

NSW Healthy Canteen Strategy

Application Guide



Step 1. Choose your application form



For parent and school-run canteens choose the **standard application form.**

Choose your application form



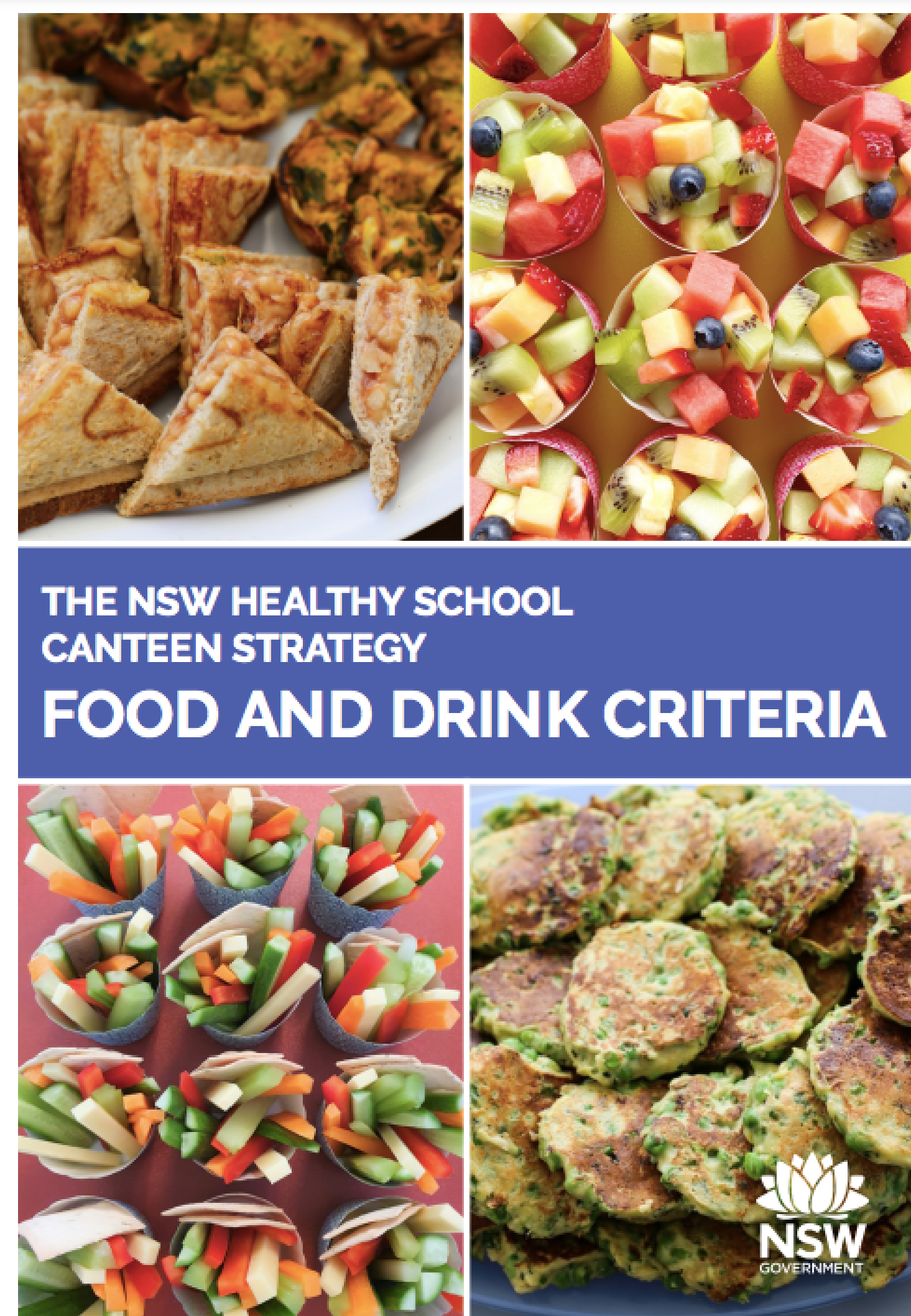
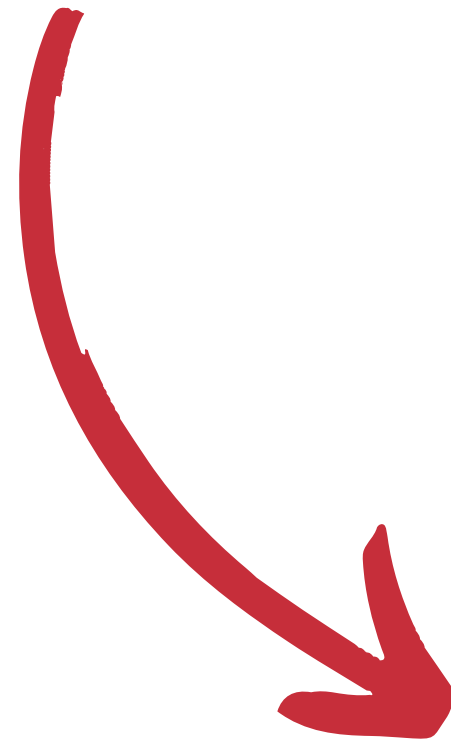
For licensed providers operating more than two school canteens choose the **master menu application form.**

Choose your application form

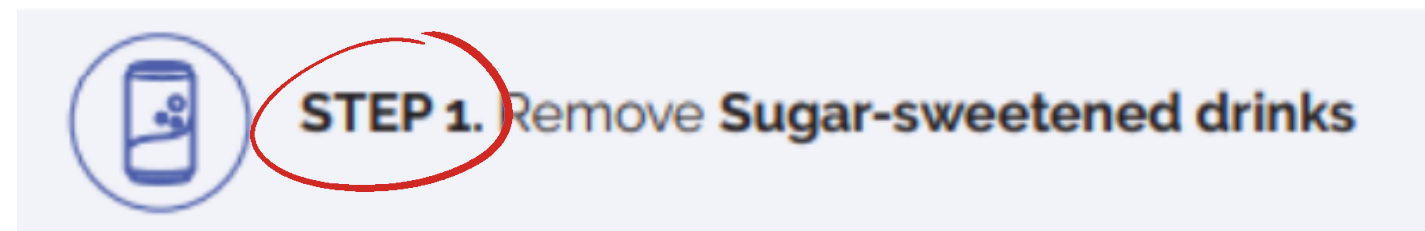


For individual schools with licensed canteens choose the **short application form.**

Step 2. Review your menu
against the NSW Food
and Drink criteria



Review your menu against the NSW Food and Drink criteria



Some examples include:

- Soft drinks
- Flavoured waters (sparkling or still)
- Vitamin waters
- Energy drinks
- Sports drinks
- Iced teas
- Fruit drinks (less than 99% juice)
- Cordial
- Slushies (with less than 99% juice)
- Coconut water (plain or flavoured)
- Ice-blocks (with less than 99% fruit juice)
- Regular jelly



Refer to page 9

Review your menu against the NSW Food and Drink criteria

**STEP 1.** Remove **Sugar-sweetened drinks**

**STEP 2.** Classify as **Everyday** or **Occasional**

Menu ready reckoner on pages 23-40

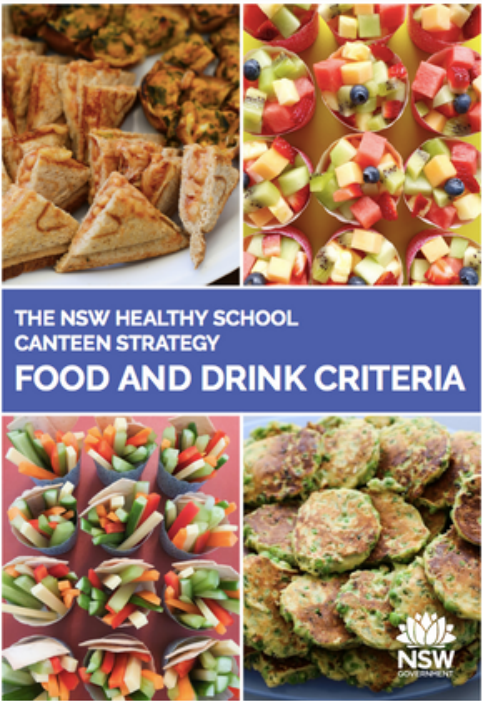


Menu Ready Reckoner

Everyday cold foods



Food	Maximum portion size	Minimum HSR on packaged food	Examples and/or description
Sandwiches/ wraps/rolls	Not needed	Not needed	Everyday fillings include lean meats (see below), tuna, salmon, egg, cheese, ham, salad/roast vegetables, un-coated falafel, avocado and hummus. Note: Spreads from Tool 3. Fridge and Pantry Basics on pages 42-43, can also be used in Everyday sandwiches, wraps, and rolls. <i>Healthy tip:</i> Use multigrain or wholegrain bread, rolls and wraps and add at least two types of vegetables and/or salad items.
Sushi/rice paper rolls	Not needed	Not needed	Everyday fillings include skinless chicken, tuna, salmon, prawns, vegetables, avocado, tofu and rice noodles. Varieties with packaged, crumbed or tempura fillings are Occasional , see page 26. <i>Healthy tip:</i> Offer brown rice options.
Frittata (no pastry)	Not needed	Not needed	Everyday fillings include lean meats (see below), vegetables and cheese.
Salads	Not needed	Not needed	Everyday ingredients include lean meats (see below), vegetables, egg, cheese, legumes and wholegrains. Examples include garden, pasta, bean, potato, coleslaw, tabbouleh, couscous, quinoa and egg salads. <i>Healthy tip:</i> Use small amounts of balsamic or lemon juice-based dressings instead of cream or oil-based dressings.



Refer to pages 23-40

Review your menu against the NSW Food and Drink criteria

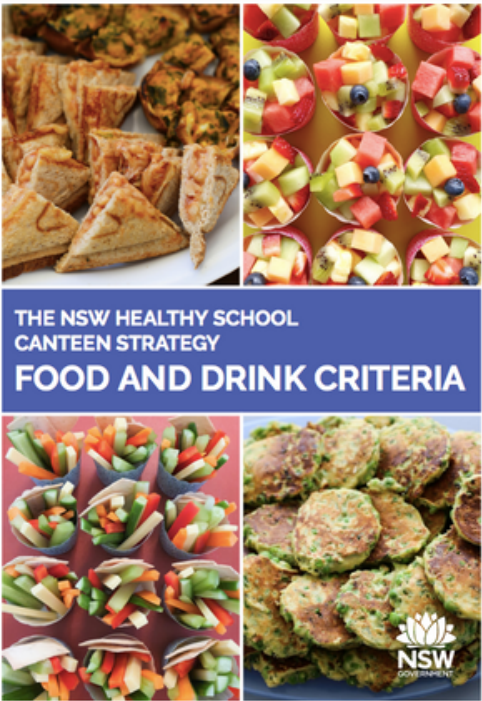
**STEP 1.** Remove **Sugar-sweetened drinks**

**STEP 2.** Classify as **Everyday** or **Occasional**

Menu ready reckoner on pages 23-40



Occasional cold foods 1/4			
Food	Maximum portion size	Minimum HSR on packaged food	Examples and/or description
Sandwiches/ wraps/rolls/sushi/ frittata/salads with Occasional fillings	Needed for Occasional fillings only, see rows below	Needed for Occasional fillings only, see rows below	Occasional fillings include processed meat and packaged crumbed/coated foods (see rows below). Examples include chicken roll sandwich, frittata or caesar salad with bacon, tempura prawn sushi and packaged crumbed chicken wrap. Note: Spreads from Tool 3. Fridge and Pantry Basics on pages 42-43, can also be used in Occasional sandwiches, wraps, rolls, sushi, frittata and salads. <i>Healthy tip:</i> Use multigrain or wholegrain bread, rolls and wraps and offer brown rice sushi options.
Processed meats (excluding ham)	60g		Examples include bacon, devon, salami, chorizo, prosciutto, chicken roll, mortadella, frankfurts, saveloys, hot dogs and all varieties of sausages. All varieties may be served hot or cold.
Crumbed/coated foods (packaged)*	140g		All packaged crumbed/coated foods are Occasional. Examples include chicken nuggets, crumbed or coated chicken fillets/strips/tenders, schnitzels, fish fingers, battered frozen fish, arancini balls, crumbed or coated meat alternatives, coated falafel/vegetable and patties, vegetable/prawn/tofu tempura and inari. All varieties may be served hot or cold. Some crumbed foods may be Everyday if freshly prepared with healthy ingredients and baked (not fried), see page 29.



Refer to pages 23-40

Review your menu against the NSW Food and Drink criteria

**STEP 1.** Remove **Sugar-sweetened drinks**

**STEP 2.** Classify as **Everyday** or **Occasional**

Use the healthy food finder to determine if packaged products meet the criteria:



How can I access Healthy Food Finder?

Healthy Food Finder can be accessed for free at: <https://foodfinder.health.nsw.gov.au/>.

You will need to register for an account and confirm your email address before you can use the tool.

Healthy Food Finder™

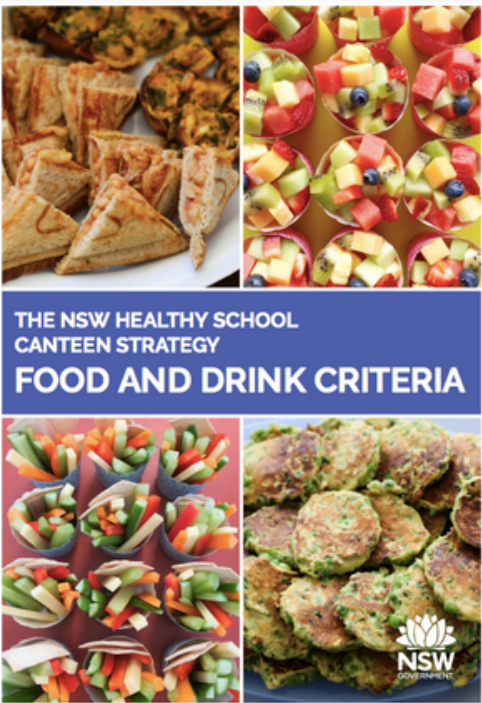
Healthy Food Finder is an online product search tool. You can use it to search for packaged foods and drinks to sell in NSW school canteens and health facilities. Healthy Food Finder can help you meet the:

- NSW Healthy School Canteen Strategy (the Strategy), and the
- Healthy Food and Drink in NSW Health Facilities for Staff and Visitors Framework (the Framework).

Registration is free, click the link below to get started.

Sign in or Register to start





Refer to page 41

Review your menu against the NSW Food and Drink criteria



STEP 1. Remove **Sugar-sweetened drinks**



STEP 2. Classify as **Everyday** or **Occasional**



STEP 3. Check Health Star Ratings



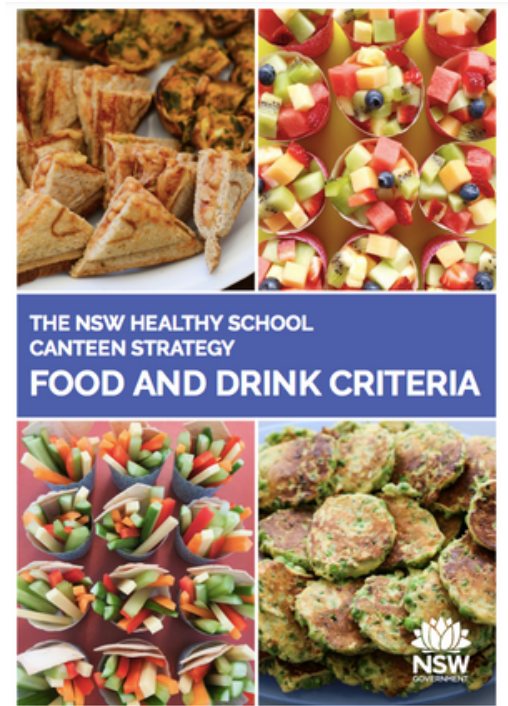
Healthy Food Finder™

Healthy Food Finder is an online product search tool. You can use it to search for packaged foods and drinks to sell in NSW school canteens and health facilities. Healthy Food Finder can help you meet the:

- NSW Healthy School Canteen Strategy (the Strategy), and the
- Healthy Food and Drink in NSW Health Facilities for Staff and Visitors Framework (the Framework).

Registration is free, click the link below to get started.

[Sign in or Register to start](#)



Refer to page 12

Check the:

- Package
- Healthy Food Finder



Review your menu against the NSW Food and Drink criteria



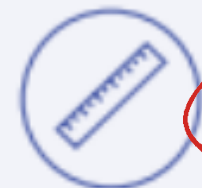
STEP 1. Remove **Sugar-sweetened drinks**



STEP 2. Classify as **Everyday** or **Occasional**



STEP 3. Check Health Star Ratings



STEP 4. Check portion sizes



Refer to page 14

Review your menu against the NSW Food and Drink criteria



STEP 1. Remove **Sugar-sweetened drinks**



STEP 2. Classify as **Everyday** or **Occasional**



STEP 3. Check Health Star Ratings



STEP 4. Check portion sizes



STEP 5. Balance the menu



Refer to page 16

Review your menu against the NSW Food and Drink criteria



STEP 1. Remove **Sugar-sweetened drinks**



STEP 2. Classify as **Everyday** or **Occasional**



STEP 3. Check Health Star Ratings



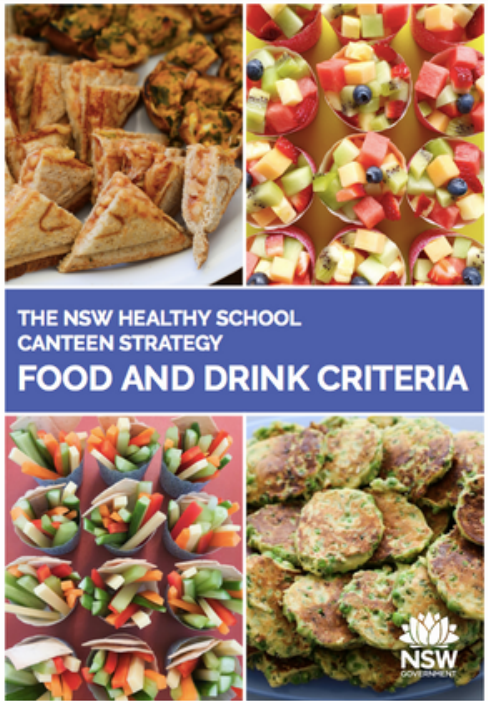
STEP 4. Check portion sizes



STEP 5. Balance the menu

$$\frac{\text{Total EVERYDAY}}{\text{Total menu items}} \times 100 = \text{EVERYDAY \%}$$

Detailed
instructions on
page 44



Refer to page 16

Review your menu against the NSW Food and Drink criteria



STEP 1. Remove **Sugar-sweetened drinks**



STEP 2. Classify as **Everyday** or **Occasional**



STEP 3. Check Health Star Ratings



STEP 4. Check portion sizes

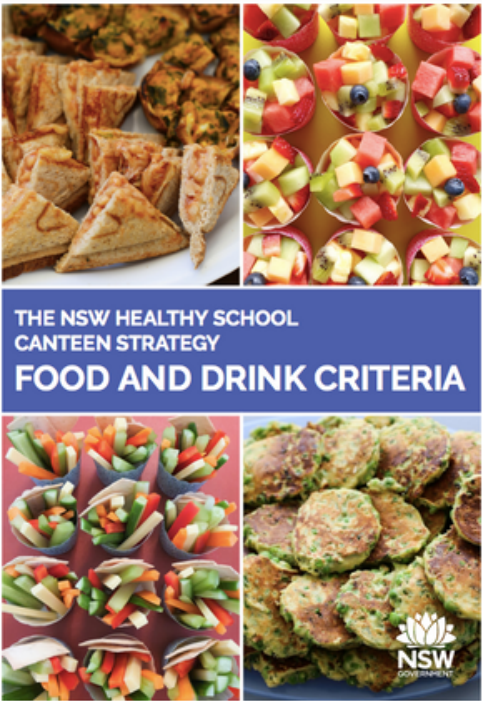


STEP 5. Balance the menu



STEP 6. Market and promote **Everyday** choices only

Display, price favourably,
promote and advertise
everyday choices only



Refer to page 18



Review your menu against the NSW Food and Drink criteria

Find this
summary in
Appendix 1 of
the application
form

Food and Drink Criteria of the NSW Healthy School Canteen Strategy

- No sugar sweetened drinks are sold in the canteen or in vending machines including frozen sugar-sweetened drinks such as ice blocks.
- At least 75% of the menu should be made up of **Everyday** food and drinks.
- All **Occasional** packaged foods and drinks have a Health Star Rating of 3.5 and above.
- **Everyday** hot meals, flavoured milk, 99% fruit juices and all **Occasional** foods and drinks should be within the recommended portion size limits.
- Only **Everyday** foods and drinks are included in specials and meal deals, or placed at the point of sale on counter tops or shelves.

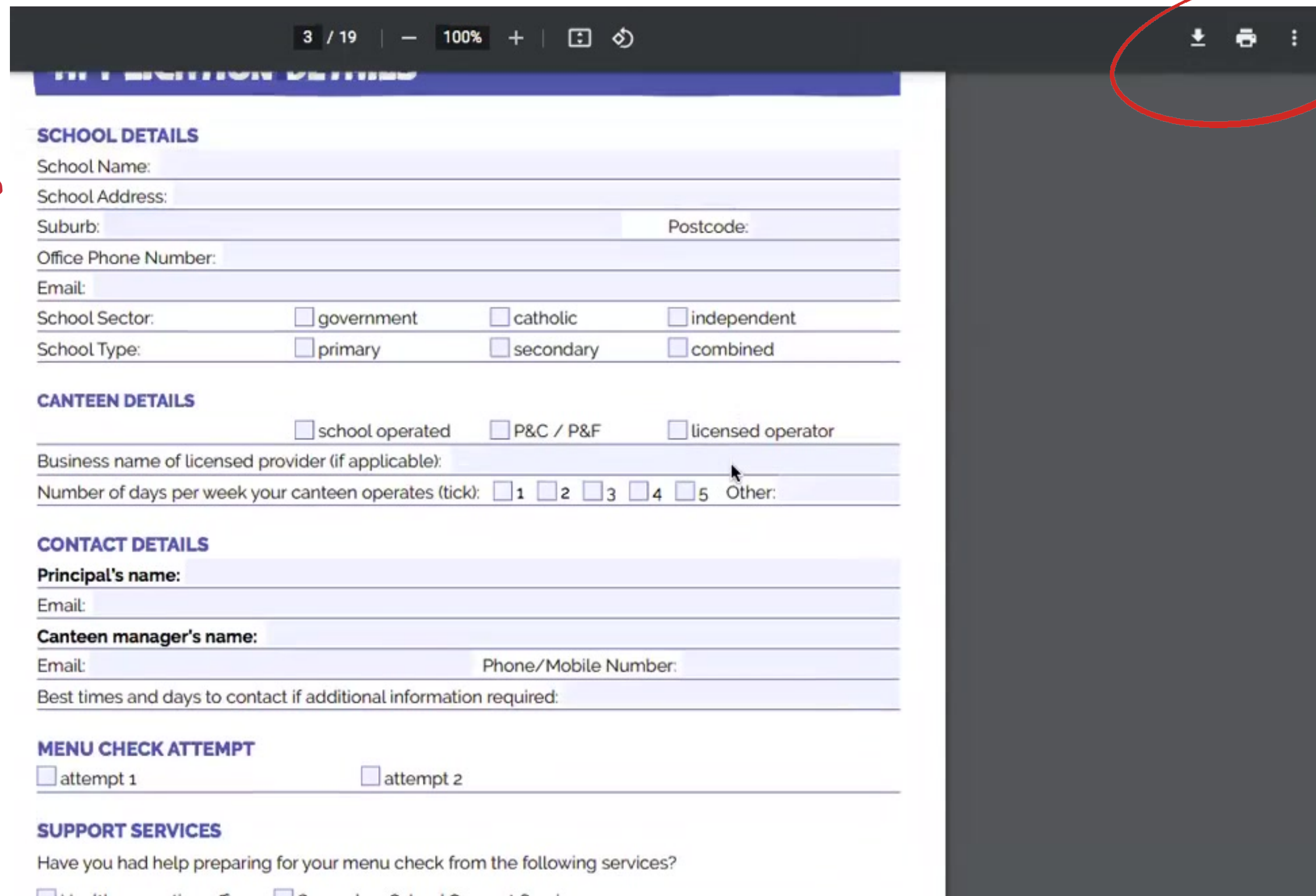
Step 3. Choose the correct form



Visit the website to access the forms.

<https://education.nsw.gov.au/schooling/school-community/healthy-canteens/menu-check-service>

Step 4. Download the form



3 / 19 | 100% + | [Icons]

SCHOOL DETAILS

School Name: [Text Field]

School Address: [Text Field]

Suburb: [Text Field] Postcode: [Text Field]

Office Phone Number: [Text Field]

Email: [Text Field]

School Sector: ☐ government ☐ catholic ☐ independent

School Type: ☐ primary ☐ secondary ☐ combined

CANTEEN DETAILS

☐ school operated ☐ P&C / P&F ☐ licensed operator

Business name of licensed provider (if applicable): [Text Field]

Number of days per week your canteen operates (tick): ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 Other: [Text Field]

CONTACT DETAILS

Principal's name: [Text Field]

Email: [Text Field]

Canteen manager's name: [Text Field]

Email: [Text Field] Phone/Mobile Number: [Text Field]

Best times and days to contact if additional information required: [Text Field]

MENU CHECK ATTEMPT

☐ attempt 1 ☐ attempt 2

SUPPORT SERVICES

Have you had help preparing for your menu check from the following services?

☐ [Service] ☐ [Service] ☐ [Service] ☐ [Service] ☐ [Service] ☐ [Service]

Download the PDF document and save to your device.

Type directly into the PDF. Save the document as you work through each section.

The form does not have to be completed in one go.

Step 5. Complete the relevant tables of food and drink items

SCHOOL CANTEEN MENU INFORMATION

Please complete all sections that are relevant to the foods and drinks sold in your canteen. If a question is not relevant strike through the question or write N/A (shorthand for 'Not applicable').

SECTION 1: BREAKFAST ITEMS

1.1 If you serve breakfast items, when are they available?

☐ All day ☐ Before school only ☐ We don't serve breakfast items

SECTION 2: DRINKS AND FROZEN SNACKS

2.1 Waters (plain and/or flavoured), 99% fruit or vegetable juices (including frozen 99% fruit or vegetable juice ice-blocks)

ITEM NAME (as appears on the menu)	BRAND NAME or indicate if canteen made (C/M)	PRODUCT NAME and/or FLAVOURS	SERVE SIZE (ml)
e.g. juice	Pete's	orange, apple & blackcurrant, apple	250ml

✓ List all items, including flavours and portion sizes

✓ If you need more tables there are extras at the end of the application form

Step 5. Complete the relevant tables of food and drink items

SCHOOL CANTEEN MENU INFORMATION

Please complete all sections that are relevant to the foods and drinks sold in your canteen. If a question is not relevant strike through the question or write N/A (shorthand for 'Not applicable').

SECTION 1: BREAKFAST ITEMS

1.1 If you serve breakfast items, when are they available?

☐ All day ☐ Before school only ☐ We don't serve breakfast items

SECTION 2: DRINKS AND FROZEN SNACKS

2.1 Waters (plain and/or flavoured), 99% fruit or vegetable juices (including frozen 99% fruit or vegetable juice ice-blocks)

ITEM NAME (as appears on the menu)	BRAND NAME or indicate if canteen made (C/M)	PRODUCT NAME and/or FLAVOURS	SERVE SIZE (ml)
e.g. juice	Pete's	orange, apple & blackcurrant, apple	250ml



Not every item on your menu needs to be included in the tables - read each table heading carefully

Drinks and frozen snacks

Include frozen 99%
juice products



SECTION 2: DRINKS AND FROZEN SNACKS

2.1 Waters (plain and/or flavoured), 99% fruit or vegetable juices (including frozen 99% fruit or vegetable juice ice-blocks)

ITEM NAME (as appears on the menu)	BRAND NAME or indicate if canteen made (C/M)	PRODUCT NAME and/or FLAVOURS	SERVE SIZE (ml)
e.g. Juice	Pete's	Orange, apple & blackcurrant, apple	250ml

Include frozen milk
drink products



2.2 Milk drinks (including frozen versions) such as flavoured milk, breakfast drinks, smoothies, milkshakes and frappes

ITEM NAME (as appears on the menu)	BRAND NAME or indicate if canteen made (C/M)	PRODUCT NAME and/or FLAVOURS	SERVE SIZE (ml)	INGREDIENTS (canteen made only)
e.g. milkshake	C/M	chocolate, strawberry, caramel	300ml	milk, flavouring, ice-cream

Drinks and frozen snacks

Include all other drinks



2.3 Other drinks available other than those listed above (e.g. diet drinks, slushies)

ITEM NAME (as appears on the menu)	BRAND NAME or indicate if canteen made (C/M)	PRODUCT NAME and/or FLAVOURS	SERVE SIZE (ml)	INGREDIENTS (canteen made only)
e.g. diet energy drink	G Energy Drink	diet cola	500ml	N/A

250mL portion limits
apply with jelly



2.4 If you sell jelly, what do you make it with?

☐ 99% fruit juice and gelatine (no added sugar) ☐ Diet jelly crystals ☐ Regular (sugar-sweetened) jelly crystals ☐ We don't sell jelly

Include packaged ice
cream, frozen
yoghurts, ice blocks
and chilled desserts



2.5 Packaged ice creams, frozen yoghurts, ice blocks (not already listed above) and chilled desserts (e.g. mousse)

ITEM NAME (as appears on the menu)	BRAND NAME	PRODUCT NAME and/or FLAVOURS	SERVE SIZE (ml)	HEALTH STAR RATING
e.g. frozen yoghurt	Copeland	Frozen Yoghurt Twist - mango, strawberry	125ml	3.5

Hot foods

SECTION 3: HOT FOODS

3.1 Savoury pastry containing products (e.g. meat/vegetable/potato topped pies, sausage rolls, quiches, spinach and cheese triangles).

ITEM NAME (as appears on the menu)	BRAND NAME or local bakery or canteen made (C/M)	PRODUCT NAME and/or FLAVOURS	SERVE SIZE (g)
e.g. pie	local bakery	beef, cheese & bacon	180g

Portion limits apply:
180g - pies
120g - savoury pastries

3.2 If you sell pizza, is it:

☐ Canteen-made

☐ Sourced from local bakery

☐ Packaged

☐ We don't serve pizzas

3.3 If you sell garlic bread is it:

☐ Canteen-made

☐ Packaged

☐ We don't serve garlic bread

Canteen-made pizza
and garlic bread is
classified as everyday

Snacks

No confectionary

Portion limits on
canteen-made items,
for example:
50g sweet biscuits
80g for cakes or
muffins



Portion limit of 50g
HSR at least 3.5



SECTION 4: SNACK ITEMS

4.1 Cakes, biscuits, slices, sweet pastries, sweet muffins and fruit bread (e.g. banana bread, pear & raspberry bread).

ITEM NAME (as appears on the menu)	BRAND NAME or local bakery or canteen made (C/M)	SERVE SIZE (g)	Does product contain confectionery? (see list below)	HEALTH STAR RATING (packaged products only)
e.g. banana bread	Ruby's	70g	No	3.5

4.2 Muesli /snack bars or balls

ITEM NAME (as appears on the menu)	BRAND NAME or ingredients if canteen made	SERVE SIZE (g)	Does product contain confectionery? (see list below)	HEALTH STAR RATING (packaged products only)
e.g. bliss balls	dried apricots, honey, oats	30g	No	N/A

Snacks

Bread based is
everyday
Pastry based is
occasional



4.3 If you sell scrolls are they:

☐ Bread based

☐ Pastry based

☐ Both

☐ We don't serve scrolls

Portion limit of 30g
HSR at least 3.5



4.4 Salty snacks e.g crisps, soy crisps, flavoured rice snacks or crackers, dry noodles, pretzel and legume snacks (e.g. roasted chickpeas), sweet/salty/butter popcorn - not including plain popcorn.

ITEM NAME (as appears on the menu)	BRAND NAME or CANTEEN-MADE (C/M)	PRODUCT NAME and/or FLAVOURS (for C/M list the ingredients used)	SERVE SIZE (g)	HEALTH STAR RATING (N/A for canteen-made)
e.g. roasted & salted chickpeas	C/M	chickpeas, canola oil, salt	30g	N/A

Marketing and promotion

SECTION 5: MARKETING AND PROMOTION

5.1 Meal /snack deals

Note: A meal or snack deal is when one or more items are bundled together for sale

WHAT IS IN THE MEAL / SNACK DEALS YOU SELL?
Include brand /product name or indicate canteen made (C/M) Note: If you have already provided the brand /product name in answer to a previous question, just put 'AP' short for 'Already Provided'.
e.g. pumpkin soup (AP) with garlic bread (C/M) + hot chocolate (C/M)

Include meal or snack deals



5.2 List all specials that are regularly on your menu or on your specials board

Note: 'Specials' include any item that is promoted on the menu/specials board or advertised at a special/cheaper price than usual. If you have already provided the brand /product name in answer to a previous question, just put 'AP' short for 'Already Provided'.

ITEM NAME (as appears on the menu)	BRAND and PRODUCT NAME or indicate if canteen made (C/M)	ITEM NAME (as appears on the menu)	BRAND and PRODUCT NAME or indicate if canteen made (C/M)
e.g. beef burritos	C/M	e.g. sushi - tuna/avocado/chicken	Tokyo Sun

Special boards or promotions via menu, newsletter, social media



Marketing and promotion

5.3 Is your canteen self-serve?

☐ Yes – complete question 5.4 only ☐ No – complete question 5.5 only

5.4 List all foods and drinks that are placed within an adult’s arm length from the till or cash register, including to the front of the till, to the side of the till, and above the till during recess and/or lunch. (For self-serve canteens ONLY)

If you have already provided the brand /product name in answer to a previous question, just put 'AP' short for 'Already Provided'.

ITEM NAME	BRAND NAME or indicate if canteen made (C/M)	ITEM NAME	BRAND NAME or indicate if canteen made (C/M)
e.g. muesli bars	AP		

5.5 List all foods and drinks that are placed on the counter top or at the front of the canteen service area during recess and lunch.

Note: This question is not for self-serve canteens
If you have already provided the brand /product name in answer to a previous question, just put 'AP' short for 'Already Provided'.

ITEM NAME	BRAND NAME or indicate if canteen made (C/M)	ITEM NAME	BRAND NAME or indicate if canteen made (C/M)
e.g. plain popcorn	C/M		

Reminder:
Only everyday items can be displayed on the counter top



Step 6. Review and sign the form

Make sure the school Principal signs the bottom of page 3 when the form is completed.



PERMISSIONS (AUTHORISED BY THE PRINCIPAL)

- ☐ I give permission for the Menu Check Service to contact the canteen manager directly about this application and understand that the feedback we receive will be sent to me, as Principal.
- ☐ I give permission for the information provided to the Menu Check Service to be shared with the relevant health promotion officer and/or Secondary School Support Service.
- ☐ I give permission for the school's name to be published in the list of schools achieving the NSW Healthy School Canteen Strategy on the relevant websites.

Note: The information gathered and reported as part of the School Canteen Menu Check Service will be provided to the relevant education sector – NSW Department of Education, NSW Catholic Schools or the Association of Independent Schools of NSW.

Principal's Signature: _____

Dated: _____

Step 7. Submit your menu application



Email your application form and a copy of your menu to:

healthyfood@health.nsw.gov.au

Resources

NSW Healthy School Canteen Strategy Food and Drink Criteria booklet

Copies of this booklet have been sent to all schools – an electronic copy can be downloaded from:

<https://education.nsw.gov.au/student-wellbeing/whole-school-approach/healthy-canteens/food-and-drink-criteria>

The Healthy School Canteens website

Information, resources, FAQs, recipes, case studies and more:

<https://education.nsw.gov.au/schooling/school-community/healthy-canteens>

Healthy Food Finder

A look up tool to find the Health Star Rating and classification of packaged products.

<https://www.foodfinder.health.nsw.gov.au>

School support

- All NSW schools can access free support to implement the Strategy by contacting the Healthy Food Information Service at **healthyfood@health.nsw.gov.au**
- Or email **ISLHD-HealthPromotion@health.nsw.gov.au** for local support

