

temporary event guidelines

Hunter & Central Coast Regional Councils wish to promote opportunities for friendly, vibrant community events to be conducted, particularly those that showcase and promote products and services generated from within our region and also to encourage tourism to the region.

Importantly however, the venues for temporary events and the manner in which they are conducted should be acceptable in terms of public health, safety and amenity.

Council anticipates that the following guidelines will be beneficial in providing information about legislative responsibilities and food handling requirements to those who wish to operate a food stall at a temporary event.

However, where the event permits, it is preferred that a registered/approved Food Vending Vehicle be used for the preparation and sale of food. These vehicles must be designed and constructed to protect food from contamination and so that the vehicle can be effectively cleaned. It is recommended that you check with your local Council on vehicle fit-out requirements. Councils will be particularly encouraging repeat food stall providers to upgrade to a Food Vending Vehicle.

what are temporary food premises?

Temporary food premises include any structure set up for a **specific, occasional event** such as a fete, fair or concert (generally of 1 day duration) where it can be demonstrated that food safety will not be compromised. Temporary structures eg coffee carts are not permitted to be located at any site on a permanent basis without the prior consent of Council as it does not fall within the definition of temporary food premises.

PLEASE NOTE:

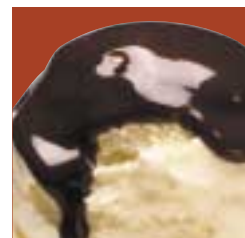
The sale of food is regulated in NSW by the Food Act 2003 and the Food Regulation 2004. These laws incorporate the provisions of the Food Standards Australia New Zealand (FSANZ) Code. Food business operators are bound by the requirements of these hygiene standards (Chapter 3 – Standards 3.1.1, 3.2.2 and 3.2.3) to ensure that only safe and suitable food is sold for human consumption.

Failure to comply with the requirements or the selling of foods that do not comply with the requirements may render the food business liable to prosecution.

Penalties of up to 1000 penalty units for individuals, 5000 penalty units for corporations and/or two (2) years imprisonment apply to some offences. Vendors of foods, which cause injury or illness, may be sued for damages.

Note: as at (January 2005), 1 penalty unit = \$110

It is recommended that all food businesses carry adequate insurance.



general conditions

All food business operators including sellers of prepacked foods, fruit and vegetables and the like are to be aware of, and observe, these requirements:

do I need approval to operate?

The prior consent of Council may be required for the overall event. Check the requirements with your local Council and the event coordinator. In addition to the event, your food business must also be registered with your local Council and the NSW Food Authority.

directions

Food business operators are required to meet any directive given at the event by any Authorised Officer under the NSW Food Act 2003. You may request to sight the appropriate identification of the authorised officer prior to allowing them entry.

fees

Council may charge a fee for inspection of your temporary premises at the event. This fee may vary between Councils.

location of food stalls

It is preferred that food stalls be set up on sealed sites. If on unsealed sites eg. grass, dirt, the ground must be fully covered. Ensure the open side is not in the direction of prevailing winds. It is also preferred, as much as practicable, that food stalls be set up away from toilet & garbage collection areas.

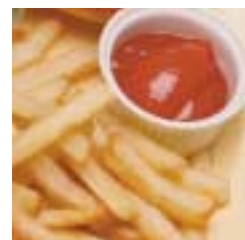
food business notification

All food businesses (which includes temporary food stalls) are required by law to notify the appropriate enforcement agency of their particulars (Food Safety Standard 3.2.2 Clause 4). The NSW Food Authority is the appropriate enforcement agency and the Notification and Food Safety Information System (NAFSIS) is used to maintain the data. This can be done online at www.foodnotify.nsw.gov.au or by telephoning **1300 650 124** to find your closest collection agency.

Charitable and community "not for profit" organisations are exempt from this provision in NSW.

toilets

It is the responsibility of the event management and food business operator to ensure that adequate toilet facilities are available during hours of operation of the event, for food handlers.



maintenance

The food stall fixtures, fittings, equipment and those parts of vehicles used to transport food shall be kept in a good state of repair and working order and free of pests, dust, fumes and foul odours.

waste

Event organisers shall be responsible for ensuring adequate numbers of bins are available at appropriate locations at the event.



All businesses are to be provided with an adequately sized rubbish receptacle with a fitted lid. Contents are to be disposed of in a proper manner (usually into the bins provided) at the end of the day.

You are encouraged to use products, which are recyclable, re-useable or compostable wherever possible.

It is good practice to try and avoid using or selling products with excessive packaging.



animals and pests

Food business operators shall take all practicable measures to prevent pests (including birds, spiders and flying insects) from entering or taking up harbourage in the food stall, or parts of vehicles used to transport food, and any fixtures or equipment. Under no circumstances is a dog or other animal to be permitted to enter any food stall whether the stall is in operation or not.

Assistance animals (a guide dog, a dog trained to assist a person in activities where hearing is required and any other animal trained to assist a person to alleviate the effect of a disability) are permitted in dining and drinking or other "customer only" areas.

children in food stalls

It is not desirable that children be permitted to enter a food stall for health and safety reasons.

water and ice

Only potable water (safe for human consumption) may be used when preparing food for sale. Town water supplies are considered to be potable water.

The use of water from another source may be suitable however this should be discussed with Council's Environmental Health Officer.

Only food grade materials should be used to reticulate or store water.

Ice used for keeping food cool or adding to food or drink must be made from potable water.

electricity supply

The event organiser is responsible for organising a sufficient supply of electricity to cater for the event. There is to be adequate power available for anticipated food vehicles/stalls to ensure that all hot and cold food holding, and water heating, needs are met.

Electricity must be supplied at the venue via proper supply poles equipped with all necessary safety devices (as prescribed by legislation). All work should be carried out by a licensed electrician and is to conform to Australian Standard AS 3002-1985 "Electrical Installations – Shows and Carnivals."

NSW WorkCover Authority requires testing of electrical appliances and leads at least annually, and identification tags to be attached.

gas

Gas installations for any temporary food premises shall be installed by a licensed gasfitter. The installation shall comply with the appropriate provisions of Australian Standard AS 1596-1997 and Australian Standard 5601-2000. A current compliance plate shall be affixed to the vehicle for new installations or for any changes made to existing gas appliances.

Gas fired appliances used in the open may not have a gas bottle greater than 9kg capacity and the bottle must be restrained so that it cannot be tipped over. If using your own gas bottles ensure they are pressure checked.

NOTE – It is the responsibility of the event co-ordinator or stall holder to ensure that electrical and gas installations comply with the appropriate authorities requirements.

fire safety equipment



A fire extinguisher and fire blanket are to be provided in any vehicle/stall where cooking or heating processes are undertaken. Whilst it may be unlikely that your business starts a fire you should have the ability to extinguish small fires.

Fire safety equipment is to be located for ease of access in the event of a fire occurring. The extinguisher shall be of a type suitable for dealing with the type of combustibles present.

Fire safety equipment is to be tested annually and have current tagging (refer to Australian Standard 2444).

work safety

All measures should be taken to satisfy all required WorkCover Authority conditions to protect the health, safety and welfare of employees and patrons.

pollution prevention

The NSW Protection of the Environment Operations Act 1997 requires that operations taking place shall not cause any harm to the environment (air, water, noise, surrounding land environments). For example wastewater should be discharged into the sewer system, not onto the ground.

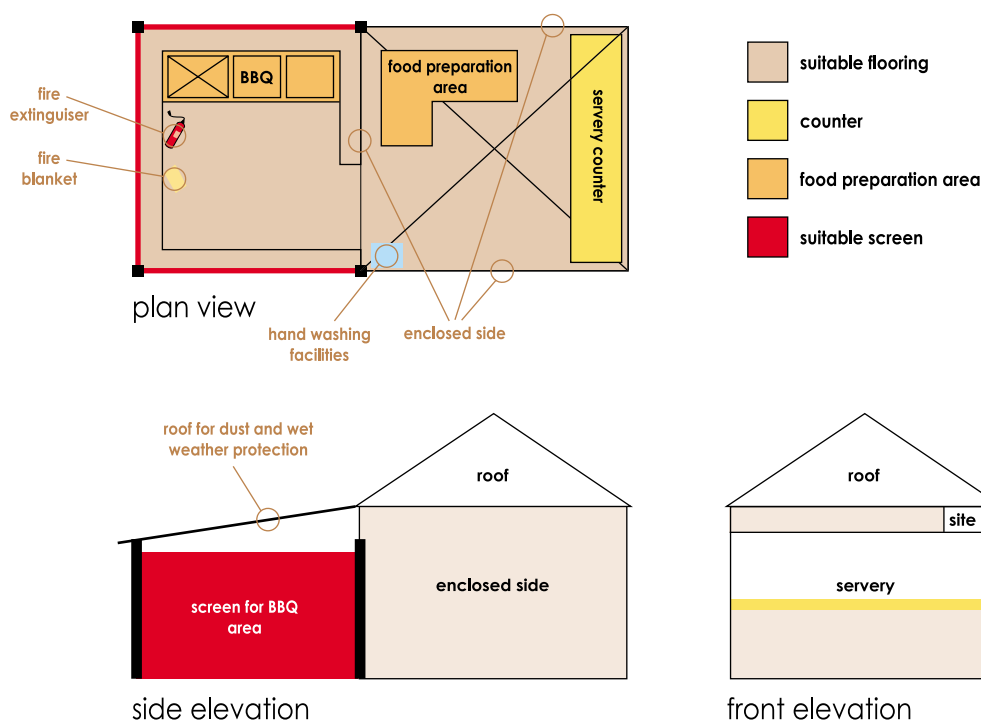


construction

The purpose of this section is to ensure that on site food preparation outlets are fitted out in such a manner so as to comply with the appropriate food legislation, to ensure safety and promote a good standard of hygiene. Proper construction should facilitate easy cleaning and maintenance.

construction of food stalls

typical temporary event food stall



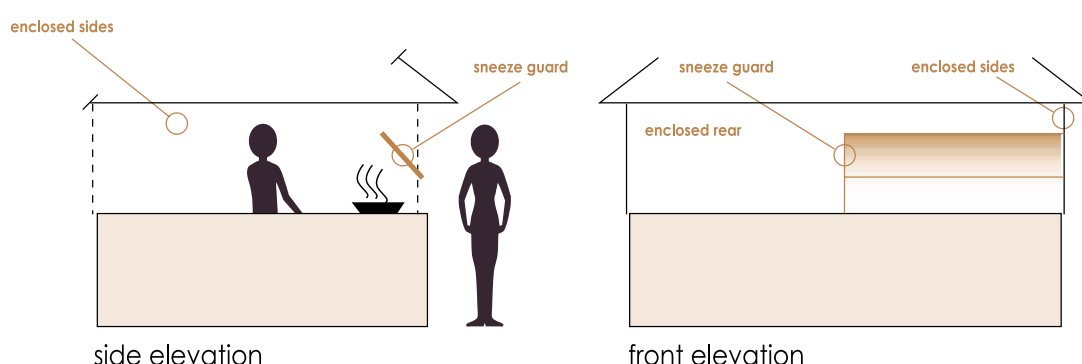
The minimum standard of construction (except for stalls selling only pre-packaged foods - see page B3) should include:

- preparation/servery areas shall be fully enclosed on three sides. The whole food premises (including barbeques, coolrooms, etc) shall be adequately screened to both reduce the risk of food contamination and to restrict public access for safety reasons;
- construction shall be of "polytarp" or similar, easily cleaned non-absorbent material;
- the wall panels shall be provided with sufficient framework to support the fabric taut and rigid. No part of the walls may flap in the breeze or be otherwise insecure;
- the roof shall be of similar construction to the walls;

- the floor shall be in the form of a groundsheet cut larger than the floor area to enable it to be turned up the wall and clipped or otherwise fixed into position.

NOTE: The whole structure shall be securely fixed together when assembled and must be secured against wind loadings.

typical temporary event food stall



fixtures



Food preparation benches, counters, shelving, stands etc shall be made from rigid, smooth faced material, free of cracks or joints and be durable. Timber surfaces must be painted, laminated or clear finished. Shelves shall be minimum 150mm off the floor. Metal end sections shall be sealed.

The preparation and/or display of foods, including unpackaged ready-to-eat foodstuffs, must take place behind and under a sneeze barrier or other enclosure designed to protect the food from contamination. Such a device could be constructed of Perspex, which is capable of being formed into custom shapes.

washing and sanitising facilities

A sealed container (minimum capacity 10 litres) of potable (usually town) water and having a tap is to be provided along with a suitable bowl or container for washing the utensils in. Clean towels and detergent are to be provided.

NOTE: This must be separate from the hand washing facility.

A suitable sanitising agent shall be available for sanitising food handling implements and food contact surfaces. Where utensils are stored in a sanitising solution between uses the solution is to be changed frequently to keep it clean.

Refer to page C5 for details on cleaning and sanitising procedures.

hand washing facilities



A sealed container (minimum capacity 10 litres) of potable (usually town) water with a tap fitted shall be provided as a water supply.

Warm water is required to be provided for hand washing and personal hygiene. Hot and cold water should be delivered through a single outlet to a dedicated hand wash basin separate from any facility for washing implements. Ensure the water-heating device is firmly secured within the stall without risking collapse or fire. It should meet all WorkCover requirements.

Liquid soap and paper towels should be provided in a convenient location.



wastewater disposal

Sullage water must be disposed of to the sewer if available on site, usually via a surcharge gully near the amenities block. If sewer is not available the waste is to be disposed of as directed by the Environmental Health Officer.

waste disposal

A garbage bin with a tight fitting lid shall be provided in the stall for receipt of solid waste. This should be emptied to the bulk bin or other facility as provided at the venue before leaving.

pre-packaged and other foods

This relates to pre-packaged and other non-potentially hazardous foodstuffs sold at "traditional style" food stalls where food is protected from contamination by wrapping or where stored in sealed containers.

This includes pre-bottled/sealed jams, honey, pickles, drinks etc, pre-wrapped and sealed cakes, toffees, biscuits etc and whole fruit, vegetables, nuts etc. This food must be made and supplied from a Council registered food business.



All prepacked foods need to be clearly labelled (refer to pages D1 and D2.)

Wrapping/protection of the food is to remain intact when delivered to the customer.

It is recommended that liquid soap or detergent and paper towels be provided at each food stall.

The general construction provisions in this section of this guide also apply to the type of food business operators pictured left, however, some exemptions may be applicable. If you wish to seek an exemption you must first check with your local Council officer.

general food handling

Chapter 3, Standards 3.1.1, 3.2.2 and 3.2.3 of the Australian Food Standards Code contain construction and hygiene requirements for food premises.

Food Standards Australia New Zealand (FSANZ) have made information available for food businesses to help in understanding their obligations under these new laws.

As there are now various obligations imposed on food businesses and food handlers Council recommends visiting the FSANZ website to download a copy of the legislation and other fact sheets on food handling information that is covered in this section of the Code. The Food Safety Standards can be downloaded from www.foodstandards.gov.au/foodsafetystandardsaustraliaonly/

To access the food safety fact sheets visit the following link:

<http://www.foodstandards.gov.au/mediareleasespublications/factsheets/foodsafetyfactsheets/index.cfm>

NOTE: Fact sheets are also available for Charitable and Community Organisations to assist them in meeting their food safety obligations.

food suppliers

It is good practice to obtain food products from reputable suppliers as they generally operate under strict quality guidelines that ensure they comply with the food legislation.

home preparation

The NSW Food Act 2003 and Food Safety Standards apply to any premises used for the preparation of food for sale. If food is prepared at home then the premises shall be fitted-out to comply with these standards. A fit-out approval may be required, check with your local Council.

transport of food to the events

All foodstuffs being transported to the event must be adequately protected from contamination. It is especially important that foods required to be stored under temperature control, or kept frozen, are strictly kept under temperature control (see page C2), or frozen, during the transportation.

All foodstuffs must be conveyed in the vehicle in such a way that dust, pests and other likely sources of contamination are excluded. Whole fruits & vegetables and grains, which are to be further processed, generally do not need to be transported under temperature control.

Food grade plastic or insulated containers eg. eskies with tight fitting lids may be used for some foods. Where food comes into contact with the surface of the container it must be impervious to moisture, constructed of a food grade material and easily cleaned and sanitised. Lids may not be removed from containers in which food remains when the vehicle is in motion or unattended.

Vehicles used for the carriage of foodstuffs must be suitable for the purpose.



food storage

Food business operators must ensure that all foods are stored in such a way that it is protected from likely contamination and that the environmental conditions will not adversely affect the safety of the food. There must be separately located storage facilities for the storage of items that are likely to be a source of contamination of food or food contact surfaces, including chemicals, clothing and personal belongings.

Food must be stored at least 150mm above the floor or in suitable impervious containers and where possible kept out of direct sunlight.

Potentially hazardous foods must be stored under temperature control, and if intended to be stored frozen, must remain frozen during storage. See "Potentially Hazardous Foods and Temperature Control" below.



Refrigeration facilities are to be of an adequate size to hold potentially hazardous foods under temperature control at all times. This may require portable coolrooms, or the like.

It is vital not to overstock refrigerators, as the air will not be able to freely circulate around the foods. Cold foods must be stored at, or below, 5°C.

Hot food appliances (Bain maries, display cases) must enable hot foods to be kept at, or above, 60°C at all times.



potentially hazardous foods and temperature control

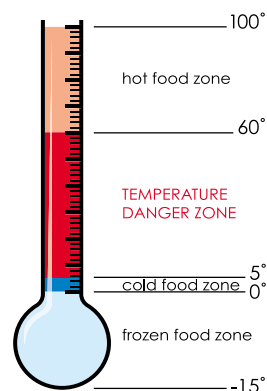
One of the most common causes of food poisoning is storage and display of potentially hazardous foods at inadequate temperatures that may enable the rapid and sustained growth of food poisoning bacteria.

A food business must, when storing and displaying potentially hazardous food:

- a) store it under temperature control; and
- b) if it is food that is intended to be stored frozen, ensure the food remains frozen during storage/display.

Temperature control means maintaining food at a temperature of:

- a) 5°C or below, or
- b) 60°C or above.



Examples of potentially hazardous foods include: cooked meat; dairy products; seafoods; prepared salads; cooked rice and pasta; processed soya bean products and other processed foods containing eggs, beans, nuts, or other protein-rich foods; and foods that contain any of the above foods such as sandwiches and quiches.

Canned and bottled foods, dried or pickled products and some other processed foods like dried pasta, pasteurised juices and dried powder products, are not considered to be potentially hazardous unless opened or reconstituted.



thermometer

All food businesses that handle potentially hazardous foods are required to have a readily accessible probe-type temperature measuring device that can accurately measure the temperature of potentially hazardous food.

NOTE: Ensure the thermometer probe is cleaned and sanitised before it is used. Alcohol swabs are suitable for sanitising the probe.

It is good practice to monitor the temperature of hot or cold foods under operating conditions to ensure adequate temperature control is being maintained.



food display

Stall holders must when displaying food, take all practicable measures to protect the food from likely contamination from dust, fumes or insects. This may necessitate the use of plastic food wraps, sealed containers, sneeze barriers, food covers or other effective measures.



cross-contamination

Adequate measures must be taken to prevent cross-contamination from raw foods to cooked foods, including:

- ensuring there are separate utensils for cooked and raw meats, poultry and seafood;
- covering all food;
- keeping cooked meat and salads separate from raw meat, poultry and seafood;
- washing your hands after handling raw meats, poultry and seafood.



crockery/wrappings/packaging



It is recommended that single use eating and drinking utensils be used, however if crockery is proposed to be used you will need to demonstrate to Council an appropriate method of cleaning and sanitising eg. Commercial dishwasher or maintaining required washing and sanitising temperatures.

Crockery or plastic wares that are chipped, cracked or broken or are in a state of disrepair must not be used in connection with food.

Packaging material used must be suitable for food packaging and unlikely to cause food contamination. Only clean unprinted paper or food wraps may be used for wrapping foodstuffs.

single use items

Single use straws, eating utensils and other items that are intended to come into contact with food or the mouth of a person, shall be adequately protected from contamination until use, and not reused.



skills and knowledge

Food businesses of all risk categories shall ensure that food handlers have skills and knowledge in food safety and food hygiene matters appropriate to their work activities. You can visit <http://www.foodstandards.gov.au/mediareleasespublications/factsheets/foodsafetyfactsheets/index.cfm> for fact sheets on this issue.

Charitable and community “not for profit” organisations are exempt from this requirement if they sell foods that are not potentially hazardous (for example cakes without cream, biscuits, bottled jams or pickles) or foods which are to be consumed immediately after thorough cooking (for example sausage sizzles, hamburgers, spring rolls). Minimum hygiene standards however are required.

illness

A person known or reasonably suspected to be suffering from a food borne disease or who is a carrier of a food borne disease, must not engage in the handling of food unless all practicable measures to prevent food being contaminated are undertaken. Symptoms include diarrhoea, vomiting, sore throat with fever, fever or jaundice and infectious skin conditions. A food handler must notify their supervisor if they know or suspect that they may have contaminated food whilst handling food.

requirements for food handlers

A food handler must, when engaged in any food handling operation:

- a)** ensure that his or her body or clothing does not contaminate food or food contact surfaces;
- b)** prevent unnecessary contact with ready-to-eat food;
- c)** ensure only clean outer clothing is worn;
- d)** cover all dressing and bandages on exposed body parts with a waterproof dressing;
- e)** must not eat over food or food contact surfaces;
- f)** must not sneeze, blow or cough over uncovered food or surfaces likely to come into contact with food;
- g)** must not spit, smoke or use tobacco whilst working in the food stall;
- h)** must not urinate or defecate except in a toilet.

hand washing

A food handler must wash his or her hands using soap and warm water, then drying with single use towels:

- a)** before commencing or recommencing handling food;
- b)** immediately before handling ready-to-eat food after handling raw food;
- c)** immediately after using the toilet;
- d)** immediately after smoking, coughing, sneezing, using a handkerchief or tissue, eating, drinking and after touching his or her hair, scalp or a body opening;
- e)** before putting on gloves used for handling food.

Remember if **wearing gloves**, you must change your gloves as often as you are required to wash your hands.





money handling

It is recommended that a staff member is designated to handle money while other staff serve ready to eat food. If this is not possible it is a requirement that hands are washed following any money handling prior to serving food.

cleaning and sanitising

A food business operator must ensure that the food stall or vehicle is maintained to a standard of cleanliness where there is no accumulation of garbage or recycled matter (except in appropriate containers), food waste, dirt, grease or other visible matter.

All fixtures, fittings and equipment, having regard to its use, and those parts of vehicles used to transport food, must be maintained to a standard of cleanliness where there is no accumulation of food waste, dirt, grease or other visible matter.

Eating and drinking utensils must be in a clean and sanitary condition immediately before each use.

Bench tops, surfaces of equipment in contact with food and storage appliances must be kept in a clean and sanitary condition so that food that will come into contact with the surface is unlikely to be contaminated.

To be sanitary, in relation to a surface, it must first be cleaned and then have applied to it heat and/or chemicals or other process that reduces the number of bacteria on that surface to a level unlikely to compromise the safety of the food.

Chlorine based sanitisers are recommended for this purpose. Care must be taken when using any chemical product and, to be effective, you must strictly adhere to the instructions for use.

The containers that the chemicals are stored in must be appropriately labelled.

Chemicals must not be stored near food or any packaging likely to come in contact with food.

labelling

Any product sold in packaged form (jar, bottle, packet) is to be clearly labelled. The Food Standards Code Chapter 1, Part 1.2 requires certain particulars to be displayed on the label.

Labelling is discussed in further detail on pages D1 & D2.



washing your hands

1. Wet hands
2. Apply hand wash
3. Wash hands
4. Rinse
5. Dry hands thoroughly



- 1** Wash palm to palm



- 2** Right palm over the left back of your hand - then place your left palm over the right back of your hand.



- 3** Palm to palm, with your fingers interfaced.



- 4** Backs of fingers to opposing palms with fingers interlaced.



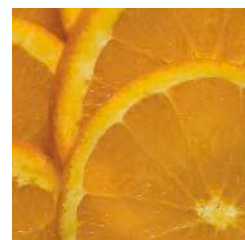
- 5** Now, those thumbs - CIRCULAR rubbing around both thumbs.



- 6** Remember the fingertips



- 7** Complete the technique with washing the wrists



packaged foods / labelling requirements

Business operators selling canned, packaged or bottled articles of food need to be aware of the detailed labelling requirements included in the Food Standards Code.

packaged potentially hazardous foods

NOTE: Packaged foods that need to be consumed within a particular time period for health and safety reasons must carry date marking in the form of a “use-by” date, along with other labelling details.

While unpackaged, processed foods do not require labelling details, it may be beneficial to have certain information available to prospective customers. Customers that have known allergies need to know if a particular ingredient was present in foods you prepared. Further information on ingredients that may cause allergic reactions are available on FSANZ website at www.foodstandards.gov.au.

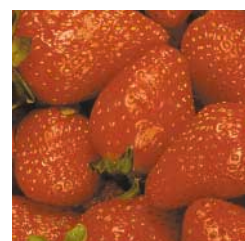
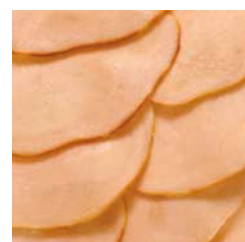
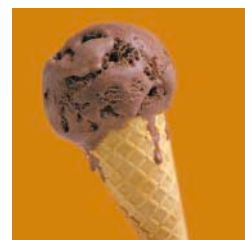
labelling

Pre-packaged products are to be clearly labelled. Foodstuffs not adequately labelled will not be permitted to be sold.

The Food Standards Code Chapter 1 requires certain particulars to be displayed on the label. Note: The new labelling requirements came into force at the end of 2002 and additional information is to be included on food labels. Labelling must not contain information about any product other than that contained, nor any information that could be misleading.

The following are basic requirements by law to be included on food labels.

- A description of the food, for example “strawberry jam” or “chocolate cake”.
- The name and address of the supplier. A street address is needed, not a post office box or email.
- Lot identification.
- Mandatory and advisory warnings: unpasteurised milk, aspartame, unpasteurised egg products, quinine, kola with added caffeine and guarana extracts.
- A list of ingredients including added water in descending order by ingoing weight.
- Date marking, for example “best before” date to indicate how long the food will keep. Note that some food require a “use-by” date and must not be sold after the date of expiration.
- Storage conditions, for example “keep refrigerated”.



- Nutrition Information Panel: most packaged food must now display a nutrition information panel, see www.foodstandards.gov.au or contact Council.
- Characterising Ingredient (1.2.10) - a characterising ingredient (% labelling) means it is mentioned in the name of the food, for example "strawberry jam", the label must show the % strawberries in the ingredients list.

NOTE: charities & community "not for profit" organisations

Food sold at stalls that raise money solely for charitable or community causes and not for personal financial gain no longer need to be labelled.

The only exception to this is **if you are selling Royal Jelly or foods that contain Royal Jelly. In these instances a warning statement must be included on the label.**

There are still instances in which you must be able to provide information. For example if a member of the public or Authorised Officer asks you whether a food contains an ingredient that may cause an allergic reaction, you must provide the person with this information.

Further information on ingredients that may cause allergic reactions, and other guidelines are available on a publication called Fact Sheets for Charities and Community Organisations on the Food Safety Standards, Fact Sheet 3. This is available on the FSANZ website at www.foodstandards.gov.au.

references

Food Act 2003

Food Regulation 2004

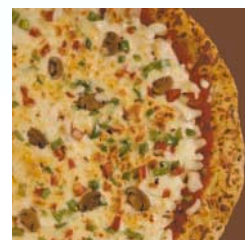
Food Standards Code (Food Safety Standards)

AS 4674-2004 Design, construction & fit-out of food premises

North Coast Regional Code - Sale of Food at Markets and Temporary Events, March 2003

temporary food premises checklist

have you...	yes	no	reference page #
Checked with your local Council to see if approval is required? If Yes, has approval been granted?			A2
Have you registered for your NSW Food Business Notification?			A2
Ensured all food handlers have adequate skills and knowledge for their activities?			C4
Ensured a sufficient supply of potable water?			A3
Ensured adequate wastewater disposal facilities?			B3
Provided adequate cooking facilities and fire fighting equipment (extinguisher/fire blanket)?			A4
Provided a suitable vehicle and containers for the transport and storage of the food?			C1, C2
Provided sufficient chemicals and equipment for cleaning?			C5
Will you have Potentially Hazardous Foods? If YES, then have you....			C2
1. Ensured adequate hot or cold storage facilities are provided eg. portable coolrooms, adequate supply of ice, hot boxes?			C2
2. Checked that a thermometer and sanitiser will be available?			C3
3. Ensured that all frozen foods can be correctly thawed?			C2
Organised designated staff to handle money only, while other staff serve ready to eat food using tongs or gloves?			C4
Provided adequate measures to protect food from contamination eg placing in lidded containers, sneeze barriers?			B2,C2, C3
Checked that eating & drinking utensils are protected from contamination until use?			C3
Ensured all packaged food is appropriately labelled?			D1
Ensured the floor of the site is adequately protected?			A2 , B1
Provided a three sided food preparation area and servery area, which is capable of being easily cleaned?			B1
Ensured public access is not available to all cooking areas and storage equipment?			B1
Ensured adequate shelving so food/s are not stored on the ground?			B2
Organised the stall layout to keep hot appliances out of reach of the public, particularly children?			B1
Checked that handwashing facilities including soap and paper towels have been provided?			B3
Provided adequate facilities (minimum capacity 10 ltrs) for washing preparation utensils?			B2
Provided sufficient garbage facilities both inside and outside the stall?			A3, B3



If you answered NO to any of these questions (except having potentially hazardous foods), then you may need to discuss these issues with the local Council Officer and/or change your management plan, before the event begins.