

The following information has been prepared to assist participants of events involving temporary food premises to ensure that only safe food is sold to the public, that stalls are operated safely and that the Local Laws and Health Regulations are not compromised.

## General information

All stall owners must arrange for cleaning facilities, potable water, supplies of ice or a cool room, waste water disposal, garbage disposal and access to toilets.

Larger events may provide some of the above facilities. Check with the event organisers for details.

The following requirements apply if you are operating a barbecue stall or a stall selling food other than pre-packed food:

- a supply of potable water (drinking water quality) accessible at all times;
- a supply of ice made from potable water (if needed for eskies) available at all times;
- arrangements for:
  - cleaning large pieces of equipment offsite after the event;
  - emptying drums of waste water and waste oil. Waste water and oil must not be tipped on the ground or into the stormwater drain;
  - garbage collection or other waste removal from the site and disposal to the garbage facilities. Garbage must not be left onsite;
  - access to toilets;
  - access to hand-washing facilities.

## Preparing food in advance

All food preparation and cooking must be done at the stall. The only exception to this requirement is food classified as **low risk** (for example, cakes, biscuits or other **shelf-stable\*** foods) that can be prepared in a domestic kitchen.

Food must be protected from contamination by packaging, plastic wrap, food grade containers or other suitable protection.

Cooked food must be stored under strict **temperature** control (chilled food at 5°C or below, and hot food at 60°C or above).

## Transporting food to the site

It is important that food is protected from contamination and spoilage during transportation. Potentially hazardous food must be transported under temperature control (5°C or below for cold foods, or 60°C or above for hot foods).

The following requirements must also be fulfilled when transporting food:

- The vehicle used for transporting food to the event must be **clean**.
- Dogs or other animals must not be carried in vehicles used for transporting food.
- Chemicals must be packaged separately and transported so that there is no likelihood that food will be contaminated.
- All food and ingredients must be protected from contamination by packaging, plastic wrap, food grade containers or other suitable protection.
- A refrigerated vehicle must be used to transport chilled food. Eskies are appropriate if the food is in small enough quantities and can be easily kept at 5°C or below.

\* *Reminder: 'Shelf-stable' means that the food does not require temperature control to stay safe and suitable to eat.*

## Staff skills and knowledge

All persons preparing, handling or serving food for sale should have sufficient knowledge of food safety and have the skills to handle food safely. They must also understand the requirements for personal hygiene.

Persons handling food in the stall must know the food safety requirements relevant to the specific job they are doing. For example, a person cooking sausages or hamburgers must know that they need to cook them thoroughly, so that there is no pink meat in the centre, and they should know how to check the temperature of the food using a thermometer.

The City recommends all food handlers should complete the FoodSafe Online course, which is free of charge from the following website <https://www.ehawa.org.au/products/foodsafety-products/foodsafety-online>. On the payment details page, use the unique discount voucher "FSVWANNE352" and it will apply the \$35 discount. Food Handlers will need to complete the transaction and follow the downloadable instructions to register and start the course. A printable certificate is available once the course has been successfully completed.

## Set up and equipment

Food stalls must meet the requirements set out in the Food Standards Code.

Food stall set-up requirements will depend on the type of food sold. A food stall could fall into one or more of the following three categories:

1. stalls selling pre-packed, shelf-stable food;
2. stalls selling food served hot straight from the barbecue or other cooking;
3. stalls selling any other type of food.

### 1 Stalls selling pre-packed, shelf-stable food

Shelf-stable foods do not require temperature control to stay safe and suitable to eat. Prepacked foods are in closed containers or individually wrapped. Examples of these foods include soft drinks in bottles or cans, pre-packed biscuits, cakes (without cream or custard), breads and confectionery.

Operators of stalls selling pre-packed or shelf-stable foods should ensure that:

- tables or trestles are provided to display the food;
- packages of food are not stored directly on the ground;
- the food is sheltered from the sun, for example using a sun-shade umbrella;
- containers are provided to protect individually wrapped foods;
- garbage containers have tight-fitting lids and internal liners;
- staff have access to toilets with hand-washing facilities.

### 2. Stalls selling food served hot straight from the barbecue or other cooking

The stalls must be constructed to protect the unpackaged food from the effects of the weather, dust and dirt. Hand-washing facilities **must** be available in the stall. Care should be taken to avoid cross-contamination of cooked food by raw meats or chicken. Cooked foods must be kept hot (60°C or above) until sold.

The following measures should be taken to ensure that the premises and equipment are suitable for food preparation:

- If the ground surface is grass or dirt, you must supply a floor of impervious (solid) material such as sealed boards, groundsheets, rubber matting or similar.
- If the ground surface is concrete, pavement or something similar we recommend that you cover it with any of the above materials. This will ensure that the surface is easy to clean at the end of the event.
- Each stall must have a roof made from plastic or vinyl-type sheeting.
- Each stall must have a barrier to prevent customers having access to the barbecue or cooking equipment. This is required for safety reasons and to prevent contamination of food.
- Hand-washing facilities must include:
  - a minimum 20 litre plastic or metal container with a tap, to hold water for washing hands (if there is no access to water onsite the container must be large enough to hold sufficient water for the trading period);
  - a container under the tap to catch the waste water;
  - soap, disposable paper towels and a waste bin for the towels next to the water container.  
Note: hand sanitiser gel is not an acceptable replacement for hand washing.
- You must have sufficient tongs and other utensils to ensure that:
  - separate utensils for raw and cooked food are used;
  - a clean utensil is used if one is dropped on the floor or is otherwise unsuitable for use.
- If storing potentially hazardous food, you must store the food at 5°C or colder in eskies with ice or in other cold storage such as a portable cool room.
- You need a food grade digital probe thermometer to test the temperature of food.
- You must store raw food and bread before sale in containers with tight-fitting lids.
- The stall must have garbage containers with tight-fitting lids and internal liners.

### **3. Stalls selling any other type of food**

Food stalls may sell food some time after it is prepared. Such foods are more likely to become unsafe and extra precaution should be taken in their preparation and storage to ensure that they remain safe until they are sold.

Operators of such stalls must comply with the following requirements:

- If the ground surface is grass or dirt, you must supply a floor of impervious (solid) material such as sealed boards, groundsheets, rubber matting or similar.
- If the ground surface is concrete, pavement or something similar we recommend that you cover it with any of the above materials. This covering will ensure that the surface is easy to clean at the end of the event.
- Each stall must have a roof and three sides made from plastic or vinyl-type sheeting. The sides must extend from the roof to the ground.
- If the stall is operating after dark it must have adequate lighting for food preparation.
- There must be adequate ventilation if cooking is taking place onsite.
- Benches and other food contact surfaces must be impervious and in good condition. Laminate or plastic table cloths are acceptable.

- If you are washing equipment on site you must be able to heat water for washing.
- Hand-washing facilities in the stall should include:
  - a 20 litre (or larger) plastic or metal container with a tap, to hold water for washing hands;
  - a container under the tap to catch the waste water;
  - liquid soap, disposable paper towels and a waste bin for the towels next to the water container.
- Equipment-washing facilities in the stall (if washing onsite) should include:
  - a 20 litre (or larger) plastic or metal container with a tap, suitable for holding hot water;
  - the means of getting hot water (delivered to the sink at a minimum of 77°C);
  - a container under the tap to catch the waste water;
  - bowls of sufficient capacity to wash equipment such as knives and serving utensils;
  - benches for dirty equipment before it is washed, and for storing cleaned equipment after washing;
  - detergent and sanitiser.
- There must be watertight drums with close-fitting lids of adequate size for waste water unless there is access to a sewer access point on the event site. Label these containers 'Waste water only'.
- If oil is used, there should be containers for the waste oil.
- Food storage and display equipment may include:
  - food storage facilities inside the stall area—containers must have lids, covers or sneeze guards; containers or other means of storing food off the ground, with lids or covers to protect the food from contamination;
  - a refrigerator or cool room capable of maintaining foods at 5°C or colder;
  - eskies for small amounts of chilled food if needed;
  - a freezer capable of maintaining frozen food;
  - hot-holding units (such as a bain marie or pie warmer) capable of holding hot food at 60°C or hotter.
- You need food handling and serving equipment such as tongs, disposable gloves and single-use (disposable) cutlery, eating and drinking containers.
- You must have garbage containers, with close-fitting lids, of adequate capacity for the quantity of garbage expected between emptying.
- You need a food grade digital probe thermometer to spot check the temperature of chilled and hot food, and to check that cooking temperatures are adequate.

### **Ensure your food is labelled correctly**

All pre-packed food must be labelled. Food labels must identify the food, including the ingredients and the presence of any allergens. The requirements for food labelling are set out in the Food Standards Code, which is available from the Food Standards Australia New Zealand website at [www.foodstandards.gov.au](http://www.foodstandards.gov.au). The label on a pre-packed food item should contain:

- a description of the food;
- the name and address in Australia of the manufacturer, packer or vendor or, if the food is imported, the name and address of the importer;
- a 'use-by date' or a 'best-before date';
- a list of ingredients;

- a list of allergens, if present, such as nuts, eggs, milk, fish, gluten and bee products;
- any storage conditions, such as 'Keep refrigerated'.

### **Selling food packaged by another business**

If you are selling pre-packed food that is packaged by another business, the food should already be labelled. All labelling must be in English and legible. You should check that the label contains the information listed above. Selling food you have prepared yourself that is not pre-packed If you are selling food that you have prepared or cooked at the stall and packaged in front of your customer, then the food does not have to be labelled. However, you must be able to answer accurately any questions from your customers.

You should ensure that you can provide information about all ingredients used in the food if requested, including any allergens.

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## **During the event**

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### **Keep the stall and equipment clean**

A clean stall minimises the chance of contaminating food. If the event is more than one day, clean the stall at the end of the day's trading. This will ensure that the stall is less attractive to pests that could enter it overnight. The following recommendations will help keep the stall and equipment clean:

- If you intend to wash equipment onsite, keep the water container for equipment washing filled with clean, hot water.
- Maintain the floor and walls free of accumulations of food particles and grease.
- Sweep and wash the floor and walls (if needed) at the end of the day's trading.
- Clean benches and other surfaces at frequent intervals using clean hot water and detergent.
- Sanitise benches and food contact surfaces regularly.
- Wash and sanitise chopping boards and other surfaces that come into direct contact with food.
- Sanitise using a food grade sanitiser.

### **Personal hygiene requirements**

People are a source of bacteria, viruses and objects that may contaminate food. To help reduce the risks, ensure that you:

- wear clean clothing when preparing and serving food;
- tie back your hair;
- do not wear jewellery when serving or preparing food—this includes bracelets and wrist bands;
- cover any cuts or sores with a waterproof covering and gloves;
- do not prepare or serve food if you are sick;
- use tongs and clean disposable gloves—do not use your hands to handle **ready-to-eat** food;
- change your gloves frequently (we recommend that you change gloves between processes, such as handling cooked or raw foods and when handling money);
- do not wear the same pair of gloves for handling raw food and ready-to-eat food;
- wash your hands when changing gloves.

## **Hand washing**

Thorough washing and drying of hands is an important factor in preventing food-borne illness. For staff to adequately wash hands, food businesses are required to provide suitable hand-washing facilities that are used only for hand washing. There should be a supply of warm running potable water. Hand-washing facilities should be accessible at all times.

Wash hands and dry them thoroughly before preparing or serving food. You must wash your hands if preparation or serving are interrupted by any of the following:

- visiting the toilet;
- removing or emptying garbage or waste;
- coughing or sneezing;
- handling money;
- returning to the stall after any break;
- handling raw food.

A good practice is to wash any exposed forearm when washing hands. It is essential to have soap and hand-drying facilities next to, or near, the basin used for hand washing.

## **Prepare food safely**

The main requirements are summarised below.

### **Storing food**

- Keep all chilled foods at 5°C or below until they are needed for cooking or serving.
- Ensure the cool room is operating at 5°C or colder.
- Keep frozen foods frozen until they are needed for thawing or cooking. Frozen foods must not be thawed at room (or ambient) temperature.
- Protect all food from contamination. Keep containers covered. Do not store food on the ground.
- Keep raw and ready-to-eat or cooked foods separate.

### **Preparing food**

- Clean and sanitise equipment and surfaces before use.
- Remove food from chilled storage only when needed.
- Return food that is not going to be cooked or served immediately to the cool room, or keep hot food hot.
- Keep batches of prepared food separate. Do not mix new batches of food with food left over from previous batches or food from the previous day.
- Cooking food
- Cook all food thoroughly.
- Cook chicken, mince, sausages, rissoles, hamburgers, satays and similar meat products until the internal temperature reaches 74°C and the juices run clear.
- Place cooked food in a clean and sanitised container.

## **Displaying food**

- Chilled food must be displayed chilled and hot food must be displayed hot to prevent the growth of bacteria.
- Display chilled food at 5°C or below.
- Display hot food at 60°C or above.
- All displayed food must be protected from contamination by sneeze guards, lids, a bain marie or any other suitable form of protection.
- We recommend that you record all temperature checks of displayed and stored food in a log book throughout the course of the event.
- Use separate serving utensils for each container of food.
- Place new batches of cooked or prepared food in clean containers. Do not 'top up' containers.
- Display disposable utensils (for example, spoons and drinking straws) in enclosed dispensers.

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## **After the event**

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### **Handle remaining food safely**

- Discard all left-over temperature sensitive food that has been on display. This does not include cans or bottles of soft drink or alcohol, or foods kept in the cool room.
- Transport packaged food in clean vehicles and in clean containers.
- Store food for sale in the premises of a registered food business.
- Label and date all stored food.

### **Clean the stall and equipment**

- Clean the stall before leaving or dismantling.
- Clean the stall walls and ceiling, and all benches and other surfaces.
- Remove equipment for cleaning offsite.
- Ensure the ground or floor is clean.

At some larger events, organisers may supply bins to place the waste generated throughout the day. Contact the event organisers for further information.

### **Remove all waste**

Ensure all garbage, waste, waste water and oil are removed from the site, or disposed of in accordance with site management requirements

## GUIDE FOR THE DESIGN AND OPERATION OF A TEMPORARY FOOD PREMISES (STALL)



This document is for guidance only and is not legally binding. Each premises will be assessed on its own individual food safety risks by the relevant local enforcement agency. Other requirements may also apply (e.g. LPG use, fire control, waste disposal) – seek advice from your local enforcement agency.

## Hand washing facilities

Container of sufficient size (e.g. 20 litres) with tap and potable water (warm running water is required unless written approval from enforcement agency)

Liquid soap and paper towels

Container for waste water. The waste water is to be disposed of appropriately (e.g. to sewer or without risk of entering stormwater/ waterways)



## Utensil and food washing facilities

Container of sufficient size (e.g. 20 litres) with tap and potable water

Hot water and/or food grade chemical sanitiser for sanitising if needed

Provide separate washing and rinsing containers for food and for utensils, as needed

## Food handlers

Ensure food, utensils and food contact surfaces are not contaminated by hands, hair, jewellery, wounds, coughs, etc.

Clean person, attire and habits

No smoking in stall

Money and food handled separately



Must have skills & knowledge in food safety and food hygiene matters

Exposed wounds covered with waterproof covering

Avoid unnecessary contact with food by using utensils or gloves

Hands must be washed whenever they are likely to contaminate food

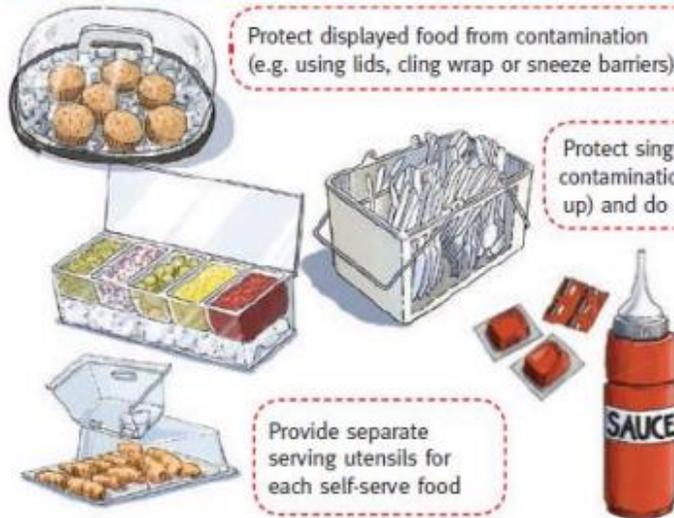
## Food display, single use items and condiments

Protect displayed food from contamination (e.g. using lids, cling wrap or sneeze barriers)

Protect single use utensils from contamination (e.g. store handle up) and do not reuse

Clean the outside and top of dispenser bottles and do not top-up bottles

Provide separate serving utensils for each self-serve food



## Temperature control of potentially hazardous food

Cold food – ensure 5°C or below

Check food temperature with thermometer (accurate to +/- 1°C)

Hot food – ensure 60°C or above



Please seek advice from your local enforcement agency if planning to use an alternative to appropriate temperature control for display of potentially hazardous food.