

## How to read this document:

The following requirements apply to activities where the activity is free or all the moneys raised are used for charitable or community purposes (e.g. Club activities) and food is being prepared and sold by the Club.

Determine which category your activity falls into. Requirements differ depending on the type of activity.

These guidelines are based on information provided by Food Standard Australia New Zealand (FSANZ). They are intended as a guide only to help you interpret the requirements for charities and community organizations set by FSANZ <http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationfactsheets/Default.aspx>.

It is your responsibility to ensure your Club complies with the relevant food standards. Standards or practices at FSANZ may change and Clubs need to be responsible for checking that they are complying with the most up to date practices.

If you have any questions or feedback please email [clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au).



	<b>Category A: Sausage Sizzles &amp; BBQs</b>	<b>Category B: Bake Sales</b>	<b>Category C: Same-place preparation and consumption</b>	<b>Category D: Transporting food from place of preparation to consumption</b>
<b>What's included</b>	Food that is consumed straight from the BBQ (i.e. immediately after thorough cooking)	Food that is shelf stable (i.e. can be stored at room or ambient temperature)	If your activity does not fall into Category A or B and you are preparing meals for consumption at the same place they are prepared.  If you will <u>also</u> be having a Sausage Sizzle or Bake Sale <u>also</u> see Category A or B respectively.	If your activity does not fall into Category A or B and you are preparing meals off-site and transporting the food to the event for consumption.  If you will <u>also</u> be having a Sausage Sizzle or Bake Sale <u>also</u> see Category A or B respectively.
<b>What's not included</b>	Foods that are not served immediately after cooking, such as when food is pre-cooked and then heated for sale. Non-shelf stable food and condiments such as salad and cheese. If your activity includes these items also see Category C or D below (as relevant).	Any non-shelf stable food including cakes with cream, custards, panna cotta, ice-cream etc. If your Bake Sale includes these items also see Category D below.	If you are preparing food off-site and transporting it to the event.	
<b>Comply with these factsheets and checklists...  (All food handlers must be aware of these requirements)</b>	<p>Fact Sheet 9 <i>Health and hygiene for food handlers</i> <a href="http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/healthandhygienefor1482.aspx">http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/healthandhygienefor1482.aspx</a></p> <p>Fact Sheet 5 <i>Sausage sizzles and barbecues</i> <a href="http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/sausagesizzlesandbar1478.aspx">http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/sausagesizzlesandbar1478.aspx</a></p> <p><b>Checklist A</b></p>	<p>Fact Sheet 9 <i>Health and hygiene for food handlers</i> <a href="http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/healthandhygienefor1482.aspx">http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/healthandhygienefor1482.aspx</a></p> <p>Fact Sheet 3 <i>How to label and provide information about food sold at fundraising events</i> <a href="http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/labellingseptember201476.aspx">http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/labellingseptember201476.aspx</a></p> <p><b>Checklist B</b></p>	<p>Fact Sheet 9 <i>Health and hygiene for food handlers</i> <a href="http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/healthandhygienefor1482.aspx">http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/healthandhygienefor1482.aspx</a></p> <p>Fact Sheet 4 <i>Temperature Control</i> <a href="http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/temperaturecontrolm1477.aspx">http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/temperaturecontrolm1477.aspx</a></p> <p>Fact Sheet 6 <i>Preparing and Cooking Food</i> <a href="http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/preparingandcooking1479.aspx">http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/preparingandcooking1479.aspx</a></p> <p><b>Checklist C</b></p>	<p>Fact Sheet 9 <i>Health and hygiene for food handlers</i> <a href="http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/healthandhygienefor1482.aspx">http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/healthandhygienefor1482.aspx</a></p> <p>Fact Sheet 4 <i>Temperature Control</i> <a href="http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/temperaturecontrolm1477.aspx">http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/temperaturecontrolm1477.aspx</a></p> <p>Fact Sheet 6 <i>Preparing and Cooking Food</i> <a href="http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/preparingandcooking1479.aspx">http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/preparingandcooking1479.aspx</a></p> <p>Fact Sheet 7 <i>Transporting Food</i> <a href="http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/transportingfoodmay21480.aspx">http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/transportingfoodmay21480.aspx</a></p>

				<p>[ONLY IF YOU WILL BE GOING OUTDOOR CAMPING] Fact Sheet 8 <i>Camping</i>  <a href="http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganizationsfactsheets/campingmay2002.aspx">http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganizationsfactsheets/campingmay2002.aspx</a></p> <p><b>Checklist C</b></p>
<p><b>Notification &amp; Risk Control Requirements</b></p>	<p><b>If your event is to be held outside on UNSW campus:</b></p> <ol style="list-style-type: none"> <li>1. Submit an outdoor booking form to Arc Student Development</li> <li>2. Submit a completed risk assessment to Arc Student Development with the booking form addressing issues raised in the fact sheets (as well as all other risks of the event). You must assign a supervisor to ensure risk controls are implemented and monitored.</li> </ol> <p><b>OR</b></p> <p><b>If your activity will be elsewhere (either inside or off-campus):</b></p> <ol style="list-style-type: none"> <li>1. Complete a risk assessment addressing issues raised in the fact sheets (as well as all other risks of the event). You must assign a supervisor to ensure risk controls are implemented and monitored.</li> <li>2. Inform the venue of your intention to serve food and comply with the venue's requirements.</li> <li>3. If you will be charging for any food or beverage and are in a public place off-campus you will generally need to contact the local council.</li> </ol>	<p><b>If your event is to be held outside on UNSW campus:</b></p> <ol style="list-style-type: none"> <li>1. Submit an outdoor booking form to Arc Student Development</li> <li>2. Submit a completed risk assessment to Arc Student Development with the booking form addressing issues raised in the fact sheets (as well as all other risks of the event). You must assign a supervisor to ensure risk controls are implemented and monitored.</li> </ol> <p><b>OR</b></p> <p><b>If your activity will be elsewhere (either inside or off-campus):</b></p> <ol style="list-style-type: none"> <li>1. Complete a risk assessment addressing issues raised in the fact sheets (as well as all other risks of the event). You must assign a supervisor to ensure risk controls are implemented and monitored.</li> <li>2. Inform the venue of your intention to serve food and comply with the venue's requirements.</li> <li>3. If you will be charging for any food or beverage and are in a public place off-campus you will generally need to contact the local council.</li> </ol>	<p><b>If you will be charging for food you must notify the NSW Food Authority here <a href="http://www.foodnotify.nsw.gov.au/idx.cfm?action=business">http://www.foodnotify.nsw.gov.au/idx.cfm?action=business</a></b></p> <p><b>AND</b></p> <p><b>If your event is to be held outside on UNSW campus:</b></p> <ol style="list-style-type: none"> <li>1. Submit an outdoor booking form to Arc Student Development</li> <li>2. Submit a completed risk assessment to Arc Student Development with the booking form addressing issues raised in the fact sheets (as well as all other risks of the event). You must assign a supervisor to ensure risk controls are implemented and monitored.</li> </ol> <p><b>OR</b></p> <p><b>If your activity will be elsewhere (either inside or off-campus):</b></p> <ol style="list-style-type: none"> <li>1. Complete a risk assessment addressing issues raised in the fact sheets (as well as all other risks of the event). You must assign a supervisor to ensure risk controls are implemented and monitored.</li> <li>2. Inform the venue of your intention to serve food and comply with the venue's requirements.</li> <li>3. If you will be charging for any food or beverage and are in a public place off-campus you will generally need to contact the local council.</li> </ol>	<p><b>If you will be charging for food you must notify the NSW Food Authority here <a href="http://www.foodnotify.nsw.gov.au/idx.cfm?action=business">http://www.foodnotify.nsw.gov.au/idx.cfm?action=business</a></b></p> <p><b>AND</b></p> <p><b>If your event is to be held outside on UNSW campus:</b></p> <ol style="list-style-type: none"> <li>1. Submit an outdoor booking form to Arc Student Development</li> <li>2. Submit a completed risk assessment to Arc Student Development with the booking form addressing issues raised in the fact sheets (as well as all other risks of the event). You must assign a supervisor to ensure risk controls are implemented and monitored.</li> </ol> <p><b>OR</b></p> <p><b>If your activity will be elsewhere (either inside or off-campus):</b></p> <ol style="list-style-type: none"> <li>1. Complete a risk assessment addressing issues raised in the fact sheets (as well as all other risks of the event). You must assign a supervisor to ensure risk controls are implemented and monitored.</li> <li>2. Inform the venue of your intention to serve food and comply with the venue's requirements.</li> <li>3. If you will be charging for any food or beverage and are in a public place off-campus you will generally need to contact the local council.</li> </ol>

<p><b>Training requirements for food handlers</b></p>	<p>Summarised from Fact Sheet 2 <i>Skills and Knowledge</i>  <a href="http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/skillsandknowledgema1475.aspx">http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/skillsandknowledgema1475.aspx</a></p> <p>Each activity must have one supervisor who is responsible for ensuring that food handlers handle food safely. The supervisor must ensure that all food handlers have read/ are aware of the information outlined in the fact sheets. The supervisor must also ensure the necessary equipment is available so that food handlers can handle food safely, for example hand washing facilities.</p>	<p>Summarised from Fact Sheet 2 <i>Skills and Knowledge</i>  <a href="http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/skillsandknowledgema1475.aspx">http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/skillsandknowledgema1475.aspx</a></p> <p>Each activity must have one supervisor who is responsible for ensuring that food handlers handle food safely. The supervisor must ensure that all food handlers have read/ are aware of the information outlined in the fact sheets. The supervisor must also ensure the necessary equipment is available so that food handlers can handle food safely, for example hand washing facilities.</p>	<p>Summarised from Fact Sheet 2 <i>Skills and Knowledge</i>  <a href="http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/skillsandknowledgema1475.aspx">http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/skillsandknowledgema1475.aspx</a></p> <p>Event organisers should ensure that all food handlers have the skills and knowledge they need to handle food safely. At a minimum event organisers should ensure food handlers have read all the relevant fact sheets. Food handlers should sign to say they have read these. It may be appropriate to also run a training session for the food handlers.</p> <p>The event organiser should check that food handlers have the required knowledge and understand their obligations by talking to them or asking questions. Event organisers should make it clear how they expect food to be handled.</p> <p>Each activity must have one supervisor who is responsible for ensuring that food handlers handle food safely at all times. The supervisor must also ensure the necessary equipment is available so that food handlers can handle food safely, for example hand washing facilities.</p>	<p>Summarised from Fact Sheet 2 <i>Skills and Knowledge</i>  <a href="http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/skillsandknowledgema1475.aspx">http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/skillsandknowledgema1475.aspx</a></p> <p>Event organisers should ensure that all food handlers have the skills and knowledge they need to handle food safely. At a minimum event organisers should ensure food handlers have read all the relevant fact sheets. Food handlers should sign to say they have read these. It may be appropriate to also run a training session for the food handlers.</p> <p>The event organiser should check that food handlers have the required knowledge and understand their obligations by talking to them or asking questions. Event organisers should make it clear how they expect food to be handled.</p> <p>Each activity must have one supervisor who is responsible for ensuring that food handlers handle food safely at all times. The supervisor must also ensure the necessary equipment is available so that food handlers can handle food safely, for example hand washing facilities.</p>
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