Food Safety Standards
Why Use Standards?

Because it is a legal requirement for selling food. Full details can be obtained via the web link below.

Checklist

It is very easy to forget to do things when you are busy trying to organise events. If you tick the boxes of this checklist for each activity you will be less likely to miss important jobs.

Event: ........................................ Date: ........................................

Have you...
- decided which activity on the decision path covers the event? 
  YES ☐ NO ☐
- notified your enforcement agency about the event? 
  YES ☐ NO ☐
- identified all volunteers participating in the event? 
  YES ☐ NO ☐
- provided volunteers with the appropriate information sheets? 
  YES ☐ NO ☐
- checked that handwashing facilities will be provided? 
  YES ☐ NO ☐
- checked that drinkable water will be available at the site or an adequate supply will be transported to the site? 
  YES ☐ NO ☐
- checked whether power or gas will be available (if needed)? 
  YES ☐ NO ☐
- determined how to dispose of waste water and rubbish? 
  YES ☐ NO ☐
- checked that premises and temporary stalls are clean and appropriate for the activity being undertaken? 
  YES ☐ NO ☐
- checked that adequate temperature control equipment will be available? 
  YES ☐ NO ☐
- checked that a thermometer will be available if potentially hazardous foods will be handled? 
  YES ☐ NO ☐

Talk to your local enforcement agency if you have any concerns.

If you have answered NO to any question, you need to consider what can be done to ensure that your charity or community organisation meets the Food Safety Standards.

Decision Tree

Are you having a sausage sizzle or barbecue?

YES
1. Notification
6. Sausage sizzles & BBQs

NO

Are you selling only shelf-stable foods such as cakes, biscuits, jams or chutneys?

YES
1. Notification
2. Labelling

NO

Are your activity a camp or similar activity?

YES
1. Notification
2. Skills and knowledge
4. Temperature control
6. Preparing and cooking food
7. Transporting food
9. Health & hygiene for food handlers

NO

Are you preparing meals for consumption at the same place they are prepared?

YES
1. Notification
2. Skills and knowledge
4. Temperature control
6. Preparing and cooking food
9. Health & hygiene for food handlers

NO

Are you preparing meals off-site and transporting the food to the event?

YES
1. Notification
2. Skills and knowledge
4. Temperature control
6. Preparing and cooking food
7. Transporting food
9. Health & hygiene for food handlers

NO
How to Label and Provide Information about Food Sold at Fundraising Events

The rules for the labelling of all foods sold or prepared for sale in Australia and New Zealand are set out in the Australia New Zealand Food Standards Code.

Food sold at fundraising events is exempt from most of these labelling requirements.

A fundraising event means an event that raises money solely for charitable or community causes and not for personal financial gain.

However, despite these general exemptions, certain information must always be provided when relevant. Other information must be provided if the customer requests it.

There are ways that the required information must be provided, depending on the type of information and whether the food is packaged or not. In some cases the information must be provided on a label on the food. In other cases, it can be provided in connection with the display of the food, for example, on a sign, or it could be provided verbally upon request by the customer.

In addition, you may decide to voluntarily provide other information that could be useful to your customers, for example, an ingredient list and a best before date.

There may also be requirements under other legislation not regulated by FSANZ e.g. for the weight or volume of a packaged product to be marked on the label.

Fundraising event organisers should be aware that there may be New Zealand, state, territory or Commonwealth legislative requirements that need to be complied with in order to conduct the event.

For detailed information about which labelling requirements apply to foods sold at fundraising events, refer to Standard 1.2.1 – Application of Labelling and Other Information Requirements of the Australia New Zealand Food Standards Code.

Information that must be always provided

Some labelling information must always be provided, if relevant to the food. This includes:

- **Directions for use and/or storage of the food, if required for health or safety reasons** - Refer to Standard 1.2.6 – Directions for Use and Storage
- **Country of origin information (in Australia only)** - Refer to Standard 1.2.11 – Country of Origin Requirements
- **Genetically modified foods** - Refer to Standard 1.5.2 – Food Produced Using Gene Technology
- **Irradiated foods** - Refer to Standard 1.5.3 – Irradiation of Food
- **Royal jelly** - Refer to Standard 1.2.3 – Mandatory Warning and Advisory Statements and Declarations
- **Certain fish, meat and meat products, and offal** - Refer to Standard 2.2.1 – Meat and Meat Products, and Standard 2.2.3 – Fish and Fish Products
- **Kava** - Refer to Standard 2.6.3 – Kava

Information that must be provided if requested by the customer

There is also some basic information that you need to either provide if asked by the customer, or display with the food:

- **Name of the food** - Refer to Standard 1.2.2 – Food Identification Requirements
- **Declaration of allergenic substances** - Refer to Standard 1.2.3 – Mandatory Warning and Advisory Statements and Declarations
- **Advisory statements** - Refer to clause 2 of Standard 1.2.3 for further information
- **Nutrition information panels** - Refer to Standard 1.2.8 – Nutrition Information Requirements
Providing information voluntarily

Despite the exemption from a number of the labelling requirements, you may still decide to voluntarily label your food for fund raising events. In addition to the information that must be provided (as outlined above), you may also choose to provide additional information that would be useful to your customers, such as a list of ingredients, a contact name and address and a best-before date.

Further Information on Labelling Requirements

The name of the food must either be displayed with the food or provided to the consumer if they request it. Refer to Standard 1.2.2 – Food Identification Requirement.

Directions for use and/or storage of the food

The directions for use and/or storage of the food must be provided if required for health or safety reasons. An example is 'keep refrigerated at or below 4 °C'. This information must be included on the label of packaged foods, or accompanying unpackaged foods. Refer to Standard 1.2.6 – Directions for Use and Storage.

Contact details, ingredient list, expiry date

There is no mandatory requirement to provide the contact details of the supplier of the food, an ingredient list (except for any ingredients required to be declared as listed in the section below), or an expiry date (such as a 'best before' or 'use by' date), however you may choose to voluntarily provide this information.

Declaration of allergenic substances

A declaration of the following substances is required if present in the food (as these may cause allergic reactions in some people):

- cereals containing gluten and their products (wheat, rye, barley, oats and spelt and their hybridised strains) (except in beer and spirits)
- crustacea and their products
- egg and egg products
- fish and fish products (except for isinglass derived from swim bladders and used as clarifying agent in beer and wine)
- milk and milk products
- peanuts and soybeans and their products
- tree nuts and sesame seeds and their products
- added sulphites in concentrations of 10 mg/kg or more.

The information listed above could either be provided if requested by the customer, or you could display this information with the food, for example, on a label on the food, or on a sign with the food. Refer to Standard 1.2.3 – Mandatory Warning and Advisory Statements and Declarations.

Nutrition information panels

A nutrition information panel (NIP) must be provided if a nutrition claim is made about the food. Standard 1.2.8 – Nutrition Information Requirements, defines nutrition claims, including claims such as 'low fat', 'gluten free' and 'high fibre'. Standard 1.2.8 also describes how the NIP must be set out and displayed, either with the food or provided to the customer if requested.

Country of origin information (in Australia only)

Country of origin information is required on some unpackaged foods sold at fund raising events in Australia, for example, pork, fish, fruit, and vegetables. This information can be provided on or in connection with the display of the food, for example, on a label on the food or on a sign with the food. Refer to Standard 1.2.11 – Country of Origin Requirements, to see whether this is applicable for your event.
**Sausage Sizzles and Barbeques**

Sausage sizzles and barbeques are a popular way to raise money for charities and community organisations. They are often held outdoors to take advantage of Australia's good weather and open spaces.

Provided you take some simple food safety precautions and sell freshly cooked food straight from the barbecue, the food should be safe.

**Preparing and cooking food safely**

Take the following precautions at sausage sizzles and barbeques to ensure that food is safe:

- Finish preparing raw meat before leaving for the site such as slicing, marinating or skewering.
- Pack raw meat into insulated boxes with ice bricks for transportation.
- Handle food with tongs or other equipment. Use separate equipment to handle raw and cooked meats. Hands should not be used unless absolutely necessary, and then handwashing facilities must be available. Hands must be washed after handling raw meats.
- Keep cooked meat and salads separate from raw meat at all times to prevent contamination.
- Cover food to protect it from contamination.
- Use clean and dry utensils for serving the food - never place cooked meat back on the trays that held the raw meat.
- Cook chicken, sausages and hamburgers until juices run clear - steaks can be cooked to preference.
- Throw left-over food away unless refrigeration equipment is available to rapidly cool the food.

**Disposable utensils**

Wherever possible, single-use (disposable) utensils such as knives, forks, plates and cups should be used and thrown away after use. These items should be kept covered until required and should be handled carefully to minimise any risk of contamination. Re-useable items such as mugs should not be used unless there are facilities available on-site to wash and sanitise them, or there are enough items for the duration of the event.

**Water**

If water is needed for hand washing or for washing up, a supply adequate to last the event must be provided. The water must be of drinkable quality. If using containers to transport water to the event, make sure that they are clean and have not been used to store chemicals.

If you do not have access to hot water for washing up, make sure that you take enough utensils so that you can use separate utensils for the raw and the cooked food at the event.

**Handwashing facilities**

Unless a written exemption has been obtained from your local council or health authority, food handlers must wash their hands with warm running water. An exemption is only likely to be issued where enough water is not available for handwashing. In such circumstances the local council or health authority may permit the use of alternatives such as cleaning creams or gels, or sanitising wipes.

If you have access to water, you should set up a temporary handwashing facility that provides running water. You can do this by using a large water container with a tap at its base. Another container, such as a bucket, should collect the waste water, to keep the site dry and clean.

A supply of soap and paper towels must be provided at the handwashing facility so that handwashing can be undertaken properly. Supply a bin for used towels. This helps to keep the site tidy and prevents contamination from used towels.

**Acknowledgements/References**

www.foodstandards.gov.au

**Document Revision History**

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