



ACT PUBLIC SECTOR

HEALTHY FOOD AND DRINK CHOICES - VENDING MACHINE MANAGEMENT

1. PURPOSE

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

2. APPLICATION

This policy applies to all vending machines in ACTPS directorate/agency workplaces and facilities. New vending machines are subject to this policy upon its commencement.

Existing vending machines must comply with this policy from three months after the policy commencement date.

3. REQUIREMENTS OF HEALTHY FOOD AND DRINK CHOICES

Vending machines at ACTPS workplaces and facilities must provide healthy food and drink options.

All vending machines must comply with the Vending Machine Standards which use a traffic light system¹ to categorise 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.
- **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.

¹ The traffic light system and the Vending Machine 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

Document name: ACT Public Sector Healthy Food and Drink Choices - Vending Machine Management	Prepared by: Workplace Safety and Industrial Relations, CMTEDD
Issue Date: December 2014	Review Date: December 2016

Comprehensive information about the traffic light system is provided at Attachment A.

Directorates and agencies may consider developing a pricing strategy to encourage the purchase of healthy products from vending machines within their worksites. This strategy may include reducing costs associated with **GREEN** products and increasing the cost of **RED** products.

4. VENDING MACHINE STANDARDS

All vending machines must adhere to the following standards:

1. **GREEN** food and drink products will represent at least 50 per cent of products available in vending machines.
2. **GREEN** plus **AMBER** food and drink products will represent at least 80 per cent of products available in vending machines.
3. **RED** food and drink products cannot comprise more than 20 per cent of products available in vending machines.
4. In addition, where products are not visible in the vending machine, the percentage of product selection buttons must be:
 - 4.1. **GREEN** – at least 50 per cent.
 - 4.2. **GREEN** plus **AMBER** – at least 80 per cent.
 - 4.3. **RED** – no more than 20 per cent.
5. Only **GREEN** foods and drinks will be advertised or promoted on the exterior or in the vicinity of vending machines.
6. **GREEN** food and drink products and product selection buttons will be prominently placed, for example close to eye level.
7. **RED** or **AMBER** food and drink products or product selection buttons will be placed in less prominent positions, for example further from eye level, with **RED** products placed in the least prominent positions.
8. The ACT Government logo should not be used alongside **RED** or **AMBER** foods and drinks.
9. All food and drink products or product selection buttons in vending machines will be displayed with traffic light labelling.

Directorates and agencies are required to ensure that suppliers adhere to the following standards:

- a) the following items cannot be offered in vending machines:
 - i. tobacco products;
 - ii. chewing gum;
 - iii. alcohol and any products containing alcohol.
- b) in relation to hot drink vending machines:

Document name: ACT Public Sector Healthy Food and Drink Choices - Vending Machine Management	Prepared by: Workplace Safety and Industrial Relations, CMTEDD
Issue Date: <i>December 2014</i>	Review Date: <i>December 2016</i>

- i. all hot drinks sold must have suitably insulated cups and leak proof containers;
 - ii. warning signs advising consumers of hot liquids must be placed in a visible position on all hot drink vending machines.
- c) products cannot be available in the vending machine if they are past their use-by date.
 - d) vending machines are to be kept in a clean and tidy manner at all times.
 - e) corrective and preventative action must be undertaken on product recalls as soon as they occur.

5. ROLES AND RESPONSIBILITIES

Overall responsibility for implementation of this policy rests with Directors-General and Chief Executive Officers. 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 and social clubs
- vending machines comply with the Vending Machine Standards
- staff and social clubs are informed about local implementation of the policy.

Staff and associated social clubs must comply with this policy. Staff must incorporate the Vending Machine 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 vending machines.

Where there are existing contracts, leases and management arrangements, staff should encourage vending machine providers to lead by example and transition to meet the Vending Machine Standards.

6. COMMENCEMENT

This policy will commence on 1 December 2014.

7. 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.

8. REFERENCES AND LINKS

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

Document name: ACT Public Sector Healthy Food and Drink Choices - Vending Machine Management	Prepared by: Workplace Safety and Industrial Relations, CMTEDD
Issue Date: December 2014	Review Date: December 2016

<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>

9. REVIEW

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

Document name: ACT Public Sector Healthy Food and Drink Choices - Vending Machine Management	Prepared by: Workplace Safety and Industrial Relations, CMTEDD
Issue Date: <i>December 2014</i>	Review Date: <i>December 2016</i>

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>

Document name: ACT Public Sector Healthy Food and Drink Choices - Vending Machine Management	Prepared by: Workplace Safety and Industrial Relations, CMTEDD
Issue Date: December 2014	Review Date: December 2016

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*.

Document name: ACT Public Sector Healthy Food and Drink Choices - Vending Machine Management	Prepared by: Workplace Safety and Industrial Relations, CMTEDD
Issue Date: December 2014	Review Date: December 2016

AMBER – Select carefully

NB: Nutrient criteria (see Tables 1, 2 and 3) 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.

Document name: ACT Public Sector Healthy Food and Drink Choices - Vending Machine Management	Prepared by: Workplace Safety and Industrial Relations, CMTEDD
Issue Date: December 2014	Review Date: December 2016

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 confectionary.
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.

Document name: ACT Public Sector Healthy Food and Drink Choices - Vending Machine Management	Prepared by: Workplace Safety and Industrial Relations, CMTEDD
Issue Date: <i>December 2014</i>	Review Date: <i>December 2016</i>

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*.

Document name: ACT Public Sector Healthy Food and Drink Choices - Vending Machine Management	Prepared by: Workplace Safety and Industrial Relations, CMTEDD
Issue Date: December 2014	Review Date: December 2016

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

Document name: ACT Public Sector Healthy Food and Drink Choices - Vending Machine Management	Prepared by: Workplace Safety and Industrial Relations, CMTEDD
Issue Date: December 2014	Review Date: December 2016

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	–	–

Document name: ACT Public Sector Healthy Food and Drink Choices - Vending Machine Management	Prepared by: Workplace Safety and Industrial Relations, CMTEDD
Issue Date: December 2014	Review Date: December 2016