

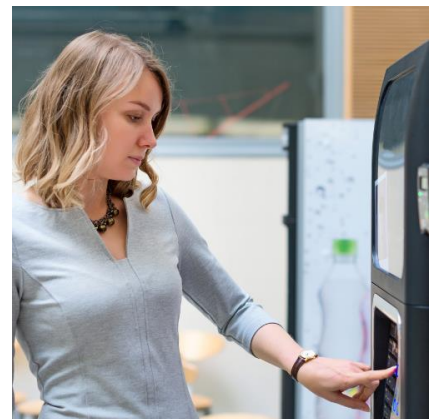
Healthy choices: policy directive for Victorian public health services

Drinks 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 drinks targets’](#) resource.

Vending

- We have identified and counted the number of vending machines (food, drink and mixed) and layouts across all sites of the health service.
- We have contacted our vending supplier (if applicable) and they are aware of the Policy directive drinks implementation requirements:
 - At least 50% of drinks must be **GREEN**
 - No more than 20% of drinks are artificially sweetened
 - No **RED** drinks.
- We have spoken to our vending supplier to ensure vending machine/s is/are fully stocked on a specific date so we can assess them.
- All drinks have been assessed in FoodChecker.
- Relevant feedback from FoodChecker has been implemented and relevant FoodChecker reports have been undertaken
- We have a FoodChecker vending report (using the Policy directive FoodChecker assessment flow) from the last six months for each vending machine layout. We have:
 - At least 50% **GREEN** drinks
 - No more than 20% **AMBER** artificially sweetened drinks
 - No **RED** drinks available.
- Our FoodChecker drinks assessment report/s are ready to submit to the reporting tool



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

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

Retail outlets

- We have identified the number of retail drinks fridges across all sites in our organisation
- We have contacted our drinks fridge supplier/s (if applicable) and they are aware of the Policy directive drinks implementation requirements
 - At least 50% **GREEN** drinks

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- No more than 20% **AMBER** artificially sweetened drinks
 - No **RED** drinks available.
- We have spoken to our drinks fridge supplier to ensure the drinks fridge/s is/are fully stocked on a specific date so we can assess them.
- Recipes have been identified for cold drinks made onsite (smoothies, juices).
- All drinks have been assessed in FoodChecker.
- Necessary feedback from FoodChecker has been implemented and our FoodChecker report reflects what is in the drinks fridge.
- Our FoodChecker drinks assessment report/s are ready to submit to the reporting tool



Policy

- Our organisation has or is developing a healthy eating policy/guidelines/procedure for staff/event catering.

For further information and policy templates [click here](#).

Supporting resources

- Our key implementers have read the [‘Reporting against the drinks targets’](#) resource

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

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