



# Healthy Catering Choices



## Policy & Procedure Toolkit



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# Healthy Catering Choices Policy & Procedure Toolkit - Acknowledgements

This toolkit is the outcome of extensive consultation by members of the Goulburn Valley Primary Care Partnership's Healthy Weight Working Group.

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# Healthy Catering Choices Policy

## 1. Purpose

The purpose of this policy is to enable (insert name of agency) to ensure that all food and beverages offered or available to staff, visitors and guests contain healthy food and beverage choices.

### Definition:

Healthy food and beverage choices, as suggested in the Dietary Guidelines for Australian Adults published by the Department of Health and Ageing and the National Health and Medical Research Council, are those that enable people to enjoy a wide variety of nutritious foods.

Such as:

- Eating plenty of vegetables, legumes and fruits
- Eating plenty of cereals (including breads, rice, pasta and noodles), preferably wholegrain
- Including lean meat, fish, poultry and/or alternatives
- Including milks, yoghurts, cheeses and/or alternatives, with reduced fat varieties where possible
- Drinking plenty of water

*And take care to*

- Limit saturated fat and moderate total fat intake
- Choose foods low in salt
- Limit alcohol intake if you choose to drink, and
- Consume only moderate amounts of sugars and foods containing added sugars

## 2. Scope

This policy applies to all food and beverages served or available:

- to all staff during working hours and
- to all staff, visitors and guests attending meetings, training and/or functions

## 3. Responsibility

### Management:

It is the responsibility of management to ensure that all staff are aware of (insert name of agency) **Healthy Catering Choices** policy and procedure.

### Staff:

It is the responsibility of all staff to ensure that the **Healthy Catering Choices** policy and procedure is adhered to when organising any event that requires food and/or beverages to be served.

Chief Executive Officer's signature

Date of signature

Review date:

# Healthy Catering Choices Procedure

## 1. Purpose

The physical and social environment of the workplace has significant potential to influence the health-related behaviours of staff. Employees eat at least one meal each day during working hours, and any number of snacks. Often the pressures of work and/or time result in the consumption of energy dense convenience foods.

Even when people have the very best of intentions to consume healthier food and beverages, those intentions can be undermined by what is available.

Also, food served to staff and guests at workplace functions (meetings, training, and/or workshops) will determine what those people consume during that time. Poor diet and/or dehydration can lead to tiredness, loss of concentration, anxiety and stress. These symptoms will obviously have a significant effect on performance.

And finally, in the face of the increasing prevalence of obesity and the limited successes of behavioural and educational approaches to obesity reduction, environments which limit people's food and beverage choices to those with a high energy intake are contributing to the obesity problem.

It is therefore in this agency's best interests to contribute to the health and wellbeing of staff and visitors by ensuring healthy food and beverage choices are available.

It is the intention of this procedure is to ensure that healthy food and beverage **choices** will be available at all events requiring catering.

It is not the intention of this procedure to dictate what foods and beverages will, or will not be available.

## 2. Procedure:

1. Healthy food and beverage choices will be available daily in the cafeteria, vending machines throughout the building and at any business meetings and/or functions where food is served. These choices will be available to employees working all shifts.
2. Every effort will be made to ensure that healthy food and beverage choices will be available at comparable or lower costs than other choices.
3. Employees will have access to an eating area that is clean and attractive, to encourage employees to eat away from their workspace. The eating area will also be equipped with a refrigerator and microwave oven.
4. Nutritious food and beverage choices shall be provided at all work-related meetings, workshops and other events where food and or beverages are served.

5. When planning any event where food and/or beverages are going to be served the following points will be addressed -
  - a. Menus will be based on the National Heart Foundation of Australia's Healthier Catering Guidelines (Appendix 8)
  - b. Event/meeting registration forms will include an enquiry about if individuals have any special dietary requirements or restrictions, with appropriate arrangements made as required; for example: *Culturally Appropriate Catering* (Appendix 1) and *The Gluten Free Diet* (Appendix 3)
  - c. A vegetarian option will be included in every menu (there are many people who are not vegetarians, but who don't want to eat meat at every meal) (Appendix 5)
  - d. Fruit will be included as an alternative dessert
  - e. Alternative choices of beverages should include water, herbal teas and decaffeinated coffee
  - f. Questions about the quality, suitability and quantity of food and beverages will be included in all event evaluation (Appendix 6)
  - g. Caterers should be encouraged to be mindful of portion sizes
6. (Insert name of agency) will strongly encourage vending machine suppliers (where appropriate) to stock machines with healthy options.

Chief Executive Officer's signature

Date of signature

Review date

# Healthy Catering Choices Toolkit Appendices

## Appendix 1: Culturally Appropriate Catering:

People with strong cultural and/or religious beliefs may be bound by religious laws that govern food and beverages. While this does not apply to the vast majority of people within the GVPCP catchment when it does apply it becomes vitally important that it's done appropriately.

The most significant population within the GVPCP catchment for who this is an issue are Muslims. Although population groups are very small in the catchment, consideration should also be given to the dietary needs of Hindus, Buddhists and Jews.

### Muslim:

Generally Muslims choose to only consume foods and beverages that are *Halal*. While the Islamic religion transcends all borders and all Muslims will eat food prepared by another Muslim there are cultural variations. A Malaysian Muslim will eat different food to an African Muslim<sup>1</sup>.

When catering for events where Muslims will be attending it is advised to liaise directly with the guests. Currently, in the GVPCP catchment, the most successful practice centres on self-catering. Negotiating with the relevant parties prior to the event will be required, with consideration given to refrigeration and re-heating needs as well as reimbursement of expenses.

It should also be noted that halal food must be kept separate from non-halal food.

Halal - In general every food is considered lawful in Islam unless it is especially prohibited by the Qu'ran or the Hadith. By official definition, Halal foods are those that are:

- Free from any component that Muslims are prohibited from consuming according to Islamic law.
- Processed, made, produced, manufactured and/or stored using utensils, equipment and/or machinery that have been cleansed according to Islamic law.
- Free from contamination while prepared or processed with anything considered Najis (filthy).

Haram - According to the current Islamic thinking, the following are considered Najis and therefore Haram (unlawful, prohibited):

- Swine including all by-products.
- Insects considered ugly or filthy such as worms, lice, flies, etc.
- Animals with fangs such as tigers, lions, cats etc.
- Birds that have talons with which they catch their prey such as owls, eagles, etc.
- Animals which Islam encourages to kill such as scorpions, centipedes, rats etc.
- Dogs.

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<sup>1</sup> Gallegos, D.L. & Perry, E.A. A World of Food: A manual to assist in the provision of culturally appropriate meals for older people. Commonwealth Department of Human Services and Health, 1995 p77

- Animals which Islam forbids to kill such as bees etc.
- Animals which have toxins, poisons or produce ill effects when eaten such as some fish etc.
- Amphibian animals such as crocodiles, turtles, frogs etc.
- Meat (limbs, tails etc.) which have been cut from a live animal.
- Lawful animals not slaughtered according to Islamic rites. (Fish is exempt from slaughtering).
- Carrion or dead animals.
- Poisonous and/or intoxicating plants.
- Poisonous and/or intoxicating drinks.
- Faeces, urine, placental tissue and blood.

Halal Sources - Products made from the following substances are Halal unless they contain or come into contact with a Haram substance.

- All plant and their products.
- Certified Halal meat, poultry, game birds and animals.
- All water creatures, fish, crustaceans and molluscs.
- Egg from acceptable birds only.
- Rennet from certified Halal slaughtered calves.
- Non animal rennet (NAR, culture).
- Gelatine produced from certified beef skins and/or bones.
- Animal ingredients certified Halal.

Halal Slaughter – There are also specific conditions required for Halal slaughter of animals and fowl. There are a number of specialist butchers in the Goulburn Valley and they can be located in the relevant telephone books.<sup>2</sup>

#### Buddhist & Hindu:

The Buddhist diet is principally vegetarian. Details on vegetarian diets can be found in Appendix 5, on page 23. As with all religions there are degrees of observance. It is important not to assume anything, and discussing catering requirements with the people concerned is strongly advised.<sup>3</sup>

#### Judaism:

As it is with Muslims, Judaism has a very specific dietary system called *Kashrut*. Foods that can be eaten are referred to as *kosher*. Foods that are not allowed are called *trefa*. There is not one type of Jewish food – Jewish people come from all over the world. We need to be aware that many Jews believe these laws are the law of God and cannot be violated.

Once again, as with all religions, there are degrees of observance. It is important not to assume anything, and discussing catering requirements with the people concerned is strongly advised.

Some of the main tenants of Kashrut are:

- The following animals are considered unclean – pigs, any fish without fins or scales (including catfish and shellfish), rabbit, camel and birds that seize food in their claws (wild birds and birds of prey).

<sup>2</sup> Halal Meat International web-site: <http://www.halalmeat.com.au/halal.html>

<sup>3</sup> Gallegos, D.L. & Perry, E.A. A World of Food: A manual to assist in the provision of culturally appropriate meals for older people. Commonwealth Department of Human Services and Health, 1995 p77

- Animals that have been slaughtered and prepared in a specific manner may be eaten. These include lamb, beef, goat, turkey, chicken, duck, quail, goose and pigeon.
- Slaughtering may only be carried out by a rabbi (Jewish religious leader).
- Milk and meat products are not to be eaten, stored or prepared together.
- Jewish people wait either three or six hours after having a meat meal before they will eat dairy products. <sup>4</sup>

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<sup>4</sup> Gallegos, D.L. & Perry, E.A. A World of Food: A manual to assist in the provision of culturally appropriate meals for older people, Book 2. Commonwealth Department of Human Services and Health, 1995 p89 – 90

## Appendix 2: Gluten Free Catering

Gluten is found in the cereal grains of wheat, triticale, rye, barley and oats. Many foods made from these grains can be easily identified such as breads, breakfast cereals, cakes, biscuits, pasta, pies, pizza, battered and crumbed foods. However many foods contain hidden gluten in the form of wheat based thickeners, malt flavourings, malt vinegar, soy sauce and vegetable protein additives. Examples of such foods include processed meats, yeast extract spreads, pickles, canned soups, baking powder, custard powder, icing mixture, stock cubes, mayonnaise, beer and ale. However many of these foods do have a gluten free alternative.

Coeliac Disease is a permanent sensitivity to dietary gluten (the protein in wheat, rye, barley and possibly oats), which results in damage to the lining of the small intestine and interferes with the absorption of nutrients from food.

Some people simply choose to exclude wheat from their diet for a variety of other reasons.

The following grains and their products are gluten free:

- Rice
- Wild rice
- Corn/Maize
- Potato
- Tapioca/Cassava
- Arrow Root
- Sago
- Legumes
- Buckwheat
- Amaranth
- Lupin
- Sorghum
- Quinoa
- Millet
- Teff

Fresh meat, fish, chicken, fruits, vegetables, legumes, nuts and seeds, pure herbs and spices, dairy products, fats and oils are also gluten free.

It is important that surfaces like grills, and cutting boards and utensils such as knives and serving spoons are clean and free from crumbs and flour.

For further information:

- See the attached documents
  - Gluten Free – Eat Safely and Avoid List (Appendix 3.1)
  - Label Reading on a Gluten Free Diet, (Appendix 4) and/or
- Contact The Coeliac Society of Australia <http://www.coeliac.org.au/>

Source: Eating Gluten Free – Anne Brown 2003

**Appendix 3.1: The Gluten Free Diet**

<b>Eat Safely</b>	<b>Avoid</b>
<b>FLOURS</b>	
<p>Arrowroot            Maize (corn) flour            Rice flour (white &amp; brown)            Soy flour            Potato flour            Lentil flour            Besan (chickpea) flour            Tapioca flour            Gluten-free flour (plain &amp; S.R.)            Millet flour            Buckwheat flour            Lupin flour            Sorghum flour            Amaranth flour</p>	<p>Wheat flour (white &amp; wholemeal, plain &amp; S.R.)            Oat flour            Wheat starch            Barley flour            Wheaten cornflour            Gluten flour            Rye flour            Graham flour            Triticale flour</p>

\*Check ingredient list for foods containing gluten; refer to *Label Reading on a Gluten Free Diet* (attached)

**Eat Safely**

**Avoid**

**GRAINS & CEREALS**

White & brown rice  
Glutinous rice, wild rice & ground rice  
Buckwheat (kasha)  
Rice breakfast cereals without malt (e.g. puffed rice, rice porridge)  
Maize/corn breakfast cereals without malt (e.g. puffed corn, some cornflakes)  
Psyllium fibre  
Amaranth cereal, Quinoa  
Lecithin  
Sago, Tapioca/cassava  
Millet products  
Lupins  
Sorghum  
Teff  
Gluten-free muesli  
Baby rice cereal, rice flakes, rice bran  
Cornmeal, polenta, Homemade popcorn  
Taco shells made from pure maize flour  
Corn tortillas, pappadums

Breakfast cereals containing wheat, oats, rye, barley, Triticale, malt & malt extract  
Wheatgerm  
Mixed grain breakfast foods (e.g. mueslis, mixed grain baby cereal)  
Wheat, dinkel, spelt, kumat  
Couscous, bulghar (Burghul)  
Rye meal & grain  
Pearl barley  
Semolina  
Oat cereals, rolled oats, oat bran  
Barley Cereals, barley bran  
Wheat flour tortillas & burritos  
Gluten and gluten steaks

\*Check ingredient list for foods containing gluten; refer to *Label Reading on a Gluten Free Diet* (attached)

Eat Safely	Avoid
<b>PASTA</b>	
Gluten-free pasta Rice noodles & rice vermicelli, bean vermicelli 100% buckwheat noodles Soy noodles & pastas ( <u>not</u> containing wheat or other gluten-containing flour)	Noodles (including “2-minute”) Canned and packet products containing pasta Wheat-based pastas, including spaghetti, macaroni, lasagne, ravioli, vermicelli, gnocchi, risoni
<b>BREAD</b>	
Gluten-free bread (pre-prepared or mix) Breadcrumbs made from gluten-free bread or grains	Sourdough commercial breads (even if made from non-gluten grains & flours if the sourdough itself contains a gluten containing cereal) Commercial soy breads containing wheat or gluten Regular bread & bread rolls, muffins, crumpets, flatbread, breadcrumbs, stuffings, croutons, wafers Rye bread, rye crispbread Wuppertaler, wuppabrot Pumpernickel breads Barley bread

\*Check ingredient list for foods containing gluten; refer to *Label Reading on a Gluten Free Diet* (attached)

<b>Eat Safely</b>	<b>Avoid</b>
<b>BISCUITS &amp; CRISPbread</b>	
<p>Gluten-free biscuits &amp; biscuit mixes  Rice Cakes (plain or containing gluten-free grains &amp; seeds)  Plain &amp; some flavoured rice crackers*  Maize/rice/buckwheat crispbread  Corn cakes</p>	<p>Regular crackers &amp; crispbread  Puffed rice cakes with gluten containing grains added e.g. rye  Some flavoured rice crackers*</p>
<b>CAKES, PASTRIES &amp; DESSERTS</b>	
<p>Gluten-free cakes, pastries  Gluten-free cake, pastry, pancake mixes, pizza mixes &amp; pudding mixes  Jellies, gluten-free custard powder, junket, puddings made from gluten-free flours</p>	<p>Regular cakes, pancakes, waffles, doughnuts, pastries &amp; packet cake &amp; pudding mixes, pizza bases  Custard powder made from wheat starch, puddings made from unsuitable flours</p>

\*Check ingredient list for foods containing gluten; refer to *Label Reading on a Gluten Free Diet* (attached)

<b>Eat Safely</b>	<b>Avoid</b>
<b>FRUIT</b>	
<p>Fresh, canned, dried, stewed preserved Fruit juice Fruit juice concentrates Glace fruit</p>	<p>Fruit mince &amp; Christmas mince* Pie fillings &amp; commercial thickened fruit products* Fritters e.g. banana, pineapple Chocolate coated sultanas* Fruit pies</p>
<b>VEGETABLES &amp; LEGUMES</b>	
<p>Fresh, frozen &amp; canned (check any thickeners added) Potatoes, sweet potatoes, yams, taro, home prepared chips and oven chips Olives, gherkins, cocktail onions &amp; other pickled vegetables Vegetable juices Fresh Herbs Dried pulses, legumes &amp; lentils including dried peas, split peas, soy, borlotti, cannelloni &amp; garbanzo beans, chickpeas. Tofu Dhal, hommus</p>	<p>Commercial vegetables in a sauce e.g. baked beans*, creamed corn* Commercial hot chips (may be fried in same oil as crumbed &amp; battered foods; chicken salt which is not gluten-free may also be added) Commercial wedges coated in flour/breadcrumbs (chicken salt may also be added) Commercial potato cakes Vegetable or potato salads* Peas pudding, processed vegetables containing wheat-based thickeners Battered or crumbed vegetables, vegetable &amp; lentil burgers*</p>

\*Check ingredient list for foods containing gluten; refer to *Label Reading on a Gluten Free Diet* (attached)

<b>Eat Safely</b>	<b>Avoid</b>
<b>VEGETABLES &amp; LEGUMES (continued)</b>	
Soy grits, soy flakes Some canned baked beans*	Vegetarian products containing textured vegetable protein & gluten
<b>MEAT, FISH, POULTRY &amp; EGGS</b>	
Meat, fish & poultry – fresh, smoked, cured or frozen without sauces, crumbs or batters. Eggs – all types Canned meat or fish without sauce* or cereal, ham off the bone, bacon, gluten-free sausages & smallgoods, corned beef	Meat, fish & poultry prepared or thickened with flour, batter or breadcrumbs or containing stuffing. Sausages, most prepared meats & fish, some self-basting turkeys*, frozen dinners*, commercially barbecued chickens* Meat pies, imitation seafood, haggis
<b>DAIRY FOODS</b>	
Fresh, UHT, evaporated, powdered & condensed milk (whole, reduced-fat & skim) Buttermilk, goats milk Flavoured milks (except those containing malt) Cream – fresh & canned, sour light & lightened Cheeses – plain, sliced, block, shredded, sticks, creamed, cottage	Malted milks Milk flavourings e.g. Milo ® Artificial cream* Non-dairy whiteners & creamers Gourmet or fruit cheese* Cheese spreads* Ice Cream* with cone, wafer or biscuit crumbs

\*Check ingredient list for foods containing gluten; refer to *Label Reading on a Gluten Free Diet* (attached)

<b>Eat Safely</b>	<b>Avoid</b>
<b>DAIRY FOODS (continued)</b>	
Yoghurts & yoghurt desserts*, plain and flavoured* Ice cream* (check thickeners, maltodextrin), junket Some soy milks* Some yoghurt & cheese dips*	
<b>NUTS &amp; SEEDS</b>	
Nuts & seeds in shells Shelled or roasted nuts and seeds provided only salt &/or oil is added Peanut butter & other nut butters Tahini	Dry roasted nuts & seeds dusted in flour Chocolate-coated nuts*
<b>SOUPS</b>	
Soups prepared with gluten-free stock & thickened with allowed flours, rice, lentils, split peas, gluten-free pasta Italian style soup mix Some commercial soups*	Soups containing wheat & barley-based thickeners, cereals or grains e.g. barley, macaroni, noodles, ordinary soup mix Most commercial soups*

\*Check ingredient list for foods containing gluten; refer to *Label Reading on a Gluten Free Diet* (attached)

<b>Eat Safely</b>	<b>Avoid</b>
<b>HERBS &amp; SPICES</b>	
Pepper, salt, herbs, spices, curry powder*, mustard powder* onion powder*, garlic powder*, chilli powder*, cheese powder* tomato powder*, horseradish, curry pastes*	Many commercial herb & spice mixtures* Chicken salt
<b>FATS &amp; OILS</b>	
Oils – vegetable & seed Cream Butter & margarine	Wheatgerm oil
<b>SUGARS &amp; CONFECTIONERY</b>	
Sugar – white, brown, castor Pure icing sugar Some lollies*, chocolates* & chocolate snack foods* (Check for wheat flour, wheat starch & wheat dextrins as ingredients or used as a processing aid) Fairy floss, dark & milk chocolate – plain & with nuts, chocolate bits, carob, compound chocolate Some ice cream toppings*	Icing sugar mixture Soft icing sugar Licorice, many sweets*, lollies*, filled chocolates*, chocolate bars* & chocolate snack foods* Chocolate coated sultanas & nuts* (may contain wheat flour) Confectionery sprinkles

\*Check ingredient list for foods containing gluten; refer to *Label Reading on a Gluten Free Diet* (attached)

Eat Safely	Avoid
<b>SNACK FOODS</b>	
<p>Popcorn</p> <p>Plain potato chips &amp; plain corn chips, some flavoured potato, corn &amp; vegetable chips*</p> <p>Taco shells</p> <p>Some flavoured rice snacks*</p>	<p>Many packet snack foods</p> <p>Pretzels</p>
<b>SAUCES, GRAVIES &amp; DRESSINGS</b>	
<p>Tomato sauce, paste &amp; puree,</p> <p>Tamari (wheat-free soy sauce)</p> <p>Some commercial sauces* e.g. gluten-free soy sauce</p> <p>Some commercial mustards*, salad dressings*, pickles*, relishes*, chutneys* &amp; salsas*, mayonnaises* &amp; salad dressings*</p> <p>Gluten-free gravy mixes</p> <p>Gluten-free stock cubes</p> <p>Vinegars – pure cider, white, wine, rice or balsamic</p>	<p>Many commercial sauces*, pickles*, relishes*, chutneys* &amp; salsas*</p> <p>Soy sauce*</p> <p>Commercial gravy powders</p> <p>Most stock cubes and gravy mixes*</p> <p>Malt vinegar</p>

\*Check ingredient list for foods containing gluten; refer to *Label Reading on a Gluten Free Diet* (attached)

Eat Safely	Avoid
<b>BEVERAGES</b>	
<p>Water &amp; mineral water – plain, flavoured, still or carbonated</p> <p>Soft drink including low joule</p> <p>Fruit &amp; vegetable juices</p> <p>Fruit juice concentrate</p> <p>Cordials without barley</p> <p>Soda water</p> <p>Tonic water</p> <p>Sports electrolyte drinks</p> <p>Infant formulae*</p> <p>Some soy beverages</p> <p>Tea, herbal teas, instant tea*</p> <p>Coffee (pure, instant &amp; decaffeinated)</p> <p>Drinks made with gluten-free drinking chocolate</p> <p>Ciders</p> <p>White &amp; red wine</p> <p>Spirits</p> <p>Fortified wines &amp; liqueurs</p> <p>Bitters</p>	<p>Barley drinks i.e. barley water, lemon barley cordial</p> <p>Some drinking chocolate*</p> <p>Carob &amp; cereal tea</p> <p>Coffee substitutes</p> <p>Malted flavourings for milk e.g. Milo® Aktavite®, Horlicks®</p> <p>Beer, ale, stout, lager</p> <p>Brewed soft drinks containing malt</p>

\*Check ingredient list for foods containing gluten; refer to *Label Reading on a Gluten Free Diet* (attached)

Eat Safely	Avoid
<b>MISCELLANEOUS</b>	
<p>Bakers yeast, gluten-free yeast extract, gelatine, pectin, vanilla essence &amp; other flavoured essences, licorice extract, tablet* or liquid artificial sweeteners</p> <p>Bicarbonate of soda, cream of tartar, gluten-free baking powder, coconut, cocoa powder, inulin, nori, yoghurt culture, chicory, gluten-free communion wafers</p> <p>Jams, honey, marmalade, peanut butter*, some yeast extract spreads*</p> <p>Golden syrup, maple syrup, corn syrup, treacle, molasses</p>	<p>Brewer's yeast</p> <p>Yeast extract from brewer's yeast</p> <p>Malt, malt extract</p> <p>Some powdered artificial sweeteners*</p> <p>Baking powders containing wheat starch</p> <p>Baby rusks</p> <p>Ice cream wafers, cones &amp; waffles</p> <p>Most yeast extract spreads, meat &amp; fish pastes*</p>

\*Check ingredient list for foods containing gluten; refer to *Label Reading on a Gluten Free Diet* (attached)

## Appendix 4: Label reading on a gluten free diet

The key to following a successful gluten free diet is label reading. Once you master it, you will be able to determine whether or not a product is gluten free. With time and patience you will discover a whole new world of foods that are gluten free.

First of all, check if the product obviously contains gluten. Is the product based on wheat, rye, oats, barley or triticale? If yes, avoid it. If not, look for a gluten free claim on the label.

Many products now state on the packet **Gluten Free**. Laws state that the product must be gluten free to make this claim. Did you know that this symbol means the product is gluten free? → → →



However, there are many gluten free products available that do not state that they are gluten free on the label. To work out which foods are safe for you to eat, you need to look at the ingredients list, which by law, all products must have.

### What's in the ingredients list?

Many processed and packaged foods contain gluten in a number of forms. The following common ingredients may contain gluten:

- Wheat flour
- Wheat starch present as thickeners, dextrins, maltodextrin or wheaten cornflour
- Malt or malt extract made from barley
- Malt vinegar
- Yeast extract made from brewers yeast (which is made from barley)
- Vegetable protein additives such as textured vegetable protein and hydrolysed vegetable protein, which may be made from wheat
- Compound ingredients eg. curry powder, stock, chocolate chips which often contain traces of wheat

The good news is that some of the time, these ingredients may be made from a gluten free grain such as rice, maize, or soy.

### How can I tell if an ingredient is gluten free or not?

New food labelling laws have made finding gluten free products easy. Look through the ingredients list on the packet. New laws state that if any ingredient is derived from wheat, rye, oats, barley or triticale, it must say so in brackets after the ingredient, or in a statement at the end of the ingredients list.

Let's look at these examples:

- Rice Bubbles

Ingredients: whole rice, sugar, salt, malt extract (**barley**), vitamins (Vitamin C, Niacin, Riboflavin, Thiamin, Folate), minerals (Iron, Zinc oxide), may contain traces of nuts.

**This product contains gluten due to the presence of malt extract (barley).**

- Chicken Simmer Sauce

Ingredients: carrots, onions, vegetable oil, honey, fresh cream, mustard, modified starch (1422) (**wheat**), white wine, egg yolk, natural flavours, salt, vegetable gum (xanthan), lemon juice concentrate, parsley, yeast extract (**barley**), colour (beta-carotene), food acid (lactic), garlic extract, pepper extract, water

**This product contains gluten due to the presence of modified starch (1422) (wheat) and yeast extract (barley).**

- Beef Hotpot Soup

Ingredients: Beef (8%), red pepper, tomatoes, carrots, potatoes, onion, sweetcorn, green beans, navy beans, potato starch, thickener (modified corn starch), mixed spices, natural flavour, salt, water.

**This product is gluten free. The thickener is corn based.**

- Tinned Tuna in Soy Sauce

Ingredients: Tuna (57%), water, ginger, sugar, salt, soy sauce (contains **wheat**), flavour

**This product contains gluten in the soy sauce.**

Remember to check ingredients lists regularly. Recipes of products you use may change without any change to the look of the product.

## Does processing make a difference?

The following ingredients are so highly processed that there is no trace of gluten left in them. These ingredients are safe to include on a gluten free diet even if they are made from wheat.

- Glucose (from wheat)
- Glucose syrup (from wheat)
- Caramel colour (150) (from wheat)
- Dextrose (from wheat)
- Maltitol (from wheat)
- Sorbitol (from wheat)
- Gluconic delta lactone (from wheat)
- Flavours (containing wheat)

Let's look at an example of when processing makes a difference:

- Strawberry Vitari

Ingredients: Reconstituted fruit juices (apple, strawberry (24%), blackberry), water, sugar, glucose syrup (from **wheat**), vegetable protein, food acid (citric acid).

**This product is gluten free. Glucose syrup from wheat is gluten free.**

There is no need to know what every ingredient is. Just look for the words wheat, rye, oats, barley or triticale in brackets after any ingredient (except those mentioned where processing makes a difference), to determine whether or not a product is gluten free.

## What about warning statements?

You may have noticed that some products have a statement after the ingredients list such as: **may contain traces of wheat or gluten**. This usually means that this product contains gluten free ingredients but is made in a factory where gluten-containing items are also made, thus there is a small chance of contamination. Talk to your Dietitian about whether to include these products. The safest rule is always "when in doubt, leave it out".

**Source: Goulburn Valley Health, Nutrition and Dietetics Department, May 2005**

## Appendix 5: Vegetarian & Vegan Catering

A traditional vegetarian diet excludes all meat and animal products. However there are some vegetarians who will eat eggs and milk based products, while others will not; and there are others will consume chicken and/or fish.

The range of foods people who nominate as vegetarians will eat becomes an individual choice. This is a very important reason to ask before preparing food.

The traditional vegan diet usually, excludes milk based products as well as eggs, but again this is often the subject of individual choice.

Generally speaking, for occasional catering purposes it is recommended that:

- a choice that does not contain any meat is always included, and
- liaise directly with the person concerned when vegan choices have been nominated.

### Vegetarian dishes:

- add cooked, packaged pre-cooked or canned dried beans, peas or lentils to dishes
- try wholemeal pasta for a change
- substitute brown rice or wholemeal flour where appropriate – it adds texture and a nutty flavour
- where appropriate leave skins on vegetables, wash and scrub them well
- use moderate amounts of oil such as canola, sunflower, soybean, olive and peanut oils during cooking
- use low or reduced fat dairy or non-dairy (e.g. tofu, soy milk) products to replace regular full fat milk, cheeses and yoghurts
- base a variety of dishes on soy foods such as tofu and tempeh
- use plain, unsalted nuts in recipes
- include a variety of cereals and cereal products (preferably wholegrain) e.g. buckwheat, millet, barley, polenta, couscous, rice, pasta and noodles

**Source: National Heart Foundation of Australia, September 2003, Healthy Catering Guidelines**

## Appendix 6: Sample Evaluation

Evaluation questions do not necessarily need to be complicated or lengthy in this context. All we are trying to find out is how satisfactory the food and beverages were.

Sliding scales give participants an opportunity to provide a response that matches their feelings.

One example of a simple, but effective evaluation question is –

<b>Were you satisfied with the catering and beverages?</b>				
1	2	3	4	5
Not at all				Completely
If not, why?				

## Appendix 7: Further Information

<b>Better Health Channel</b> An informative website with food fact sheets, recipes & health service directory.	<a href="http://www.betterhealth.vic.gov.au">www.betterhealth.vic.gov.au</a>
<b>Coeliac Society of Australia</b> Information about coeliac disease.	<a href="http://www.coeliac.org.au">www.coeliac.org.au</a>
<b>Diabetes Australia</b> Information about diabetes and is a multilingual website.	<a href="http://www.diabetesaustralia.com.au">www.diabetesaustralia.com.au</a>
<b>Diabetes Australia – Victoria</b> A number of useful publications, catering guidelines & recipes.	<a href="http://www.dav.org.au">www.dav.org.au</a>
<b>Dietitians Association of Australia</b> Self assessments, recipes, nutrition information & smart eating tips.	<a href="http://www.daa.asn.au">http://www.daa.asn.au</a>
<b>Go For Your Life</b> A Victorian Government Initiative that provides information on healthy eating and includes recipes.	<a href="http://www.goforyourlife.vic.gov.au">www.goforyourlife.vic.gov.au</a>
<b>Halal Meat International</b> Introduction to halal foods	<a href="http://www.halalmeat.com.au">http://www.halalmeat.com.au</a>
<b>National Heart Foundation</b> Information about heart health, the Heart Foundations Tick Program, and a number of publications.	<a href="http://www.heartfoundation.com.au">www.heartfoundation.com.au</a>
<b>Nutrition Australia</b> Information on food facts, food labels, and links to other websites. <b>Healthy Canteens Advisory Service - 1300 854 554</b>	<a href="http://www.nutritionaustralia.org/">www.nutritionaustralia.org/</a>
<b>Victorian Government – Food Safety</b> Information on food poisoning, safe food storage, hygienic food preparation. Information is available in a number of languages.	<a href="http://www.health.vic.gov.au/foodsafety">www.health.vic.gov.au/foodsafety</a>

### Local Contact Information

Agency	Contact Person	Address
Cobram Community Health Service	Dietitian	Broadway St, Cobram 3744 Ph: 58 710 900
Delatite Community Health Service	Dietitian	45 Coster St, Benalla 3672 Ph: 57 612 200
Goulburn Valley Community Health	Dietitian and/or Health Promotion Officer	399 Wyndham St, Shepparton 3630 Ph: 58 233 200 <a href="http://www.gvchs.com.au">www.gvchs.com.au</a>
Goulburn Valley Health	Dietitian and/or Health Promotion Officer	Graham St, Shepparton 3630 Ph: 58 322 200 <a href="http://www.gvhealth.org.au">www.gvhealth.org.au</a>
Goulburn Valley Primary Care Partnership	Health Promotion Worker	399 Wyndham St, Shepparton 3630 Ph: 58 233 283 <a href="http://www.gvpcp.org.au">www.gvpcp.org.au</a>
Nathalia District Hospital	Dietitian	31 – 37 Elizabeth St, Nathalia 3638 Ph: 58 669 444
Numurkah District Health Service	Dietitian	2 Katamatite Rd, Numurkah 3636 Ph: 58 620 560
Yarrawonga Community Health Service	Dietitian	33 Piper St, Yarrawonga 3730 Ph: 57 438 500

**Appendix 8: Healthier Catering Guidelines - National Heart  
Foundation of Australia (2003)**