

JUNEE SHIRE COUNCIL

POLICY REGISTER

SUBJECT: FOOD VENDING VEHICLES AND TEMPORARY FOOD PREMISES CODE

POLICY TITLE: FOOD VENDING VEHICLES AND TEMPORARY FOOD PREMISES CODE

OBJECTIVE: To minimise the potential for illness due to poorly handled or stored food.

AIM: To ensure minimum standards of hygiene and cleanliness apply to the dispensing of food to the public within Junee Shire.

The NSW Food Authority has produced several guidelines that apply to hygiene and construction requirements for food premises, mobile food vending vehicles and temporary events where food is sold.

The Council has decided to adopt two NSW Food Authority guidelines as its own policies. The guidelines are the '[Mobile Food Vending Vehicles – Operation, Construction and Food Handling Guidelines](#)' and the '[Food Handling Guidelines for Temporary Events](#)'. Please see copies attached.

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Mobile food vending vehicles

Operation, construction and
food handling guidelines

August 2009

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Acknowledgement

This document provides a comprehensive yet concise guide for mobile food vending vehicle operators and council officers.

These guidelines were developed by the NSW Food Regulatory Liaison Group in consultation with the NSW Food Authority. Although similar guidelines have been developed by many councils over the years, it was considered desirable to produce a common set for state-wide consistency.

Vehicles are undergoing significant change in terms of application, design and constructional materials. These guidelines reflect these changes and approach mobile food vending vehicle standards from a food safety outcome approach, rather than giving detailed, prescriptive requirements. This is consistent with the Food Safety Standards approach.

The key areas of operational requirements, construction and food handling are combined into a single document for completeness. Food handling requirements mirror those presented in the document, *Food handling guidelines for temporary events*, again for consistency.

Relevant legislation has been incorporated throughout the guidelines.

The working group researched and referenced a wide range of existing policies from various councils and organisations, and acknowledges their contribution:

- Tweed Shire Council
- Australian Institute of Environmental Health (AIEH): Mobile Food Vending Code
- Gosford City Council
- City of Canada Bay Council
- Parramatta City Council

These guidelines would not have been developed without the leadership and dedication of the working group. Their personal contributions are appreciated:

- Garry Slattery, Parramatta City Council
- Misha Klingstrom, Warringah Council
- Belinda Smith, City of Canada Bay Council

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Introduction

Mobile food vending vehicles make a major contribution to the success of the many thousands of community events held in New South Wales every year. These guidelines are designed for the people who operate and inspect them.

This guide provides a concise and comprehensive reference for food vendors and for council environmental health officers who inspect and assess the vehicles' compliance with the food safety standards. They set out the legal requirements for selling food from vending vehicles, and suggest ways to achieve food safety. A checklist of food regulation requirements has been included to facilitate compliance with safe food laws.

These guidelines were developed with close consultation and valuable input from councils, whose contributions are gratefully appreciated.

What are mobile food vending vehicles?

A mobile food vending vehicle is any means of transport, whether self-propelled or not, or otherwise designed to be movable, which is used for selling food, whether on land, sea or air.

It includes vehicles used for on-site food preparation (eg hamburgers, hot dogs and kebabs), one-step food preparation (eg popcorn, fairy floss, coffee and squeezing juices), and the sale of any type of food including pre-packaged food.

It does not include food vending machines or food transport vehicles.

The guidelines are meant to cover all types of mobile food vending vehicle; they are comprehensive and the checklist provided within the document is a useful tool to double check compliance with the council requirements.

There are minimal requirements for mobile food vending vehicles selling only pre-packaged, low risk food.

Obligations on selling food

A person using a mobile food vending vehicle to store, prepare or sell food for human consumption, is deemed to be a 'food business'. Not-for-profit operations are not excluded.

A food business is required to sell safe and suitable food in accordance with the provisions of the *NSW Food Act 2003*, Food Regulation 2004 and Food Standards Code.

Note that 'food premises' can include vehicles. Copies of the Food Standards Code (particularly Food Safety Standards 3.1.1, 3.2.2 and 3.2.3) are available on the Food Standards Australia New Zealand website at www.foodstandards.gov.au

Failure to comply with the requirements of the Act may result in warning letters or improvement notices being issued, product being seized, prosecution or prohibition orders being served.

Fines up to \$110 000 for individuals and \$550 000 for corporations, and/or two years imprisonment, apply to some offences.

It is recommended that all food businesses carry adequate public liability indemnity insurance.

Operation

Approvals

A licence issued by the NSW Food Authority may be required before selling butchers' meat, smallgoods, uncooked fermented manufactured meats, raw poultry, or wholesaling/processing meat, poultry, dairy products, seafood or plant products. See the NSW Food Authority's website at www.foodauthority.nsw.gov.au or phone the helpline on 1300 650 124 for more information.

Food transport vehicles licensed by the Authority need to comply with the requirements of these guidelines and seek approvals from other authorities. Penalties may apply for not having the appropriate approval.

It may be necessary to obtain prior consent from every local council in whose area the vehicle will be used for storing, preparing or selling food. This includes street trading or operating on private land or public roads.

Information should also be sought from the RTA (Roads and Traffic Authority) in NSW regarding approval to sell on or at the side of roads. Restrictions in relation to arterial and sub-arterial roads might apply.

Council approval may be required for garaging or maintaining the mobile food vending vehicle at a premises, especially where the premises are used for storing food supplies and equipment used in connection with the vehicle's food business operation.

Food business details must be notified to the Authority via the website at www.foodnotify.nsw.gov.au or by phoning 1300 650 124 to find the closest council collection agency. Charitable and community not-for-profit organisations are exempt from this provision.

Fees

Under the *Local Government Act 1993*, and the *NSW Food Act 2003*, each local council in whose area the vehicle is operated may charge inspection fees. These may vary between councils.

Maintenance

The vehicle and its associated fixtures, fittings and equipments must be kept clean and in a good state of repair and working order, free from dirt, fumes, smoke, foul odours and other contaminants.

Garbage and recyclable matter

Food business operators must ensure that:

- suitable and adequate garbage receptacles with close fitting lids are provided. When directed, a suitable receptacle shall be provided outside the vehicle for depositing take-away food containers and other litter
- arrangements are made to dispose of garbage content each day or more frequently when the need arises
- recyclable, re-useable or compostable products are used wherever possible

Animals and pests

Take all practicable measures to prevent pests (including birds, spiders and flying insects) from entering or remaining in the vehicle.

No animal is permitted to enter any vehicle, whether the vehicle is in operation or not.

It is recommended that a regular pest control program be used.

Children in food preparation areas

For health and safety reasons, children should not be permitted to enter food preparation areas.

Water and ice

Potable water (ie safe for human consumption) must be used for washing or preparing food or as an ingredient in food. Town water supplies are considered potable. The use of water from other sources may be suitable but this should be discussed beforehand with the local council.

Only materials of 'food-grade' rating should be used to reticulate or store water.

Ice used for keeping food cool or adding to drinks or food must also be potable.

All water used in the vehicle must be potable water, stored in approved containers and suitably protected against contamination.

All hot water for washing purposes should be supplied from a suitable hot water system and should be piped so it can be mixed with cold water.

Waste disposal

The vehicle must be equipped with a waste water tank external to the vehicle, of at least a 50 litre capacity with an outlet of sufficient diameter to facilitate easy flushing and cleaning.

Disposal of all liquid wastes generated within the vehicle shall be discharged to the council's sewer or somewhere approved by a council officer. Under no circumstances is liquid waste to be discharged onto the ground or to a stormwater drainage system.

All sinks and wash hand basins must be provided with sanitary traps.

Electricity, gas supplies, fire extinguishers and work safety

Food business operators should ensure there is sufficient supply of electricity for food handling operations, particularly hot and cold food holding and water heating.

WorkCover NSW requires electrical appliances and leads to be tested at least annually and identification tags to be attached.

All electrical work should be carried out by a licensed electrician and conform to Australian Standards.

Gas should be installed by a licensed gasfitter and comply with the appropriate provisions of the Australian Standards.

A current compliance plate should be affixed to the vehicle for new installations or for any changes made to the existing gas appliances.

Gas-fired appliances used in the open should not have a gas bottle greater than 9kg capacity and the bottle should be secured so that it cannot be tipped over. If using personal gas bottles, ensure they are pressure checked.

A fire extinguisher and fire blanket should be supplied in every vehicle where cooking or heating processes are undertaken. Even if you are not responsible for starting a fire, you should be able to extinguish small fires.

Fire-safety equipment should be easily accessible in the event of a fire. The extinguisher should be suitable for dealing with the type of combustible materials present.

Fire-safety equipment should be tested annually and have current tagging in accordance with the Australian Standards. Contact NSW Fire Brigades for more information.

All measures should be taken to satisfy required WorkCover NSW conditions to protect the health, safety and welfare of employees and patrons. Contact WorkCover NSW for more information.

Pollution prevention

The Protection of the Environment Operations Act 1997 requires that operations should not cause any harm to the environment (ie air, water, noise and surrounding land environments). For example, waste water should be discharged into the sewer system not onto the ground. Contact the local council for more information.

Construction

General requirements

The design and construction of a mobile food vending vehicle must:

- be appropriate for the types of food stored, prepared and sold
- have adequate space for all activities and for all equipment to be used or stored
- allow easy cleaning and sanitising procedures of all structures and equipment
- prevent the entry of pests, dust, fumes, smoke and other contaminants where practicable
- exclude favourable sites for pests to harbour (live and breed)

The design and layout of a mobile food vending vehicle should be well planned and should take into consideration a range of key issues including but not limited to: maximising space without compromising food safety, using effective and durable construction materials, providing preparation and storage areas, hygiene requirements such as hand washing, and compliance with Food Safety Standards to ensure effective and acceptable operation.

Design principles should accommodate food safety flow of product and waste to minimise risks of food and equipment contamination. Separating particular processes must be considered including:

- raw and cooked foods,
- hand washing facilities,
- wash areas,
- storage facilities, and
- waste disposal areas.

Separation of the driving compartment from food storage, handling and serving sections should be considered.

The constructional standards required are dependent on the type, extent and frequency of food handling operations. As these standards can vary widely, it is recommended that before constructing or using a vehicle to sell food, the local council be approached and a clear agreement reached.

Important: a properly designed and operated mobile food vending vehicle will minimise the opportunity for food to become contaminated

Floors

Floors are to be constructed of materials which are impervious and durable.

The intersections of walls to floors should be covered integral to the surface finish of both the floor and the wall.

Floors should be graded to the doorsill or, alternatively, have a floor waste with a screwed removable plug.

Floors that are unlikely to pose any risk of contamination of food handled in the vehicle may be exempted from the constructional requirements of these guidelines provided the food business has obtained council approval.

Walls

Walls are to be provided where they are necessary to protect food from contamination.

Walls must be finished with materials suitable for activities conducted in the vehicle and be easy to clean. Light coloured, high gloss, impervious surfaces are recommended.

Suitable wall materials in food preparation areas are stainless steel, aluminium sheeting, acrylic or laminated plastic sheeting or polyvinyl sheeting with welded seams.

Architraves, skirting boards, picture rails or similar protrusions should not be used on the walls.

Walls behind cooking appliances should be surfaced with a material, such as stainless steel, which extends from the canopy to the floor. Where a cooking appliance is sealed to the wall, the material should be lapped over the top edge of the appliance to provide a grease and vermin-proof seal. Cooking appliances should only be sealed to walls made of a non-combustible material.

A splashback should be installed to at least 300mm above any bench, sink or hand basin and should be constructed using an impervious waterproof material.

Ceilings

Ceilings are to be provided where they are necessary to protect food from contamination.

Ceilings must be finished with impervious materials suitable for activities conducted in the vehicle and be easy to clean. A light colour is recommended.

Where applicable, the ceiling height should be adequate to effectively conduct food handling activities.

Ceilings should be free of open joints, cracks and crevices.

The intersection of walls and ceilings should be tight jointed, sealed and dust proof.

Door and serving openings

All openings are to be fitted with close fitting doors and shutters where practicable to exclude dust, pests and other contaminants. These should be closed during transport.

Door and serving hatches should be finished internally with the same standard of material as the walls.

Pipes, conduits and wiring

Pipes, conduits and wiring should be concealed in or behind floors, walls and ceilings, or fixed on brackets providing at least 25mm clearance between the pipe and adjacent surfaces, and 150mm between the pipe or conduit and adjacent horizontal surfaces.

Service pipes, conduits and wiring should not be placed in the recessed toe space of plinths or equipment.

Equipment and appliances

Equipment should be either built in with no cavities or mounted on castors capable of being easily moved to facilitate cleaning.

Cooking equipment should not be placed beneath windows, wall cupboards, serving openings, shelving or roof vents.

Lighting

Adequate lighting in accordance with Australian Standards is to be provided to ensure safe food handling.

In areas where exposed food is handled or stored, light fittings should be shatter-proof or fitted with suitable light diffusers (covers) to prevent contamination of food by broken light globe/tube glass.

Ventilation

There must be sufficient natural or mechanical ventilation to effectively remove fumes, smoke, steam and vapours.

Mechanical ventilation must comply with the Australian Standards.

Storage racks should not be fitted above cooking and heating equipment as they can obstruct the airflow.

Hand washing facilities

Hand washing facilities must be provided where food contact surfaces or food can be contaminated.

The hand washing facility must be provided with a basin, a supply of warm running water and only be used for that purpose.

To allow easy cleaning of hands and arms the basin should be installed at bench height, not under a bench, not be obstructed by other equipment and appropriately fixed to the wall.

An impervious splashback at least 300mm high should be provided behind the basin.

The water should be delivered through a single outlet. Hands-free taps should be used where there is a risk of handling unpackaged, ready-to-eat food with bare hands.

An adequate supply of liquid soap in a suitable dispenser should be provided adjacent to the basin.

Single-use paper towels and a suitable dispenser for waste towels should be provided adjacent to the basin.

Food handling

The requirements for handling food for sale for human consumption are outlined in Food Safety Standards 3.1.1, 3.2.2 and 3.2.3. The requirements also apply to pre-packaged food and low-risk food.

Copies of the regulations, factsheets and user guides about these requirements (including for charitable and community organisations), are available on the NSW Food Authority's website at www.foodauthority.nsw.gov.au.

Food suppliers

Obtain fresh produce and products from reputable suppliers, as generally they operate under strict quality guidelines. Keep copies of invoices for traceback if needed in the future.

Preparing food at home

Notification of food business details, construction, facilities, labelling and food handling requirements of the *Food Act 2003* apply when food for sale is prepared at home as well as to commercial operations. This also applies to pre-packaged and low-risk produce and foods.

Before using a home to produce food for sale, contact the local council. The factsheet *Home based and mixed food businesses* is on the NSW Food Authority's website at www.foodauthority.nsw.gov.au.

Food storage

Ensure that all foods are stored so that they are protected from likely contamination and that the environmental conditions will not adversely affect the safety or suitability of the food.

There must be separately located storage facilities for items, such as chemicals, clothing and personal belongings that may contaminate food or food contact surfaces.

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

Ensure that potentially hazardous foods are received under temperature control and within their use-by date. It is easier to keep them cold rather than get them down to a cold temperature.

Potentially hazardous foods like poultry, meat, dairy products, seafood and egg-based products must be stored under temperature control. If intended to be stored frozen, the food must remain frozen during storage. (See factsheet *Potentially hazardous foods and temperature control*).

Refrigeration facilities should be large enough to hold potentially hazardous foods under temperature control at all times. This may require the use of portable coolrooms. Do not overstock refrigerators or portable coolrooms as the air will not be able to circulate freely around the foods.

Perishable cold foods should be kept cold.

Potentially hazardous foods and temperature control

One of the most common causes of foodborne illness is the storage and display of potentially hazardous foods at incorrect temperatures for extended periods. This can lead to the rapid and sustained growth of food poisoning bacteria.

Examples of potentially hazardous foods include:

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

A food business must store and display potentially hazardous food, under temperature control. This means maintaining cold food at a temperature of 5°C or below or hot food at 60°C or above. If the food is intended to be stored frozen ensure the food remains frozen during storage/display.

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

All food businesses that handle potentially hazardous foods are required to have a readily accessible, accurate, probe-type thermometer (+/- 1°C accuracy). Ensure the thermometer probe is cleaned and sanitised before it is used. It is good practice to monitor the temperature of hot or cold foods under operating conditions to ensure adequate temperature control is being maintained.

Cross contamination

Adequate measures must be taken to prevent cross contamination from raw foods to cooked foods. This includes:

- 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, raw poultry, raw seafood and unwashed raw vegetables, and
- washing hands after handling raw meats, raw poultry, raw seafood and raw vegetables.

Food display

When displaying food, take all practicable measures to protect it from possible contamination by customers, dust, fumes or pests. This may mean using plastic food wraps, sealed containers, sneeze barriers, food covers or other effective measures.

Crockery, wrappings and packaging

Single-use, disposable eating and drinking utensils are recommended.

Machine glass/dishwashers are recommended if reusable dinnerware or tableware is used.

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

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

Single-use items

Single-use straws, eating utensils and other items that come into contact with food, or the mouth of a person, must be protected from contamination until use and not re-used.

Skills and knowledge

All food businesses must ensure that their food handlers have skills and knowledge in food safety and food hygiene matters appropriate to their work activities.

Charitable and community not-for-profit organisations are exempt from this requirement if they sell foods that are not potentially hazardous (eg cakes without cream, biscuits, bottled jam or pickles), or foods which are to be consumed immediately after thorough cooking (eg sausage sizzles, hamburgers and spring rolls). Note: they are not exempt from the other hygiene requirements.

Staff illness

A person known (or suspected) to be suffering from a foodborne illness or who is a carrier of a foodborne disease must not handle food unless all practicable measures to prevent food being contaminated are undertaken. Symptoms may 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.

Requirements for food handlers

When engaged in any food handling operation, a food handler must:

- not contaminate food or food contact surfaces with their body or clothing,
- prevent unnecessary contact with ready-to-eat food,
- wear only clean outer clothing,
- cover all dressing and bandages on exposed body parts with a waterproof dressing,
- not eat over uncovered food or food contact surfaces,
- not sneeze, blow or cough over uncovered food or surfaces likely to come into contact with food,
- not spit, smoke or use tobacco while working in the food handling area, and
- 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 dry them with single-use towels

- before handling unprotected food contact surfaces or food
- after visiting the toilet,
- before commencing or re-commencing handling food
- immediately before handling ready-to-eat food after handling raw food
- immediately after smoking, coughing, sneezing, using a handkerchief or tissue, eating, drinking and after touching his or her hair, scalp or a body opening

Hands should be washed and dried before using disposable gloves for handling food. If wearing gloves, they should be changed as often as you are required to wash your hands.

Handling money when serving ready-to-eat food

While the likelihood of contamination from customers' hands when exchanging money is low, consideration should be given to minimising the risk. Examples include using a disposable glove or where sufficient staff is available, nominating one to handle money.

Cleaning and sanitising

The vehicle must be 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 must be maintained and cleaned so 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 and surfaces of equipment in contact with food and storage appliances must be kept in a clean and sanitary condition to ensure food is unlikely to be contaminated. 'Sanitary' means cleaning first, followed by heat and/or chemical treatment at the right concentration, or some other process to reduce the number of bacteria to a level unlikely to compromise the safety of the food. 'Food-grade' chlorine-based sanitisers can be used for this purpose.

The containers used for chemical storage should be appropriately labelled.

Chemicals must not be stored near the food or any packaging likely to come in contact with food to avoid the risk of contamination.

It is recommended that a documented cleaning schedule is devised and implemented.

Labelling

The Australia and New Zealand Food Standards Code includes requirements for the labelling of food. The requirements for food sold from a mobile food vendor are subject to the same labelling requirements as food sold from a retail shop.

The actual requirements differ depending on the food, ingredients, and whether or not it is packaged. Labelling requirements cover information such as food name, business details, batch identification, allergen and warning information and date marking.

Further information on labelling requirements is available from FSANZ www.foodstandards.gov.au or the NSW Food Authority www.foodauthority.nsw.gov.au.

Contact information

Please contact your local council or the NSW Food Authority for further information. Council contact information appears in the telephone White Pages or on their respective website.

NSW Councils

Tel: White Pages or Yellow Pages

Website: <http://www.lgsa.org.au/site/councils.html>

NSW Food Authority

Tel: 1300 650 124

Fax: 02 9647 0026

Website: <http://www.foodauthority.nsw.gov.au>

Email: contact@foodauthority.nsw.gov.au

Food Standards Australia New Zealand

Tel: 02 6271 2222

Fax: 02 6271 2278

Website: <http://www.foodstandards.gov.au/foodsafetystandardsaustraliaonly/>

Food safety factsheets:

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

WorkCover NSW

Tel: 02 4321 5000

Fax: 02 4325 4145

Website: <http://www.workcover.nsw.gov.au/default.htm>

NSW Fire Brigades

Tel: 02 9265 2999

Fax: 02 9265 2988

Website: <http://www.nswfb.nsw.gov.au/>

Checklist for operators

This checklist is designed as a summary of the key issues for operators of mobile food vending vehicles. These requirements are based on the Food Safety Standards.

Construction and operation	✓
The vehicle's design and layout is appropriate for the intended use	
Driving compartment is separate (recommended)	
Floors are impervious and easy-to-clean	
Construction and finish of wall and ceiling surfaces are satisfactory	
Cupboards and counter surfaces are satisfactory	
Design of cupboards and counters facilitates easy cleaning underneath and behind	
Openings are protected to minimise entry of dust, pests and other contaminants	
Adequate supply of potable water is available in the vehicle. <i>Note: 'adequate' means enough potable water to ensure effective hand and utensil washing</i>	
The vehicle has an accessible hand wash basin at all times	
The vehicle has liquid soap, single-use towels and warm water available at the hand wash basin(s)	
Ventilation is sufficient to remove fumes, smoke, steam and vapours	
Artificial lighting is adequate	
Waste disposal systems are satisfactory	
The vehicle and equipment are in a good state of repair and working order	
General food safety requirements	✓
Food is obtained from reputable suppliers	
Food is protected from contamination during transportation	
Food is packaged in a manner and using materials that protects it from contamination	
Potentially hazardous foods are only received at the correct temperature and within date coding	
Raw food is stored separately from prepared or ready-to-eat food	
The refrigerator or microwave oven is used when thawing frozen food	
Cold, ready-to-eat, potentially hazardous food is stored at or below 5 °C	
Hot, ready-to-eat, potentially hazardous food is stored at or above 60 °C	
Frozen food to be kept frozen is stored frozen	
Raw food is handled so as not to contaminate ready-to-eat food. Separate utensils are used during food processing (eg the utensils used for preparing raw meat are not used for preparing cooked meat or vegetables)	

When cooling cooked, potentially hazardous food, it is cooled: <ul style="list-style-type: none"> • from 60 °C to 21 °C within two hours, and • from 21 °C to 5 °C within a further four hours 	
When heating potentially hazardous food, it is rapidly heated to 60 °C or higher	
Potentially hazardous food is kept under temperature control	
There is a thermometer available where potentially hazardous food is handled (eg probe type accurate to +/- 1 °C), and regular temperature checks are made	
Chemicals are kept away from food handling areas	
Food handling areas are kept free from dirt, dust, flies, pests and other contaminants	
The hand wash facility is only used for hand washing	
Administrative items and personal items are stored away from food	
Food handler hygiene	✓
Staff have appropriate food safety skills and knowledge	
Food handlers have been informed of their health and hygiene obligations	
Staff who are suffering from foodborne illness are to be excluded from food handling until a medical clearance has been obtained	
Staff wear clean clothing and have hygienic habits	
Food handlers wash their hands adequately and at appropriate times	
Food handlers are not contaminating food	
Cleaning and maintenance	✓
Floor, walls, ceiling, fixtures, fittings and equipment are maintained in a clean condition	
Re-usable eating and drinking utensils are cleaned and sanitised before each use	
Food contact surfaces of benches and equipment are sanitised before use and as required	
The vehicle and equipment are kept in a good state of repair and working order	
Containers for waste have close fitting lids and are removed at least daily or as required	
The vehicle is free from animals and pests. It is recommended that a regular pest control program be used	
Are the appropriate Workcover requirements met (ie fire safety, electrical and gas)	
Other information	✓
Have you investigated restrictions on street or roadside trading?	
Have you enquired about inspection fees and council approval?	
Have you enquired about the appropriate public indemnity insurance?	

Appendix – Key definitions

Adequate supply of water

Potable water available at a volume, pressure and temperature adequate for the purposes for which the water is used.

Australian/New Zealand Standards

Australian Standard/New Zealand Standards are documents which are referenced by legislation to provide more detail on requirements and technical procedures. These standards can be purchased from Standards Australia on 1300 654 646 or by visiting its website at www.standards.com.au.

Coving

A curved junction between the floor and the wall.

Equipment

A machine, instrument, apparatus, utensil or appliance — other than a single use item — used or intended to be used or in connection with food handling and includes any equipment used or intended to be used to clean the food premises or equipment.

Food business

A business, enterprise or activity (other than primary food production) that involves:

- handling of food intended for sale, or
- sale of food regardless of whether the business enterprise or activity concerned is of a commercial, charitable or community nature or whether it involves the handling or sale of food on one occasion only.

Food handler

Any person who directly engages in the handling of food, or who handles surfaces likely to come into contact with food for a food business.

Food premises/Vending vehicle

Any premises including land vehicles, parts of structures, tents stalls and other temporary structures, boats, pontoons, including premises used principally as a private dwelling but does not mean food vending machines or vehicles used only to transport food.

Food Safety Standards

These are part of the Food Standards Code (under the *NSW Food Act 2003* and *Food Regulation 2004*). They define requirements for food premises (which include vehicles), food handling practices, structural requirements and labelling.

Handling of food

Includes the making, manufacturing, producing, collecting, extracting, processing, storing, transporting, delivering, preparing, treating, preserving, cooking, thawing, serving or displaying of food.

Potable water

Water suitable (safe) for drinking.

Potentially hazardous food

Food that has to be kept at certain temperatures to minimise the growth of any pathogenic micro-organisms that may be present in the food and/or to prevent the formation of toxins. This may include meat, seafood, dairy products, orange juice and cooked rice.

Sanitising

A process that significantly reduces the number of micro-organisms present on a surface. This is usually achieved by the use of both heat and water or by chemicals.

Sell means:

- barter, offer or attempt to sell, or
- receive for sale, or
- have in possession, display, send, forward or deliver for sale, or
- dispose of for valuable consideration, or
- dispose to an agent for sale on consignment, or
- provide under contract of service, or
- supply food as a meal or part of a meal to an employee for consumption at work, or
- dispose of by way of raffle, lottery or other game of chance, or
- offer as a prize or reward, or
- give away for the purpose of advertisement or in furtherance of trade, or
- supply under a contract with accommodation, service or entertainment, or
- give the food away from a food business to a person, or
- sell for the purpose of resale.

Sewage

Discharge from toilets, urinals, basins, showers, sinks and dishwashers through a sewer or other means.

Sinks

Includes sinks for food preparation, cleaner's sink, utensil and equipment washing and personal hand washing basins.

Temperature control

Maintaining food at a temperature of:

- 5 °C or below if this is necessary to minimise the growth of infectious or toxigenic microorganisms in the food so that the microbiological safety of the food will not be adversely affected for the time the food is at that temperature, or
- 60 °C or above, or
- another temperature — if the business demonstrates that maintenance of the food at this temperature for the period of time for which it is so maintained will not adversely affect the microbiological safety of the food.

Unsafe and unsuitable food

Food is considered unsafe if it is likely to cause physical harm to a person who might later consume it, assuming they treated the food correctly after purchase.

Food is considered unsuitable if it is damaged, deteriorated or perished to an extent that effects its intended use, eg out of date, poor maintenance or poor storage of chemicals or contains a substance that is foreign to the nature of the food (ie foreign matter or chemicals which may have fallen into the food).

Warm water

Not hotter than 50 °C. To comply with Australian/New Zealand Standard 3500.4.2 (Plumbing and drainage: Part 4 – heated water services)

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FOOD HANDLING GUIDELINES FOR TEMPORARY EVENTS

Date Issued: 30/06/2006
Version 1/06

NSW Food Authority
6 Avenue of the Americas
Newington NSW 2127
Australia



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Word from the Minister



As a Minister, I am always pleased to see the NSW Food Authority cooperating with local governments to ensure the people of NSW continue to have access to safe food.

This Food Authority venture, in consultation with local councils, is an excellent example of government agencies working together for the benefit of local communities. Local events, such as regular farmers' markets or an annual food and wine festival, are growing in popularity and are a great way of attracting people to a region or special event.

These guidelines will be distributed through councils when someone applies to set up a stall at a temporary event. Not only do they address food safety issues, including hygiene, disposal of waste, and food handling issues, but a checklist makes sure vendors are aware of everything that needs to be done.

These guidelines reduce duplication by having one set of uniform regulations covering markets and special food events across NSW.

This is a great initiative that has the full support of the NSW Government and I've no doubt vendors who follow these guidelines will help make sure the food at these events is safe for everyone.

Ian Macdonald
Minister for Primary Industries

Foreword



Food consumed in NSW is amongst the safest in the world. Local communities actively explore opportunities for showcasing their local produce and promoting tourism. Often, food is the focus for successful friendly, vibrant community events, many of which feature international cuisines.

Integral to the Food Authority's 'through-chain' mandate for food safety in NSW, is our partnership with local councils. These state-wide guidelines were developed by the Food Authority in association with local government, particularly Lismore City Council, the Hunter/Central Coast Food Surveillance Group and the NSW Local Council Food Regulatory Liaison Group.

This single set of guidelines for NSW should ensure greater consistency for environmental health officers. The food handling information provided will strengthen the viability and cultural diversity of events being widely promoted. Many food industry sectors, from farm to retail level, will find the guidelines invaluable for maintaining high standards of food safety.

George Davey
Director General
NSW Food Authority

1. INTRODUCTION

These guidelines are intended for food businesses selling food at temporary events. They will also be useful to environmental health officers, assessing compliance with food safety standards.

The primary aim of these guidelines is to make food businesses aware of their legal requirements and to suggest ways to assure food safety at the event. In nearly every situation, it is recommended that potential food operators contact the local council prior to the event.

The document includes brief information about associated requirements, such as power supply and waste disposal. The information should not be regarded as being definitive. Recommendations, examples and explanations are offered wherever possible to assist interpretation. Various diagrams and pictures are included to help comprehension.

1.1 What is a temporary event?

A temporary event is any occasion which is not permanent in nature, where food or produce for human consumption is sold or offered for sale to consumers. Examples include, but are not limited to, fairs, festivals, farmers' markets, shows and markets.

1.2 Obligations on people selling food

A person selling food or operating stalls and outlets used for selling food, produce, fruits and vegetables or pre-packaged food for human consumption, is deemed to be a 'food business'. Not-for-profit operations are not excluded. A 'food business' is required to sell safe and suitable food in accordance with the provisions of the NSW *Food Act 2003*. Copies of the Act (particularly Food Standards 3.1.1, 3.2.2 and 3.2.3) are available on the NSW Food Authority's website (www.foodauthority.nsw.gov.au).

- a) Failure to comply with the requirements of the Act may result in prosecution, penalty infringement notices, product being seized, improvement notices or warning letters being issued, or prohibition orders being served. Fines up to \$110,000 for individuals and up to \$550,000 for corporations, and/or two years' imprisonment apply to some offences. It is recommended that all food businesses carry adequate public liability indemnity insurance.

2. GENERAL CONDITIONS

2.1 Approvals

- a) If you are selling butchers' meat, smallgoods, uncooked fermented manufactured meats, raw poultry, or wholesaling/processing meat, poultry, dairy products, seafood or plant products, you will probably need to be licensed by the NSW Food Authority. Contact the Authority before the event to find out the requirements.
- b) The prior consent of the local council may be required for the overall event. Check the requirements with your local council and the event coordinator.
- c) You (and/or your food business) must notify your food business details to the NSW Food Authority. This can be done (for free) on the Food Authority's website (www.foodauthority.nsw.gov.au) or by telephoning 1300 650 124 to find your closest council collection agency. Charitable and community not-for-profit organisations are exempt from this provision.
- d) ***To ensure a satisfactory inspection on the day by an officer authorised under the Food Act, contact the local council prior to the event to check you meet the requirements.***

2.2 Fees

Under the *Local Government Act 1993*, the local council may charge a fee for inspecting your food handling activities or operation. The fee may vary between councils. Sometimes this fee may already be built into the overall event organisation. You should contact the council beforehand to enquire about the local situation.

2.3 Location of food stalls

- a) Stalls should be set up on sealed ground sites to minimise dust problems. If only unsealed sites, such as grass or dirt, are available, the ground should be fully covered.
- b) The open side of the stall should not face prevailing winds to reduce dust, odour and insect problems.
- c) Wherever possible, stalls should be located away from toilet and garbage collection areas to prevent likely air-borne contamination.

2.4 Toilets

The event management and food business operators should ensure that adequate toilet facilities for food handlers are made available.

2.5 Maintenance

The stall and its associated fixtures, fittings, equipment and those parts of vehicles used to transport food, must be kept clean and in a good state of repair and working order, free from dirt, fumes, smoke, foul odours and other contaminants.

2.6 Garbage and recyclable matter

Food business operators (and event management) must ensure there are:

- a) adequate bins at appropriate locations throughout the event area;
- b) adequately sized, enclosed rubbish bins at each food stall;
- c) arrangements to dispose of garbage contents at the end of the day; and
- d) recyclable, re-useable or compostable products wherever possible. This can be encouraged by avoiding products with excessive packaging.

2.7 Animals and pests

- a) Take all practicable measures to prevent pests (including birds, spiders and flying insects) from entering or remaining in the food stall, or in any fixtures or equipment, or parts of vehicles used to transport food.
- b) No animal is permitted to enter any food stall whether the stall is in operation or not. 'Assistance animals' are permitted in dining and drinking or other 'customer only' areas. ('Assistance animals' are guide dogs, dogs trained to assist a person in activities where hearing is required, or any other animal trained to assist a person with disabilities.)

2.8 Children in food stalls

For health and safety reasons, children should not be permitted to enter a food stall.

2.9 Water and ice

- a) Potable water (ie. safe for human consumption) must be used for washing or preparing food or as an ingredient in food. Town water supplies are considered to be potable. The use of water from other sources may be suitable but this should be discussed beforehand with the local council.
- b) Only materials of 'food-grade rating' should be used to reticulate or store water.
- c) Ice used for keeping food cool or adding to food or drink must also be potable.

2.10 Electricity and gas supplies, fire extinguishers and work safety

- a) Food business operators (and event management) should ensure there is a sufficient supply of electricity for food handling operations, particularly hot and cold food holding and water heating.
- b) Electricity should be supplied through proper supply poles equipped with all necessary safety devices (as required by legislation). All work should be carried out by a licensed electrician and conform to Australian Standard AS 3002-1985 'Electrical Installations – Shows and Carnivals'. WorkCover NSW requires electrical appliances and leads to be tested at least annually, and identification tags to be attached.
- c) Gas should be installed by a licensed gasfitter and comply with the appropriate provisions of Australian Standards AS 1596-1997 and AS 5601-2000. A current compliance plate should be affixed to the vehicle for new installations or for any changes made to existing gas appliances.
- d) Gas-fired appliances used in the open should not have a gas bottle greater than 9 kg capacity and the bottle should be secured so that it cannot be tipped over. If using your own gas bottles, ensure they are pressure checked.
- e) A fire extinguisher and fire blanket should be supplied in any vehicle or stall where cooking or heating processes are undertaken. Even if you are not responsible for starting a fire, you should be able to extinguish small fires.
- f) Fire-safety equipment should be easily accessible in the event of a fire. The extinguisher should be suitable for dealing with the type of combustible materials present.

- g) Fire-safety equipment should be tested annually and have current tagging in accordance with Australian Standard 1851. Contact NSW Fire Brigades for more information.
- h) All measures should be taken to satisfy required WorkCover NSW conditions to protect the health, safety and welfare of employees and patrons. Contact WorkCover NSW for more information.

2.11 Pollution prevention

The *Protection of the Environment Operations Act 1997* requires that operations should not cause any harm to the environment (ie. air, water, noise and surrounding land environments). For example, waste water should be discharged into the sewer system not onto the ground. Contact the local council for more information.

3. FACILITIES

Facilities should be constructed to ensure food safety, promote a good standard of food hygiene and enable easy cleaning and maintenance (see diagrams).

3.1 Construction of temporary food stalls

Temporary food stalls include any structure set up for a specific, occasional event, such as a fete, fair, market or concert (generally of one-day duration), where it can be demonstrated that food safety will not be compromised. Temporary structures, such as coffee carts, are not considered temporary stalls, premises or vehicles, and should not be permitted to be located at any site on a permanent basis without the prior consent of the local council.

The minimum standard of construction is:

- a) preparation and servery areas to be fully enclosed on three sides;
- b) the entire food premises (including barbeques and coolrooms) to be adequately screened to reduce the risk of food contamination and to restrict public access for safety reasons;
- c) the floor to be in the form of a groundsheet cut larger than the floor area to enable it to be turned up at the wall and clipped or otherwise fixed into position;
- d) walls to be of 'polytarp' or similar non-absorbent material, and able to be easily cleaned. The framework of the wall panels should support the fabric taut and rigid. No part of the walls should flap in the breeze or be otherwise insecure;
- e) the ceiling to be of similar construction to the walls; and
- f) the whole structure to be securely fixed together when assembled and be secured against wind loadings.

Some councils are encouraging regular food stall providers to upgrade to a food vending vehicle.

For pre-packaged and low-risk foods, there may be exemptions from certain construction requirements due to the reduced food safety risk. Please contact the local council if you wish to seek exemptions. Examples of pre-packaged and low-risk foods are pre-bottled/sealed jams, honey, pickles and drinks; pre-wrapped and sealed cakes, toffees and biscuits; and whole fruit, vegetables and nuts intended to be washed or peeled before eating.

3.2 Fixtures

- a) Food preparation benches, counters, shelving, stands and the like must be made from rigid, smooth-faced material, free of cracks or joints and be durable. Timber surfaces should be painted, laminated or clear finished. Shelves should be a minimum of 150 mm off the floor. Metal end sections should be sealed.
- b) The preparation and/or display of foods, including unpackaged ready-to-eat foods, must be protected from likely contamination from customers. Sneeze barriers or other protection enclosures should be considered.

3.3 Food vending vehicles

You should obtain documentary evidence of a satisfactory inspection by the local council of the vehicle construction and fit-out before the event, to ensure it meets compliance standards during the event.

3.4 Cleaning, sanitising and hand washing facilities

- a) A sealed container of potable water (minimum capacity 10 litres) with a tap should be provided, together with suitable bowls or containers for cleaning, sanitising and hand washing. Clean towels and detergent must be provided. For pre-packaged and low-risk foods, there may be exemptions from certain facility requirements due to the reduced food safety risk. Contact the local council for details.
- b) Re-useable eating and drinking dinnerware and tableware must be washed and sanitised in separate facilities used only for that purpose.
- c) A hand-washing facility, separate from other facilities and used only for that purpose, must be provided. Warm water is needed for effective hand washing and personal hygiene. 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.
- d) A suitable sanitising agent must be available for sanitising food handling implements and food contact surfaces. Where utensils are stored in a sanitising solution between uses, the solution should be changed frequently to keep it clean.

3.5 Waste disposal

- a) Sullage water should go to the sewer on site, if available, usually via a surcharge gully near the amenities block. If a sewer is not available, the waste should be disposed of as advised by the local council.

- b) A garbage bin with a tight fitting lid should be provided in the stall for solid waste. This should be emptied into the bulk bin or other facility before leaving.

4. GENERAL FOOD HANDLING

The requirements for handling food for sale for human consumption are outlined in Food Standards 3.1.1, 3.2.2 and 3.2.3, copies of which are available on the NSW Food Authority's website (www.foodauthority.nsw.gov.au). The requirements also apply to pre-packaged food and low-risk food. Fact sheets and user guides (including for charitable and community organisations) about these requirements are available on the Food Standards Australia New Zealand website (www.foodstandards.gov.au).

4.1 Food suppliers

Obtain fresh produce and products from reputable suppliers, as generally they operate under strict quality guidelines. Keep copies of invoices to trace back if needed in future.

4.2 Preparing food at home

Notification of food business details, construction, facilities, labelling and food handling requirements of the *Food Act*, apply equally to home situations as to commercial operations. This also applies to pre-packaged and low-risk produce and foods. Approval to use homes for food handling may also be required by local councils. You should contact the local council in these situations. A fact sheet for 'Home based and mixed food businesses' is available on the NSW Food Authority's website (www.foodauthority.nsw.gov.au).

4.3 Transport of food to events

- a) All produce, foodstuffs and packaging for the event must be transported so that dust, pests and other likely sources of contamination are excluded. Whole fruits and vegetables and grains which are to be further processed, generally do not need to be transported under temperature control. (See 'Potentially hazardous foods and temperature control'.)
- b) Foods that are required to be stored under temperature control, or kept frozen, must be kept under strict temperature control or frozen during transportation. Food-grade plastic or insulated containers like eskies with tight fitting lids may be used for some foods. Where food comes into contact with the surface of the container, it should be impervious to moisture, constructed of a food-grade material and be capable of being easily cleaned and sanitised. Lids should not be removed from food containers when the vehicle is in motion or unattended.

- c) Commercial food transport vehicles should be suitable for the purpose.

4.4 Food storage

- a) Food business operators must ensure that all foods are stored so that they are protected from likely contamination, and that the environmental conditions will not adversely affect the safety or suitability of the food.
- b) There must be separately located storage facilities for items, such as chemicals, clothing and personal belongings, that may contaminate food or food contact surfaces.
- c) Food should be stored at least 150 mm above the floor or in suitable impervious containers and, where possible, kept out of direct sunlight.
- d) Potentially hazardous foods like poultry, meat, dairy products, seafood and egg-based products must be stored under temperature control. If intended to be stored frozen, the food must remain frozen during storage. (See 'Potentially hazardous foods and temperature control'.)
- e) Refrigeration facilities should be large enough to hold potentially hazardous foods under temperature control at all times. This may require the use of portable coolrooms. Do not overstock refrigerators or portable coolrooms, as the air will not be able to circulate freely around the foods.
- f) Cold foods should be stored at or below 5°C.
- g) Hot food appliances (bain maries and display cases) should enable hot foods to be kept at or above 60°C at all times.

4.5 Potentially hazardous foods and temperature control

One of the most common causes of food-borne illness is the storage and display of potentially hazardous foods at inadequate temperatures for extended periods. This can lead to the rapid and sustained growth of food poisoning bacteria. Examples of potentially hazardous foods include: cooked meat; dairy products; seafood; 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.

- a) A food business must, when storing and displaying potentially hazardous food, store it under temperature control. If the food is intended to be stored frozen, ensure the food remains frozen during storage/display. Temperature control means maintaining cold food at a temperature of 5°C or below, or hot food at 60°C or above.

- b) Canned and bottled foods, dried or pickled products and some other processed foods, such as dried pasta, pasteurised juices and dried powder products, are not considered to be potentially hazardous unless opened or reconstituted.
- c) All food businesses that handle potentially hazardous foods are required to have a readily accessible, accurate, probe-type thermometer. Ensure the thermometer probe is cleaned and sanitised before it is used. It is good practice to monitor the temperature of hot or cold foods under operating conditions to ensure adequate temperature control is being maintained.

4.6 Cross-contamination

Adequate measures must be taken to prevent cross-contamination from raw foods to cooked foods. This includes:

- 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, raw poultry and raw seafood; and
- washing your hands after handling raw meats, raw poultry, raw seafood and raw vegetables.

4.7 Food display

When displaying food, you should take all practicable measures to protect the food from likely contamination by customers, dust, fumes or insects. This may mean using plastic food wraps, sealed containers, sneeze barriers, food covers or other effective measures.

4.8 Crockery, wrappings and packaging

- a) Single-use, disposable eating and drinking utensils are recommended.
- b) If re-useable dinnerware or tableware is used, you will need to show an authorised officer under the *Food Act* that you use an appropriate method for cleaning and sanitising them. (Machine dishwashers are recommended.)

- c) Crockery or plastic wares that are chipped, cracked, broken or are in a state of disrepair must not be used in connection with food.
- d) Packaging material must be suitable for food packaging and unlikely to cause food contamination. Only clean unprinted paper, food wraps or packaging must be used for wrapping or storing foodstuffs.

4.9 Single-use items

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

4.10 Skills and knowledge

All food businesses must ensure that their food handlers have skills and knowledge in food safety and food hygiene matters appropriate to their work activities.

Charitable and community not-for-profit organisations are exempt from this requirement if they sell foods that are not potentially hazardous (eg. cakes without cream, biscuits, bottled jams or pickles), or foods which are to be consumed immediately after thorough cooking (eg. sausage sizzles, hamburgers, spring rolls). Note: they are not exempt from the other hygiene requirements.

4.11 Staff illness

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

4.12 Requirements for food handlers

When engaged in any food handling operation, a food handler must:

- a) not contaminate food or food contact surfaces with their body or clothing;

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

4.13 Hand washing

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

- a) before commencing or re-commencing 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; and
- e) before using disposable gloves for handling food. Remember if wearing gloves, you should change them as often as you are required to wash your hands.

4.14 Money handling/touching customers' hands when serving ready-to-eat food

While the likelihood of contamination from customers' hands when exchanging money is low, consideration should be given to minimising the risk. Examples include using a disposable glove or where sufficient staff are available, nominating one to handle money.

4.15 Cleaning and sanitising

- a) The food stall or vehicle must be 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.
- b) All fixtures, fittings and equipment, and those parts of vehicles used to transport food, must be maintained and cleaned so there is no accumulation of food waste, dirt, grease or other visible matter.
 - c) Eating and drinking utensils must be in a clean and sanitary condition immediately before each use.
 - d) Bench tops and surfaces of equipment in contact with food and storage appliances, must be kept in a clean and sanitary condition to ensure food is unlikely to be contaminated. 'Sanitary' means cleaning first, followed by heat and/or chemical treatment at the right concentration, or some other process to reduce the number of bacteria to a level unlikely to compromise the safety of the food. Chlorine-based sanitisers can be used for this purpose. Care should be taken when using chemical products.
 - e) The containers used for chemical storage should be appropriately labelled.
 - f) Chemicals must not be stored near food or any packaging likely to come in contact with food to avoid the risk of contamination.

4.16 Labelling

The following requirements are outlined in more detail in the Food Standards Code, which is available on the NSW Food Authority's website (www.foodauthority.nsw.gov.au). For detailed advice on labelling requirements, please contact the NSW Food Authority.

Pre-packaged products must be clearly labelled with:

- a) a **description of the food** (eg. 'strawberry jam' or 'chocolate cake');
- b) **the name and address of the supplier** - a street address is needed, not a post office box number or email address;
- c) **production lot identification** - this assists trace-back of food products that may be the cause of a food-borne illness or other food-safety issues. The presence of a 'date mark' (see below) is sufficient to meet this requirement;

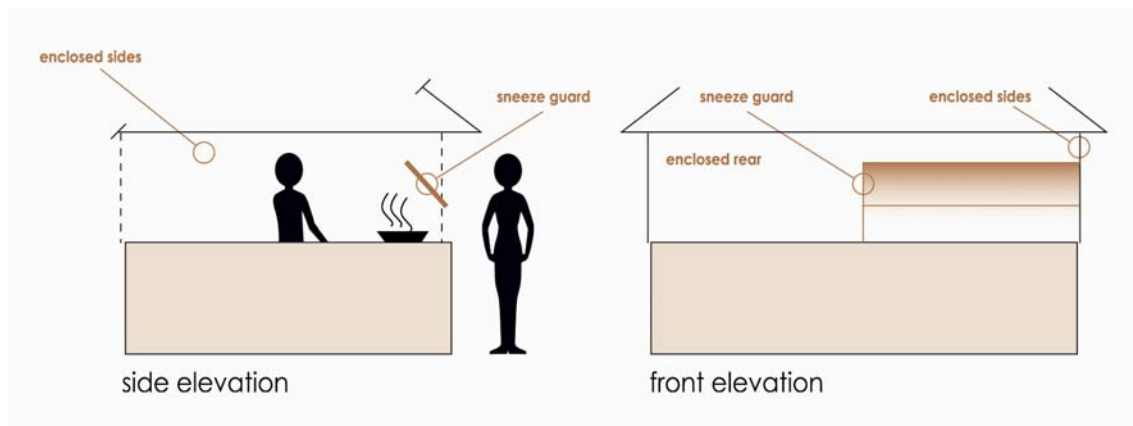
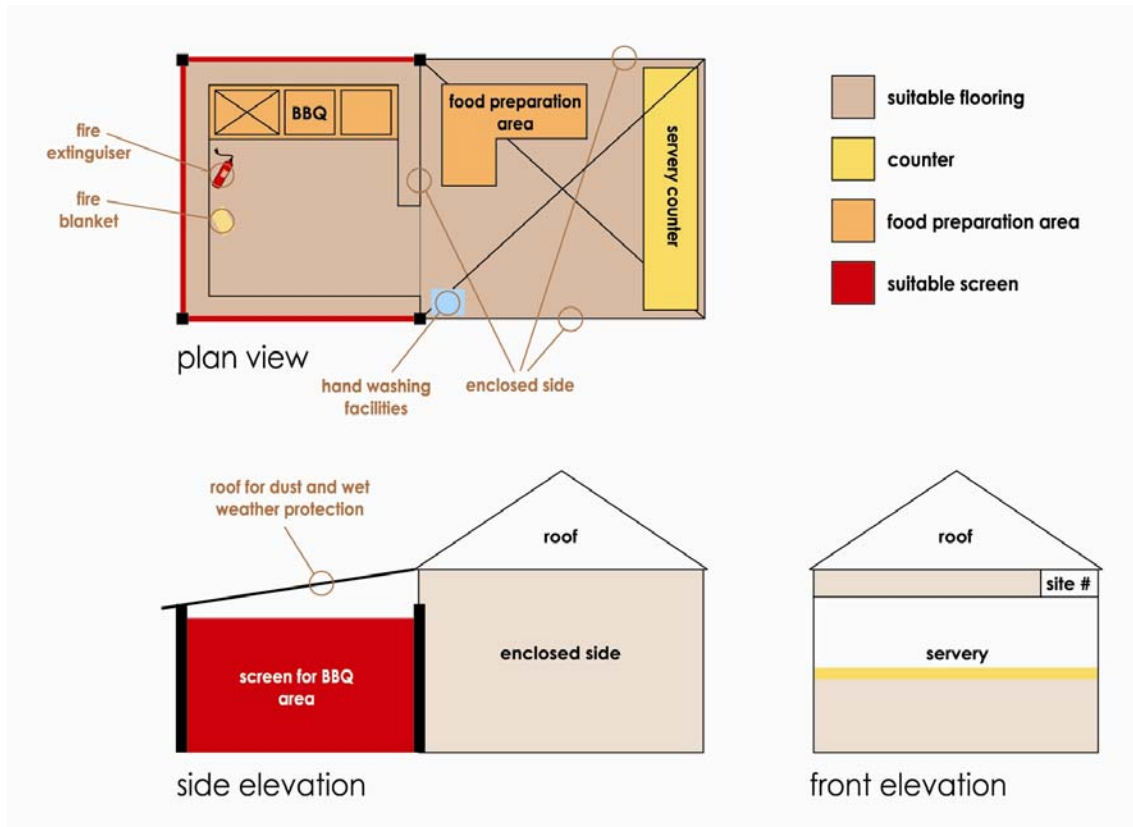
- d) **mandatory and advisory warnings for** unpasteurised milk, aspartame, unpasteurised egg products, quinine, cola with added caffeine and guarana extracts;
- e) **a list of ingredients**, including added water in descending order by ingoing weight;
- f) **date marking** (eg. 'best before' date to indicate how long the food will keep). Note that some foods require a 'use-by' date and should not be sold after the expiry date. Packaged foods that need to be consumed within a particular time period for health and safety reasons, should carry date marking in the form of a 'use-by' date, along with other labelling details;
- g) **storage conditions**(eg. 'keep refrigerated');
- h) **nutrition information panel** - most packaged food should now display a nutrition information panel, however some foods are exempt from this requirement; and
- i) **characterising ingredient** - a characterising ingredient (% labelling), means it is mentioned in the name of the food. For example 'strawberry jam', the label should show the percentage (%) of strawberries in the ingredient list.

While unpackaged, processed foods are exempt from most labelling requirements, consumers who have known allergies, need to know if a particular ingredient is present in the food they are eating. Standard 1.2.3 of the Food Standards Code requires the presence of some ingredients to be displayed on, or in connection with, the sale of the food containing them. The presence of other foods needs to be either indicated by a display or declared to the purchaser on request.

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 Royal Jelly or foods that contain it. In these instances a warning statement should be included on the label.

5. TEMPORARY FOOD STALL CHECKLIST

Typical Food Stall



5.1 Temporary Food Stall Checklist

HAVE YOU...?

1. Received the necessary approvals:
 - NSW Food Authority for high risk foods?
 - Council for:
 - home-based operations?
 - setting up at the event?
 - satisfactory food vending vehicle inspection?
2. Notified your food business details to the Food Authority?
3. Public indemnity insurance?
4. Asked about inspection fees?
5. Checked your stall will:
 - be located in a dust-free area, away from toilets and garbage bins?
 - have sufficient supply of potable water?
 - have adequate wastewater disposal facilities?
 - have adequate garbage bins?
 - have power?
 - have suitable construction – floor, walls and ceiling?
 - have food handling facilities for storage, cooking, hot/cold holding, preparation and serving?
 - have cleaning and wash-hand facilities?
 - address safety issues – fire control and WorkCover issues?
6. Provided a suitable vehicle and containers for the transport and storage of the food?
7. Addressed food handling operations adequately, including:
 - all food handlers have adequate skills and knowledge for their activities?

- checked if there are potentially hazardous foods involved? If YES, then have you....
 - provided adequate hot or cold storage facilities (eg. portable coolrooms, adequate supply of ice, hot boxes)?
 - checked that there is a thermometer?
 - checked a sanitiser is available?
 - checked that frozen foods can be correctly thawed?
 - organised designated staff to handle money only, while other staff serve ready-to-eat food using tongs or gloves?
 - provided adequate measures to protect food from contamination (eg. lidded containers, sneeze barriers)?
 - checked that eating and drinking utensils are protected from contamination until use?
- minimised the need for re-useable dinnerware and tableware?
- packaged food is appropriately labelled?
- adequate shelving so food is not stored on the ground?
- checked that hand washing supplies, including soap and paper towels, have been provided?

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 and/or change your management plan, before the event begins.

6. CONTACT INFORMATION

Please contact your local council or the NSW Food Authority for further information. Council contact information appears in the telephone White Pages or on their respective website.

6.1 NSW Councils

Tel: White Pages or Yellow Pages

Website: <http://www.lgsa.org.au/site/councils.html>

6.2 NSW Food Authority

Tel: 1300 650 124

Fax: 02 9647 0026

Website: <http://www.foodauthority.nsw.gov.au>

Email contact@foodauthority.nsw.gov.au

6.3 Food Standards Australia New Zealand

Website:

<http://www.foodstandards.gov.au/foodsafetystandardsaustraliaonly/>

Food safety fact sheets:

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

6.4 WorkCover NSW

Switchboard

Phone: 02 4321 5000

Fax: 02 4325 4145

Website: <http://www.workcover.nsw.gov.au/default.htm>

6.5 NSW Fire Brigades

Tel: 02 9265 2999

Fax: 02 9265 2988

Business hours: 9.00 am to 5.00 pm

Website: <http://www.nswfb.nsw.gov.au/>