

ACT PUBLIC SECTOR

HEALTHY FOOD AND DRINK CHOICES POLICY

1. PURPOSE

This document is the healthy food and drink choices policy for ACT Public Sector (ACTPS) workplaces, facilities, activities and functions. The purpose of this policy is to increase the availability of healthy food and drink choices for staff, volunteers and visitors to ACTPS workplaces, facilities, activities and functions.

2. APPLICATION

ACTPS directorates/agencies must comply with this policy from 12 months after the policy commencement date.

3. SCOPE

This policy applies to the following food and drink supply situations:

1. Food outlets, such as staff cafeterias, that predominately provide food and drinks for ACTPS staff members.
2. Catering provided or purchased by the ACTPS, including at ACTPS facilities and external venues, conferences, meetings, functions, educational sessions and fundraising activities.
3. Fundraising where food and/or drinks are available for purchase or supplied, including:
 - staff social clubs and/or fundraising facilities including snack boxes, fridges, freezers and cupboards/shelves operated by staff either on a cost recovery or fundraising basis
 - fundraising by staff and volunteers at ACTPS facilities or activities for organisations and charities, including where food and/or drinks are paid for by individuals for fundraising purposes such as chocolate drives for school or sporting clubs.
 - fundraising in ACTPS facilities by external organisations and charities
 - corporate fundraising undertaken by Directorates/Agencies.
4. Rewards, incentives, gifts, prizes and give-aways purchased by the Territory, e.g. incentives for participation in surveys, rewards for immunisation, gifts for conference participants or award ceremonies.

5. Advertising, promotion and placement of food and drinks at ACTPS workplaces, facilities, activities and functions.
6. The following is out of scope of this policy:
 - a) food and drinks paid for by individuals and purchased from outside ACTPS workplace or facilities for personal use (such as lunches/snacks and including purchases using travel expense funds) or to be shared with colleagues (e.g. for a morning tea, birthday celebration etc).
 - b) food and drinks provided by the Canberra Hospital Food Service and Calvary Healthcare Hospitality Services (including ward trolley) to inpatients (including day patients) during their treatment stay.
 - c) food and drinks provided by correctional facilities (including the Alexander Maconochie Centre and the Bimberi Youth Justice Centre) to detainees.
 - d) Organisations/businesses leasing ACTPS facilities but not operating under a contractual agreement for the provision of food and/or drink services for ACTPS staff members.
 - e) food and drinks provided at events and activities organised, managed or facilitated by Territory Venues and Events that are predominately targeted towards the general public.
 - f) requirements under the ACT Public School Food and Drink Policy 2015.

The scope of the policy may be varied from time to time.

While the above areas may fall out of scope of the policy at this time, the provision of healthy food and drink choices is strongly encouraged.

4. REQUIREMENTS OF HEALTHY FOOD AND DRINK CHOICES

Healthy food and drink choices must be provided and promoted to staff, volunteers and visitors at:

- ACTPS workplaces and facilities; and
- ACTPS activities including meetings, functions, conferences, education sessions and fundraising activities.

A set of Nutrition Standards apply to all ACTPS workplaces and facilities. The Nutrition Standards use a traffic light system¹ to classify food and drinks according to their nutritional content. The categories in the traffic light system are:

- **GREEN** (best choices) - contribute a wide range of nutrients and generally low in saturated fat, sugar and salt.

¹ The traffic light system and the Food and Drink Nutrition Standards are based on the *Australian Dietary Guidelines* and adaptations to the *National Healthy School Canteen Guidelines: Guidelines for healthy foods and drinks supplied in school canteens (2010)* to make them suitable for adults as well as children. Information about the *Australian Dietary Guidelines* can be found at www.eatforhealth.gov.au

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- **AMBER** (select carefully) - contribute some valuable nutrients but contribute considerable amounts of saturated fat, added sugar and/or added salt. Also may provide excess kilojoules.
- **RED** (limit) - low in nutritional value and may be high in saturated fat, added sugar and/or salt. May also provide excess kilojoules.

Comprehensive information about the traffic light system is provided at [Attachment A](#).

Directors-General and Chief Executive Officers are able to authorise an exemption from this policy, for occasional social events or fundraising benefits by using the Exemption Form provided at [Attachment B](#). These exemptions may be subject to random audits. Authorising these exemptions cannot be delegated or sub-delegated to another staff member.

5. FOOD AND DRINK NUTRITION STANDARDS

All ACTPS workplaces, facilities, activities and arrangements must adhere to the following nutrition standards:

Standard Area	Requirement
1. Food outlets	The majority of all food and drink products available in food outlets will be GREEN . GREEN plus AMBER food and drink products will represent at least 80 per cent of products available.
2. Catering, rewards, incentives, gifts, prizes, give-aways and fundraising (including social club fundraising and food and drink available or provided to staff on a cost recovery basis)	On each occasion, the majority of foods and drinks must be GREEN . AMBER foods and drinks may be provided in small quantities only. RED category foods and drinks must not be supplied.
3. Advertising, promotion and placement	Only GREEN foods and drinks can be advertised or promoted. RED or AMBER category foods and drinks should not be advertised, promoted or placed in prominent areas such as on equipment, at point of sale, beside cash registers, at reception desks, on counters in waiting areas or at entrances and exits. Furthermore, RED or AMBER category foods and drinks should not be positioned at eye level within cabinets, fridges, shelves, or as part of free-standing displays. The ACT Government logo should not be used alongside RED or AMBER category foods and drinks.

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4. Alcohol	<p>Alcohol is not to be provided or used by the ACT Public Sector for catering, fundraising, rewards, incentives, gifts, prizes or give-aways.</p> <p>In addition, the <i>Public Sector Management Standards 2006</i> states that officers must not, without the prior approval of the Director-General:</p> <p>a) consume alcohol while on duty;</p> <p>b) consume alcohol while on government premises during working hours;</p> <p>c) carry alcohol in a government vehicle.</p>
5. Water provision	<p>Tap water should always be available to staff, volunteers and visitors free of charge, for example from water dispensers and/or food outlets.</p>

6. ROLES AND RESPONSIBILITIES

Overall responsibility for implementation of this policy rests with Directors-General and Chief Executive Officers. ACTPS directorates/agencies must ensure that the relevant catering and hospitality sections of the Director-General/Chief Executive Financial Instructions are updated to reflect the requirements of this Policy.

Responsibility for day-to-day planning and managing the implementation of this policy is assigned to Executives, Directors and Senior Managers, who must ensure that:

- the Policy is brought to the attention of staff who have a direct role in implementing the policy and providing support to food and drink providers to assist with implementing the policy, for example staff developing contracts and leasing arrangements for food outlets or staff organising catering or fundraising
- staff comply with the requirements of this policy
- staff, visitors, social clubs and food outlets are informed about local implementation of the policy.

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The following roles and responsibilities apply to staff:

Standard Area	Staff responsibility
1. Food outlets	<p>Staff must incorporate the Nutrition Standards and reference to this policy into all procurement tenders, contracts, leases and management arrangements that relate to the supply of food and drinks via food outlets.</p> <p>Where there are existing contracts, leases and management arrangements, staff should encourage food outlets to lead by example and transition to meet the Nutrition Standards.</p>
2. Catering, rewards, incentives, gifts, prizes, give-aways and fundraising (including social club fundraising and food and drink available or provided to staff on a cost recovery basis)	<p>This Standard is the responsibility of all staff who organise these activities, for example through ordering healthy catering and arranging healthy or non-food fundraising items or where staff prepare government funded food and drinks.</p> <p>All staff must arrange ACTPS funded catering through the approved menus from the catering providers list and follow the arrangements associated with this list.</p>
3. Advertising, promotion and placement	<p>This Standard is the responsibility of all staff involved in these activities, including staff responsible for negotiating and/or managing contracts and arrangements with food outlets or other providers/suppliers.</p>
4. Alcohol	<p>Staff responsible for arranging catering, fundraising, rewards, incentives, gifts, prizes or give-aways must adhere to this Standard.</p> <p>All staff are responsible for complying with the <i>Public Sector Management Standards 2006</i>, that relates to alcohol.</p>
5. Water provision	<p>This Standard is the responsibility of staff who develop specifications for and/or manage infrastructure development, or who negotiate and/or manage contracts/arrangements with food outlets.</p>

7. COMMENCEMENT

This policy will commence on 20 July 2016.

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8. GLOSSARY

'Traffic light system' is a classification system for categorising food and drinks according to their nutritional content. The traffic light system is based on the Australian Dietary Guidelines. Information about the Australian Dietary Guidelines can be found at www.eatforhealth.gov.au.

9. REFERENCES AND LINKS

ACT Public Sector Whole of Government Workplace Healthy Food and Drink Choices – Vending Machine Management Policy (2014)

<http://www.cmd.act.gov.au/governance/public/wpsafety/WHSPolicies>

ACT Public Sector Whole of Government Workplace Health and Wellbeing Policy (2013)

<http://www.cmd.act.gov.au/governance/public/wpsafety/WHSPolicies>

ACT Government Health Directorate Food and Nutrition Strategic Framework 2012-2018

<http://www.health.act.gov.au/c/health?a=dlpubpoldoc&document=2791>

Healthy Food and Drink Choices Policy (2014), Health Directorate

<http://health.act.gov.au/health-services/population-health/health-improvement/>

National Health and Medical Research Council (2013) Australian Dietary Guidelines. Canberra: National Health and Medical Research Council

<http://www.eatforhealth.gov.au/>

<https://www.nhmrc.gov.au/guidelines/publications/n55>

National Safety and Quality Health Service Standard No. 1.

<http://www.safetyandquality.gov.au/wp-content/uploads/2011/09/NSQHS-Standards-Sept-2012.pdf>

10. REVIEW

This policy will be reviewed after two years unless there is a requirement for earlier review.

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TRAFFIC LIGHT SYSTEM

Foods and drinks are categorised according to their nutritional content using a traffic light system that is consistent with the *Australian Dietary Guidelines*. The traffic light system enables identification of healthy choices that should form the majority of foods and drinks provided and promoted, and unhealthy choices that should be limited. The categories are:

<p>GREEN Best choices</p>	<p>GREEN foods and drinks are the best choices. They should always be available, displayed in prominent areas and actively promoted and encouraged. GREEN foods and drinks form the basis for a healthy diet.</p> <p>They are the foods from the five healthy food groups depicted in the Australian Guide to Healthy Eating - (1) cereals and breads; (2) vegetables and legumes; (3) fruit; (4) milks, yoghurt, cheese and alternatives; (5) meat, fish, poultry, eggs, tofu, nuts, seeds and legumes/beans.</p> <p>These foods offer a wide range of nutrients and are generally low in saturated fat, sugar and salt. Choosing water and/or reduced fat milk are GREEN drink choices.</p>
<p>AMBER Select Carefully</p>	<p>AMBER foods and drinks should be selected carefully. They contribute some valuable nutrients, but contain more saturated fat, sugar and/or salt than GREEN foods. They may contribute to excess intake of energy (kilojoules) if consumed in large quantities. They should not dominate the menu choices displayed or promoted. Large serving sizes should be avoided.</p> <p>Specific quantitative nutrient criteria are used to define AMBER foods and drinks and to distinguish them from RED foods and drinks. The criteria take into consideration the saturated fat, sodium (salt), fibre and kilojoule (energy) profile of the food, and apply either per serve or per 100 grams depending on the category of food.</p>
<p>RED Limit</p>	<p>RED foods and drinks do not contribute positively to the diet and should be limited. They are not recommended by <i>Australian Dietary Guidelines</i>. The <i>Australian Guide to Healthy Eating</i> suggests eating these foods only sometimes and in small amounts.</p> <p>RED foods and drinks are low in nutritional value and may be high in saturated fat, added sugar and/or salt. They may also provide excess energy (kilojoules/calories).</p>

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Foods and drinks in GREEN, AMBER and RED categories²

GREEN – Best choices	
GREEN foods and drinks support healthy eating consistent with the Australian Dietary Guidelines. They contain less saturated fat, added sugar and/or added salt and help to avoid consumption of excess energy (kilojoules) than AMBER or RED foods. Actively promote and encourage consumption of GREEN foods and drinks at all times. Ensure they are always available and displayed in prominent areas.	
Food type	Examples
Drinks	Water (Plain, tap, spring, mineral or sparkling with nothing added). Low or reduced fat milk and soy drinks, plain and flavoured. May contain artificial sweeteners. Recommended serve size 375ml or less. Plain tea and coffee with or without reduced fat milk.
Bread and alternatives	Bagels, burritos, crumpets, English muffins, focaccia, gluten free, lavash, Lebanese, multigrain, pita, rye, tortillas, Turkish, wholegrain, wholemeal, white high fibre, white. Raisin and fruit bread, un-iced fruit buns, glazed hot cross fruit buns. Plain and savoury scones, pikelets and pancakes. Plain (unflavoured) rice and corn cakes, low fat crispbreads, wholegrain crackers.
Breakfast cereals	Whole grains, whole wheat flakes, wholegrain puffed cereals, porridge, whole wheat biscuits - low in added sugar, higher in fibre and without added confectionery*.
Rice, grains, pasta	Plain rice, noodles, pasta, burghul, cracked wheat, polenta, couscous. Plain air-popped popcorn with nothing added. Quinoa, barley, rice paper.
Yoghurt, custard and cheese (including soy alternatives)	Low or reduced fat cheese without added confectionery*. Low or reduced fat plain or fruit yoghurt and custard without added confectionery*. May contain artificial sweeteners.
Fruit	Fresh in season is the best choice. Frozen, pureed or canned in natural juice.
Vegetables (including legumes)	Fresh in season is the best choice. Frozen or canned without added flavourings. Chickpeas, kidney beans, lentils, baked beans, lentil patties and falafels (grilled or baked).
Lean meat, fish, poultry and alternatives	Unprocessed lean beef, chicken, lamb, pork, turkey, fish. Canned tuna, salmon, sardines in spring water. Eggs, nuts (un-salted, un-roasted, dry roasted), 100% nut/seed spreads with no added sugar.
Soups	Low salt or reduced in salt and/or fat, and have a vegetable or clear stock base (ie not creamy options).

* Confectionery includes; boiled lollies, carob, chocolate (including choc chips and chocolate-coating), chocolate spreads eg Nutella[®], cough lollies, 100s and 1000s, juice jellies, icing, liquorice, soft lollies, yoghurt or carob-coating.

² Based on: *National Healthy School Canteens: Guidelines for healthy foods and drinks supplied in school canteens*; and *Healthy Food and Drink Choices for Staff and Visitors in SA Health Facilities*.

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AMBER – Select carefully

NB: Nutrient criteria (see Tables 2, 3 and 4) should be used to determine whether the foods and drinks below are categorised as AMBER or RED.

AMBER foods and drinks have some nutritional value but contain considerable amounts of saturated fat, added sugar and/or added salt. They can contribute to excess energy (kilojoules) intake. Do not let these foods and drinks dominate the menu or displays and avoid large serve sizes.

Food type	Examples
Drinks	Full fat milk and soy drinks, plain and flavoured. May contain artificial sweeteners. Recommended serve size 375ml or less. Fruit/vegetable juice that is at least 99% juice with no added sugar - recommended serve size 250mL or less. Artificially sweetened drinks (recommended serve size 600 ml or less as sold or provided).
Breakfast cereals	Cereals that are higher in added sugar and lower in fibre.
Yoghurt, custard and cheese (including soy alternatives)	Full fat cheese without added confectionery*. Full fat plain or fruit yoghurt and custard without added confectionery*. May contain artificial sweeteners.
Dried fruit, fruit leathers	All types. Fruit leathers must be 100% fruit. Keep the serve size small.
Fruit ice blocks, fruit jelly desserts, ice crushes and slushies	At least 99% fruit juice and no added sugar. <ul style="list-style-type: none"> • Fruit ice blocks - serve size 125ml or less. • Ice slushies and fruit jellies - serve size 200ml or less.
Commercial oven baked potato products	Wedges, chips, hash browns, scallops, gems. Grill or bake only. Cooked in polyunsaturated oil or monounsaturated oil only.
Meat products and alternatives	Burgers, patties, strips, balls, nuggets, sausages, frankfurts, saveloys (crumbed and not crumbed), stews, casseroles and curries. Lean processed luncheon meats, devon, chicken loaf, free flow chicken, cured meats (eg: ham, bacon). Chicken drumsticks and wings. Canned tuna/sardine/salmon in brine or oil. Plain nuts salted; crumbed vegetable patties; falafels or lentil patties shallow fried in mono- or poly-unsaturated oil.
Savoury hot food items	Commercial, frozen ready to eat meals, mixed hot food or plated dinners. Condensed and instant soup. Savoury pastries, filled breads, pasta dishes, pizzas, oven baked potato products, dim sims, spring rolls, rice and noodle dishes. Pies, quiche, sausage rolls, pasties, etc.
Sweet and savoury snack foods	Baked snack biscuits, breakfast bars, rice/corn crackers and cakes, crispbreads, fruit filled bars, flavoured popcorn, muesli bars, nut and seed bars, sweet or savoury biscuits.
Un-iced cakes, muffins and sweet pastries	Some un-iced cakes and muffins that are small in serve size or have been modified to reduce the amount of saturated fat and or sugar or with added fibre. Fruit scones, fruit pikelets.
Icecreams, milk based ices and dairy desserts	Low or reduced fat icecreams (not chocolate coated), milk based ices, custards and dairy desserts. Milk must be listed as the first ingredient.
Fats and oils	Choose polyunsaturated and monounsaturated oils and spreads and use sparingly.
Spreads, dips, relishes	Commercial nut and seed spreads with added sugar, fish/chicken/meat paste, yeast spreads, dips, salsa, relishes. Use sparingly.
Sauces	Tomato sauce, tomato paste, mustard, sweet chilli, BBQ, soy, satay. Choose low or reduced salt products and use sparingly.
Dressed mixed salads	Eg chicken Caesar salad, potato salad with full fat mayonnaise dressing

* Confectionery includes; boiled lollies, carob, chocolate (including choc chips and chocolate-coating), chocolate spreads eg Nutella®, cough lollies, 100s and 1000s, juice jellies, icing, liquorice, soft lollies, yoghurt or carob-coating.

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RED – Limit	
Foods and drinks categorised as RED do not support healthy eating consistent with the Australian Dietary Guidelines. They are not recommended as they are of poor nutritional value and are generally high in saturated fat, added sugar and/or added salt and kilojoules.	
Food type	Examples
Sugar sweetened drinks	Soft drinks, commercial iced tea, cordial, fruit drinks, sports waters, sports drinks, flavoured mineral water, energy drinks, and sweetened waters. Any product containing guarana.
Fruit/vegetable juice	Less than 99% juice and/or with added sugar and/or greater than 250mL serve size.
Fruit ice blocks, jelly desserts, ice crushes and slushies	Less than 99% fruit juice and/or added sugar. Fruit ice blocks - serve size greater than 125ml. Ice slushies and fruit jellies - serve size greater than 200ml.
Cakes and slices	Iced cakes and slices, doughnuts, Danishes, sweet pastries, croissants- sweet and savoury, buns/cakes filled with cream, jam or chocolate.
Confectionery	All types: sold separately or added to products including; boiled lollies, carob, chocolate (including choc chips and chocolate-coating), chocolate spreads ie Nutella [®] , cough lollies, 100s and 1000s, juice jellies, icing, liquorice, soft lollies, yoghurt/ carob-coated.
Deep-fried food	All types.
Fats	Cream, coconut cream, coconut milk, butter, lard, tallow, cophera, ghee, dairy blend spreads.
Icecreams	Full fat icecream, including chocolate coated with or without confectionery.
Toppings, syrup, jam, honey	Small amounts, use sparingly.

Different brands of similar foods and drink products may fall into different categories due to different ingredients or cooking techniques used during the manufacturing process. For foods that may fit into either the **AMBER** or **RED** category, the food label should be checked against the **AMBER** nutrient criteria provided below to determine the correct category.

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Criteria³ for categorising foods and drinks as AMBER or RED

Tables 1 to 3 below provide criteria to define whether a food or drink item falls into the AMBER category. Use these tables in conjunction with the product's nutrition information panel to determine whether a product is categorised as AMBER or RED. If a product fails any one of its specified AMBER criteria, then it is to be considered a RED choice.

If the food item being assessed has *less than or equal* to the numbers specified in the energy, saturated fat or sodium column, AND *more than or equal* to the number specified in the fibre column, it is categorised as AMBER. If the product being assessed is *over* the threshold for energy or saturated fat or sodium, or *under* the threshold for fibre (ie if any criterion is *not* met) – the food is categorised as RED.

Note: There is no separate criterion for added sugar because the contribution of added sugar to energy intake is captured in the *Energy* column. There is however, a separate criterion for saturated fat even though it also contributes to energy intake. This is because saturated fat is associated with an increased risk of developing cardiovascular disease.

Table 1: Hot food and processed meats assessed per 100g				
Category	Nutrient criteria			
	Energy (kJ) per 100g	Saturated fat (g) per 100g	Sodium (mg) per 100g	Maximum serve size as sold
Savoury pastries and pies, sausage rolls, cheese and spinach triangles, samosas quiches, dim sims, spring rolls, chiko rolls, fried rice and instant noodles.	1000kJ or less	5g or less	400mg or less	250g or less
Pizza - commercial, frozen, prepared onsite, muffin and pita bread based.	1000kJ or less	5g or less	400mg or less	250g or less
Commercial oven baked potato products wedges, chips, hash browns, scallops, gems. Grill or bake only	1000kJ or less	5g or less	400mg or less	250g or less
Meat products and alternatives crumbed and not crumbed (burgers, patties, strips, balls or nuggets), sausages, frankfurts and saveloys, stews, casseroles and curries.	1000kJ or less	5g or less	450mg or less	150g or less
Processed luncheon meats (devon, chicken loaf, free flow chicken products) and cured meats (eg ham, bacon)	1000kJ or less	3g or less	750mg or less	50g or less

³ Based on: *National Healthy School Canteens: Guidelines for healthy foods and drinks supplied in school canteens*; and *Healthy Food and Drink Choices for Staff and Visitors in SA Health Facilities*.

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Table 2: Snack food items assessed per serve				
Category	Nutrient criteria			
	Energy (kilojoules) per serve	Saturated fat (g) per serve	Sodium (mg) per serve	Fibre (g) per serve
Sweet snack food, bars and biscuits	600kJ or less	3g or less	—	1g or more
Savoury snack food, biscuits, crispbreads and crisps ---(Energy must be 1800kJ or less per 100g) ---	600kJ or less	2g or less	200mg	—
Ice creams, milk or soy-based ices and dairy desserts ---(Milk must be listed as first ingredient) ---	600kJ or less	3g or less	—	—
Un-iced cakes, muffins and sweet pastries	900kJ or less	3g or less	—	1.5g or more

NOTE: All types of confectionery are categorised as RED

Table 3: Ready to Eat meals (assess per serve and per 100g)				
Category	Nutrient criteria			
	Energy (kilojoules) per serve	Saturated fat (g) per 100g	Sodium (mg) per 100g	Fibre (g) per serve
Commercial, frozen, ready to eat meals, mixed hot food or plated dinners	2500kJ or less	2g or less	300mg or less	3g or more

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Making a Healthier Choice

The following table lists some categories of foods with criteria to help you make a healthier choice for that food category. If the food item being assessed has *less than or equal to* the numbers specified in the saturated fat, sodium or sugar column, and *more than or equal to* the number specified in the fibre column, it is a healthier choice.

If the food being assessed is *over* the threshold for saturated fat, sodium or sugar or *under* the threshold for fibre (if any criterion is *not* met), the item is categorised as AMBER.

Table 4: Healthier choices assessed per 100g

Category	Nutrient criteria			
	Saturated fat (g) per 100g	Sodium (mg) per 100g	Total Sugar (g) per 100g	Fibre (g) per 100g
Breakfast cereals not containing dried fruit	2g or less		20g or less	5g or more
Breakfast cereals containing dried fruit	2g or less		25g or less	5g or more
Pasta sauces and simmer sauces	2g or less	300mg or less	–	–
Soups as prepared ready to eat (condensed, instant)	2g or less	300mg or less	–	–
Dips (legume, dairy, vegetable or salsa)	2g or less	750mg or less	–	–
Mayonnaise and salad dressings	3g or less	750mg or less	–	–

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Healthy Food and Drink Choices Policy Directors-General Exemption Form

This form is to be used when seeking an exemption to the ACT Public Sector Healthy Food and Drink Choices Policy. Please note: Directors-General and Chief Executive Officers are able to authorise an exemption for occasional social events or fundraising benefits only. Exemptions cannot be granted for food outlets or ACTPS funded or organised meetings. Authorising these exemptions cannot be delegated or sub-delegated to another staff member.

A copy of the signed exemption minute must be retained by the corporate area within directorates/agencies. Exemptions may be subject to random audits.

Date TRIM No: {If required}
File No:

To Director-General / Chief Executive Officer *[delete incorrect option]*
From _____
Subject Application for an exemption to the ACT Public Sector Healthy Food and Drink Choices Policy for *[insert name of social event or fundraising benefits]*

<Red text is provided for instructional purposes only. Please delete prior to submission>

Critical date and reason

1. [insert date] - to seek an exemption to the ACT Public Sector (ACTPS) Healthy Food and Drink Choices Policy for *[insert name of social event or fundraising benefits]* held on/from *[insert date of social event or fundraising benefits]*

Background

- The ACTPS Health Healthy Food and Drink Choices Policy (the Policy) was released on XXXX. The Policy aims to increase the availability of healthy food and drink choices for staff, volunteers and visitors to ACTPS workplaces, facilities, activities and functions.
- The Policy states that alcohol and RED category food and drinks cannot be funded or provided for catering and fundraising activities at ACTPS facilities and functions.
- Directors-General and Chief Executive Officers are able to authorise an exemption from this policy, for occasional social events or fundraising benefits.

Issues

Insert name of social event or fundraising benefit

- *(Provide information about the social event or fundraising benefit including;*
 - *Date and nature of the event*

- Purpose of the event
- Intended audience
- How the event will be promoted
- Sponsorship
- Whether the event has been held previously
- Any additional information to support the application for exemption)

Reasons why the social event or fundraising benefit cannot comply with the Policy

- (Provide brief reasons about why the social event or fundraising benefit cannot comply with the Policy and which components of the Policy you are seeking an exemption, e.g. to provide RED food or drinks, rewards, incentives, gifts or advertising/promotion etc)

Action being taken to make the social event or fundraising benefit healthier

- (Provide the steps, if any, that are being taken to make the social event or fundraising benefit healthier)

Action that will be taken to make this social event or fundraising benefit comply with the Policy in the future (this section can be deleted if it is not intended to run this social event or fundraising benefit again in the future)

- (Provide brief details about the steps that will be taken to ensure that the ACT Health social event or fundraising benefit will comply with the Policy in the future)

Previously approved exemptions for (insert branch or equivalent)

- (Provide brief details of the date of any previous exemptions for social events or fundraising benefits that the branch has received)

Recommendations

That you:

- note the information contained in this brief; and

NOTED / PLEASE DISCUSS

- authorise an exemption to the ACTPS Healthy Food and Drink Choices Policy for [insert name of event] on this occasion.

AGREED / NOT AGREED / PLEASE DISCUSS

Name and signature of sender

Action Officer:

Phone:

.....
 Name (insert name of Director-General or Chief Executive)
Director-General/Chief Executive
 Day Month Year