procedure for staff/event catering (that is in line with the *Healthy choices: policy directive* and *Healthy choices: workplace healthy eating policy and catering guide* For further information and policy templates <u>click here</u>.











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### Subscribe to receive email updates from the Healthy Eating Advisory Service

- ¹ The Department of Health and Healthy Eating Advisory Service (HEAS) acknowledge the burden and impact of the COVID-19 pandemic on health services' activities and is committed to taking a supportive and flexible approach with health services in implementing statewide policies.
- Even if your health service is not able to meet the Policy directive targets, you must submit a report to the Department of Health via the Progress Tracker.

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