Apunipima
Healthy Catering Guidelines

Reference No: 5862 CSS

Version 3.0
Document Control

<table>
<thead>
<tr>
<th>Reference No</th>
<th>Version</th>
<th>Status</th>
<th>Sponsor</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>5862 CSS</td>
<td>3.0</td>
<td>Approved</td>
<td>Manager - Primary Health Care</td>
<td>Community Nutritionist</td>
</tr>
</tbody>
</table>

Amendments

<table>
<thead>
<tr>
<th>Date</th>
<th>By whom</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/10/2014</td>
<td>Kirby Murtha</td>
</tr>
</tbody>
</table>

V3. Amendments made in line with recent catering survey including:
- Removal of quick reference guides to cairns and community based catering
- Minor amendments to Grammar and corrections
- Apunipima Healthy Catering Request Process flowchart amended reflect new process
- Monitoring and compliance reviews changed from annual to biennial of the catering guidelines. Appendix 4: The preferred caterers list will be reviewed annually.
- Preferred caterer criteria added along with Useful Resources.

V2. Catering Survey report with SMT for recommended actions. No Changes to the documents; Doc to be reviewed by end Dec 2014 per Paul Stephenson

New document

14/01/2013

Kirby Murtha

Summary

The Apunipima Healthy Catering Guidelines are a set of recommendations that can assist staff to make appropriate food and beverage choices when catering for meetings, workshops and community events.

The guidelines include recommendations for both Cairns (head office) and community based catering.

These guidelines outline Apunipima’s expectations regarding the provision of appropriate and healthy food and beverage choices for:
- our preferred caterers
- Apunipima staff organising food and beverages at community based events
- any event where food and beverages are funded and/or supplied by Apunipima and;
- external services that are organising or providing catering at an Apunipima building or event.
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Introduction

Good nutrition is essential for optimal health and wellbeing. As the average worker spends one third of their day at work, improving nutrition in the workplace has the potential to improve the health of staff members. It is also a valuable opportunity to role model healthy eating behaviours to the wider community. As poor nutrition is a key contributor to chronic disease and Indigenous Australians suffer an overall burden of disease that is 2.5 times that of the Australian population, it makes sense to provide healthy food and beverage options at every opportunity available.

The Apunipima Healthy Catering Guidelines are available to assist and encourage staff, visitors and the wider community to make healthy food and beverage choices. Our objective is to have at least 80% of food and beverage options offered at catered events to be healthy.

The Apunipima Healthy Catering Guidelines ensure that the nutritional quality of food and beverages supplied and promoted are consistent with the Queensland Aboriginal and Islander Health Council Catering Guidelines. These guidelines align with Australian Dietary Guidelines and the Aboriginal and Torres Strait Islander Guide to Healthy Eating.

These guidelines focus on general healthy eating recommendations that support optimal health and good nutrition:

- Enjoy a wide variety of nutritious foods and choose water as a main drink;
- The majority of food choices should include vegetables, fruit and wholegrain varieties of breads and cereals;
- Lean meat, chicken, fish and dairy foods (mostly reduced fat) should be consumed in moderate amounts;
- High energy, low nutrient foods such as fried foods, pastries, chocolate, chips and full sugar soft drink should be limited.

Purpose

The purpose of the Apunipima Healthy Catering Guidelines is to provide appropriate food and beverage recommendations for catered events. These guidelines reflect the importance of maintaining a healthy, balanced diet to support general health and wellbeing.

Compliance with these guidelines will establish a supportive environment for healthy eating and good nutrition for staff, visitors and community members whilst in the workplace. The catering guidelines can create opportunities for staff to role model healthy eating behaviours and provide consistent messages about good health and nutrition.

These guidelines outline Apunipima’s expectations regarding the provision of appropriate and healthy food and beverages for:

- our preferred caterers;
- Apunipima staff organising food and beverages at community based activities or events;
- any event where food and beverages are funded and/or supplied by Apunipima and;
- external services that are organising or providing catering at an Apunipima building or event;
- any fundraising activities that Apunipima participates in.

These guidelines are not intended for:

- Food and beverages bought and consumed by staff that is eaten at an Apunipima building (e.g. lunch and snacks);
- Food items that are purchased by individual staff (i.e. not purchased with Apunipima funds) and provided to Apunipima staff (e.g. birthday celebrations).

It is also recommended that fundraising drives within the workplace promote healthy options outlined in the catering guidelines.

**Roles and Responsibilities**

<table>
<thead>
<tr>
<th>Staff member</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Management Team</td>
<td>Sign off on catering guidelines.</td>
</tr>
<tr>
<td></td>
<td>Ensure the appropriateness of catering requests through line managers.</td>
</tr>
<tr>
<td>Managers</td>
<td>Support the implementation of the catering guidelines.</td>
</tr>
<tr>
<td></td>
<td>Sign off on catering requests from staff members, and direct any staff catering queries to the Nutrition team.</td>
</tr>
<tr>
<td>Nutrition Team</td>
<td>Provide support to staff for the implementation of the catering guidelines.</td>
</tr>
<tr>
<td></td>
<td>Conduct biennial reviews of the catering guidelines and annual reviews of the preferred caterers.</td>
</tr>
<tr>
<td>Finance Department</td>
<td>Process catering requests once they have been signed off by managers.</td>
</tr>
<tr>
<td></td>
<td>Direct staff to preferred caterers on the preferred suppliers list.</td>
</tr>
<tr>
<td>Administrative Officer</td>
<td>Notify internal staff and external providers of the Apunipima catering guidelines when they request room bookings for meetings or events.</td>
</tr>
<tr>
<td>All staff (including temporary, agency and casual staff, contractors, students and externally hosted staff, volunteers and recruitment candidates)</td>
<td>To follow the catering guidelines when organising catering for meetings, workshops and community events.</td>
</tr>
<tr>
<td></td>
<td>To use preferred caterers list wherever appropriate.</td>
</tr>
</tbody>
</table>
**Procedure**

Before requesting catering, staff members should familiarise themselves with the catering guidelines, including the preferred caterers list (Appendix 4) and respective healthy choice menu's available on the intranet through the supplier list. If staff require catering that is not from an identified preferred caterer, then the ‘Catering recommendations for foods to include and limit’ (Appendix 2) should be used as a guide.

Staff members who request catering are required to fill out both a 5877 CSS Apunipima Catering Request Form (Appendix 1) and 5837 CSS Purchase Requisition Form which is to be signed off by their line manager.

The Apunipima Catering Request Form outlines:

1. The type of meeting/event, approximate number of people attending and the amount of catering being requested;
2. The choice of preferred caterer, adherence to the catering guidelines and any special dietary requirements;
3. An estimated budget for the catering.

Approval of the catering request based on the type of meeting/event, number of people attending and amount of catering required is at the discretion of each line manager. However, in consideration of budget it is recommended that a full days catering costs no more than $25.00 per person, and catering for shorter meeting (e.g. providing morning tea or afternoon tea) costs a maximum of $7.00 per person. There may also be a delivery fee for the catering.

Special dietary requirements of staff and visitors should be considered and appropriate foods provided wherever possible. When providing catering it is also recommended that at least one food option is vegetarian.

Members of the Nutrition Team are available to support staff with queries about catering and the Apunipima healthy catering guidelines. The Nutrition Team are not responsible for the actual purchase of foods for community based events; this is the responsibility of the Apunipima staff member who made the catering request.

Staff and visitors are encouraged to clean up after themselves and stack all unwashed items in the dishwasher. The staff member who organised the catering is responsible for the clean-up and disposal of food by the end of the same working day that the catering was ordered.
Apunipima Healthy Catering Request Process

1. Staff Member requires catering
2. Clarify how many people attending
   - Amount of catering required
   - Estimated budget
3. Identify suitable Preferred Caterer
   - from supplier list on intranet (or appendix 4)
4. Complete Catering Request Form (appendix 1) & Purchase Request Form & submit to manager for approval
5. Finance Department processes
   - approved forms
6. Staff member organises purchase and delivery of goods (or alternatively forwards approved forms to designated Administration Officer for completion)
7. If no suitable Preferred Caterer identified, use "Catering Recommendations For Foods to Include & Limit" as a guide (appendix 2)
8. Staff Member is responsible for receiving goods on the day, and clean up & disposal of food
Training

The Nutrition Team will provide updates and support staff with the implementation of the catering guidelines.

When providing food, both caterers and staff must follow adequate food safety procedures that comply with the Queensland Food Act and the Food Standards Code. Additional information to guide staff about adequate food safety is included in Appendix 3. Staff who handle food in the workplace need to have a level of skill and knowledge in food safety and food hygiene appropriate to their food handling activities.

Staff who regularly handle and prepare food in the workplace are recommended to complete the following training and should liaise with Human Resources in regards to this (see 5430 CSS Education, Training and Professional Development Policy)

- Follow workplace hygiene procedures (SITXOHS002A) - for those staff involved in organising and setting up food for meetings or events.
- Implement food safety procedures (SITXFSA001A) - for those staff who are actually preparing and serving food.

Monitoring compliance and effectiveness of this policy

The Nutrition Team will conduct biennial reviews of the catering guidelines. Ongoing monitoring and evaluation of the catering guidelines will be conducted as per the QAIHC Catering Guidelines Implementation plan.

The Nutrition Team will initiate annual reviews of the preferred caterers list (Appendix 4). A catering review committee will be established to ensure caterers are selected in an appropriate and transparent manner. A catering review committee will contain a staff member from the nutrition team, finance department, administration and must have representation by an Aboriginal and/or Torres Strait Islander staff member.

Caterers will be invited to apply to become a preferred caterer on the basis that they meet the criteria outlined below:

Preferred caterer criteria

- Provision of a healthy choice menu that meets the requirements outlined in ‘Catering Recommendations for foods to include and limit’ (Appendix 2)
- A current Food Business License
- Public liability insurance
- Ability to accept orders via email
- Ability to deliver with a suitable catering transport vehicle

Staff should inform members of the Nutrition Team if they observe compliance issues with the Healthy Catering Guidelines.
Useful resources

- Good Quick Tukka Facilitator Manual
- Fred Hollows Kukumbat gudwan daga ‘Really cooking good food’ cookbook

References


Appendices

Appendix 1 - 5877 CSS Apunipima Catering Request Form

Appendix 2 - Catering recommendations for foods to include and limit

Appendix 3 - Food safety information for catered events

Appendix 4 - Preferred caterers list - in development
## Appendix 1 - Apunipima Catering Request Form

(Note: FOR INFORMATION PURPOSES ONLY - Please use the official form on the Intranet: 5877 CSS Apunipima Catering Request Form)

**Apunipima Catering Request Form**

Please submit with 5837 CSS - Purchase Requisition Form

For further information check the 5108 CSS - Healthy Catering Guidelines

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date/s Catering Required</th>
</tr>
</thead>
</table>

**Catering Request For:**

- □ Community event
- □ Internal meeting / training / workshop (Apunipima attendees only)
- □ External meeting / training / workshop (at least one external participant)

<table>
<thead>
<tr>
<th>Event / Meeting / Training / Workshop Description:</th>
<th>Meeting Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length of time:</td>
<td>Number of people:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Catering Supplier:</th>
<th>Estimated Budget:</th>
</tr>
</thead>
</table>

**Have you chosen a preferred caterer?** □ Yes □ No  
If No, please explain why -  
(List of preferred caterers with menus can be found under the supplier list on the intranet.)

<table>
<thead>
<tr>
<th>Do the requests adhere to the Healthy Catering Guidelines?</th>
<th>□ Yes □ No</th>
<th>Have you checked for special dietary requirements?</th>
<th>□ Yes □ No</th>
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</thead>
</table>

**Morning Tea:**

<table>
<thead>
<tr>
<th>Morning Tea:</th>
<th>Delivery time:</th>
</tr>
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</table>

**Lunch:**

<table>
<thead>
<tr>
<th>Lunch:</th>
<th>Delivery time:</th>
</tr>
</thead>
</table>

**Afternoon Tea:**

<table>
<thead>
<tr>
<th>Afternoon Tea:</th>
<th>Delivery time:</th>
</tr>
</thead>
</table>

**Requesting Officer:**

<table>
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<tr>
<th>Requesting Officer:</th>
<th>Date:</th>
</tr>
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</table>

**Manager:**

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<thead>
<tr>
<th>Manager:</th>
<th>Date:</th>
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</table>
## Appendix 2 - Catering Recommendations for Foods to Include and Limit

### Breakfast

<table>
<thead>
<tr>
<th>Foods to Include</th>
<th>Examples</th>
<th>Foods to Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hot</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| ✓ A variety of wholegrain, high fibre or fruit toasts | ✓ Breads to include either wholemeal, wholegrain, soy and linseed, rye, white high fibre bread or fruit bread | ● Plain white bread  
● High fat bread and pastry items (eg. Croissants)  
✓ Wholemeal or seeded damper |
| ✓ Reduced fat and reduced salt toast toppings where possible | ✓ Use thinly spread monounsaturated/polyunsaturated margarine  
✓ Baked beans, avocado, tomato, mushrooms, reduced fat cheese or cream cheese, peanut butter, 100% fruit spread | ● Butter  
● Cream |
| ✓ Oats/Porridge | ✓ Plain rolled oats cooked with milk or water  
✓ Flavoured with fresh fruit, dried fruit, frozen fruit, cinnamon, coconut |  |
| ✓ Eggs cooked with little or no fat | ✓ Scrambled, poached, boiled or as omelette served with grilled vegetables such as tomato, mushroom, asparagus | ● Fried eggs  
● Bacon and sausages |
| **Cold**         |          |                |
| ✓ Wholegrain and high fibre cereals | ✓ Porridge, weet-bix, sultana bran, oats, natural and untoasted muesli served with milk or yoghurt (reduced fat if available) and fresh/dried fruit | ● High sugar breakfast cereals  
● Toasted muesli |
| ✓ Dairy/ dairy alternatives | ✓ Milk, soy milk, powdered milk, long-life milk, yoghurt  
✓ Reduced fat dairy products if available |  |
| ✓ Fruit          | ✓ Fresh fruit, frozen fruit, canned fruit in natural juice, dried fruit  
✓ Fruit smoothies made with milk or yoghurt | ● Canned fruit in syrup |
### Morning Tea/Afternoon Tea

<table>
<thead>
<tr>
<th>Foods to Include</th>
<th>Examples</th>
<th>Foods to Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sandwiches and wraps</strong></td>
<td>✓ A variety of wholegrain, wholemeal, high fibre breads.</td>
<td>✓ Wholemeal, wholegrain, rye, high fibre white bread, flatbreads (pita bread &amp; lavash), wholemeal/seeded damper, served fresh or toasted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ Flatbread used as pizza bases topped with vegetables, lean meat and reduced fat cheese</td>
</tr>
<tr>
<td><strong>Sandwich fillings/toppings</strong></td>
<td>✓ Salad vegetables</td>
<td>✓ A variety of salad vegetables including: lettuce, tomato, avocado, beetroot, onion, cucumber, carrot, sprouts, capsicum</td>
</tr>
<tr>
<td></td>
<td>✓ Lean meat/fish/egg</td>
<td>✓ Chicken breast with skin removed, lean beef, lean ham, turkey, boiled eggs, tinned tuna/salmon/sardines in spring water or oil (not brine)</td>
</tr>
<tr>
<td></td>
<td>✓ Reduced fat cheese (if available)</td>
<td>✓ Reduced fat cheese, ricotta cheese, cottage cheese, light cream cheese</td>
</tr>
<tr>
<td></td>
<td>✓ Reduced fat and reduced salt spreads and condiments</td>
<td>✓ Use thinly spread polyunsaturated/monounsaturated margarine, avocado, hummus, mustard, low fat mayonnaise, pesto, relish or chutney</td>
</tr>
<tr>
<td><strong>Platters (served with dips/dipping sauces)</strong></td>
<td>✓ Vegetables</td>
<td>✓ A range of vegetables such as vegetable sticks or antipasto vegetables marinated in vinegar (not oil)</td>
</tr>
<tr>
<td></td>
<td>✓ Fruit</td>
<td>✓ A range of fresh or canned fruit such as fruit kebabs and fruit salad</td>
</tr>
<tr>
<td></td>
<td>✓ Reduced fat cheese (if available)</td>
<td>✓ Reduced fat cheese - e.g. Swiss cheese, mozzarella, feta</td>
</tr>
<tr>
<td></td>
<td>✓ Meat and meat alternatives</td>
<td>✓ Lean sliced chicken, ham, turkey, fish, lentil &amp; bean patties, vegetable slice or frittatas, unsalted nuts</td>
</tr>
<tr>
<td></td>
<td>✓ Wholemeal/wholegrain</td>
<td>✓ Small portions of low fat and low sugar fruit or vegetable based muffins/slices/damper e.g. pumpkin scones, orange and poppy-seed muffins, blueberry muffins, oat and raisin slice, banana and walnut slice, muesli bars/slice, wholemeal damper, air-popped popcorn and a variety of wholegrain crackers</td>
</tr>
<tr>
<td><strong>Dips/dipping sauces</strong></td>
<td>✓ Reduced fat</td>
<td>✓ Use yoghurt, low fat mayonnaise or cottage cheese as base</td>
</tr>
<tr>
<td></td>
<td>✓ Vegetable-based</td>
<td>✓ Hummus, tzatziki, beetroot, tomato salsa, avocado, pesto, corn, capsicum, sweet potato, pumpkin</td>
</tr>
<tr>
<td><strong>Dairy and alternatives</strong></td>
<td>✓ Reduced fat if available</td>
<td>✓ Fruit smoothies made with milk or yoghurt or soy/rice/oat milk.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>✓ Yoghurt with fruit &amp; nuts</td>
</tr>
</tbody>
</table>
### Lunch/Dinner

<table>
<thead>
<tr>
<th>Foods to Include</th>
<th>Examples</th>
<th>Foods to Limit</th>
</tr>
</thead>
</table>
| **Sandwiches and wraps** | ✓ A variety of wholegrain, wholemeal, high fibre breads. | ✓ Wholemeal, wholegrain, soy and linseed, rye, high fibre white bread, rolls, pita bread and lavish bread served fresh or toasted  
✓ Wholemeal damper  
✓ Flatbreads used as pizza bases topped with vegetables, lean meat and reduced fat cheese | • Plain white bread  
• Cheese/bacon topped bread items |
| **Sandwich fillings/toppings** | ✓ Salad vegetables  
✓ Lean meat/fish/egg  
✓ Reduced fat cheese (if available)  
✓ Reduced fat/low salt spreads and condiments | ✓ A variety of salad vegetables including: lettuce, tomato, avocado, beetroot, onion, cucumber, carrot, sprouts, capsicum  
✓ Chicken breast with skin removed, lean beef, ham, turkey, boiled eggs, tinned tuna/ salmon/ sardines in spring water or olive oil (not brine)  
✓ Reduced fat cheese ricotta cheese, cottage cheese, light cream cheese  
✓ Use thinly spread polyunsaturated/monounsaturated margarine, avocado, hummus, mustard, low fat mayonnaise, pesto, relish or chutney | • Butter  
• Full fat mayonnaise  
• Fatty meats (eg. salami, pastrami, Strasburg, Devon, luncheon meats) |
| **Salads** | ✓ Salad vegetables  
✓ Reduced fat cheese (if available)  
✓ Plain and untoasted seeds/nuts | ✓ A variety of salad vegetables such as lettuce, spinach, rocket, carrot, corn, tomato, beetroot, snow peas, sprouts, cabbage, capsicum, cucumber, onion  
✓ Reduced fat hard or soft cheeses  
✓ Unflavoured, unsalted, unseasoned and untoasted nuts or seeds such as pumpkin seeds, sesame seeds, sunflower seeds, pine nuts, walnuts, cashews or peanuts | • Oil roasted/salted nuts or seeds |
| **Salad dressings** | ✓ Low-oil or no-oil dressings  
✓ Low fat dressings made with polyunsaturated/monounsaturated oil | ✓ Lemon juice, lime juice, yoghurt, balsamic or wine vinegar with herbs or pepper  
✓ Reduced fat dressings made from polyunsaturated/monounsaturated oils such as canola, sunflower, soybean or olive oil  
✓ Low fat commercial dressings  
✓ Serve dressings separate to salads eg. In a container on the side | • Heavily dressed salads  
• Cream-based dressings (Caesar, sour cream, ranch)  
• High oil dressings |
<table>
<thead>
<tr>
<th>Foods to Include</th>
<th>Examples</th>
<th>Foods to Limit</th>
</tr>
</thead>
</table>
| **Meat/Fish**    | ✓ Lean meat, fish, poultry  
  ✓ Meat alternatives.  
| ✓ Use lean chicken, turkey, beef,  
  pork, kangaroo, emu, lamb and veal with minimal fat marbling and visible fat and skin removed  
| ✓ Fresh/frozen fish and tinned tuna/salmon/sardines in spring water or oil (not brine)  
| ✓ Legumes - peas and beans dried or prepared such as baked beans, red kidney beans, soy beans, lentils, chick-peas, split peas  
| ✓ Cook using healthy methods such as pan-fry in little mono/polyunsaturated oil, oven bake, stir-fry, boil, lightly grill, microwave, steam, poach  
| ✓ Marinade with unsweetened fruit juice (lemon, lime, pineapple), yoghurt, balsamic vinegar, garlic, pepper, mustard, ginger, herbs or spices  
| ✓ Always serve meals with vegetables  
| ✓ Fatty meats (e.g. sausages, bacon, salami, pastrami, Strasburg, Devon)  
| ✓ Meat cooked in high amounts of oil (fried, deep fried, battered, roasted in excess oil)  
| ✓ Battered meats  
| ✓ Crumbed meats |
| **Pasta/Rice**   | ✓ Preferably wholemeal pasta and rice options.  
  ✓ Vegetables/Legumes  
  ✓ Lean meat, fish and poultry  
  ✓ Reduced fat, salt and sugar sauces.  
| ✓ Pasta  
| ✓ Brown rice, Doongara rice and Basmati rice where possible  
| ✓ A variety of fresh, frozen or salt-reduced canned vegetables such as broccoli, cauliflower, zucchini, asparagus, celery, cabbage, spinach, squash, corn, carrot, yam, sweet potato, pumpkin and peas  
| ✓ Add legumes  
| ✓ Lean meat/fish/poultry cooked in healthy methods  
| ✓ Vegetable based sauces such as tomato  
| ✓ For creamy pasta sauces, use evaporated skim milk or light coconut milk  
| ✓ Sushi with lean meat and vegetable fillings such as salmon, tuna, egg and lettuce, lean chicken, avocado, cucumber.  
| ✓ Fatty and processed meats (e.g. sausages, bacon)  
| ✓ Meat cooked in excess oil  
| ✓ Cream, coconut cream and sour cream based sauces |
| **Curries/  
  Casseroles/  
  Stews**      | ✓ Lean meat/ fish/  
  poultry  
| ✓ Vegetables  
| ✓ Legumes  
| ✓ Low fat sauce bases  
| ✓ Use lean chicken, turkey, beef,  
  pork, kangaroo, lamb and veal with minimal fat marbling and visible fat and skin removed  
| ✓ Add legumes such as chickpeas, butterbeans, kidney beans to bulk out  
| ✓ Add fresh or frozen vegetables such as sweet potato, mixed frozen veggies, frozen peas, corn  
| ✓ Fatty and processed meats (e.g. sausages, bacon)  
| ✓ Meat cooked in excess oil  
<p>| ✓ Cream, coconut cream and sour cream |</p>
<table>
<thead>
<tr>
<th>Foods to Include</th>
<th>Examples</th>
<th>Foods to Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use tomato based sauces</td>
<td></td>
<td>cream based sauces</td>
</tr>
<tr>
<td>For creamy curries use evaporated skim milk or light coconut milk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Serve with brown rice, Doongara or Basmati rice and wholemeal damper where possible</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Soup

- ✓ Soups made from vegetables, legumes, lean meat, fish and pasta
- ✓ Use vegetables based stocks where possible
- ✓ Use evaporated skim milk or light coconut milk in creamy soups
- ✓ A variety of vegetables and legumes, lean meat, seafood and pasta to bulk up soups
- ✓ Serve with wholemeal damper
- ● Cream based soups
- ● Fatty and processed meats (e.g. sausages, bacon)
<table>
<thead>
<tr>
<th><strong>Barbeques</strong></th>
<th><strong>Foods to Include</strong></th>
<th><strong>Examples</strong></th>
<th><strong>Foods to Limit</strong></th>
</tr>
</thead>
</table>
| **Meat**      | ✓ Lean meat, poultry, fish  
                ✓ Meat alternatives | ✓ Use lean fish, chicken, turkey, beef, pork, kangaroo, emu, lamb and veal pieces with minimal fat marbling and visible fat and skin removed  
                ✓ Lean hamburger patties and meatballs such as kangaroo or chicken  
                ✓ Grill marinated tofu, vegetarian sausages  
                ✓ Marinade with unsweetened fruit juice (lemon, lime, pineapple), low or reduced fat yoghurt, balsamic vinegar, garlic, pepper, mustard, ginger, herbs or spices  
                ✓ Make skewers with a combination of lean meat, chicken or tofu with vegetables such as zucchini, eggplant, capsicum, mushroom and onion  
                ✓ Cook on the grill or use a small amount of monounsaturated/polyunsaturated oils such as canola, sesame, olive, sunflower and soybean oil  
                ✓ Offer a variety of meat choices | ✓ Fatty and processed meats (e.g. sausages, bacon, fatty chops and ribs)  
                ● Meat barbequed in high amounts of oil  
                ● Battered/crumbed meats  
                ● Meats marinated in oil |
| **Vegetables** | ✓ A variety of vegetables. | ✓ A variety of salad vegetables such as lettuce, spinach, rocket, carrot, corn, tomato, beetroot, snow peas, sprouts, cabbage, capsicum, cucumber, onion, olives  
                ✓ Add reduced fat hard or soft cheeses to salads  
                ✓ Add unflavoured, unsalted, unseasoned and untoasted nuts or seeds such as pumpkin seeds, sesame seeds, sunflower seeds, pine nuts, walnuts, cashews or peanuts | ● Butter  
                ● Full fat mayonnaise  
                ● Cream-based dressings (Caesar, sour cream, ranch)  
                ● High oil dressings |
<table>
<thead>
<tr>
<th>Foods to Include</th>
<th>Examples</th>
<th>Foods to Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Use lemon juice, lime juice, yoghurt, balsamic or wine vinegar with herbs or pepper as salad dressings</td>
<td>Reduced fat salad dressings made from polyunsaturated/monounsaturated oils such as canola, sunflower, soybean or olive oil</td>
<td>✓ Low fat commercial salad dressings</td>
</tr>
<tr>
<td>✓ Grill sliced vegetables on the barbecue such as tomato, mushroom, eggplant, taro, cassava, sweet potato, onion and corn cobs</td>
<td></td>
<td>✓ Grill sliced vegetables on the barbecue such as tomato, mushroom, eggplant, taro, cassava, sweet potato, onion and corn cobs</td>
</tr>
</tbody>
</table>

**Breads**

- ✓ A variety of wholegrain, high fibre breads and rolls.
- ✓ Wholemeal, wholegrain, soy and linseed, rye and white high fibre breads, rolls, baguettes or damper
- ✓ Offer breads without spread where possible

**Condiments**

- ✓ Reduced fat and reduced salt varieties
- ✓ Low-fat vegetable-based salsas or relishes such as tomato, capsicum, mango, bean or corn
- ✓ Low fat mayonnaise
- ✓ Gravy made without the pan juices
- ✓ Yoghurt and mint sauce
- ✓ Tzatziki or guacamole

- Plain white bread
- Cheese/bacon topped bread items
- Butter
- Full fat mayonnaise
- Cream-based dressings (Caesar, sour cream, ranch)
- High oil dressings
### Beverages

<table>
<thead>
<tr>
<th>Beverages to Include:</th>
<th>Examples:</th>
<th>Beverages to limit:</th>
</tr>
</thead>
</table>
| Hot                  | ✓ Tea     | ✓ Black, green, herbal tea  
|                      |           | ✓ Offer reduced fat milk  |
|                      | ✓ Coffee  | ✓ Regular, decaffeinated  
|                      |           | ✓ Offer reduced fat milk  |
| Cold                 | ✓ *Water  | ✓ Tap, filtered, bottled, soda water, sparkling mineral water  
|                      |           | ● Flavoured mineral water, cordial, soft drinks energy drinks, sports drinks, commercial ice-teas  |
|                      | ✓ Milk and Milk Alternatives | ✓ Offer reduced fat milk  
|                      |           | ✓ Fruit can be added to make fruit smoothies  |
|                      | ✓ **Sugar free drinks** | ✓ Sugar free artificially sweetened drinks such as Coke Zero, Sprite Zero  
|                      |           | ✓ Diet cordial  |

PLEASE READ BELOW

|                      | ● Flavoured milk, flavoured yoghurt drinks | ● Full sugar soft drinks  
|                      |           | ● Full sugar cordial  |

* Water is the healthiest choice of drink and should be offered and promoted at all meetings, workshops and events.

** Sugar free drinks provide an additional choice which may be included as part of catering. Sugar free drinks are a better alternative to full sugar soft drinks and juice.

Please note - Sugar free carbonated drinks and large amounts of dried fruit are not recommended for events involving children. These foods are not promoted to children because they can negatively impact on oral health. Water and fresh fruit should be promoted instead.
Appendix 3 - Food Safety Information for Catered Events

Food safety is important - staff must take care when purchasing, storing and preparing food to prevent food poisoning. Even though Apunipima staff prepare food that is not for sale, we are still required to comply with the Queensland Food Act and the Food Standards Code to ensure any food that is handled or given away is suitable for consumption.

Below are some important tips to keep in mind if you are involved with food preparation at catered events:

Food transport and storage

- Food and ingredients should be purchased from a reliable supplier.
- All transported food must be kept away from contamination (in sealed/covered containers, in clean vehicle or building, away from animals and dirty equipment).
- Food must be transported with appropriate temperature control (cold food below 5°C, hot food above 60°C).
- The use of an esky with ice-bricks is appropriate to keep food cold, but a portable fridge should be used for long car trips.
- Fridges do not work properly when food is packed tightly into them because the cold air cannot circulate properly.
- If the food is going to be in transit for a long time, a thermometer should be used to check that food is being maintained at the correct temperature (see instructions below).
- Put raw meat, chicken and fish in covered containers and store them away from ready to eat foods to prevent raw meat juices dripping onto the other foods and contaminating them.
- Thaw frozen foods in the fridge for 24 hours. Do not thaw foods on the kitchen bench or in water. If a fridge is not available, use an esky with ice. Microwaves can also be used to thaw foods.
- Never re-freeze foods that have already been frozen once and then thawed.

Food preparation

- Prevent pests and animals from coming into the kitchen or food preparation area.
- Do not prepare foods for others if unwell (vomiting, diarrhoea, fever) and remember to cover any cuts and scratches on hands.
- People involved in the preparation of food should wear closed in shoes and have hair tied back.
- Keep hands clean - wash hands and nails thoroughly in warm soapy water for 20 seconds and dry hands well with paper towel. Thorough hand washing is preferred over the use of sterile wipes or sanitising gels.
- Wash hands after preparing raw meat, sneezing, coughing, going to the toilet, handling rubbish or touching animals.
- Single use gloves can be used but should be replaced regularly for different food tasks (never wash gloves).
- Ensure that all surfaces and equipment that comes into contact with food are kept clean.
- All equipment such as cutting boards, bowls and utensils need to be thoroughly washed in hot soapy water.
• Air-drying of equipment is best but tea towels can be used if they are clean and replaced if they are wet or dirty.

Cooking and eating

• Wash fruit and vegetables well before serving.
• Keep uncooked food separate from cooked food and food to be eaten raw.
• Use tongs or gloves to handle food that will not be cooked before it is eaten (e.g. salads and sandwiches).
• Never use the same utensils for raw meats and foods that are ready to eat such as cooked meats or salads unless they have been thoroughly washed and dried.
• Cook high risk foods thoroughly until the juices run clear - mince, rissoles, chicken and seafood. Beef steaks can be cooked to preference.
• Try to cook food as close to the time that you will be serving the food. If possible, take the food to the event and cook it there. This reduces the chance of the food becoming contaminated after it has been cooked and does not give germs enough time to grow to dangerous levels on the cooked food before it is eaten.
• Cold food (which is to be served hot) will need to be quickly and thoroughly re-heated until steaming hot at the event and kept hot until served. It is best to re-heat food to a temperature of 70°C and hold the food at this temperature for at least two minutes.
• Ensure there are hand washing facilities available. If there are no suitable hand washing facilities, set up a temporary hand washing station using a large water container with a tap at its base, plus soap and paper towels. Sterile wipes and sanitising gels may only be used as a last resort.
• Throw away any left-over food unless refrigerated equipment (or other means) is available to rapidly cool the food.
• Ensure there are covered bins available to dispose of rubbish.

Use of thermometers

Thermometers should not contain glass as this could shatter and contaminate food.

1. Clean the probe of the thermometer with a sterile wipe before inserting into food.
2. Insert probe and wait for temperature to settle on thermometer.
3. Test a number of areas of the food to ensure that the temperature is distributed evenly throughout the food.
4. Note and record the temperature.
5. Clean probe in hot running water.
6. Allow probe to air dry (wipe probe with sterile wipe before re-use).
7. Take appropriate action to ensure the food is maintained at the correct temperature/brought to the correct temperature, as necessary.

This information has been adapted from: