

***APPLICATION AND CHECKLIST FOR DEVELOPMENT /  
REVIEW OF POLICIES, PROCEDURES, GUIDELINES AND  
SOP's***

***FOLLOW THE BELOW LINK TO THE NEW APPLICATION FORM***

[Application & Checklist for Development / Review of  
Policies Procedures Guidelines and SOPs](#)

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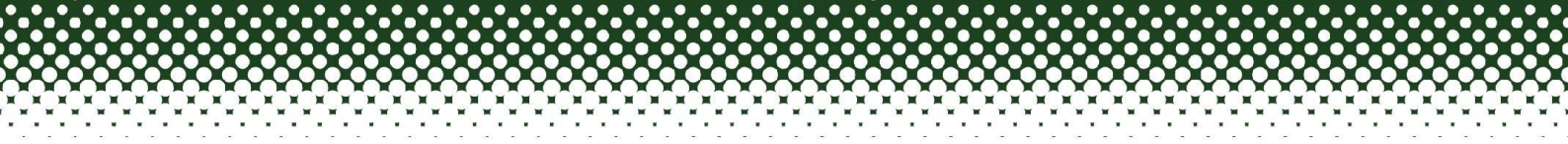
## Guideline

<b>1.0 Healthy Choices Policy Directive</b>	<p>MBPH will support healthy eating by implementing the Victorian Government's Healthy choices: Policy directive for Victorian public health services. The Policy directive states that foods and drinks available to staff, visitors and volunteers must be in line with the <i>Healthy choices: food and drinks classification guide</i>, which classifies foods and drinks according to their nutritional value:</p> <ul style="list-style-type: none"><li>- <b>GREEN</b> (best choices),</li><li>- <b>AMBER</b> (choose carefully) or</li><li>- <b>RED</b> (limit).</li></ul>
<b>2.0 Contracts, tenders and leases</b>	<p>MBPH will include a requirement to meet the Policy directive in tenders, contracts and leases with relevant food and drink suppliers (Café 34; Work Health and Safety and Oasis Vending).</p>
<b>3.0 Food</b>	<p>For Café 34 and all vending machines on MBPH campus:</p> <ul style="list-style-type: none"><li>- at least 50 per cent of food available and displayed is <b>GREEN</b></li><li>- no more than 20 per cent of food available and displayed is <b>RED</b></li><li>- <b>RED</b> foods are not promoted or advertised.</li></ul>
<b>4.0 Drinks</b>	<p>For Café 34 and all vending machines on MBPH campus:</p> <ul style="list-style-type: none"><li>- no sugary (or <b>RED</b> category) drinks are available or promoted/advertised</li><li>- at least 50 per cent of drinks available and displayed are <b>GREEN</b></li><li>- no more than 20 per cent of drinks available and displayed are <b>AMBER</b> artificially sweetened.</li></ul>
<b>5.0 Catering</b>	<p>Catering by MBPH Food Services:</p> <ul style="list-style-type: none"><li>- provide at least 50 per cent <b>GREEN</b> food options and no <b>RED</b> food for workplace catering, functions, and events.</li><li>- supply no sugary (or <b>RED</b> category) drinks for workplace catering, functions, and events.</li></ul> <p>Catering for special occasions:</p> <ul style="list-style-type: none"><li>- Whilst <b>RED</b> food and drink options should be avoided wherever possible, small amounts of <b>RED</b> foods or drinks, such as alcohol, may be provided via catering for occasional and defined events and with prior approval of the Chief Executive Officer (CEO),</li></ul>

<b>6.0 Additional</b>	<ul style="list-style-type: none"> <li>- This policy will be communicated to external user groups that use the health service’s facilities to encourage them to also provide healthy catering.</li> <li>- Free drinking water (for example, water fountains, jugs of tap water) is readily available and promoted for staff and visitors.</li> <li>- Staff rooms and staff kitchens must have facilities to prepare healthy meals and snacks brought from home.</li> <li>- Breastfeeding will be supported and encouraged.</li> <li>- <b>GREEN</b> food and drink options will be promoted, and <b>RED</b> options will not be used for prizes, giveaways, awards and vouchers.</li> <li>- Engagement in healthy fundraising and sponsorship activities is encouraged.</li> </ul> <p>For more information about the Victorian Government’s Policy directive visit <a href="http://heas.health.vic.gov.au/healthy-choices/healthy-choices-policy-directive-victorian-public-health-services">http://heas.health.vic.gov.au/healthy-choices/healthy-choices-policy-directive-victorian-public-health-services</a></p> <p>For more information about the Healthy Choices guidelines, visit <a href="http://www2.health.vic.gov.au/public-health/preventive-health/nutrition/healthy-choices-for-retail-outlets-vending-machines-catering">www2.health.vic.gov.au/public-health/preventive-health/nutrition/healthy-choices-for-retail-outlets-vending-machines-catering</a></p>
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<b><u>REFERENCES:</u></b>	<p>Victorian Department of Health, 2022, Healthy Choices – policy directive for health services, <a href="https://www.health.vic.gov.au/publications/healthy-choices-policy-directive-and-guidelines-for-health-services">https://www.health.vic.gov.au/publications/healthy-choices-policy-directive-and-guidelines-for-health-services</a>.</p> <p>Healthy Eating Advisory Service, 2022, Incorporating the Healthy Choices policy directive in your organisational policy, <a href="https://heas.health.vic.gov.au/sites/default/files/HEAS-organisational-policy-template-PD-FINAL%20WEB_1.docx">https://heas.health.vic.gov.au/sites/default/files/HEAS-organisational-policy-template-PD-FINAL%20WEB_1.docx</a>.</p>	
<b><u>RELATED POLICIES, PROCEDURES &amp; GUIDELINES:</u></b>	MBPH Staff and Volunteer Health and Wellbeing Policy	
<b><u>RELATED FORMS:</u></b>	N/A	
<b><u>Endorsed By:</u></b>		<b>Date:</b>
<b><u>Authorised By:</u></b>		<b>Date:</b>

Mandatory Inclusion



Personal Information and health information as defined in the relevant Victorian law, which is required to be collected, used, disclosed and stored by MBPH in order to achieve the Purpose of this policy, will be handled by the Group, and its employees in accordance with their legal obligations.

When developing this policy, MBPH has taken all reasonable steps to make its content consistent with the proper discharge of its obligations under the Charter of Human Rights and Responsibilities Act 2006.

MBPH would like to acknowledge all the Traditional Owners throughout the Murray Mallee Region and on whose land we work and live as the first people of this Nation. We also pay our respect to all the Elders past and present and to honour their culture.