



Government of **Western Australia**
Department of **Health**

Healthy Options WA

making healthy choices easier

Healthy business catering:

practical options for
staff ordering food
and drink

May 2024

Healthy Options WA Food and Nutrition Policy

Contents

Healthy Options WA Food and Nutrition Policy for business catering	2
Business catering policy requirements	2
How to classify your catering order	2
Things to consider	3
1. Time and type of event	3
2. How much should I order?	3
3. What type of food should I order?	3
4. Other things to consider when ordering catering	3
Table 1: Breakfast or brunch pre-classified healthy catering	4
Table 2: Morning, lunch and afternoon tea pre-classified healthy catering	5
Table 2: Continued	6
Appendix 1 catering examples	7
Example 1 breakfast event	7
Example 2 lunch meeting	7
Example 3 afternoon tea meeting	8
Appendix 2 foods and drink to avoid for business catering	9
Table 3: Red foods and drinks – off the menu	9
Appendix 3 additional tools and resources	11
Signage	11
Alcohol	11



Healthy Options WA Food and Nutrition Policy for business catering

Business catering is a valuable opportunity for WA health entities to lead the way in modelling healthy eating behaviours for staff and visitors.

To ensure a wide range of healthy options are available to staff members and visitors at all times and consistent with health promotion initiatives and messages supported by the Western Australian Department of Health (the department), all catering paid for using WA health entity funds are subject to the [MP 0142/20 Healthy Options WA Food and Nutrition Policy](#) (the Policy). See section 3.2 of the Policy for further information and [Financial Management Manual \(FMM\) section 602 Acceptable Expenditure for Official Purposes](#).

Business catering policy requirements

All food and drinks purchased for business catering using WA health entity funds must comply with the following requirements:

- a minimum of 50 per cent of items offered are Green food and drinks
- the remainder may be Amber food and drinks, with no more than 25 per cent of all drinks offered being intensely sweetened drinks
- no Red food or drinks are permitted.

Section 3.2 of the Policy includes a provision for exemptions, at the discretion of the Chief Executive of a Health Service Provider or the Director General of the department.

Further information on the Policy can be found at <http://www.healthyoptions.health.wa.gov.au>

How to classify your catering order

This resource has been created to provide an easy, practical tool for those wanting to align their catering order with the requirements of the Policy.

To simplify this process, assumptions have been made which may result in minor variations compared to if the full classification process of the Policy was used. For those wanting to ensure complete compliance, the [Healthy Options WA: Making Healthy Choices Easier: How to Classify Food and Drinks Guide](#) (the Guide) classifies food and drinks as Green (healthiest), Amber (less healthy) or Red (least healthy) using the traffic light classification system. See section 7 of the [Policy](#) for definitions.



Things to consider

1. Time and type of event

The type of food and drink required depends on the time of day the event is occurring. [Appendix 1](#) provides examples of food and drink items for different meeting times and events.

2. How much should I order?

It can be hard estimating how much food is needed for an event; however, catering companies and cafés can usually assist with quantities and portion sizes.

3. What type of food should I order?

[Table 1](#) and [table 2](#) provide examples of common catering menu items, these have been pre-classified as Green or Amber (noting Red items are off the menu).

Remember, when catering for an event, a minimum of 50 per cent of food and drinks offered should be Green.

For further information on how to classify food and drinks use the [Guide](#) and refer to [appendix 2](#) food and drinks to avoid for business catering.

4. Other things to consider when ordering catering

Time and duration of meeting or function

- If the meeting is short or outside of mealtimes, food may not need to be provided – refreshments such as tea, coffee and water may suffice.

Food waste and sustainability

- Confirm the expected number of attendees before ordering catering to minimise food waste.
- If the meeting falls within mealtimes, consider providing light meals. Also, you may choose to halve or quarter food items to meet the needs of the event.
- Consider the length of meeting breaks to help portion catering.
- Avoid single-use plastics – see [Western Australia's Plan for Plastics](#) for more information.

Food Safety

- The HealthyWA website has a number of resources on [food safety](#) and [storing and handling food](#), also visit Food Standards Australia and New Zealand's [food safety for businesses](#).

Dietary requirements

- Such as vegan, vegetarian, gluten-free, dairy free or Halal etc.

Food allergies and intolerances, visit the following websites for more information:

- Food Standards Australia and New Zealand – [food allergen portal](#)
- [Allergy and Anaphylaxis Australia](#)
- [Coeliac Australia](#)



Table 1: Breakfast or brunch pre-classified healthy catering

Food item	Suggested Green food and drink options	Suggested Amber food and drink options
Breakfast burritos or wraps Choose wholegrain and whole wheat wraps, lean meats, egg, cheese, vegetables, herbs. A small amount of pesto, mustards, relish, pickles, salsa, and chutneys are allowed. Note: ham and bacon (processed meats) are not allowed.	- omelette with mushrooms and tomato relish - baked beans, cheddar cheese, corn, and capsicum - ricotta, spinach, tomato, and pesto - scrambled eggs, tomato, chives, and cheddar cheese	
Breakfast cups Choose oats and untoasted muesli with plain yoghurt and fruit. A small amount of honey is allowed.	- overnight oats with yoghurt and banana - untoasted muesli with yoghurt and frozen berries - stewed spiced fruit cups with yoghurt	
Frittata Choose lean meats, fish, vegetables, and herbs. Note: smoked salmon and feta cheese are Amber. Cream, ham, and bacon are not allowed.	- baked ricotta, tomato, and basil - roast vegetables	- pea, herb, and feta - smoked salmon and chives
Fruit	- fresh fruit skewers - fruit platter	
Bagels filled with: lean meats, fish, vegetables, and herbs. Note: all bagels are Amber.		- spinach, tomato relish and avocado - smoked salmon, cream cheese and cucumber - chicken, avocado, onion, and tomato
Sweet or savoury muffins Choose muffins containing fruit, vegetables, cheese, nuts, and seeds. Maximum serve size 60 g. Note: chocolate and confectionery are not allowed.		- spinach, cherry tomato, and parmesan - corn and jalapeno - roast pumpkin and feta - raspberry and honey - banana and blueberry
Drinks	- sparkling or still water - tea and coffee - plain milk or calcium fortified dairy free milk 96%-100% vegetable juice, no added sugar	96%-100% fruit juice, no added sugar



Table 2: Morning, lunch and afternoon tea pre-classified healthy catering

Food item	Suggested Green food and drink options	Suggested Amber food and drink options
Dip platter	- vegetable sticks or crudités - crackers and dips: - hummus - carrot and cumin - tomato salsa - guacamole - roast pumpkin and chickpea - pesto - ricotta and mint - roasted capsicum and walnut - beetroot and white bean - tzatziki – yoghurt and cucumber	
Cheese platters Note: soft cheeses are not allowed.	- cheddar cheese - cream cheese with chives/pepper - unsalted, plain nuts and seeds - dried fruit	- feta cheese - Swiss cheese
Fruit platters	- fresh fruit skewers - fruit platter	
Sushi, nigiri or sashimi Choose plain seafood, lean meat, tofu, or egg with vegetable varieties.	- chicken teriyaki - salmon and cucumber - tuna and avocado - soy sauce as a dipping sauce	
Rice paper rolls Choose plain seafood, lean meat, tofu, or egg with vegetable varieties.	- prawn, avocado and salad - chicken, rice noodles and salad - tofu and salad - dipping sauce (soy, sweet chilli sauce)	
Baked goods Note: chocolate and confectionery are not allowed.		- plain vegetable or fruit scones - sweet or savoury muffins - banana bread Note: Maximum serve size 60g. Refer to Sweet or savoury muffins above for example of this.



Table 2: Continued

Food item	Suggested Green food and drink options	Suggested Amber food and drink options
Sandwich, wraps, rolls, baguettes (toasted or untoasted) Choose wholegrain and whole wheat breads, lean meats, fish, egg, cheese, vegetables, herbs. Note: small amounts of mayonnaise and butter are allowed. Ham and bacon (processed meats) are not allowed.	• chicken, avocado, salad, and cream cheese • curried egg and lettuce • tuna, salad, and mayonnaise • cheddar cheese, spinach, and chutney • roast beef, cheddar cheese, salad, and relish	• roast pumpkin, feta, and salad
Salads Choose salads with lean meats, fish, egg, cheese, vegetables, herbs, grains, legumes, and dressings made with unsaturated oil, herbs, yoghurt, vinegar, or honey. Note: ham and bacon (processed meats) are not allowed.	• roast beetroot, spinach, lentil, and feta • chicken, cheddar cheese, lettuce, corn, parsley, and tomato • potato, egg and chives with a lemon and yoghurt dressing • tomato, mozzarella, and basil • garden salad • roast vegetable and brown rice salad	
Frittata Choose lean meat and vegetable varieties. Note: ham, bacon and cream are not allowed.	• chicken and leek • potato and cheese • roast vegetable	• pea, herb, and feta • smoked salmon, tomato, and feta
Warm dishes Note: anything with pastry, bacon, or ham (processed meats) or that is deep fried is not allowed.	• beef, lamb, chicken, or vegetable skewers with yoghurt dipping sauce • beef, lamb, or chicken meatballs in a tomato sauce • pizza with lean meat, vegetables, herbs, and mozzarella • pan fried falafel with hummus and pita	• filo pastry parcels filled with chicken, lean mince, vegetables, ricotta, spices, cheddar, feta, or mozzarella cheese
Drinks	• sparkling or still water • tea and coffee • plain milk or dairy-free milk with added calcium • 96%-100% vegetable juice no added sugar	• 96%-100% fruit juice, no added sugar • intensely sweetened drinks (diet, sugar-free, or no sugar drinks)



Appendix 1 catering examples

Example 1 breakfast event

Item	Classification	
	Green	Amber
Fruit platter - large	Green	
Toasted breakfast burritos cut in half with scrambled egg, cheddar cheese, spinach, and tomato relish	Green	
Toasted breakfast burritos, cut in half with baked beans, spinach, corn, and green salsa	Green	
Frittata slices with smoked salmon and chives		Amber
Frittata slices with roast vegetables	Green	
Muffins cut in half (maximum serving size 60 g). A selection of sweet and savoury – no chocolate or confectionery		Amber
Tea and coffee, milk, and milk alternatives supplied separately	Green	
96%-100% fruit juice, no added sugar		Amber
Still and sparkling water	Green	

Example 2 lunch meeting

Item	Classification	
	Green	Amber
Fruit platter - large	Green	
Grilled beef, chicken, and vegetable skewers, with a tomato salsa dipping sauce	Green	
Mixed green salad with an olive oil, red wine vinegar, wholegrain mustard, and honey dressing	Green	
Smoked salmon, cream cheese and salad sandwiches		Amber
Roast beef, cheddar cheese, salad, and mustard sandwiches	Green	
Avocado, salad, and hummus sandwiches	Green	
Tea and coffee, milk, and milk alternatives supplied separately	Green	
Still and sparkling water	Green	



Example 3 afternoon tea meeting

Item	Classification	
	Green	Amber
Fruit platter - large	Green	
Sushi - chicken teriyaki with soy sauce as a dipping sauce	Green	
Sushi – smoked salmon and avocado with soy sauce as a dipping sauce		Amber
Sushi – tofu and cucumber with soy sauce as a dipping sauce	Green	
Muffins cut into small portions. A selection of sweet and savoury – no chocolate or confectionery		Amber
Tea and coffee, milk, and milk alternatives supplied separately	Green	
Still and sparkling water	Green	
Diet soft drink – intensely sweetened		Amber
96%-100% fruit juice, no added sugar		Amber



Appendix 2 foods and drink to avoid for business catering

Please note: some assumptions have been made below to simplify the criteria for catering, which may result in minor variations compared to if the full classification process of the Policy was used. Refer to the [Guide](#) for a complete classification of all food products, including 'cooking methods' and 'allowances' for Amber and Red ingredients.

For all commercially bought products refer to the nutrient criteria within the [Guide](#).

Table 3: Red foods and drinks- off the menu

Food	
• deep and shallow fried foods	• puff, shortcrust, choux, and flaky pastry
• any items with added sugar	• sweet biscuits, slices, and cookies
• saturated fat spreads e.g. butter, coconut oil, cream, sour cream, coconut milk, coconut cream etc	• commercial cakes, sweet pastries, and other desserts
• savoury and sweet breads with icing confectionery or Red food items (e.g. ham or bacon) e.g. buttered garlic bread, roti, brioche, croissants	• any items canned in syrup e.g. canned, stewed, or pureed fruit
• breakfast cereals containing confectionery ingredients or flavourings	• cheese containing confectionery
• savoury or sweet muffins, banana bread and scones greater than 60g and/or containing processed red meat, icing or confectionery	• sweet spreads and syrups with added sugar - chocolate spreads, fruit preserves and conserves
• commercial hot potato and other vegetable products	• dips – cream based
• unprocessed meats (red, poultry) with high amounts of visible fat e.g. pork belly	• yoghurt (dairy and dairy free) containing confectionery
• crumbed or coated red meat, poultry, fish and seafood	• coconut (fresh, dried, roasted or toasted)
• processed red meats e.g. ham, bacon, chipolata sausages, frankfurters, chorizo, salami, pastrami, prosciutto and mortadella	• chocolate, confectionery and other sweet snacks (e.g. chocolate, caramel, crumble, sweets)
• processed plant-based meat alternatives	• full fat coconut milk and cream
• sushi and rice paper rolls containing red ingredients (e.g. deep fried katsu chicken)	



Drinks

- | | |
|--|--|
| <ul style="list-style-type: none"> sugar sweetened beverages e.g. carbonated soft drinks, iced tea, sports drinks, slushies, ginger beer, cordial | <ul style="list-style-type: none"> all other drinks with added sugar – including juice, flavoured water, and commercial iced coffee |
| <ul style="list-style-type: none"> intensely (artificial) sweetened drinks with individual serve sizes greater than 600 mL | <ul style="list-style-type: none"> drinks with added cream, whipped cream, ice cream or confectionery |
| <ul style="list-style-type: none"> fermented drinks e.g. kombucha, alcohol free beer | <ul style="list-style-type: none"> drink powders containing added sugar, saturated fat, or intense sweeteners |
| <ul style="list-style-type: none"> fruit juice or mixed fruit and vegetable juice, less than 96% | |



Appendix 3 additional tools and resources

Signage

To promote healthy options at your catered event, you can [download digital and printable images](#) from the promotion materials tab on the [Healthy Options website](#) to place in visible locations near your catering.

Other resources and factsheets:

- [Healthy Options WA Food and Nutrition Policy Recipe Book \(PDF 8MB\)](#)
- [Healthy Options WA Food and Nutrition Policy Request for Exemption for Select Business Catering or Fundraising Event \(DOCX 88KB\)](#)
- [Seasonal Food Guide Australia](#)
- [Oils and spreads](#)
- [Healthy ingredient swaps](#)

Alcohol

Alcohol is not covered in the Policy – refer to the [Financial Management Manual. Section 602 – *Acceptable Expenditure for Official Purposes*](#) and [Section 625-A – Purchasing Cards: Prohibited Items](#) for more information.



This document can be made available in alternative formats.

Acknowledgements for the Healthy business catering: practical options for staff ordering food and drink was produced in May 2024 by the Chronic Disease Prevention Directorate.

© WA Department of Health 2024

Copyright to this material is vested in the State of Western Australia unless otherwise indicated. Apart from any fair dealing for the purposes of private study, research, criticism, or review, as permitted under the provisions of the *Copyright Act 1968*, no part may be reproduced or re-used for any purposes whatsoever without written permission of the State of Western Australia.