

# 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:
  - At least 50% **GREEN** foods available
  - No more than 20% **RED** foods available
  - No **RED** foods to be promoted/advertised

### 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:
  - *Food only vending machines:* At least 50% **GREEN** foods and no more than 20% **RED** 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 '[Reporting against the food targets](#)' resource,
  - meet the targets<sup>1</sup>, and
  - are ready to submit to the Progress Tracker.



Access [FoodChecker](#) to do your assessment.

For further information and food and drinks suggestions go to: [Vending planogram resource](#).

## Policy

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 [click here](#).

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[Subscribe to receive email updates from the Healthy Eating Advisory Service](#)

- <sup>1</sup> 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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