

## Attachment 3

# Stalls & Food Regulations

- Event Organisers are responsible for ensuring that a list of all stallholders (including food) is submitted to Council no later than 3 weeks prior to the event/festival.
- Food stalls will be inspected on the day by a Council Officer and each inspection will incur a \$25 fee (charity operators are exempt from the fee). This fee is payable by the event organiser. You may wish to take this into consideration when setting your stall holder fee.
- You are asked to pass on to all your food stall vendors the following Information Sheet - **Summary and Checklist of Requirements for One Day Food Stalls** prior to your event/festival.

# Information for Food Stallholders

## Summary and Checklist of Requirements for One Day Food Stalls

**This is a summary only. You must familiarise yourself with the complete guidelines located at:**  
<http://www.bmcc.nsw.gov.au/citydevelopment/foodsafety/temporaryevents/> (click on “Food Handling Guidelines for Temporary Events” under downloads on the right).

If you have any questions or wish to be sent a copy of the guidelines please contact Jason Green on (02) 4780 5530 during office hours.

### Stalls

Demountable covered stalls are required for one-day festivals and the like. The roof and three sides shall be covered with canvas, plastic sheeting, vinyl or other approved material. The ground surface should be sealed or grassed or as dust free as possible.

### Washing Facilities

A hand-washing facility, separate from other facilities and used only for that purpose, must be provided. Hot and cold water must be delivered through a single outlet to a dedicated hand basin. Liquid soap and paper towels must be provided at or near the hand washing facility.

### Protection of Food

An effective form of protection is required for all unpackaged and / or ready to eat foods such as sandwiches, cakes, pies, biscuits, bread, prepared fruit salads or meals or any other food which is consumed in the same condition as it is sold. That is to say it is not subjected to washing, in the case of some fruits, or cooking by the customer prior to eating.

The intention of the barrier is to provide a physical separation from the customers and therefore minimise the potential contamination from coughing and / or sneezing. Furthermore the barrier should discourage the direct handling of the ready to eat food by the public.

Temporary events don't always lend themselves to fixed permanent barriers being available or even practical, and consequently suitable alternatives are required. In these circumstances appliances with suitable removable covers should be used. In addition, the following requirements should be implemented:-

- Stall operators are encouraged to have designated staff handle money and other staff to handle ready to eat foods with gloves or tongs.
- All food displayed for sampling and/or sale is to be provided with effective protection in the form of solid covers or lids. The use of clear film such as

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"glad wrap" or the like is not encouraged if the covering is subject to constant use as it becomes ineffective.

- Disposable eating and drinking utensils should be used. Drinking straws, paper cups, spoons, etc should be contained in suitable dispensers or otherwise protected from contamination by individual pre-wrapping.
- Care should be taken to protect other single use items such as plastic take away food containers, cardboard boxes for pizzas or disposable tea and coffee cups etc by storing them in a manner and location which does not expose the articles to dust, flies, foreign objects and other potential contaminants. This can be achieved by leaving the articles in their protective wrapping or enclosed containers until required and by storing off the ground.
- All cooking surfaces should have effective protection of the public for reasons of health and safety. This protection can be provided by Perspex or glass barriers or some other effective physical separation. Injuries can occur if adults or children accidentally touch very hot surfaces or appliances.
- All condiments such as sauces, mustards, etc shall be contained in individually sealed packs or squeeze type dispensers.
- Tea, coffee, cordial and other beverages shall be dispensed from an enclosed or lidded receptacle equipped with a tap or spout.
  - All food stored inside the stall shall be located 750mm above the ground and in covered or enclosed containers.
  - All take away foods prepared in the stall or pre-prepared potentially hazardous foods shall be for immediate sale and consumption unless a food warmer or display unit, capable of maintaining the correct temperatures, is available.

### **Food Temperature Control**

- All raw food and perishable foods such as meat, fish, seafood's, chickens, rice, dairy products, etc. Should be stored under refrigeration. Alternatively a portable cooler with an adequate supply of ice or ice bricks or similar devices will suffice in order to ensure that the temperature is less than 5°C
- Takeaway foods prepared at the stall shall be sold immediately for consumption unless a suitable food display unit which maintains the food at a temperature of at least 60°C (hot food) or below 5°C (cold foods) is provided.

### **Refuse Disposal**

- Suitable garbage receptacles shall be situated near the stall for the public to dispose of refuse.
- Adequate provision being provided for the disposal of liquid waste generated i.e. used oils and water.

Additional information on a range of issues including food business notification, food caravans, sausage sizzles & BBQ, preparing and cooking food, food temperature control, skills and knowledge, food labelling, health & hygiene, food transportation is included in Council's Food Handling Guidelines for Temporary Events

<http://www.bmcc.nsw.gov.au/citydevelopment/foodsafety/temporarevents/>

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### **Food Safety Check List**

**Prior to commencing to trade at the event it is recommended that you assess your preparedness to operate by using the following checklist: -**

*Have you...*

- Notified the NSW Health Department and received a business notification number?
- Informed all food handlers of their health and hygiene obligations?
- Ensured that all food handlers have appropriate skills and knowledge in food safety and hygiene relevant to their work activities?
- Checked that premises and temporary stalls are clean and that appropriate food contact surfaces and appliances and equipment have been sanitised?
- Organised designated staff to handle money only while other staff serve ready to eat foods using tongs or gloves?
- Ensured that all disposable eating and drinking utensils are protected from potential contamination by wrapping or in of a suitable container?
- Checked that hand washing facilities including soap and paper towels Have been provided and provided appropriate facilities for the storage of personal items?
- Checked that a safe water supply has been provided?
- Ensured that all frozen foods have been correctly thawed.
- Checked that food will be protected from contamination by effectively covering with lids or solid covers and not plastic film such as "Glad Wrap" which becomes ineffective in busy periods?
- Ensured food is not stored on the ground?
- Checked that temperature control can be maintained by the use of refrigerator/s or portable cooler/s with sufficient ice?
- Checked that a thermometer will be available if potentially hazardous foods are being handled?
- Is all appropriate food correctly labelled?
- Organised the stall layout to keep hot appliances out of reach of the public, particularly children?
- Provided sufficient garbage facilities both inside and outside the stall or caravan?
- If using a caravan, checked that all supply and waste water facilities are in place?

If you have answered NO to any question you will need to consider what can be done to satisfy your obligations.

<p>You must register your stall with the NSW Food Authority <a href="http://www.foodauthority.nsw.gov.au/industry/fb-notification.asp">www.foodauthority.nsw.gov.au/industry/fb-notification.asp</a></p>
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