

Community Stores Licensing

Purpose

To provide you with information on the community store licensing processes

Background

Legislation

The *Northern Territory National Emergency Response Act 2007* (the Act) makes provision for the licensing of community stores. Community Stores are stores situated in prescribed areas that sell food, beverages and other grocery items. Part 7 of the Act sets out certain matters that must be addressed for the store to be licensed:

- the community store's capacity to participate in, and (if applicable) its record of compliance with, the requirements of the income management (IM) regime;
- the quality, quantity and range of groceries and consumer items, including healthy food and drink, available and promoted at the community store; and
- the financial structure, retail practices and governance practices of the community store.

Steps in the Licensing Process (a flow chart is at Attachment A)

1. Preliminary Assessment and Triage: Officers from the Northern Territory Emergency Response Operations Centre visit the store and conduct a preliminary assessment. This assessment is designed to capture any significant issues early in the process – particularly issues relating to Point of Sale (POS) systems and the store's governance. At this time store operators are given police records check forms to complete and informed that it is a condition of licensing that anyone dealing with Income Management funds undergo a police records check.
2. Notice of Assessment: FaHCSIA National Office writes to the store operators and owners formally advising them of the licensing regime and notifying them of a visit by an Assessor.
3. Assessment: the FaCHSIA contractor conducts a thorough assessment of the store with regard to the assessable matters contained in the legislation. A copy of the assessment tool is at Attachment B. Contractors also undertake detailed assessments of POS and account management systems.
4. The Assessment report is sent to National Office. National Office staff finalise risk treatment plans for the stores and provide advice to the delegate as to whether the store should be licensed, the period it should be licensed for and what extra conditions (if any) should be included.
5. The Delegate considers the licensing advice and decides whether or not a licence will be granted.
6. The store is informed if a licence has been granted, the period it is granted for and any conditions.
7. Around one week prior to the 'go live' date for income management to commence, one or more Income Management Officers (IMOs) are placed with the store to help prepare them. The IMOs stay on for around two weeks after

the go live to help bed things down. The IMO's are usually from the same firm that did the assessment and is thus able to provide a continuity of care.

Contractors

FaHCSIA has contracted the following firms to undertake assessments and provide IMO support:

- Deloitte Growth Solutions Pty Ltd
- Stantons International
- KPMG

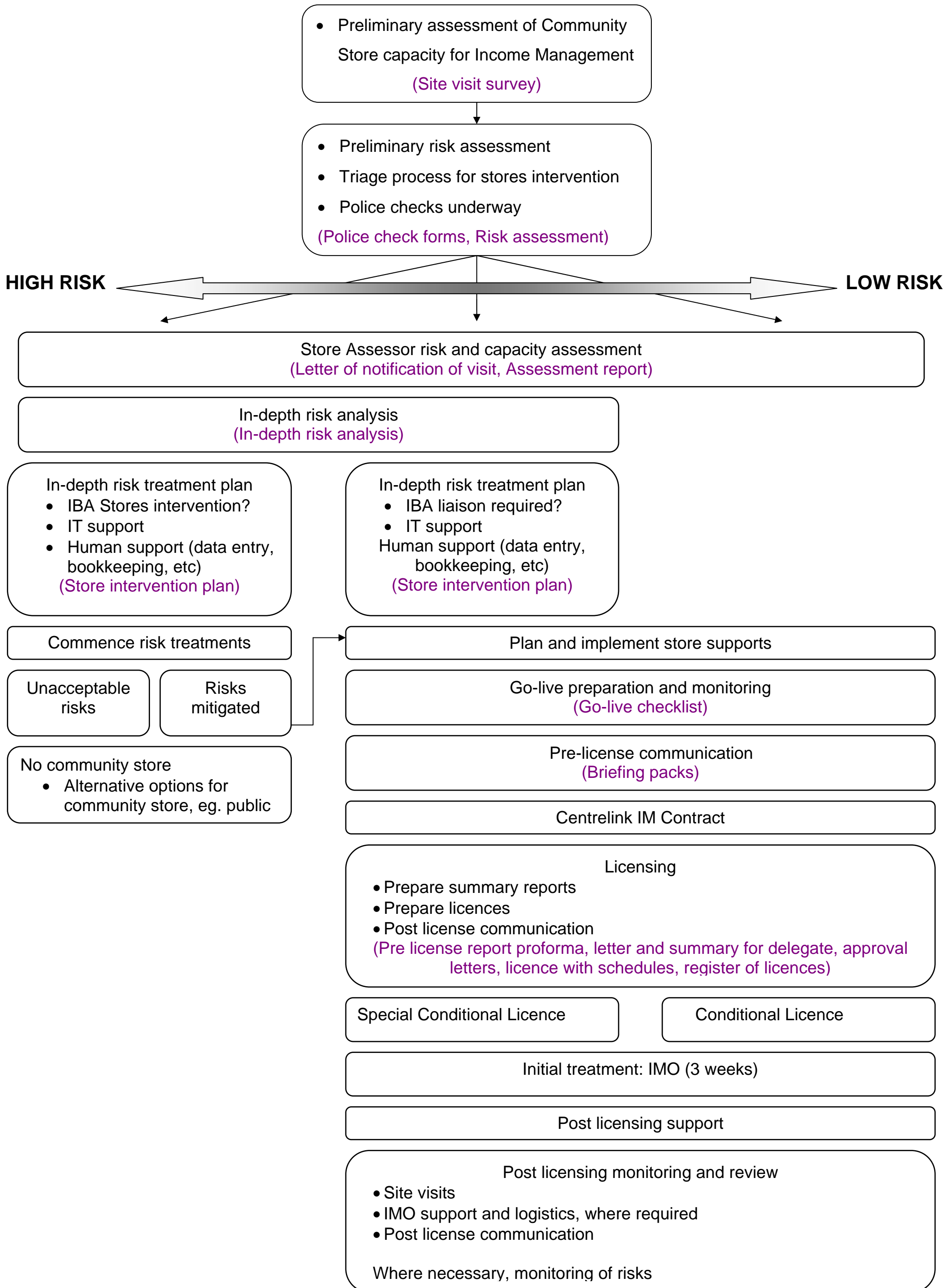
Personnel provided by these firms have substantial accounting and business expertise.

Deloitte Growth Solutions Pty Ltd have also been contracted to project manage POS and account management system upgrades and, where necessary, assist with the establishment of proof of identity systems in Community Stores.

Contact Officer :

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Community Stores Section
Strategic Projects Branch
Indigenous Remote Services Delivery Group

Community Store Assessment and Licensing Process



COMMUNITY STORE ASSESSMENT TOOL

Supporting information to be collected by Assessors

(Note: where some information has been provided by FaHCSIA prior to the formal licence assessment being undertaken (e.g. store contact details or IT systems ability to accept income management) then this should be attached to the completed risk assessment that is sent to FaHCSIA.)

Community name (both common name and Indigenous name, if appropriate)	
Scheduled income management 'go live' date	
Name of the store	
Dates of visit to store and accountants by assessors	
Contact persons for day-to-day store management	
Store street address, or description of physical location	
Store postal address	
Store telephone number	
Store fax number	
Store email address	
Store ABN	

<p>Approximate community population (and store customer base, if different)</p>	
<p>Who owns the store – both the name of the ultimate owner(s) and any corporate body set up to represent the owner(s). Describe any legal relationship between the two, if relevant.</p>	
<p>Owner’s name, postal address, email address and telephone number – if appropriate, include details for both the owner(s) and any representative corporate body.</p>	
<p>Who the owners consider to be the “operators” of the store, i.e. who is the person, body politic or body corporate who is responsible for the overall management and administration of the store?</p>	
<p>Is there a family or other close personal relationship between any of the store manager(s), store operator(s) and store owner(s)?</p>	
<p>Is there an active Store Committee? How regularly does it meet and what involvement does it have with the store? How is the membership of the Committee determined? Eg representation from clinic, women’s group, school etc.</p>	
<p>Who provides accountancy and other financial services for the store?</p>	
<p>Does this last person/company have signatory rights for store bank accounts and will they / should they be the person/company identified in the Centrelink contract as the income management account</p>	

<p>signatory? Note: The Centrelink contract requires that the person(s) who are the signatories on the bank account set up to receive income management funds to be not the same person(s) who deal directly with income management participants in store, and /or who maintain the records in store of the use of income management ‘draw downs’ by participants.</p>	
<p>Who is the store auditor?</p>	
<p>Has the Certificate of Incorporation or equivalent been sighted?</p>	
<p>Who is the Government Business Manager (GBM)?</p>	
<p>Personal Information” and “National Police Check Application” forms:</p> <p>These forms will need to be completed by the store manager, the proposed store licensee (i.e. the operator – as defined below) and the store’s accountant. Under the Act, a store licence is issued to the person or organisation responsible for the overall management and administration of the store. If an organisation is to be licensed then the Chair/CEO of that organisation and any members or directors actively involved in the management and administration of the store will also need to complete these forms.</p> <p>Assessors are responsible for ensuring that completed forms are submitted, as per instructions in Appendix 4, within 5 working days of the visit to the store or the accountants (as appropriate).</p>	

<p>Details of any automated cash register, bar coding and other point-of-sale systems and software used by the store</p>	
<p>Proprietary software used for maintaining the store's accounts</p>	
<p>Based on the level of risks associated with the store going live (including the skills, workload and willingness of the store manager to implement income management) and taking into account the degree of change that an upgraded point-of-sale system will bring (taking advice from the Deloitte Growth Solutions IT and Point of Sale contractor), how many Income Management Officers will be required and for what period before and after the go live period?</p>	
<p>Details of ATM/EFTPOS facilities in the store and any charges levied by the store for the use of the facilities.</p> <p>Are there any other banking facilities in the community?</p>	
<p>Where possible, digital photos of typical store shelving and refrigeration facilities should be taken and (low resolution copies) attached to the assessment report in most cases 12-20 photos should be sufficient to show the type of building the store is in, the layout of the store and the quality, quantity and range of stock.</p>	

ASSESSABLE MATTERS

Paragraph 93(1)(a) of the Act: The community store's capacity to participate in, and (if applicable) the community store's record of compliance with, the requirements of the income management regime

<p>(I) The ability of the store to receive, manage, control and report on income management funds. This will include an assessment of all the relevant processes and procedures of the store, including actions taken by the owners, managers and staff, and will, in particular, an assessment of point of sale and other IT systems, the ability to automatically accept Centrelink data (without the need for re-keying of data) and the ability of store staff to verify the identity of customers. Indicators of an ability to meet this criterion include:</p> <ul style="list-style-type: none">(i) Ability to report to Centrelink, within 48 hrs of receiving a request, on how funds transferred to it have been drawn on by customers(ii) Ability to report to Centrelink on transactions into and out of the account set up to receive income managed money – note that the contract with Centrelink will require an account to be set up to specifically receive income management funds(iii) Ability to report to each customer, on request, on their income management balance(iv) Ability to ensure that no person draws more than their available credit against income managed funds(v) Ability of store staff to personally identify or to confirm the identity of customers wanting to use income management funds	Risk Assessment, Comments and Other Observations
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| <ul style="list-style-type: none"> (vi) Ability and willingness to prevent income management funds being used to acquire alcohol, tobacco, gambling services or pornography. (vii) Ability to identify and report to Centrelink when a customer does not draw on income management funds for four weeks or consistently uses less than the funds transferred in their name. (viii) The store has a cash register that can produce a receipt for each purchase – ideally this would itemise each item purchased. (ix) Where the store has more than one cash register, the ability to ensure that all cash registers to access the same data regarding a customer’s income management balance (with the balance being updated immediately after each transaction) (x) The store operator undertakes to not put unduly restrictive conditions on how and when people can use their income management funds (xi) The store operator undertakes not to allow cashing out of income management funds (xii) The store operator agrees that purchases made using income management funds will not be charged at a rate different to that charged for other purchases of the same items (xiii) The store has its own telephone line and facsimile machine which can be used for communication with Centrelink and the Department of Families, Housing, Community Services and Indigenous Affairs (xiv) The store has internet access to facilitate the above communications | |
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<p>How well is the criterion met? – indicate FM, SM, SD, DNM. Where the criterion is not fully or substantially met (FM or SM) then a risk treatment plan must be prepared – note definition FM and SM given earlier in this document.</p>	
<p>Where the criterion is not fully or substantially met, what is the level of risk that the store will not be able to be licensed by the scheduled income management ‘go live’ date, prior to the implementation of any risk treatment plan?</p>	
<p>Where the criterion is not fully or substantially met, what is the level of risk that the store will not be able to be licensed by the scheduled income management ‘go live’ date, noting the tasks and timeframes given in the risk treatment plan?</p>	

<p>(I) It is important that the operation of the store support the income management regime and, in particular, supports community members' efforts to manage their income. Indicators of an ability to meet this criterion include:</p> <p>(i) If book-up is still allowed, the operator's (and possibly the owner's) willingness to phase out the acceptance of new book-up debts. Assessors should report on what the operator (or owner) believes is a reasonable time to allow for such a phase out. (A phase out period of more than six months is unlikely to be accepted by the Commonwealth.)</p> <p>(ii) The prices for all goods, or at a minimum all food, drinks and other items that contribute to healthy living, are shown either on the goods or on the shelves in the store.</p>	<p>Risk Assessment, Comments and Other Observations</p>
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<p>(D) To assist the Government in its implementation of further initiatives to encourage and promote healthy eating, it is desirable that stores are able to track, over time, the value and categories of purchases made in the store (e.g. fresh vegetables, fresh fruit, canned food, etc)</p>	<p>Risk Assessment, Comments and Other Observations</p>
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<p>How well is the criterion met? – indicate FM, SM, SD, DNM.</p>	
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Paragraph 93(1)(b) of the Act: The quality, quantity and range of groceries and consumer items, including healthy food and drink, available and promoted at the community store

<p>(I) Stores should ensure that there are sufficient resources to guarantee the accessibility and availability of goods required for healthy living, including healthy food, and that these goods are displayed and sold in a way that is culturally and socially acceptable within the community. Indicators of an ability to meet this criterion include:</p> <ul style="list-style-type: none">(i) A range of healthy food is available in each of the five major food groups: cereals (including breads, rice, pasta, noodles); vegetables and legumes (including beans and lentils); fruit ; milks, yoghurt, cheese & alternatives; and, meat, fish, poultry & alternatives.(ii) The quality, quantity and range of food must be sufficient to meet the needs of the whole community, and should meet the specific needs of: pregnant women, mothers and babies; children; and people suffering diseases including diabetes, heart disease and obesity.(iii) Goods carrying a use-by date must be regularly checked, and any stock held past its use-by date must be clearly marked as being out of date (noting that the marking must be in a form that can be understood by anyone in the community).(iv) Stock rotation processes and procedures should be followed for all food and drink. Assessors should make a small number of spot checks of use-by dates of stock on shelves.(v) Foods that are no longer fit for human consumption must not be sold.	<p>Risk Assessment, Comments and Other Observations</p>
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<p>(vi) Damaged goods (including fresh fruit and vegetables, tinned items and packaged items) should only be sold if they are clearly labelled as such (in a form understood by all community members) and if they pose no threat to human or animal health.</p> <p>(vii) Appropriate inventory management procedures are used</p> <p>(viii) Ordering and re-supply arrangements should be documented and ensure that shortages or out-of-stock situations only arise in exceptional circumstances</p> <p>(ix) There should be a reliable and high quality supply chain for perishables – called the “cold food chain” (Assessors should report on the method and frequency of supply of perishables into the store, e.g. refrigerated truck delivers fruit and veg 2x per week.)</p>	
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<p>(I) Healthy living, in particular healthy eating, should be supported and promoted by the store. Indicators of an ability to meet this criterion include:</p> <ul style="list-style-type: none"> (i) Posters and other promotional material are prominently displayed in or around the store (ii) Packaging of all fruit and vegetables should limit or prevent, as far as possible, the direct handling of fresh food by customers. (iii) A high standard of cleanliness should be maintained in and around the store. This should include: the provision of rubbish bins in or near the store; the banning of smoking in or near the entrance of the store; and, the exclusion of animals, other than guide dogs or similar, from the store. (iv) Nutritionists or other experts are regularly available to provide information on nutritional food selection and preparation. <p>The nutritional food checklist given in Appendix 1 should be completed to give a more detailed indication of the extent to which the store meets acceptable standards.</p>	<p>Risk Assessment, Comments and Other Observations</p>
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Paragraph 93(1)(c) of the Act: The financial structure, retail practices and governance practices of the community store

<p>(I) The store must be operated within a clear governance structure that provides transparency in all decision making affecting the management of the store and limits the opportunity for fraud, corruption or impropriety. Indicators of an ability to meet this criterion include:</p> <ul style="list-style-type: none"> (i) There is no relationship between the store owner(s) and the operator that could impair independence of action (ii) There is no evidence that information that could have a bearing on the decision to grant a licence is being withheld (iii) There is no completed, current or pending legal action relating to the store or the operator – any such action should be reported and its relevance will be assessed on a case by case basis by FaCSIA legal advisers (iv) There is no relationship between the managers, operators, owners and any Store Committee member that could impair independence (v) Oversight of the store’s operations by the owner(s) or a store committee appointed by the owner(s) should provide general guidance and direction and review of financial management and the overall operation of the store, but should not hinder the manager(s)/operator(s) making appropriate retail, staff management, etc decisions (vi) The Council or any other body or individuals should not impose themselves as “shadow” operators or exert an inappropriate influence 	<p>Risk Assessment, Comments and Other Observations</p>
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<p>over the operation of the store</p> <p>(vii) The owners should provide the store manager with any guidance on the aims of the store and these aims should guide the store's operation..</p> <p>(viii) The owners or store committee (as appropriate) are regularly given accurate and balanced statements about the store's operation</p>	
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<p>(I) The operation of the store should follow best practice management procedures and processes, taking account of any cultural, employment, security or other factors which need to be taken into account. Indicators of an ability to meet this criterion include:</p> <ul style="list-style-type: none"> (i) Appropriate staff recruitment and selection procedures are in place; (ii) Staff involved in the management of the store, in other than a non-executive capacity, should have appropriate knowledge (gained through, for example, formal qualifications, experience or training). Ideally, across all management staff, the following areas would be covered: retail operations, business financial management, people management, food industry management, health and nutrition and business technology (iii) Staff are given appropriate formal or on-the-job training. It is desirable that staff instruction manuals are available and that the store operator is willing to release staff to attend appropriate training. (iv) Staff understand their job and have the authority to undertake it. (v) Procedures exist to protect and ensure efficient use of store assets for legitimate business purposes, whilst also ensuring that anyone having a legitimate need to use store assets is not prevented from doing so (vi) Contingency arrangements that are in place for identified areas of risk, such as making wet season preparations in locations where stores are cut off from road access for weeks or 	<p>Risk Assessment, Comments and Other Observations</p>
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<p>months at a time. (vii) Appropriate and adequate Insurance is in place, such as public liability, workers compensation, product liability and property</p>	
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<p>(I) The financial structure of the store should be transparent and be able to be assessed independently of other businesses in the community. All financial transactions must be clearly and unambiguously identified and appropriately approved. Indicators of an ability to meet this criterion include:</p> <ul style="list-style-type: none"> (i) Accounting and auditing services are provided for the store by an organisation or individual which have no family relationship or other relationship that could raise questions regarding independence of action (ii) Accountants and auditors have appropriate qualifications and are members of relevant professional bodies – give details (iii) Accounting records should meet industry standards and all sources of income and all outgoing expenses should be clearly and unambiguously identified. Assessors should report on any apparent or suspected areas of concern, especially where it is expected that payments are made without authority or for inappropriate purposes (iv) It should be clear whether the store is considered by the owners to be a business established to make a profit or an essential community service (v) All arrangements whereby an individual or body benefits from the operation or profits of the store should be clearly documented and identifiable. These would include, but not be limited to, details of staff remuneration, payments for services (e.g. store operation, 	<p>Risk Assessment, Comments and Other Observations</p>
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<p>accounting services) and payments to the owners. No informal or other payments not approved by the owners should be made</p> <ul style="list-style-type: none">(vi) Any cross subsidies with other businesses should be clearly identified and be approved by the owners(vii) If loans are made, it should be clearly identified to who they are made and how they are managed. Any loans made should be fully and clearly disclosed in all store financial statements, including the amount of the loan and the interest rate(viii) Any credit arrangements with customers should be open and transparent. Assessors should report on the level of such debt and the amount that is considered to be bad debt(ix) Assessors may wish to comment on whether the level and composition of management and staff remuneration is reasonable and is sufficient to attract and maintain talented and motivated managers and staff..(x) The store should be trading profitably and if it is not then appropriate arrangements should be in place to meet the store's liabilities(xi) The store must not be trading insolvent and any concerns about the store's solvency must be reported on by assessors(xii) Benefits such as use of or access to motor vehicles, accommodation provided on other than a strict commercial basis, travel benefits, relocation allowances and any other benefits should be appropriately disclosed in store financial statements or the store's chart of accounts. All existing benefits should have	
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<p>received appropriate approvals</p> <p>(xiii) All benefits, bonuses and other incentive payments must be clearly disclosed in store financial reports</p> <p>(xiv) The store should have its own operating bank account(s), so that its accounts and financial position can be managed independently of any other business run by the owners.</p> <p>(xv) Documented procedures, that are understood and agreed by the store committee (or equivalent), must be in place to ensure that all payments made from store accounts are appropriately authorised</p> <p>(xvi) Processes and procedures should be in place to independently verify and safeguard the integrity of the store's financial reporting.</p> <p>xvii) The store should have in place processes of review and authorisation designed to ensure the truthful and factual presentation of its financial position.</p> <p>xviii) Note: In looking at the records of the store, the assessors should review records for at least the last full operating year and, if they feel it is appropriate, older records.</p>	
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<p>(I) The store should, as far as possible, follow best practice retail processes and procedures. Indicators of an ability to meet this criterion include:</p> <ul style="list-style-type: none"> (i) The store should have a documented pricing strategy, particularly where the store being assessed has a near monopoly; (ii) Arrangements should be in place to limit the impact of freight distribution difficulties caused by remoteness or road conditions (whether permanent or seasonal) (iii) Wherever possible, stores should make use of cooperative buying, wholesale supply or freight arrangements (iv) Reliable arrangements should be in place for carrying out store maintenance, especially for essential services such as refrigeration (v) There should be documented store procedures for check-out and other staff (vi) Store trading hours should be clearly displayed on the outside of the store and the community must be informed of any temporary or permanent changes in a timely manner (vii) The store has procedures and processes in place whereby a checkout operator can be asked to be temporarily relieved of their duties if: a person enters the store who could put pressure on the checkout operator in relation to demand sharing obligations (commonly referred to as “humberging”); or, if the checkout operator wants or needs to be temporarily relieved because of other cultural protocols. 	<p>Risk Assessment, Comments and Other Observations</p>
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<p>(S) Any concerns in the following areas should be documented:</p> <p>(i) Assessors must report any breaches of sections 119 and 120 of the legislation relating to access to information required to do their assessment. If the assessors experience any difficulties in gaining access to premises, documents, staff and individuals/bodies with an influence on the operation of the store this should be brought to the attention of Department of Families, Housing, Community Services and Indigenous Affairs (FaCSIA) staff immediately</p> <p>(ii) In relation to the following matters, assessors are not expected to undertake an audit of compliance. Assessment reports should, however, give information on any areas of concern and, if thought appropriate, contain recommendations relating to further investigations thought to be desirable:</p> <ul style="list-style-type: none"> • Compliance with legislative requirements such as for the sale of fuel, food safety and health regulations and occupational health and safety; • All management and employee entitlements for superannuation are paid to the appropriate bodies on a regular basis; • The store complies with relevant workplace legislation. In particular, the terms and conditions of employment of all staff are known and award wages are paid. 	<p>Risk Assessment, Comments and Other Observations</p>
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Appendix 1

Check list for Nutritional Food in Community Stores

Overall framework	
Store has nutrition policy	
Community input into what is sold in the store and how?	
Headline indicators	
Community Basket Market Survey comparability rating for availability of healthy food – if possible, obtain results from the store of the survey done by the NT Government	
Community Basket Market Survey comparability rating for price – if possible, obtain results from the store of the survey done by the NT Government	
90 % of food listed in ‘Range of Food Available’ checklist is available in the store	
Store manager engagement in nutrition	
Store manager acknowledges role of store in health of community residents and is able to provide evidence of how s/he is contributing to health of community	
Store managers contract has reference to need to promote/supply healthy food in the store	
Store manager has received training in nutrition	
Store manager actively engaged in store promoting healthy eating	
Store manager ensures that healthy takeaway food is always available (if applicable)	
Shopping tours provided (to explain labelling, healthy food choices, pricing et)	
Pricing policy	
Lower mark-ups on healthy food and than on other items	
Store/freight processes	
The store has a delivery of fresh fruit and vegetables every week all year round	

Freight arrangements ensure quality of perishables is preserved at all points on delivery chain	
Meat contract specifies lean cuts of meat	
Storage of perishables	
Perishables stored to preserve nutritional value	
Adequate cold storage for perishables	
Power supply back-up system to enable storage of frozen foods	
Perished or damaged fruit/vegetables only sold at reduced prices or removed from display	
Promotion	
Display of junk food is limited whereas healthy food is attractively displayed	
Restrictions on sale of lollies, chocolate, soft drinks to school aged children etc (eg only after 3.00pm or not during school hours)	
Active promotion of nutritional foods in store (eg celebration of health week, Vegie Man posters, footprints on the floor to healthy foods, pamphlets, healthy recipes)	
'Shelf talkers' or stickers provide clear identification of healthy/unhealthy food on shelves (eg smiley faces)	
Other Indicators	
Large cans of food available	
Bulk quantities of staples available eg meat, powdered milk, flour, rice, potatoes	
Generic brands of staples available	
Bulk cooking equipment available eg large saucepans, chopping boards, mixing bowls, baking trays, cooking knives	
Store will order special needs foods on request	

RANGE OF AVAILABLE FOOD

Following is a list of a minimum range of healthy foods that should always be available in every store, regardless of size.

BREAD AND SAVOURY BISCUITS

Bread:

- multigrain
- wholemeal
- high fibre white

Savoury biscuits:

- wholemeal – eg. ryvita, vita-wheat, other wholemeal varieties.
- low-fat cracker biscuits, preferably wholegrain or wholemeal varieties

PASTA, RICE, NOODLES AND FLOUR

Flour:

- white flour with added nutrients (eg iron/folate)

Pasta, noodles and rice:

- white rice (Low GI eg Basmati)
- pasta (eg macaroni, spaghetti)

BREAKFAST CEREALS

low in added sugar, fats and salt

- wheat flake biscuits (eg Vita-Brits)
- rolled oats (eg porridge)
- bran cereals
- other breakfast cereals low in added sugar/fat/salt (eg Weeties, Puffed Wheat.)
- un-toasted muesli

FRUIT

Fresh

At least two varieties in each category when in season.

- apples, pears
- stone-fruit (eg nectarines, peaches, apricots)
- citrus fruits (eg oranges, lemons, mandarins)
- melon (eg watermelon, honey dew, rockmelon)
- bananas (one variety sufficient)
- other - strawberries, grapes, mangoes, kiwi fruit, passionfruit.

Tinned

- In 100% fruit juice or water, no added sugar (preferably ring pull can)

Dried

At least two types.

- apples
- apricots
- dates
- raisins
- sultanas

VEGETABLES**Fresh - general:**

These could be included in ready made packs, such as soup or stew packs.

White / green

At least four varieties

- beans
- broccoli
- brussels sprouts
- cabbage
- cauliflower
- leeks
- parsnip
- peas
- spinach
- squash
- zucchini

Yellow / red

At least three varieties

- carrot
- corn
- pumpkin
- sweet potato

Other

- potatoes
- onions

Fresh - salad:

At least three varieties.

- capsicum
- celery
- cucumber
- lettuce
- mushroom
- radish
- tomato

Frozen:

- mixed (eg corn and peas)
- single (eg corn, peas, beans)

Tinned:

- baked beans (preferably reduced salt/no added salt)
- carrots
- corn
- green beans
- peas
- potatoes
- tinned beans (eg three bean mix, kidney beans)
- tomato paste
- tomatoes

MILK, YOGHURT AND CHEESES**Milk**

- fresh, full cream
- fresh, reduced fat
- long life, full cream (UHT tetra pack)
- long life, reduced fat (UHT tetra pack)
- powdered milk
- tinned evaporated milk (reduced fat)
- reduced fat flavoured milks (300ml portion packs only)

Cheese

- cheese slices
- cheese, full fat
- cheese, hard
- cheese, processed (does not require refrigeration)
- cheese, reduced fat
- cheese sticks

Yoghurt

- reduced fat, lite and diet choices
- full fat

OTHER FOODS

- eggs
- nuts and seeds (preferably unroasted nuts and without added salt)

MEATS, FRESH OR FROZEN

Fresh or frozen, a variety of lean cuts from the following six categories:

1. Beef

- mince, premium
- roast
- steak, grilling or BBQ (eg T bone, rump)
- steak, stewing (eg round, blade)

2. Lamb

- chops (loin or forequarter)
- roast (leg or shoulder)
- shanks

3. Kangaroo

- mince, premium
- roast
- sausages
- steak
- tails

4. Offal

- kidney
- liver (eg. lamb's fry)

5. Poultry

- drumsticks
- thighs
- whole birds

6. Pork

- chops
- cutlets
- roast
- steak

SEAFOOD

Fresh or frozen

- fish fillets
- small whole fish

Tinned

At least two varieties.

- oysters and / or mussels
- salmon
- sardines
- tuna

MARGARINE AND OILS

Margarine:

- monounsaturated (eg canola)
- polyunsaturated margarine (eg sunflower)

Oils:

At least two varieties in either liquid or spray form

- canola
- olive
- peanut
- sunflower

SPREADS

- peanut paste / peanut butter
- yeast extract (eg Vegemite, Marmite)

INFANT FOODS

- rice cereal, iron enriched. (eg Farex)
- selection of pureed fruit and vegetables in tins / jars (suitable for babies 6-9 months)
- selection of infant meals in tins / jars (chicken or other meat and vegetables suitable for babies 6-9 months and 9-12 months)

DRINKS

- coffee (instant)
- cordials, diet
- fruit juice, 100% with no added sugar (250ml portion packs or smaller)
- milk drinks, portion sizes 300 ml or less - plain and flavoured, reduced and low fat varieties
- mineral water, natural (unflavoured)
- other drinks, diet or low joule
- soda water (unflavoured)
- soft drinks, diet
- tea (leaf and bags)
- water, bottled

Costs of and other information on common foods

Goods	Brand	Cost to store (excl. GST)	Selling price (incl. GST)	Percentage mark up	Use-by date (Show the use-by date of the “oldest” goods for sale)	Mark as “X” where a product does not have a use-by date, or goods which are beyond their use-by date are for sale or where ‘fresh’ fruit and vegetables are in poor condition – provide comments where necessary
Breads and cereals						
Flour 1 kg packet						
Bread – white or wholemeal loaf						
Wheat biscuit cereal 1 kg packet						
Rolled oats 1 kg packet						
Long grain rice 1 kg packet						
Canned spaghetti 425g can						

Fruit						
Apples – per kg.						
Oranges – per kg						
Bananas – per kg						
Orange juice (not concentrate) – per litre						
Canned fruit 440g can						
Vegetables						
Potatoes – per kg						
Onions – per kg						
Carrots – per kg						
Cabbage - 1 large						
Pumpkin – per kg						
Fresh tomatoes – per kg						
Canned tomatoes 420g						
Canned peas 420g						
Canned beans 440g						
Baked beans 425g						
Meat and Alternatives						
Corned beef 340g cans						

Meat and vegetables 450g cans						
Fresh/frozen meat – use most popular cut sold in the store – per kg						
Fresh/frozen Chicken – per kg						
Eggs, 55's 1 dozen						
Dairy						
Powdered milk 1 kg tin						
Cheese 250g packet						
Other Foods						
Margarine 500g packet						
Sugar 1kg packet						
TOTAL						