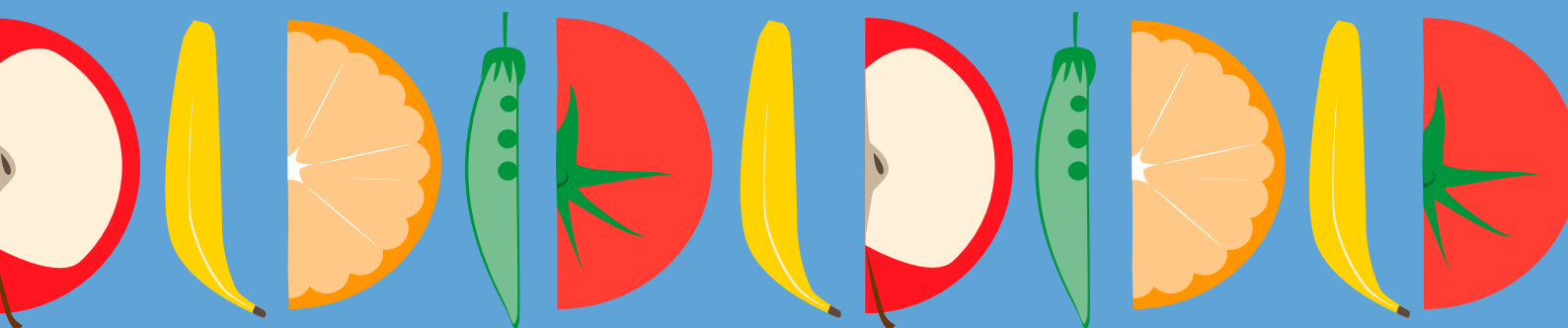


Healthy Food Choices
in Your Organisation

A Guide to Healthy Catering



HELPP
Healthy Eating Local
Policies and Programs



A Guide to Healthy Catering

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Introduction

This Guide has been produced to assist organisations to provide healthy and nutritious food for staff, volunteers and visitors attending their workplaces, operated facilities, and sponsored events.

A few simple changes to catering menus (such as serving more fruit and vegetables, choosing low-fat dairy products, and including more whole grains) can make a positive impact on people's health and wellbeing. The recommended foods are not only healthy and nutritious they also taste good too!

A Guide to Healthy Catering aligns with a Healthy Eating Policy which aims to increase the availability of healthy food and drinks which support the community to make choices that will have a positive impact on their health.

This Guide also provides you with a step-by-step process for developing a Healthy Catering List which will allow all staff to quickly identify healthy food and drink choices when ordering catering for their next workplace event.



Developing a Healthy Catering List

The following six-steps outline the process of developing a list of healthy catered foods. It can be circulated throughout your organisation and used by anyone ordering food for workplace functions. The list includes items that have been recognised by your organisation as health promoting. People using the list can feel confident the food and drinks they order will be healthy and nutritious.

1. Establish a working group

- Invite interested staff, including those who order food for catered events or have been involved in developing a Healthy Eating Policy within the organisation
- Inform them that the group only needs to meet twice and what you want as an outcome

2. Identify current catering practices

- Source any existing catering protocols and procedures (eg who is responsible for catering?)
- Identify catering occasions funded by the workplace (eg meetings, community events)
- Compile a list of preferred caterers and source their current menus

3. Develop a healthy catering list with the working group

- With the working group members, use the *Healthy Eating Policy* and Healthy Catering Suggestions (see page 5) or the 'Heart Foundation's *Healthier Serve*' to identify healthy menu choices from existing catering menus. Using a highlighter pen, highlight these items
- Identify items that could be modified to fit the healthy catering list (eg substituting butter for margarine) and list these

4. Consult with caterers

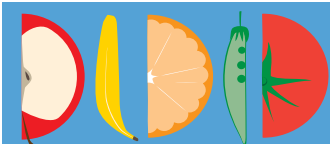
- Clarify with caterers how items are prepared (eg cooking method or ingredients that are unclear from the menu) or any queries from the previous step
- Discuss the feasibility of menu modifications identified by the working group (see page 10 for a guide of questions to ask the caterer)

5. Promote and disseminate

- Finalise the healthy catering list with the working group and identify avenues to disseminate the list to colleagues (eg staff intranet, email distribution lists)
- Nominate a key contact that staff can contact for further information
- Disseminate the list and encourage people ordering catering to refer to this list and ask the caterers if they can provide the menu item chosen

6. Monitor and maintain

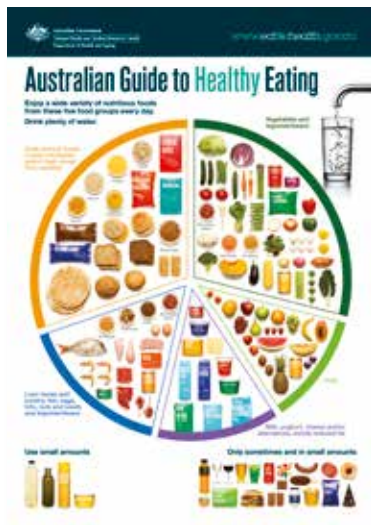
- Seek regular feedback from staff and the working group members on frequency and ease of use, suggestions for improvement etc.
- Agree on the review process eg timeframes for review and update of the healthy catering list.



Healthy Catering Guidelines

8 Tips for Healthy Catering

Here are 8 tips for healthy catering using the most recent Australian Dietary Guidelines and The Australian Guide to Healthy Eating:



- 1. Include plenty of vegetables and fruit**
 - vegetables (cooked or salad) in sandwiches or similar
 - fruit at morning tea or afternoon tea, and/or lunch
 - at least 3 varieties of vegetables in each main meal
- 2. Include a variety of grain based foods (preferably wholegrain or wholemeal) such as different breads, crackers, pasta, noodles and rice**
 - include them in main meals eg stir fry and noodles, curry & rice, soup and a roll
- 3. Use reduced fat milk or reduced fat yoghurt**
- 4. Use small amounts of cheese or reduced fat cheese (eg reduced fat 'tasty' cheese, ricotta, or fetta)**
- 5. Use moderate amounts of lean meats, lean processed meats, skinless poultry and fish**
- 6. Use polyunsaturated and monounsaturated oils and margarine (avoid butter or cream)**
- 7. Always provide vegetarian options**
- 8. Always have water available for drinking (preferably tap water).**

AUSTRALIAN DIETARY GUIDELINES (2013)

Guideline 1

To achieve and maintain a healthy weight, be physically active and choose amounts of nutritious food and drinks to meet your energy needs:

- Children and adolescents should eat sufficient nutritious foods to grow and develop normally. They should be physically active every day and their growth should be checked regularly.
- Older people should eat nutritious foods and keep physically active to help maintain muscle strength and a healthy weight.

Guideline 2

Enjoy a wide variety of nutritious foods from these five groups every day:

- Plenty of vegetables, including different types and colours, and legumes/beans
- Fruit
- Grain (cereal) foods, mostly wholegrain and/or high cereal fibre varieties, such as breads, cereals, rice, pasta, noodles, polenta, couscous, oats, quinoa and barley
- Lean meats and poultry, fish, eggs, tofu, nuts and seeds, and legumes/beans
- Milk, yoghurt, cheese and/or their alternatives, mostly reduced fat

And drink plenty of water.

Guideline 3

Limit intake of foods containing saturated fat, added salt, added sugars and alcohol

- a. Limit intake of foods high in saturated fat** such as many biscuits, cakes, pastries, pies, processed meats, commercial burgers, pizza, fried foods, potato chips, crisps and other savoury snacks.
 - Replace high fat foods which contain predominantly saturated fats such as butter, cream, cooking margarine, coconut and palm oil with foods which contain predominantly polyunsaturated and monounsaturated fats such as oils, spreads, nut butters/pastes and avocado.
 - Low fat diets are not suitable for children under the age of 2 years.
- b. Limit intake of foods and drinks containing added salt**
 - Read labels to choose lower sodium options among similar foods.
 - Do not add salt to foods in cooking or at the table.
- c. Limit intake of foods and drinks containing added sugars** such as confectionary, sugar-sweetened soft drinks and cordials, fruit drinks, vitamin waters, energy and sports drinks.
- d. If you choose to drink alcohol, limit intake.** For women who are pregnant, planning a pregnancy or breastfeeding, not drinking alcohol is the safest option.

Guideline 4

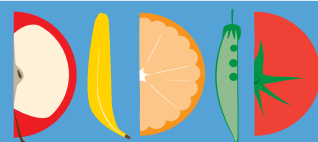
Encourage, support and promote breastfeeding

Guideline 5

Care for your food; prepare and store it safely

1 Eat for Health, Australian Dietary Guidelines 2013 <http://www.eatforhealth.gov.au/>

2 Based on the Australian Dietary Guidelines 2013, Dietitians Association of Australia recipe criteria and the Heart Foundation Caterers Information and Guidelines



Healthy Catering Suggestions

Below is a more comprehensive guide to ordering healthy food and drinks. It includes healthy suggestions and foods to avoid if possible when catering.

DRINKS

HEALTHY SUGGESTIONS

- > Tap water
- > Plain still and sparkling water
- > Tea (include herbal and decaffeinated)
- > Coffee (include decaffeinated)
- > 100% fruit juice (150 ml per person)
- > Reduced-fat plain and flavoured milk
- > Fruit smoothies made with reduced-fat milk and yoghurt
- > Diet soft drinks (only for large functions)

AVOID WHERE POSSIBLE

- > Flavoured water
- > Cordial
- > Soft drinks (including diet soft drinks if catering for children)
- > Sports waters and 'energy' drinks
- > Fruit juice with less than 100% fruit juice
- > Fruit drinks
- > Alcohol (if provided)
 - Serve as a standard drink
 - Visit www.alcohol.gov.au for more information
 - Always provide 'light' alcohol or alcohol-free alternatives
 - Always provide food if serving alcohol



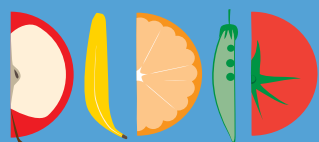
BREAKFAST

HEALTHY SUGGESTIONS

- > Cereal
 - Wholegrain flakes
 - Wholegrain puffed cereals (puffed rice, puffed wheat)
 - Wholegrain biscuits
 - Porridge (rolled oats)
 - Un-toasted muesli
 - Serve with reduced-fat milk or reduced-fat yoghurt
- > Bread
 - Wholegrain, multigrain, rye or high-fibre white
 - Rolls, crumpets, bagels and English muffins
 - Raisin and fruit breads

AVOID WHERE POSSIBLE

- > Cereal
 - Flavoured or sweetened with added sugars
 - Toasted muesli
- > Bread
 - Croissants
 - Savoury pull-aparts, twists, scrolls



BREAKFAST



HEALTHY SUGGESTIONS

> Baked products

- Traditional hot cross buns
- Small plain or fruit pikelets
- Small scones
- Mini fruit muffins

> Fruit and fruit juice

- Fresh fruit
- Canned fruit (in natural juice)
- 100% fruit juice with no added sugar (150 ml per person)
- Fruit smoothies made with reduced-fat milk and yoghurt

> Cooked breakfasts

- Eggs, scrambled, poached, boiled or as an omelette
- Lean ham or grilled lean bacon
- Reduced-fat, reduced-salt sausages
- Grilled vegetables (tomatoes, mushrooms, onion)
- Baked beans
- Vegetable frittata
- Small pancakes topped with fruit

> Toppings and spreads

- Margarine
- Reduced-fat cream cheese
- Ricotta cheese
- 100% spreadable fruit
- Fish, chicken or meat pastes
- Vegemite or similar
- Peanut butter
- Avocado
- Fruit eg. banana

AVOID WHERE POSSIBLE

> Baked products

- Cake-style or large muffins
- Iced/glazed cakes
- Hot cross buns with icing or confectionery
- Pastries eg. Danishes, croissants

> Fruit and fruit juice

- Canned fruit in syrup
- Fruit juice with added sugar
- Fruit drinks

> Cooked breakfasts

- Fried foods (eggs, bacon, hash browns)
- Full-fat bacon
- Full-fat sausages

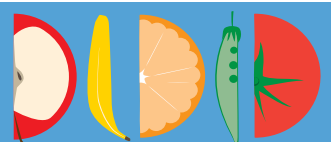
> Toppings and spreads

- Butter
- Cream
- Full-fat cream cheese
- Honey or syrups
- Chocolate-based spreads



TRY THIS INSTEAD...

- > Swap butter for margarine made from polyunsaturated or monounsaturated oils such as olive, canola, safflower, sunflower, linseed/flaxseed, soyabean
- > Swap frying for a spray of oil or oven baking
- > Swap jam for 100% spreadable fruit
- > Swap cream and butter for vanilla yoghurt on pikelets and scones



SANDWICHES

HEALTHY SUGGESTIONS

- > **Sandwich breads**
 - Wraps, rolls, crumpets, lavash and other flat breads, bagels, plain focaccias, baguettes and English muffins
 - Wholegrain, multigrain, rye and white high-fibre bread are excellent choices
- > **Sandwich fillings**
 - Fill with vegetables (fresh or grilled), lean meats, egg, fish (salmon, tuna, and sardines), reduced-fat tasty cheese, cottage, ricotta or quark cheese, avocado
- > **Spreads**
 - Margarine
 - Reduced-fat cream cheese
 - Ricotta
 - Vegemite
 - Reduced-salt peanut butter
 - Avocado
- > **Dressings and sauces**
 - Sauce, mustard, pesto, chutney, pickles and reduced-fat salad dressings
 - Small amounts of dressings and sauces

AVOID WHERE POSSIBLE

- > **Sandwich fillings**
 - High fat, processed meats – eg salami, Strasburg, Mortadella, bacon
 - Crumbed and deep fried fillings eg schnitzel
 - Croissants
 - Large serves of meat, or meat and cheese together
Halve the serve size of each. Use reduced-fat cheese and lean meat
 - Butter

TRY THIS INSTEAD...

- > Swap margarine or butter for avocado or hummus
- > Swap mayonnaise for a yoghurt-based dip e.g. tzatziki
- > Swap white bread for wholegrain, multigrain or high-fibre white bread



SALADS & BBQs

HEALTHY SUGGESTIONS

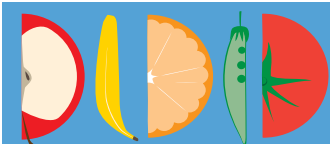
- > **Salads & barbeques**
 - Always serve salads with BBQs
 - BBQ vegetables
 - BBQ kebabs such as zucchini, capsicum, eggplant, pineapple, mushroom, banana or mushroom
 - Corn on the cob
 - Reduced-fat, reduced-salt sausages
 - Lean burgers
 - Vegetable patties (lentil, chickpea, falafel)
 - Lean meats eg steak
- > **Dressings and sauces**
 - Tomato, sweet chilli, BBQ and mustard sauce, pesto, chutney, and reduced-fat salad dressings
 - Serve dressings on the side
 - Small amounts of dressings and sauces

AVOID WHERE POSSIBLE

- > **Salads & barbeques**
 - Full-fat sausages
 - Fatty rissoles or burgers
 - Meat with visible fat
 - Bacon
 - Salads with full-fat dressings (eg mayonnaise, thousand island, Caesar)

TRY THIS INSTEAD...

- > Swap white bread for wholegrain, multigrain or high-fibre white bread in a sausage sizzle
- > Swap salt for herbs and spices such as garlic, chilli, lemon or lime juice, balsamic vinegar, basil and coriander
- > Keep dressings to a minimum or serve on the side
- > Swap some white pasta and rice for brown to give a different texture and taste
- > Swap margarine for avocado or hummus
- > Add salad to burgers
- > (see BBQ resource Go for 2&5®)
Community Healthy BBQ Challenge Even Toolkit



PLATTER ITEMS & FINGER FOOD

HEALTHY SUGGESTIONS

> Cold Choices

- Lean meats (e.g. skinless chicken, roast meats, lean ham)
- Cheese, reduced-fat hard and soft types. Keep the serve size small and serve with vegetables
- Dips (vegetable or yoghurt-based)
- Wholegrain, multigrain or plain water crackers, pita bread, bread sticks
- Vegetable sticks
- Grilled or roasted vegetables such as tomatoes, mushrooms, zucchini
- Vegetable patties (eg lentil, chickpea, falafel)
- Roast vegetable frittata
- Fresh or dried fruit
- Unsalted nuts
- Sushi or cold rolls
- Drained olives

> Hot choices

- Meatballs (pork, lamb, beef, skinless chicken or fish) served with a dipping sauce such as salsa or sweet chilli
- Marinated lean meats (eg chicken pieces baked without the skin)
- Grilled or roasted vegetables such as tomatoes, mushrooms, zucchini
- Vegetable patties (eg lentil, chickpea, falafel)
- Roast vegetable frittata
- Mini quiches
- Filo pastries with reduced-fat cheese and vegetables
- Pizza with reduced-fat cheese and vegetable toppings

AVOID WHERE POSSIBLE

> Cold Choices

- Savoury biscuits high in fat and salt
- Crisps
- High fat processed meats – eg salami, Strasburg, Mortadella, bacon
- Salted nuts

TRY THIS INSTEAD...

- > Swap large serves of cheese for small
- > Swap some cheese for vegetables
- > Swap fatty meat for lean
- > Swap dips for vegetable salsas
- > Swap crisps for vegetable sticks
- > Swap deep fried chicken for sushi

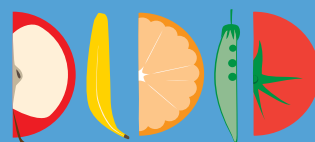
AVOID WHERE POSSIBLE

> Hot Choices

- Pies and pasties
- Sausage rolls
- Hot chips
- Pizza with high fat toppings eg fatty processed meats
- Deep fried foods eg rice balls, spring rolls, calamari
- Crumbed and fried foods
- Aioli, full-fat sour cream, cream-based sauces

TRY THIS INSTEAD...

- > Swap high fat crackers for warm flat bread brushed with garlic or chilli
- > Swap pies for filo parcels filled with ricotta cheese and spinach, pumpkin and pine nuts or any other combination of mixed vegetables
- > Swap chips for chunky oven baked wedges with the skin on and served with salsa
- > Swap pizza for pita bread or English muffins topped with vegetables, lean meat and reduced-fat cheese



MORNING & AFTERNOON TEA

HEALTHY SUGGESTIONS

> Finger Food

- Always provide fresh fruit
- Fruit platter
- Fruit kebabs
- Vegetable sticks with vegetable or yoghurt-based dips
- Vegetable or yoghurt-based dips with toasted pita bread, wholegrain or multigrain crackers
- Cheese, reduced-fat hard and soft types.
Keep the serve size small and serve with vegetables
- Unsalted nuts

> Baked Products

- Mini fruit muffins
- Plain, fruit-based cakes
- Fruit bread
- Small savoury or fruit scones
- Plain sweet biscuits

AVOID WHERE POSSIBLE

> Finger Food

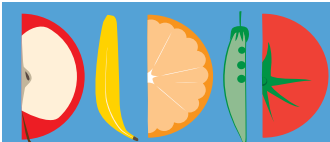
- High fat and/or salty crackers or crispbreads
- Salted nuts
- Fatty processed meats eg salami, Strasburg, Mortadella, kabana
- Full-fat hard and soft cheeses
- Dips based on full-fat cream cheese
- Aioli
- Crisps, cheezels etc.
- Salted nuts
- Confectionery (including chocolate)

> Baked products

- Cake-style or large muffins
- Iced, cream filled or chocolate coated biscuits
- Iced, cream filled or chocolate coated cakes
- Pastries such as Danishes, éclairs, tarts
- Doughnuts
- Croissants
- Macaroons

TRY THIS INSTEAD...

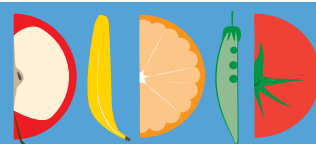
- > Swap large serves of cheese for small
- > Swap some cheese for vegetables
- > Swap fatty meat for lean
- > Swap dips for vegetable salsas
- > Swap crisps for vegetable sticks
- > Swap doughnuts for small serves of banana bread



Requests to Ask Your Caterer

When ordering food for workplace functions, discuss healthy food and drink options with your caterer. The list below outlines healthier food and drink alternatives to request from your caterer, ensuring the food and drinks ordered will align with your organisation's Healthy Eating Policy.

WHEN ORDERING...	ASK FOR
CAKES, SCONES, MUFFINS	<ul style="list-style-type: none"> - Fruit or vegetable based baked products (eg apple muffins, pumpkin scones) - Small sizes or food to be cut in half (eg mini muffins, medium size scones cut in half) - Scones served with margarine, 100% fruit jam and thick yoghurt (instead of jam and cream or butter) - Baked products that are unfilled (eg without cream or jam), uniced and served without icing sugar - Plain sweet biscuits without chocolate, cream or jam fillings (eg Milk Arrowroot, Milk Coffee biscuits)
YOGHURT	<ul style="list-style-type: none"> - Reduced-fat or non-fat fruit, flavoured or plain yoghurt
DRIED FRUIT AND NUTS	<ul style="list-style-type: none"> - Raw or roasted nuts, unsalted and uncoated nuts and dried fruit
SANDWICHES, WRAPS, BAGUETTES	<ul style="list-style-type: none"> - Wholemeal, multigrain or high-fibre white breads - Poly or mono-unsaturated margarine or mayonnaise, spread thinly (or none at all) - Vegetable based spreads as an alternative spread eg avocado, hummus - Lean meats (eg skinless chicken, ham, roast beef, turkey or chicken breast) instead of high-fat processed meats (eg salami, chicken loaf, fritz, bacon) - Meat and/or cheese serve to be kept to a maximum of 50g in total - Plenty of vegetables or salad - Plenty of vegetarian options
HOT FOOD	<ul style="list-style-type: none"> - Quiche (eg vegetable) - Toasted sandwiches - Mini pizzas with minimal cheese and plenty of vegetables - Kebabs (eg oven-baked lean meat, seafood or vegetable kebabs) - Oven baked meat, seafood, or vegetables
SALADS, VEGETABLES	<ul style="list-style-type: none"> - Hot vegetables without high-fat sauces (eg white sauce, garlic butter) - Reduced-fat, clear dressings (eg balsamic vinegar) - Salad dressings to be served on the side (eg in a jug) - Add extra serve vegetables where possible eg; in sandwiches, with hot meals, side salads
SAUCES, DIPS	<ul style="list-style-type: none"> - Salt-reduced sauces where possible - Non-creamy dipping sauces (eg sweet chilli, reduced-salt soy sauce, vegetable-based salsas or relish, chutney, tzatziki, guacamole)
PLATTERS	<ul style="list-style-type: none"> - Lean meats (eg skinless chicken, lean ham, lean roast beef, turkey or chicken breast) instead of high-fat processed meats (eg salami, chicken loaf, fritz, bacon) - Lean seafood (eg fresh, canned, baked, grilled) - Uncrumbed and unfried meat or seafood - Water crackers, crisp breads, wholegrain crackers, rice cakes, rice crackers (preferably multigrain varieties) instead of high fat alternatives (eg Jatz, cheddar biscuits) - Small serve sizes of cheese ideally reduced-fat varieties of hard cheese, ricotta, fetta - Cheese platter served with fruit and/or vegetables - Vegetable or yoghurt-based dips (eg tomato salsa, tzatziki etc.) - Plenty of vegetarian options
DRINKS	<ul style="list-style-type: none"> - Chilled jugs of tap water (best option) - Still, sparkling, mineral or soda water - A variety of teas and coffees (including regular, decaffeinated; and herbal teas) - Reduced-fat milk for tea and coffee - Sugar sachets and artificial sweeteners for tea and coffee - 100% fruit juice



Frequently Asked Questions

How do I cater for people who have special dietary requirements (eg allergies and intolerances)?

Caterers have a limited capacity to cater for allergies and intolerances, and generally it can't be guaranteed that food prepared in their kitchen is allergy free. It is very difficult to prevent cross contamination by using separate utensils and facilities to prepare food. Whilst it is a good idea to speak with caterers about any special dietary requirements, it is ultimately the responsibility of the individual with the allergy or intolerance to decide what they consume or to provide their own food.

What if I am providing the catering myself?

When providing the catering yourself use the principles outlined in this guide. Refer to the '*8 Tips for Healthy Catering*' and the '*Healthy Catering Suggestions*' or the HELPP website (www.wecanhelp.com.au) for ideas on appropriate foods to provide.

What can I do about reducing salt?

Request the caterer does not provide a salt shaker or salt sachets with your order. Pepper grinders and pepper sachets can be provided. Many people do not add salt to their cooking or at the table.

How can I avoid over-catering?

Many organisations over cater with a significant amount of food being thrown away. To keep waste to a minimum, consider using leftovers for mid meal breaks. For example leftovers from lunch can be served at afternoon tea, instead of ordering more food. Remember that all food and drinks will need to be stored according to food safety guidelines (see below). Also consider the size of the food items ordered. If scones or muffins come in large sizes they can be cut in half, which means that less will need to be ordered.

Where can I get further information on healthy catering?

If you require further assistance, please contact your local community dietitian or nutritionist, or visit www.wecanhelp.com.au

Other useful resources

Healthy Catering Guidelines

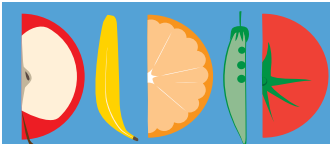
- > The Heart Foundation has a comprehensive guide to healthier catering including practical tips to improve the nutrition quality of food and drinks: '*A Healthier Serve: The Heart Foundation's Guide to Healthier Catering*'
<http://www.heartfoundation.org.au/SiteCollectionDocuments/Healthier-Serve.pdf>
- > SA Health has a healthy catering ideas factsheet including a healthy catering checklist to align with the Healthy Food and Drink Choices for Staff and Visitors in SA Health Facilities Policy: '*Healthy Catering Ideas for Meetings, Functions and Events*'
<http://www.health.sa.gov.au/pehs/branches/health-promotion/healthycateringfs4-hp-sahealth-20100805.pdf>
- > The Local Government Association of Queensland in collaboration with the Heart Foundation has catering guidelines with a specific focus on Aboriginal and Torres Strait Islander councils, and council areas with a high proportion of this population.
'*Smarter Serve: Good Food For Our Community*'
<http://www.healthinfor.net.ecu.edu.au/key-resources/programs-projects?pid=1423>

Healthy Eating Recommendations

- > The Commonwealth Government has revised the Australian Guide to Healthy Eating to assist people choose a variety of healthy foods and the basic proportions required for good health: '*Australian Guide to Healthy Eating*'
<http://www.eatforhealth.gov.au/guidelines/australian-guide-healthy-eating>

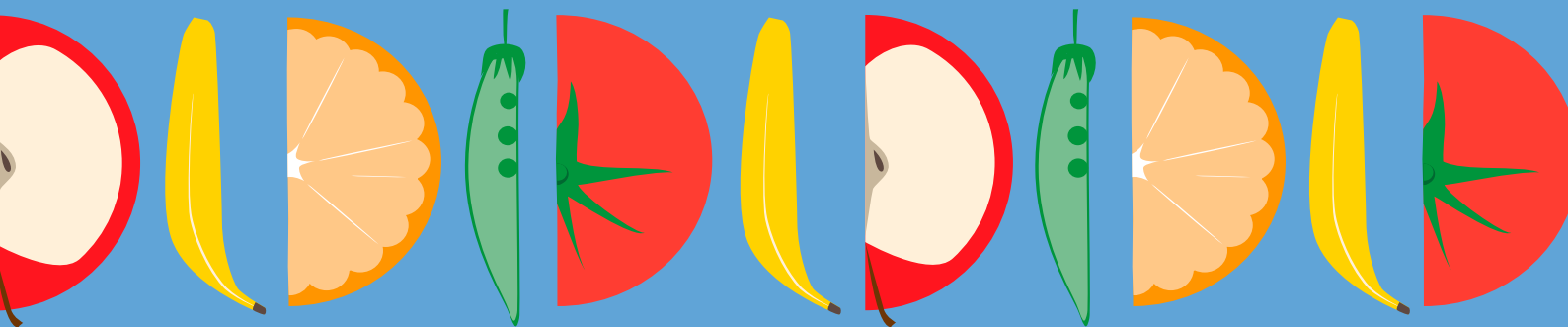
Food Safety and Hygiene

- > SA Health has produced a range of resources regarding safe food handling, which are available at the following link:
<http://www.dh.sa.gov.au/pehs/food-index.htm>
- > For a brief food handling and hygiene factsheet which covers the key food handling and safety considerations see the following HELPP resource: <http://www.flinders.edu.au/medicine/fms/sites/help/documents/Food%20Handling%20&%20Hygiene%20v5.pdf>



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