

JULY 2018

# FOOD AND BEVERAGE GUIDELINES



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# PURPOSE

Upper Hutt City Council recognises the importance of healthy eating in promoting health and wellbeing and is committed to supporting employees, contractors, volunteers and visitors to make healthy food and drink choices. Healthy eating is essential for good health and well-being, and supporting a healthy and productive workforce. These guidelines provide an environment that supports and promotes healthy food and drink choices which align to the Ministry of Health Eating and Activity Guidelines for New Zealand Adults.

# OBJECTIVE

The objective of these guidelines is to:

- Be a role model for our community in creating a healthy environment
- Support staff, volunteers, contractors and visitors to make healthy food and drink choices by:
  - Creating an environment which supports healthy food and drink choices
  - Increasing availability and promotion of healthier food and drinks
  - Decreasing availability and promotion of unhealthy foods and drinks
  - Increasing knowledge and skills regarding healthy eating

## AIM

These guidelines aim to support and encourage healthy eating and drinking across the organisation.







# SCOPE

**THESE GUIDELINES APPLY TO:  
ALL AREAS WHERE FOOD AND OR DRINKS  
ARE SOLD OR PROVIDED TO STAFF,  
VOLUNTEERS AND VISITORS, THIS INCLUDES**

- Vending machines
- Food and drink retail outlets such as cafeterias, coffee shops, and cafes
- Sales of food and drinks on council property
- Catering provided for meetings, functions and events (such as workshops, conferences, community events, launches, celebrations and ceremonies
- Events run by Council
- Internal fundraising activities
- Rewards, incentives, gifts, prizes and giveaways offered to staff, guest speakers and or formal visitors on behalf of Upper Hutt City Council
- Advertising, promotion and sponsorship
- Sale of food and drink on Council property; excludes external fundraising (eg staff children's school fundraising)

**THESE GUIDELINES DO NOT APPLY TO:**

- Food and drinks brought from home by staff for their own consumption
- Gifts to staff from external providers
- Self-catered staff shared meals, both on and off site
- Gifts, rewards and incentives that are self-funded
- External fundraising



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## HEALTHY FOOD AND DRINK GUIDELINE PRINCIPLES- IN ALIGNMENT WITH THE MINISTRY OF HEALTH EATING AND ACTIVITY GUIDELINES

### **Green food >55% of options available:**

Offer a variety of healthy foods from the four food groups.

This means:

- Plenty of vegetables and fruit
- Grain foods, mostly wholegrain and those naturally high in fibre
- Some milk and milk products, mostly low and reduced fat
- Some legumes, nuts, seeds, fish and other seafood, eggs, poultry (e.g. chicken) and/or red meat with the fat removed

### **Orange food <45% of options available:**

Food should be mostly prepared with or contain minimal saturated fat, salt (sodium) and added sugar, and should be mostly whole or less processed.

This means:

- Some food containing moderate amounts of saturated fat, salt and/or added sugar may be available in small portions (e.g. some bakes or frozen goods)

### **Red food 0% of options available:**

Foods which contain high levels of saturated fat, sodium, or added sugar.

- No deep-fried foods
- No or limited confectionary (e.g. sweets and chocolate)

### **Beverages:**

Water and unflavoured milk are the predominant cold drink options.

This means

- The availability and portion sizes of drinks containing 'intense' sweeteners and no added sugar juices are limited
- No sugar sweetened drinks

See appendix 1 for examples of green, orange and red foods.

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# PROCEDURE

The tables below outlines what Upper Hutt City Council will undertake to support and encourage healthy eating, slowly phased in over 2 years.

## FOOD AND DRINK CHOICES

AREA	REQUIREMENTS
Retail outlets and vending machines	<ul style="list-style-type: none"><li>• At least 55% green choices</li><li>• No red choices</li><li>• Water is available</li></ul>
Catering (meetings, events, functions)	<ul style="list-style-type: none"><li>• At least 55% green choices</li><li>• No red choices</li><li>• Water is available</li></ul>
Advertising and Promotion	<ul style="list-style-type: none"><li>• Green choices are promoted at all occasions</li><li>• Orange choices are not promoted at the expense of green choices</li><li>• Red choices are not promoted</li><li>• No Upper Hutt City Council logo is promoted alongside red choices</li></ul>
Events run by, or supported by Council	<ul style="list-style-type: none"><li>• At least 55% green choices</li><li>• Up to 20% red choices</li><li>• No sugar sweetened beverages</li></ul>





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## CULTURE AND PHYSICAL ENVIRONMENT

AREA	REQUIREMENTS
Water	<ul style="list-style-type: none"><li>• Have free water readily available for all staff</li></ul>
Fundraising, prizes, giveaways	<ul style="list-style-type: none"><li>• No red choices supplied for children's awards, prizes or giveaways</li><li>• Fundraising activities promoting unhealthy options are discouraged, and healthier options are encouraged and healthy options provided</li></ul>
Sponsorship	<ul style="list-style-type: none"><li>• Sponsorship activities are consistent with the intent of the guidelines</li></ul>
Infrastructure	<ul style="list-style-type: none"><li>• The physical environment supports healthy food and drink choices (wherever possible, microwaves available for reheating leftovers, fridges available to store food from home, preparation area in kitchens)</li></ul>
Support breastfeeding	<ul style="list-style-type: none"><li>• Strategies are in place to support and encourage breastfeeding for staff and visitors</li></ul>
Communication and community engagement	<ul style="list-style-type: none"><li>• When involved with and engaged with the community, healthy eating initiatives are encouraged</li></ul>

