

2011

Catering Guidelines Implementation Plan



QAIHC

Queensland Aboriginal and Islander
Health Council





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Catering Guidelines Implementation Plan

This booklet has been produced to assist staff in implementing Catering Guidelines for the Community Controlled Health Services.

The QAIHC Catering Guidelines is a separate booklet that services can use as the template for their service or services can adopt the QAIHC Catering Guidelines in consultation with all relevant stakeholders and staff. All background information is contained within those guidelines.

For evaluation purposes, it would be greatly appreciated if staff can contact the QAIHC Nutrition Coordinator, once the process is started.

Please do not hesitate to contact the QAIHC Nutrition Coordinator to assist in your service implementing the Catering Guidelines that will make the healthy choices the easy choices to make.

Email: nutrition@qaihc.com.au | Telephone: (07) 3328 8500

Activity Log

Please complete the following activities and record relevant information in the spaces provided.

Task	Phase	Activity	Person(s) Responsible	Timeframe	Date of Completion
1	Consultation				
1.1		Obtain Board approval for the development and implementation of Catering Guidelines	CEO		
1.2		With CEO and/or Senior Management, identify a Project Champion. Obtain a copy of the Catering Guidelines Report from QAIHC Nutrition Coordinator (if required)	Champion		
1.3		Identify stakeholders (e.g. staff, preferred caterers, Wellness Committee, local grocery store)	Champion		
1.4		Identify staff members who prepare/order food for catering and identify all catering options used	Champion		
1.5		Use promotional materials (e.g. emails, flyers) to initiate staff awareness of guidelines			
1.6		Obtain stakeholders' support and input to guidelines (e.g. through survey, contact QAIHC Nutrition Coordinator for 'Survey Monkey' Web Link to start Evaluation Processes) (see Appendix A)			
1.7		Check if local grocery stores can order guidelines-specific foods (e.g. low fat cheese)			
2	Adaptation				
2.1		Edit guidelines as per discussions with staff and stakeholders			
2.2		Incorporate guidelines into workplace Nutrition, Health or Wellness Policy			
2.3		If needed, format guidelines as per your Community Controlled Health Service's branded template			
3	Implementation				
3.1		Establish a working party to drive and review the guidelines			
3.1.1		Obtain endorsement from CEO of the guidelines			
3.2.1		Gain caterers' and staff's agreement to follow guideline specifications once implemented			
3.2.2		Obtain Caterers' menus and highlight the healthy choices on the menu (optional)			
3.2.3		Modified menus (electronic and hard copies) available at reception/admin/computer file for staff to order from			
3.3		Increase staff awareness of guidelines by conducting a catered launch to staff. Survey results can be discussed			

Task	Phase	Activity	Person(s) Responsible	Timeframe	Date of Completion
3.4		Nutritional educational session conducted by Nutritionist/Dietitian to staff and other stakeholders Contact QAIHC Nutrition Coordinator of implementation date			
3.5		Distribution of guidelines to staff			
3.5.1		One copy of guidelines provided at reception/administration			
3.5.2		One copy of guidelines provided in lunchroom/kitchen			
3.5.3		One copy of guidelines provided to each preferred caterer			
3.6		Educative resources provided in workplace to accompany guidelines as listed below:			
3.6.1		: Aboriginal and Torres Strait Islander Guide to Healthy Eating (see Appendix 2)			
3.6.2		: Australian Guide to Healthy Eating (see Appendix 2)			
3.6.3		: Healthy Recipe Books (see Appendix 2)			
3.7		One person nominated/volunteered to ensure catering is being ordered according to guidelines			
3.8		Evaluation implemented at meetings/courses (see Appendix B)			
4	Maintenance	12 months after implementation, conduct post implementation Catering Guidelines survey with staff and contact QAIHC Nutrition Coordinator for 'Survey Monkey' weblink (see Appendix C)			
4.1		Introduce guidelines in orientation package to all new staff			
4.2		Provide guidelines to new preferred catering companies			
4.3		Conduct review of guidelines annually			
5	Workplaces with Vending Machines				
5.1		Contact supplier and request list of healthier food items			
5.2		Discuss with staff which healthy food items are to be included in the vending machines			
5.3		Place order of healthier food items with supplier			
5.4		If no healthy foods offered, consider another supplier or remove vending machines from workplace			

If required, Champion can liaise with the Nutrition Coordinator at QAIHC. nutrition@qaihc.com.au | tel (07) 3328 8500

Appendix 1 Evaluation Processes:

The QAIHC Nutrition Coordinator can assist in evaluation processes of the Catering Guidelines.

A. Pre implementation of Catering Guidelines (Appendix A)

- All Community Controlled Health Services currently have a pre implementation survey
- Please contact the QAIHC Nutrition Coordinator to obtain the web link for your service.

B. Implementation of the Catering Guidelines (Appendix B)

- To assess satisfaction with the Catering Guidelines and modified catering menus, implement the Feedback Form at events/meetings/functions.
- A brief summary of the Catering Guidelines can also be distributed

C. Post implementation of Catering guidelines at 12 months (Appendix C)

- All Community Controlled Health Services have a post implementation survey
- Please contact the QAIHC Nutrition Coordinator to obtain the web link for your service
- After 12 months, conduct an audit for 2 weeks of all meetings and events catered for.
- Collect catering ordering forms/foods prepared ordered within that time frame.

Each Service can implement the Catering Surveys - pre and post implementation independently but it would be appreciated if the evaluations are coordinated via QAIHC as this will assist in QAIHC being able to evaluate the implementation of the Catering Guidelines for all Services involved.

Please contact the Nutrition Coordinator if you have any queries, concerns or require support on
Tel. (07) 3328 8500 | nutrition@qaihc.com

Hello there

Pre-Implementation Survey for Catering Guidelines – Appendix A

The following is a short voluntary survey on catering in your workplace. Your participation is important, as results from the survey will be used to develop the Catering Guidelines.

All participants names will remain anonymous and the survey will only take five minutes to complete.

Please select answers that best represent how you feel and elaborate in the 'comments' fields.

2. Default Section

1. Are you of Aboriginal or Torres Strait Islander Origin?

- No
- Yes, Aboriginal
- Yes, Torres Strait Islander
- Yes, both Aboriginal and Torres Strait Islander

2. In the past 2 weeks, have you consumed catered foods and beverages during a workplace meeting or function? If yes, how many times?

- No, I have not consumed catered foods and beverages in the past fortnight
- Yes, once
- Yes, twice
- Yes, more than twice

3. In the past 2 weeks, have you consumed left-over food and beverages from a catered meeting or function that you did not attend? If yes, how many times?

- No, I have not consumed left-over catered food and beverages in the past fortnight
- Yes, once
- Yes, twice
- Yes, more than twice

4. If you have consumed catered food and beverages as left-overs and/or at work meetings and functions, what quantity of unhealthy foods did you consume?

	None (0%)	Some (1 %-49%)	Half (50%)	Most (51%-99%)	All (100%)
Unhealthy foods (e.g. pastries, deep fried foods, white bread/pasta, soft-drinks)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. What catered foods and beverages would you like to see offered at workplace meetings and functions?

- | | |
|---|---|
| <input type="checkbox"/> Warm rice and pasta dishes | <input type="checkbox"/> Traditional foods (please specify which foods) |
| <input type="checkbox"/> Meat dishes | <input type="checkbox"/> Sweet Pastries |
| <input type="checkbox"/> Salads | <input type="checkbox"/> Fresh Fruit |
| <input type="checkbox"/> Sandwiches/wraps | |
- Other (please specify) _____
- _____
- _____

6. What catered foods and beverages would you like to see less of at workplace meetings and functions?

- | | |
|---|--|
| <input type="checkbox"/> Wraps and Sandwiches | <input type="checkbox"/> Deep fried foods |
| <input type="checkbox"/> Fruit and Yoghurt | <input type="checkbox"/> Cold meat and cheese platters |
| <input type="checkbox"/> Scones and Muffins | <input type="checkbox"/> Roast meats and vegetables |
| <input type="checkbox"/> Quiches and Salads | <input type="checkbox"/> Crackers/veggie sticks with dip |
- Other (please specify) _____
- _____
- _____

7. Prior to a staff member ordering catered food and beverages for a workplace meeting or function, do they ask all other staff members if they have any dietary requirements such as:

- Vegetarian preference;
 - Diabetes;
 - Coeliac Disease and/or gluten intolerance;
 - Lactose intolerance;
 - Food allergies.
- Comment _____
- _____
- _____

8. Would you like to see the provision of more nutritional educative information in the workplace? Please elaborate in comment box.

- Yes
- No
- Comment _____
- _____
- _____

9. Do you support the implementation of catering guidelines in your workplace? Please elaborate in the comment box.

- Yes
- No
- Neutral
- Comment _____
- _____
- _____

10. If "Catering Guidelines" were implemented in your workplace, would you follow them when ordering catered foods? Please elaborate in the comment box.

- Yes
- No
- Sometimes
- Comment _____
- _____
- _____

3. Thank you!

Your time in completing this survey is much appreciated and will contribute significantly to the development of the Catering Guidelines.

1. Do you have any further suggestions to contribute to the development of the Catering Guidelines?

Appendix B

We are currently in the process of implementing the Catering Guidelines (see summary).

We are working with local catering companies to ensure that they are followed and that everyone is satisfied with the food choices offered.

Hence we value your feedback about the foods provided at your meeting/course.

Date/s: _____

Meeting/Course Attended: _____

Did you like the foods? Yes/No Why/Why Not: _____

What specific foods would you like less of? _____

What foods would you like more of? _____

Other comments? _____

Thank you for your feedback!

Catering Guidelines Summary

Introduction

QAIHC has developed these guidelines to assist and encourage staff, visitors and the wider community to make healthy choices easier choices by ensuring the nutritional quality of food and drinks supplied and promoted are consistent with the Australian Dietary Guidelines (1), Australian Guide to Healthy Eating (2) and the Aboriginal and Torres Strait Islander Guide to Healthy Eating (3).

These guidelines aim to assist staff in making appropriate food and drink choices when catering for workshops, meetings or other events. The guidelines outline that for optimal health, the majority of food intake should include fruit and vegetables and wholegrain breads and cereals. It is recommended that low-fat dairy, lean meat and fish be consumed in moderate amounts and high energy, low nutrient foods such as soft drinks, chocolate and chips are to be limited.

Goal

To improve the health and wellbeing of staff and visitors at QAIHC and its member services, in which the benefits will extend to the wider Aboriginal and Torres Strait Islander community.

Objectives

1. To increase the availability of healthy food and beverages to at least 80% of total food offered at catered workshops, meetings or other events.
2. To decrease the amount of unhealthy food eaten by staff and visitors at catered workshops, meetings or other events.

Rationale

Good nutrition has been internationally recognised as essential for optimal health and wellbeing. Benefits of eating healthy foods include but are not limited to: increased energy levels; maintenance of a healthy body weight and reduction in the risk of disease including heart disease, type 2 diabetes, obesity and some cancers (4).

Poor nutrition can contribute to a number of chronic diseases. Time taken off work by staff for the treatment of and/or recovery from various diet related diseases adds to employer costs and significantly impacts upon efficiency of the workplace.

There is increasing evidence of a strong link between employee health and productivity. Benefits of promoting healthy food choices and regular physical activity in the workplace include increased productivity, reduced staff absenteeism, improved staff relations and job satisfaction.

Indigenous Australians suffer an overall burden of disease that is 2.5 times that of the total Australian population (5). The high proportion of Aboriginal and Torres Strait Islanders working within QAIHC and its member services indicates a large potential for health gain, the benefits of which will extend to the wider community.

QAIHC undertakes a strong advocacy role across its 27 member organisations and the numerous Community controlled health services they represent. QAIHC has an important role in health education and information in support of Aboriginal and Torres Strait Islander communities making healthier choices.

The Guidelines

It is recommended that catering in the workplace meets the Australian Dietary Guidelines and includes the following:

- Wholemeal, multigrain, high fibre and/or low glycaemic index breads, cereals and pastas;
- Reduced fat dairy and/or dairy alternatives;
- Lean meat, poultry, fish and/or eggs;
- Fruit and/or vegetables;
- Legumes, seeds and/or nuts.
- Limit the amount of saturated fats, sugars and salt

It is recommended that catering in the workplace recognises special dietary requirements of staff and visitors and that these dietary requirements are provided for where possible.

When providing catering it is recommended that:

- At least 80% of total food offered is healthy
- At least one option is vegetarian
- At least one third of food is fruit and/or vegetables.

It is recommended that one staff member be responsible for identifying appropriate local caterers that agree to meet these guidelines, (preferably in consultation with a Dietitian/Nutritionist) as well as developing and disseminating a list of preferred caterers to staff.

It is recommended that vending machines and fundraising drives also promote the healthy options provided in these guidelines

When providing food, caterers and staff must follow adequate food safety measures.

If you would like to discuss this in more detail, please do not hesitate to contact the QAIHC Nutrition Coordinator Deb
nutrition@qaihc.com.au
tel. 3328 8500

Post Survey Post Implementation of Catering Guidelines

Appendix C

The following is a short voluntary survey on catering in your workplace. Your participation is important, as results from the survey will be used to evaluate how the Catering Guidelines are going in your workplace. All participants names will remain anonymous and the survey will only take five minutes to complete. Please select answers that best represent how you feel and elaborate in the 'comments' fields.

2. Default Section

1. Are you of Aboriginal or Torres Strait Islander Origin?

- No
- Yes, Aboriginal
- Yes, Torres Strait Islander
- Yes, both Aboriginal and Torres Strait Islander

2. In the past fortnight, have you consumed catered foods and beverages during a workplace meeting or function? If yes, how many times?

- No, I have not consumed catered foods and beverages in the past fortnight
- Yes, once
- Yes, twice
- Yes, more than twice

3. In the past fortnight, have you consumed left-over food and beverages from a catered meeting or function that you did not attend? If yes, how many times?

- No, I have not consumed left-over catered food and beverages in the past fortnight
- Yes, once
- Yes, twice
- Yes, more than twice

4. If you have consumed catered food and beverages as left-overs and/or at work meetings and functions, what quantity of unhealthy foods did you consume?

Unhealthy foods (e.g. pastries, pies, sausages, fatty meats, cakes, biscuits, deep fried foods, white bread/pasta, soft-drinks)

None (0%) Some (1%-49%) Half (50%) Most (51%-99%) All (100%)

5. Have you decreased your intake of catered unhealthy foods and beverages (e.g. pies, sausages, cakes, fatty meats, biscuits, deep fried foods, white bread/pasta, soft-drinks) as left-overs and/or at work meetings and functions since the implementation of the Catering Guidelines

Yes No

6. What catered foods and beverages would you like to see more of at workplace meetings and functions?

- | | |
|---|---|
| <input type="checkbox"/> Warm Rice and Pasta dishes | <input type="checkbox"/> Traditional foods (please specify) |
| <input type="checkbox"/> Meat dishes | <input type="checkbox"/> Sweet pastries |
| <input type="checkbox"/> Salads | <input type="checkbox"/> Fresh fruit |
| <input type="checkbox"/> Sandwiches/Wraps | |
- Other (please specify) _____
-
-

7. What catered foods and beverages would you like to see less of at workplace meetings and functions?

- | | |
|---|--|
| <input type="checkbox"/> Wraps and Sandwiches | <input type="checkbox"/> Salads |
| <input type="checkbox"/> Fruit | <input type="checkbox"/> Deep fried foods |
| <input type="checkbox"/> Yoghurt | <input type="checkbox"/> Cold meat and cheese platters |
| <input type="checkbox"/> Scones and Muffins | <input type="checkbox"/> Roast meats and vegetables |
| <input type="checkbox"/> Quiches | <input type="checkbox"/> Crackers/veggie sticks with dip |
- Other (please specify) _____
-
-

8. Prior to a staff member ordering catered food and beverages for a workplace meeting or function, do they ask all other staff members if they have any dietary requirements such as:

- Vegetarian preference;
 - Diabetes;
 - Coeliac Disease and/or gluten intolerance;
 - Lactose intolerance;
 - Food allergies.
- Comment _____
-
-

9. Would you like to see the provision of more nutritional educative information in the workplace? Please elaborate in comment box.

- Yes
 - No
 - It is already happening
- Comment _____
-
-

10. Have you noticed any changes in the catering at meetings/functions in the last 12 months?

- Yes (please comment below)
 - No
- If you answered 'Yes' what have you noticed? _____
-
-

11. Are you aware of the catering guidelines in your workplace? Please elaborate in the comment box.

- Yes
 - No
- Comment _____
-
-

12. Have you read the Catering Guidelines?

- Yes
- No

13. Are you following the Catering Guidelines in the workplace? Please elaborate in the comment box.

- Yes
- No
- Sometimes

Comment _____

14. What would support ongoing implementation of the Catering Guidelines? (Please tick one or more boxes)

- Nutrition workshops
- Support from Management
- Recipe ideas
- None required

Other (please specify) _____

*** 15. Do you have any further suggestions or comments about the Catering Guidelines?**

Thank you!

Your time in completing this survey is greatly appreciated and will contribute significantly to the evaluation of the Catering Guidelines.

Appendix 2

Web Links for Educative Resources

Aboriginal and Torres Strait Islander Guide to Healthy Eating Resources available for download from:
<http://www.healthinonet.ecu.edu.au/key-resources/promotion-resources?lid=14911>

Australian Guide to Healthy Eating available for download from:
[https://www.health.gov.au/internet/main/publishing.nsf/Content/E384CFA588B74377CA256F190004059B/\\$File/fd-cons.pdf](https://www.health.gov.au/internet/main/publishing.nsf/Content/E384CFA588B74377CA256F190004059B/$File/fd-cons.pdf)

Living Strong Healthy Lifestyle Cookbook available for download from:
<http://www.gofor2and5.com.au/DataStore/files/pdf/QLD/QLD-ATSI%20Cookbook-Feb09.pdf>

The Deadly Tucker Cookbook order form is available from:
http://www.healthyfuture.health.wa.gov.au/Health_topics/ASTI-FOOD/ASTI_FC-order.pdf

Kukumbat gudwan daga' Really cooking good food' Cookbook
<http://batchelorpress.com/books/kukumbat-gudwan-daga>



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