



GUIDELINES FOR FOOD AND DRINK STALLHOLDERS

Requirements for the operation of a Temporary Food Stall

The storage, handling and preparation of food for sale can result in health risks to the community if certain guidelines are not observed.

Burwood Council produce and support a range of large events in the Local Government Area to provide the community with enjoyable activities and outings. It would be unfortunate if food poisoning outbreaks were to occur as a result of unsafe practices being used by stallholders.

These guidelines outline the requirements which must be met when operating a temporary food and or drink stall within the Burwood Council area.

These guidelines have been prepared to ensure that all personnel involved in the storage, preparation and sale of food are aware of the potential risks and that all possible steps are taken to minimise the possibility of a food poisoning outbreak.

A Council Environmental Health Officer (Health Inspector) will be onsite during events to ensure that hygienic conditions are being observed. Stallholders must comply with the direction of the Inspectors and make their stall available for inspection. Failure to do so may result in a penalty via exclusion from future events. If the Council Officer finds any unsafe practices, this must be rectified immediately, or the stall risks being closed until the issue is addressed. An example of the Report used by Health Inspectors is included in **Appendix 1** of these Guidelines to serve as a checklist when preparing for your event.

Stall requirements

- A temporary food stall must have a roof and three sides designed to maintain adequate ventilation and protection of food. The stall material shall be of plastic or vinyl type sheeting and care must be taken to ensure the stall is stable and secure.
- A durable dust and moisture cover must be laid over the entire floor area of the stall. A suitable material would be an impervious membrane such as rubber matting.
- All stall counter surfaces shall be smooth, durable and impervious. Surfaces can be covered with plastic or plastic table cloths to meet this requirement. Surfaces that cannot be easily cleaned, such as wood, will not be accepted.
- All power and gas service leads must be secured.

- No animals are to be permitted in to any food handling or preparation areas.

Cooking equipment

- Heating and cooking equipment must be located within the stall's allocated site. The equipment must be located so that the public are protected from hot appliances.
- The stall must be of adequate size and height to provide a safe and comfortable work area. Appliances that produce heat and flame must be located away from the walls and lower roof area of the stall.
- Open flame barbecue cooking plates, char grilles and cookers that use hot coals can be located externally and adjacent to the food stall and must be barricaded to prevent public access. An overhead cover must be provided to all cooking areas or food storage areas outside of the stall. This may be achieved by providing a sun shade structure or open sided stalls. Please note, all stall equipment must remain within the 3m x 3m site space allocated, unless multiple sites are purchased.
- A compliant fire extinguisher of adequate size must be provided in a convenient and accessible location within the stall.
- Ensure that all BBQ residues are collected in drip trays and portable BBQs are elevated to prevent damage to any grassed areas.

Food display and protection

- All food on display must be either:
 1. whole fruit, vegetables;
 2. wrapped or packaged with labels indicating the nature of the product and date of packaging; or
 3. completely enclosed in a suitable display cabinet; or
 4. be protected by a physical barrier such as Perspex glass sneeze guard or clear plastic siding to the stall or
 5. located so as not to be openly accessible to the public.
- All food must be stored inside the stall and must be raised approximately 750mm above the ground. All food must be kept wrapped, packaged or in enclosed containers. Food should be protected from damage and direct sunlight.
- Any food which is given away as "samples" must be distributed in a supervised manner that is given out off a tray or plate by a staff member. It must not be left out

for self service on any counter, benchtop or food display unit (please note that food which is given away for the furtherance of trade is deemed to have been sold pursuant to the *Food Act 2003* Definitions – link provided in the **Legislation and Guidance** section).

- All food deliveries to the stall must be kept wrapped, packaged or in enclosed containers to protect from contamination.
- Single use eating and drinking utensils, straws, etc., shall be pre-wrapped or Adequately protected from contamination. Stallholders are encouraged to minimise waste and provide biodegradable packaging, for example paper rather than plastic.
- All condiments such as sauce, mustard, etc, must be kept in squeeze type dispensers or in individual sealed packets.
- Smoking is not permitted inside or at the rear of the food stall.
- All food for retail sale must comply with the labelling requirements of the *Australia New Zealand Food Standards Code Chapter 1, Part 1.2 - Labelling and other information requirements* (link provided in the **Legislation and Guidance** section).

Rubbish disposal

- The stall must provide its own covered garbage bin for the storage of the stall's wastes. Separate storage of paper, cardboard or other recyclable material is encouraged.
- Suitable garbage bins should also be provided near the food stall for the public to dispose of used takeaway food containers, drink containers and other refuse.
- Provision must be made for the storage of waste water and cooking oils generated within the stall.
- Waste water and oils must not be disposed of into the stormwater system or on the ground. All waste water and oils must be disposed of through a licensed contractor at the arrangement and expense of the stallholder. Fines can be imposed by Council Officers for incorrect disposal of liquid waste.

Washing facilities

- Separate hand washing facilities must be provided within the food stall. A sealed container of potable water (minimum capacity 10 litres) with a single spout tap and suitable bowls or containers must be provided for cleaning, sanitising and hand washing. The waste water is to be disposed of into a waste water container.
- Alternatively, a maximum of two stalls may share a hand wash (station) basin as long as it is located within five metres of each stall and it is not obstructed.
- An adequate supply of warm running water (approximately 40°C), liquid soap and disposable paper towels must be provided at each hand wash (station) basin.

Food temperature control

- All hot food must be kept at or above 60°C. All cold food must be kept at or below 5°C. Chilled food intended to be served hot must be rapidly reheated to 75°C or above.
- All frozen food must be kept below (minus) -18°C.
- All takeaway food prepared at the food stall must be sold immediately unless there is a suitable food warmer or display cabinet in which to keep the food either hot or cold.
- All raw and perishable foods such as steaks, hamburger patties, seafood and other meat products must be kept in a refrigerated unit such as a portable cool room. Small amounts of these foods can be stored in a portable cooler together with an adequate supply of ice or other cooling for a period of less than three hours.
- Ready-to-eat food products or pre-cooked foods which contain fresh cream, custard, cheese or any similar food that promotes bacterial growth must be stored and displayed in a refrigerated unit at a temperature below 5°C.
- Stalls must have a temperature probe that is able to measure the core temperature of food.
- For events that will last three hours or longer, a refrigerator or cooking system must be used to ensure all potentially hazardous food can remain under temperature control.

Food Safety Supervisor

- Any food stall selling food that is ready-to-eat, potentially hazardous and not sold and served in the supplier's original package must have a Food Safety Supervisor.
- Stallholders must keep a copy of their certificate within the stall premises to present to Council Health inspectors.

Food Handlers

All food handlers must:

- have adequate skills and knowledge in food safety and food hygiene matters
- cease handling food if suffering with symptoms that may be associated with a food borne illness, and should be free from illness, abrasions and skin infections
- be appropriately dressed with at least a head covering, clean apron and enclosed shoes
- use utensils or latex-free disposable gloves when handling or preparing food
- observe excellent personal hygiene and hand washing practices

Please ensure that all personnel involved in your stall on event day are familiar with these guidelines. It is suggested that you display these guidelines in your food stall on the day of the event.

Legislation and Guidance

- Food Act 2003: <http://www.legislation.nsw.gov.au/#/view/act/2003/43/first>
- Australia New Zealand Food Standards Code:
<http://www.foodstandards.gov.au/code/Pages/default.aspx>
- NSW Food Authority - Guidelines for food businesses at temporary events:
http://www.foodauthority.nsw.gov.au/Documents/industry_pdf/temp_events_guideline.pdf

Further information

Should you require further information on the requirements and facilities permitted for the operation of a Temporary Food Stall, please contact Council's Environmental Health Team on 9911 9911.



APPENDIX 1: TEMPORARY FOOD PREMISES INSPECTION REPORT

Event:

Date:

Stall Name:

Stall Number:

Contact Person:

Time of Inspection:

Inspector:

CM No.:

	Complies		Complies
Type of Food		Food Storage	
Pre-packaged only		Food protected from contamination	
Unpackaged, ready to eat foods (includes food offered for taste testing only)		Storage provisions are appropriate & adequate	
Food Preparation		Temperature Control	
Food not being prepared outside		PHF not left out of temperature control	
Controls in place to prevent cross contamination from occurring		Temperature control of PHF adequate	
Physical barrier to protect food		Thermometer in use	
Structure		Serving Procedures	
Appropriate materials & design		Money & food handled separately	
Barrier between stall & public		Single use utensils	
Adequate floor covering		Utensils protected from contamination	
Dry Chemical fire extinguisher		Gloves changed regularly	
Personal Hygiene		Waste Management	
Clean attire, person and habits		Adequate storage for refuse & recyclable matter	
Clean water for hand washing only			
Liquid soap & paper towel provided			
Comments / Action to be Taken			

