

# FOOD STALLS FOR FUNDRAISING AND CELEBRATION EVENTS

## POLICY®

### DOCUMENT SUMMARY/KEY POINTS

- This policy covers operation of food stalls such as cake stalls and sausage sizzles, held across the Network to:
  - raise funds for groups and departments or
  - as an SCHN celebration event
- Food stalls for fundraising purposes held external to SCHN facilities are excluded.
- Departments, staff and volunteers must obtain approval from a local or Network Executive sponsor to hold a food stall.
- The stall must be self-sufficient: Other areas, including the volunteers, are not responsible for organising equipment or incidentals such as tablecloths, cash floats, bags, disposable gloves etc.
- Stall holders must be appropriately prepared for the stall and clean up after the event.
- Stall holders must follow the:
  - NSW Food Authority: [Health and Hygiene Requirements for Food Handlers](#)
  - NSW Food Authority: [Markets and Temporary Events](#)
  - Food Standards (FSANZ) for labelling requirements, specifically for food containing allergenic ingredients:  
<http://www.foodstandards.gov.au/consumer/labelling/Pages/default.aspx>
- The Healthy Food and Drink in NSW Health Facilities for Staff and Visitors Framework

This document reflects what is currently regarded as safe practice. However, as in any clinical situation, there may be factors which cannot be covered by a single set of guidelines. This document does not replace the need for the application of clinical judgement to each individual presentation.

<b>Approved by:</b>	SCHN Policy, Procedure and Guideline Committee	
<b>Date Effective:</b>	1 <sup>st</sup> September 2020	<b>Review Period:</b> 3 years
<b>Team Leader:</b>	Department Head	<b>Area/Dept:</b> Kids Health

## CHANGE SUMMARY

- Updated links to reflect current guidelines
- Updated to include elements of the Healthy Food and drink in NSW Health Facilities for Staff and Visitors Framework
- **29/11/23:** Title corrected.

## READ ACKNOWLEDGEMENT

Staff members and volunteers involved in fundraising food stalls should read and acknowledge this policy.

- Managers should be aware of this policy.

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## 1 Introduction

SCHN supports the practice of food stalls for fundraising purposes and celebration events as it brings the Hospital community together and also makes a significant contribution to the positive culture in paediatric healthcare.

Fundraising is an important feature of SCHN. Departments, staff and volunteers across the Network are actively engaged in a number of fundraising initiatives. Food stalls are a popular vehicle for raising funds for groups and Departments.

Staff and Departments wishing to hold a food stall for fundraising purposes must ensure that healthy options are available.

All NSW Health facilities are required to implement certain practices set out in the Healthy Food and Drink in NSW Health Facilities for Staff and Visitors Framework (the Framework). The Framework aims to make a healthier choice an easier choice by ensuring that there a greater proportion (at least 75%) of healthier choices are available to consumers and that less healthy choices make up a smaller proportion (25% or less) of food and drink options available. To ensure onsite retailers and food outlets are not disadvantaged, stall holders are asked to comply with specified practices from the Framework outlined later in this Policy.

The SCHN Executive periodically approves 'celebration events' where free food, such as a breakfast or lunch, is available for staff at an SCHN facility.

The principles of this policy apply to food stalls for fundraising purposes and at celebration events, excluding those held outside SCHN facilities.

## 2 Policy

- Food stalls such as cake stalls and sausage sizzles, can be held across the Network to
  - raise funds for groups and departments or
  - as an SCHN celebration event
- Departments, staff and volunteers wishing to hold a food stall must obtain approval from a local or Network Executive sponsor.
- Food stalls for fundraising purposes will be limited to one per fortnight as part of the Network's commitment to making a healthy food choice an easy choice.
- Food stall organisers and holders must be aware of and follow the:
  - NSW Food Authority: [Health and Hygiene Requirements for Food Handlers](#)
  - NSW Food Authority: [Markets and Temporary Events](#)
  - Food Standards (FSANZ) for labelling requirements, specifically for food containing allergenic ingredients:  
<http://www.foodstandards.gov.au/consumer/labelling/Pages/default.aspx>
  - Healthy Food and Drink in NSW Health Facilities for Staff and Visitors Framework  
<https://www.health.nsw.gov.au/heal/Publications/hfd-framework.pdf>

- Departments, staff and volunteers holding the stall must be appropriately prepared for the stall and clean up after the event.
- Food stalls must be self-sufficient. Other departments, including the Volunteers, are not responsible for organising equipment or incidentals such as tablecloths, cash floats, bags, disposable gloves etc.

### 3 Organising a food stall

*Departments, staff and volunteers preparing food that is sold to raise money for fundraising purposes do not require any formal skills or knowledge, providing the food does not potentially pose a health risk.*

Departments, staff and volunteers planning a food stall should:

- Plan ahead to ensure space is available in the Hospitals for the stall.
- Seek Executive sponsorship.
- Book a space for the stall:
  - At Randwick book through Public Relations [schn-publicrelations@health.nsw.gov.au](mailto:schn-publicrelations@health.nsw.gov.au) or 9382 1983 and
  - At Westmead book through Public Relations using email [RES-SCHN-CHW-Galleria@health.nsw.gov.au](mailto:RES-SCHN-CHW-Galleria@health.nsw.gov.au)
- Book tables and arrange their placement. Ensure a plan is discussed to return the tables after the event.
  - At Randwick, book tables through Domestic Services on 9845 2902 (Administration Officer)
  - At Westmead, book tables through Cleaning Services on 9845 3251 (Administration Officer)
- Provide all contributors to the stall with the NSW Food Authority “Health and Hygiene Requirements of Food Handlers” guidelines:  
[https://www.foodauthority.nsw.gov.au/sites/default/files/Documents/retailfactsheets/health\\_hygiene\\_of\\_food\\_handlers.pdf](https://www.foodauthority.nsw.gov.au/sites/default/files/Documents/retailfactsheets/health_hygiene_of_food_handlers.pdf)
- Arrange publicity for your stall through the office of your Executive sponsor.
- Prepare stall signage that:
  - Warns consumers who may suffer from allergies of the possible presence of allergens, ie products that contain or may contain nuts, milk (lactose), wheat (gluten), soy, egg, etc. This is a requirement of Food Standards FSANZ.
  - Advertises prices.
- Plan your food stall offerings:

- Consider including foods for vegetarians (for sausage sizzles) and gluten free
- Include as many healthy (Everyday) options as possible – see Appendix A
- Consider options to cater for cultural / religious eating practices – eg Halal
- Ensure food items are labelled with ingredients
- Make arrangements for the following to be available on the day:
  - A cash float (with adequate loose change) and
  - Disposable gloves, utensils and other items to handle and/or wrap produce.
  - Display and storage containers during the event and to store items not sold or consumed after the event.

## 4 On the Day

- Ensure tables are in position.
- Ensure that you have adequate means to provide or pack produce for consumers, eg plates, bags, food wrap etc. Please also consider the environmental impact of the items you use.
- Ensure you have a cash float and suitable cash tin with plenty of loose change.
- Ensure all staff and volunteers handling food wear disposable gloves and follow the food handling guidelines.
- Ensure food is stored in safe and hygienic conditions (eg covered / refrigerated as required)
- A dedicated stall member should handle money where food is being 'handled' by a stall member. Where food is pre-wrapped or where a dedicated utensil is used to touch the food and there is no human contact, it may not be necessary to have a dedicated cash handler.
- Ensure signage is clear and easy to read.
- Keep funds secure and bank immediately following the event.
- Clean up thoroughly after the event.

## 5 Celebration Events for Staff

Food stalls at celebration events for SCHN staff at SCHN facilities should endeavour to offer healthy (Everyday) choices as much as possible. Inclusion of unprocessed foods such as fruit, vegetables / salads and wholegrain breads / cereals is encouraged.

Water, tea, coffee, 99+% fruit juices, flavoured milk drinks, diet and no sugar soft drinks only should be provided at celebration events.

Provision of cakes, confectionary, high fat or salt content foods and fast food options for staff as part of celebration events should be limited.

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## Appendix A: Healthy Food and Drink in NSW Health Facilities for Staff and Visitors Framework

The Healthy Food and Drink in NSW Health Facilities for Staff and Visitors Framework (the Framework) is a NSW Ministry of Health Directive to all Local Health Districts and Specialty Networks.

The Framework aims to make a healthier choice an easier choice by ensuring there is a greater proportion (75% or more) of healthy (Everyday) food choices and a smaller proportion (25% or less) of less healthy (Occasional) food choices available in NSW Health Facilities.

The Framework contains over 50 Practices focusing on product availability, product quality, product size and marketing. Initial implementation of the Framework used just thirteen Practices that make up the Framework as a benchmark. These 13 Practices included:

	Practices	Focus area
P01	Pre-packed drinks for sale are free from added sugar	Product availability
P02	Chilled food display section is stocked with at least 75% Everyday foods and drinks.	
P03	Hot food display section is stocked with at least 75% everyday products.	
P04	Vending machines are stocked with at least 75% Everyday foods and drinks.	
P05	Muesli bars have a Health Star Rating of 3.5 or above	Product quality
P06	Pre-packaged flavoured milks have a Health Star Rating of 3.5 or above	
P07	Sweet muffins meet the portion size limit of 80g (approx. the size of a tennis ball)	Product size
P08	Confectionary meets the portion size limit of 50g. (Excludes chocolate gift boxes)	
P09	Packaged salty snack meet the portion size of 50g	
P10	Foods and drinks placed at the till are Everyday food and drinks only.	Marketing
P11	Foods and drinks placed at eye level on shelves are Everyday foods and drinks only.	
P12	Food and drink advertising materials are supportive of Everyday foods and drinks.	
P13	Package deals are for Everyday foods and drinks only.	

Food stalls for fundraising purposes should endeavour to comply with these Practices as much as possible.

**Everyday** snack type foods suitable for food stalls include:

- Fruit and Vegetables
- Vegetable based dips
- Cheese (preferably reduced fat)
- Yoghurt
- Scones, pikelets and pancakes
- Unsalted nuts, seeds popcorn and legume snacks

- Lightly salted or flavoured nuts, seeds, popcorn and legume snacks (max portion size 50g)
- Dried fruit (max portion size 50g)
- Muesli and Snack bars (HSR 3.5 and max portion size 50g), includes
  - Cereal bars
  - Fresh or dried fruit based bars
  - Nut bars
  - Protein bars and balls
  - Breakfast bars without added yoghurt or confectionery (chocolate, chocolate chips, marshmallow, sprinkles etc)
- Savoury biscuits, crackers and crisp bread

The following are **Occasional** foods and should only be provided in limited quantities:

- pastry e.g. danishes, filo parcels
- corn chips or taco shells
- processed meats **excluding ham** e.g. salami, bacon, sausage
- foods that are fried, crumbed, battered or have similar coatings
- garlic and cheesy breads
- hot potato chips, wedges, gems or hash browns
- confectionery e.g. sprinkles, toffee, marshmallow, chocolate, yoghurt-type coating etc
- Instant flavoured noodles
- Salted snacks (excluding nuts, seeds, popcorn and legume snacks, unless coated (encased) and/or containing confectionery).
- Sweet biscuits, cakes, slices and desserts. Scones, pikelets and pancakes are **Everyday**.
- Ice-cream, frozen yoghurt and ice-blocks



# STEP 1

## SWAP SUGAR-SWEETENED DRINKS FOR HEALTHIER ALTERNATIVES

Ideas for healthier drinks to sell



Water

Plain and flavoured milk

99% Fruit juice



Diet drinks

Tea or Coffee

Smoothies/Milkshakes

This is the most important step you can take because sugar-sweetened drinks like soft drinks, fruit drinks, cordials, energy drinks and sports drinks have no nutritional value.

### WHY IT'S IMPORTANT?

Overweight and obesity increases the risk of developing

- Type 2 diabetes
- Heart disease
- High blood pressure
- Some cancers

### NEED HELP



Questions about foods and drinks, and the Framework, are welcomed to NSW Health's Healthy Food Information Service on 1800 930 966 or [healthyfood@moh.health.nsw.gov.au](mailto:healthyfood@moh.health.nsw.gov.au).

For help identifying foods and drinks suitable for sale in NSW Health facilities, also check out NSW Health's useful [Healthy Food Finder](http://www.foodfinder.health.nsw.gov.au) at [www.foodfinder.health.nsw.gov.au](http://www.foodfinder.health.nsw.gov.au).

# STEP 2

## PROVIDE SMALLER PORTIONS

Snacks and confectionery



50g: Max portion

Muffins and Cakes



80g: Max portion, About the size of a tennis ball

Drinks



Juice: 400ml max

Flavoured Milk: 500ml max

Large food and drink portions add more energy (kilojoules). Offering smaller portions is a simple but important step to making the healthy choice easier.

# STEP 3

## PROVIDE MAINLY EVERYDAY FOODS AND DRINKS

Three quarters (75%) of all foods should be healthy, Everyday choices

One quarter (25%) of food choices can be less healthy, Occasional choices

### EVERYDAY CHOICE

Include most of these

### OCCASIONAL CHOICE

Include fewer of these

### SNACKS

#### Savoury snacks

Nuts, popcorn, rice crackers, rice cakes, cheese and crackers, wholegrain crispbread, wholegrain crackers, bagels or crumpets with healthy toppings, tuna snack packs

Potato chips, corn chips, pretzels: 50g max

#### Hot savoury snacks

Toasted sandwiches (e.g. tuna, corn, cheese, tomato), mini frittata, savoury muffins, corn on the cob, vegetable dumplings

Savoury pastries/sausage rolls: 120g max  
Pies: 180g max

### SWEETS

Fresh fruit, trail mix, scones, pikelets, fruit toast, low fat yoghurt, fruit salad, fresh and dried fruit, diced fruit in juice, muesli bars

Cakes 80g max  
Sweet muffins 80g max  
Ice cream 85ml max  
Frozen yoghurt 85ml max  
Lollies 50g max  
Confectionery 50g max  
Fruit gummies 50g max

### MEALS

#### Hot meals

Pasta, soups, toasties and melts, healthy burgers with salad, frittata, stir fry, baked potato with filling, pizza (e.g. Hawaiian, margarita), Mexican style wraps (e.g. burrito, fajita, enchilada) for Packaged "Ready to Eat" meals: 450g max

Meals containing processed or crumbed meat (e.g. bacon, salami, schnitzel), nachos, hard tacos, instant noodles, fried food, for Packaged "Ready to Eat" meals: 450g max

#### Cold meals

Sandwiches, wraps, salads, sushi, frittata, rice paper rolls

Meals containing processed or crumbed meat (e.g. bacon, schnitzel, salami)

For more information, contact [SCHN-HealthyChoices@health.nsw.gov.au](mailto:SCHN-HealthyChoices@health.nsw.gov.au)

## Appendix B: Allergens

Some foods and food ingredients or their components can cause severe allergic reactions in some people.

Common food allergies are peanuts, tree nuts, milk, eggs, sesame seeds, fish, shellfish, soy and wheat. Lupin has recently been added to this list.

The Food Standards Code requires these foods to be declared on labels whenever they are present as ingredients or as components of food additives or processing aids.

If the food is not in a package or is not required to have a label (for example, food prepared at and sold from a takeaway shop), this information must either be displayed in connection with the food or provided to the purchaser if requested.

Royal Jelly has been reported to cause severe allergic reactions and, in rare cases, fatalities, especially in asthma and allergy sufferers. Food containing the bee product royal jelly is required to have a warning statement. The same warning statement is required when royal jelly is sold as a complementary medicine.

Gluten containing cereals need to be declared on the label so people with Coeliac Disease and cereal allergies can identify these products. Gluten containing cereals include wheat, rye, barley, oats, spelt and hybrid strains of these cereals (eg triticale).

### ***Cross contamination***

When preparing and serving foods that contain allergenic ingredients, extra care needs to be taken to ensure that other foods are not contaminated.

- Use separate serving tools for gluten free and gluten containing foods and don't mix them up
- Ensure that foods containing potential allergens don't touch foods without these ingredients

### ***Labelling and warnings***

Foods not pre-packaged, such as from a takeaway stall, are not required to be labelled but a warning notice should be displayed alerting consumers to the potential for allergenic content.

For further information on food allergens:

[https://www.foodauthority.nsw.gov.au/sites/default/files/Documents/retail/be\\_prepared\\_be\\_allergy\\_aware.pdf](https://www.foodauthority.nsw.gov.au/sites/default/files/Documents/retail/be_prepared_be_allergy_aware.pdf)