



TOWN OF VINCENT

## Health Services

### Guidelines for Temporary Food Facilities

The Town of Vincent encourages community events and activities. This document provides a guide for temporary food premises operators the key areas of operational requirements, construction and food handling as specified in the relevant legislation.

This guide has most importantly been prepared as a means to ensure that food provided at such events is **safe and suitable for human consumption**. It should be read in conjunction with the Town's Food Act 2008 Policy.

#### **WHAT ARE TEMPORARY FOOD PREMISES?**

Temporary food premises are food vehicles/structures set up for a specific, occasional event such as a fete or fair, where providing facilities that meet full compliance with the general provisions of the food legislation is disproportionate to the nature and scale of the operation. The most important part of a temporary food operation is that food safety practices as per Standard 3.2.2 of the Australia New Zealand Food Standards Code are stringently met for the duration of the temporary operation. Each type of event will have to be assessed separately.

#### **MOBILE FOOD VEHICLES**

Mobile food vehicles must be constructed to meet the full structural design requirements of the Australia New Zealand Food Standards Code. Whilst mobile food vehicles may trade in more than one geographical jurisdiction, notification and registration requirements of the *Food Act 2008* apply to the jurisdiction/Local Government Authority in which the Mobile Food Vehicle is housed. Registration requirements also apply to each Local Government Authority in which the food business proprietor wishes to operate. This includes vehicles used for on-site food preparation (e.g. hamburgers, pizza, and kebabs), one-step food preparation (e.g. ice cream, coffee, and fairy floss), and the sale of any type of food including pre-packaged food.

## RELEVANT LEGISLATION

The following legislation details in full the requirements necessary to construct, establish and operate food premises, as well as relevant food safety & hygiene requirements.

- + *Food Act 2008;*
- + *Food Regulations 2009;*
- + *The FSANZ Food Safety Standards and Code;*
- + *Town of Vincent Health Local Law 2004;*
- + *Town of Vincent Trading in Public Places Local Law 2008;*
- + *Town of Vincent Council Policy 3.8.1 Outdoor Eating Areas; and*
- + *Town of Vincent Council Policy 3.8.10 Food Act 2008.*

Further details regarding the FSANZ Food Safety Standards and Code can be located on the FSANZ (Food Standards Australia & New Zealand) website: [www.foodstandards.gov.au](http://www.foodstandards.gov.au)

Copies of all acts, and regulations can be obtained from:-

**State Law Publisher (SLP)**

**10 William Street**

**Perth WA 6000**

Or you may download a copy, from SLP website: [www.slp.wa.gov.au](http://www.slp.wa.gov.au)

## APPROVALS & EXEMPTIONS

Proprietors of any temporary food business/premises must notify the Town of Vincent's Health Services, at least **two weeks prior** to commencing any occasional food handling operation. Proprietors are also required to complete the appropriate application form(s) and obtain a permit for the event.

The application process is as follows:-

1. Obtain relevant Temporary Food Premises Application Form by contacting the Town's Health Services;
2. Complete and submit Application Form, together with appropriate fees and supporting documentation 14 days prior to commencing operation. *NOTE: applications will NOT be assessed until all required documentation has been submitted (e.g. a copy of Certificate of Registration, floor plan/stall layout etc.), and the relevant payment has been made; and*
3. Assessment and decision by the Town's Health Services. A Permit to trade within the Town of Vincent will only be issued to successful applicants. *NOTE: previous approval to operate in other Local Authorities does not guarantee approval to operate within the Town.*
  - + *In the event of a permit being withdrawn, or a person being identified as operating a temporary food facility without the appropriate approvals, all food handling operations will be required to cease immediately;*
  - + *Temporary Food Premises identified as trading without a current Permit may be subjected to the penalties detailed in the Food Act 2008;*

- ✦ *If the event is being conducted on Council land, you will also need to obtain prior approval from the Town's Parks and Property section. Planning approval may be required for events other than "one-off" fairs or festivals whether on Private or Council land; and*
- ✦ *'Exempted Food Premises' - such as charitable or community events conducted to raise money solely for fundraising purposes, and involve the sale of low risk foods, must apply to the Town and receive approval to operate, but may not be required to pay application fees (see Council Policy 3.8.10 for further details).*

### **ORGANISERS OF EVENTS MUST:-**

- ✦ Ensure that necessary approvals have been obtained from the relevant departments in Town of Vincent (e.g. Health Services, Planning & Heritage Services, Parks & Property Section, Rangers Services);
- ✦ Ensure that all prospective temporary food premises proprietors are advised of their obligation to submit an application for approval to set up a temporary food stall. Where more than five (5) temporary food premises are proposed at an event, the event organiser must coordinate the submission of forms and relevant fees, to the Town (*Note: the Town's Health Services requires forms from to be submitted a minimum 14 days prior to the commencement of trade. Late applications will not be processed.*);
- ✦ Ensure that all prospective food vendors are aware of the requirements of the relevant legislation and the Town's requirements, in relation to the operation and set up of each temporary food facility;
- ✦ Ensure that there is sufficient supply of electricity for food handling operations, particularly for hot and cold food storage/display and heating of water for cleaning;
- ✦ All electrical installations must be carried out by a licensed electrician and must comply with WorkSafe requirements;
- ✦ Ensure adequate provision is made for the collection and disposal of garbage and other waste; and
- ✦ Obtain and maintain a minimum of \$10 million Public Liability and provide the Town with a copy of the Certificate of Currency two weeks prior to the commencement of trade.

### **FOOD PREMISES PROPRIETORS MUST:-**

- ✦ Complete and submit the appropriate application form to set up a temporary food premises. Applications must be submitted to the Town's Health Services at least 14 days before the premises is proposed to operate (*Note: Applicants are NOT permitted to operate without a current permit*);
- ✦ Ensure that the food premises is set up and operated in accordance with the requirements of relevant legislation. This includes the structure and food safety practices of the temporary food premises; and

- ✦ You will be provided with reasonable notice in relation to the success of your application for a Permit, subject to the application being received by the Town within the relevant timeframes set out in this guide.

## CONSTRUCTION OF TEMPORARY FOOD STALLS

Temporary food stalls must provide protection against the contamination of food by flies, dust, dirt, direct sun, human breath or smoke (e.g. by means of sneeze guards, containers with plastic lids and wrapping materials). Food stalls must consist of a roof and three enclosed sides, with a minimum standard of canvas awning, unless all food is protected effectively by other means. If the ground surface is of a sandy or dusty nature, it shall also be covered with either heavy duty canvass, plastic or rubber matting.

## TEMPORARY FOOD VEHICLES

Temporary food vehicles must have undertaken the notification and registration requirements of the Food Act 2008 within the Local Authority the vehicle is housed. The vehicle must be constructed in accordance with the relevant legislative requirements. NOTE: Registration must be undertaken by a proprietor in every Local Authority in which the food vehicle/premises is to operate in, and approval be obtained, prior to trading.

## LABELLING

The FSANZ Food Standards Code includes requirements for the labelling of food. The requirements for food sold from a temporary food premises are subject to the same labelling requirements as food sold from regular retail outlets.

The actual requirements differ subject to the food type, ingredients, and whether or not the product is packaged. Labelling requirements cover information such as food name, business details, batch identification, allergen and warning information, date marking, and nutritional requirements.

Further information on labelling requirements is available from FSANZ website.

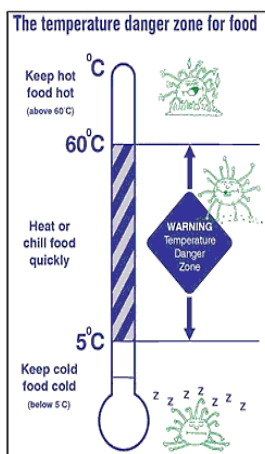
## PERSONAL HYGIENE

- ✦ Only healthy staff should prepare and serve food (e.g. persons with viruses, bacterial or protozoan diseases/illnesses shall not prepare food for sale);
- ✦ Food handlers with cuts and abrasions to their hands must cover such areas with waterproof bandaids, and wear disposable gloves throughout the event;
- ✦ Staff shall wear clean outer garments; i.e. uniforms and/or aprons;
- ✦ Long hair should be tied back and all staff shall wear hats/hairnets;
- ✦ No jewellery should be worn by staff and cuts and wounds should be kept covered;
- ✦ Staff should not smoke or eat in or around the food preparation area;
- ✦ Do not sneeze, blow or cough over uncovered food or surfaces likely to come into contact with food; and
- ✦ Hands must be washed with soap and warm water and/or gloves should be changed before handling food, after using the toilet, smoking or eating; and after any other form of contamination (fly spray residue, oil, grease etc).

## PROTECTION OF FOOD

Adequate precautions must be taken to prevent food from spoilage and contamination by bacteria (temperature control), flies, dust, customers and other likely sources (physical barriers):

- ✓ All potentially hazardous foods such as meat, fish, egg products, dairy, rice and cut vegetables, must be stored either below 5°C or above 60°C. Keep a probe thermometer on-site to monitor food temperatures regularly (every 30 minutes), to ensure that food safety is maintained. It is recommended that a log of the temperatures is recorded.

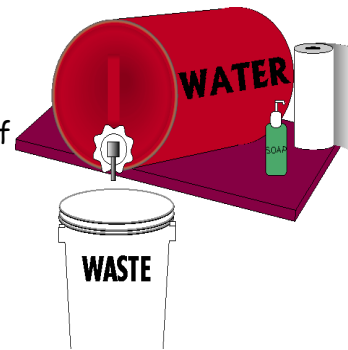


- ✓ If the event is outdoors and limited facilities are available for cooking, pre-prepare raw food (slice, marinate and skewer) in an approved food premises and transport prepared foods to the event in an air tight plastic container.
  - ✓ Raw and cooked food must always be handled and stored separately to avoid cross-contamination.
  - ✓ Food displayed on counters must be protected by a sneeze guard or be adequately covered to prevent contamination by customers, dust, fumes or pests.
- ✓ Only disposable utensils are to be distributed for eating and drinking at temporary events.
  - ✓ Condiments such as sauces and spreads are to be served in squeeze type dispensers/individually sealed packs.

- ✓ Beverages should be dispensed from a sealed container via a tap or spout only (not scooped out of the container by hand).

## WASHING FACILITIES

A sufficient supply of drinkable quality water (enough to last the duration of the event), stored in clean containers (with a tap valve) is required to be provided for separate; hand and equipment washing facilities.  
For hand washing: **water, bactericidal soap and disposable towels are required.** (Note: Hand sanitisers are NOT a substitute for handwashing facilities).



## WASTE REMOVAL

Every temporary food premises, and the surrounding area must be kept free from rubbish and refuse. Sufficient receptacles must be provided for disposal of staff and customer rubbish. Bins must be lined with a bag and be changed regularly.

## CHECKLIST

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

*Have you...*

- ✓ Obtained the **appropriate permit/s**?
- ✓ Informed all food handlers of their **health and hygiene obligations**?
- ✓ Checked that the premises is clean and that food contact surfaces, appliances and equipment have been **sanitised**?
- ✓ Organised **designated staff to handle money** only, while other staff serve ready to eat foods using **tongs or gloves**?
- ✓ Ensured that all disposable eating and drinking **utensils** are **protected from potential contamination** by wrapping or in a suitable container?
- ✓ Kept **receipts** of supplies and foods purchased (especially potentially hazardous foods)?
- ✓ Provided **hand washing facilities** including soap and paper towels?
- ✓ Checked that a **safe water supply** has been provided?
- ✓ Checked that **food** will be **protected from contamination** by effectively covering with lids or solid covers as far as practicable?
- ✓ Provided sufficient **shelving** to ensure that food/s will be stored off the ground?
- ✓ Checked that **temperature control** can be maintained by the use of refrigerator/s or portable cooler/s with sufficient ice, and recorded using a **thermometer**?



- ✓ Organised the stall layout to keep hot appliances out of reach of the public, particularly children?
- ✓ Provided sufficient **garbage facilities** both inside and outside the premises?
- ✓ Checked that all the appropriate foods correctly labelled?

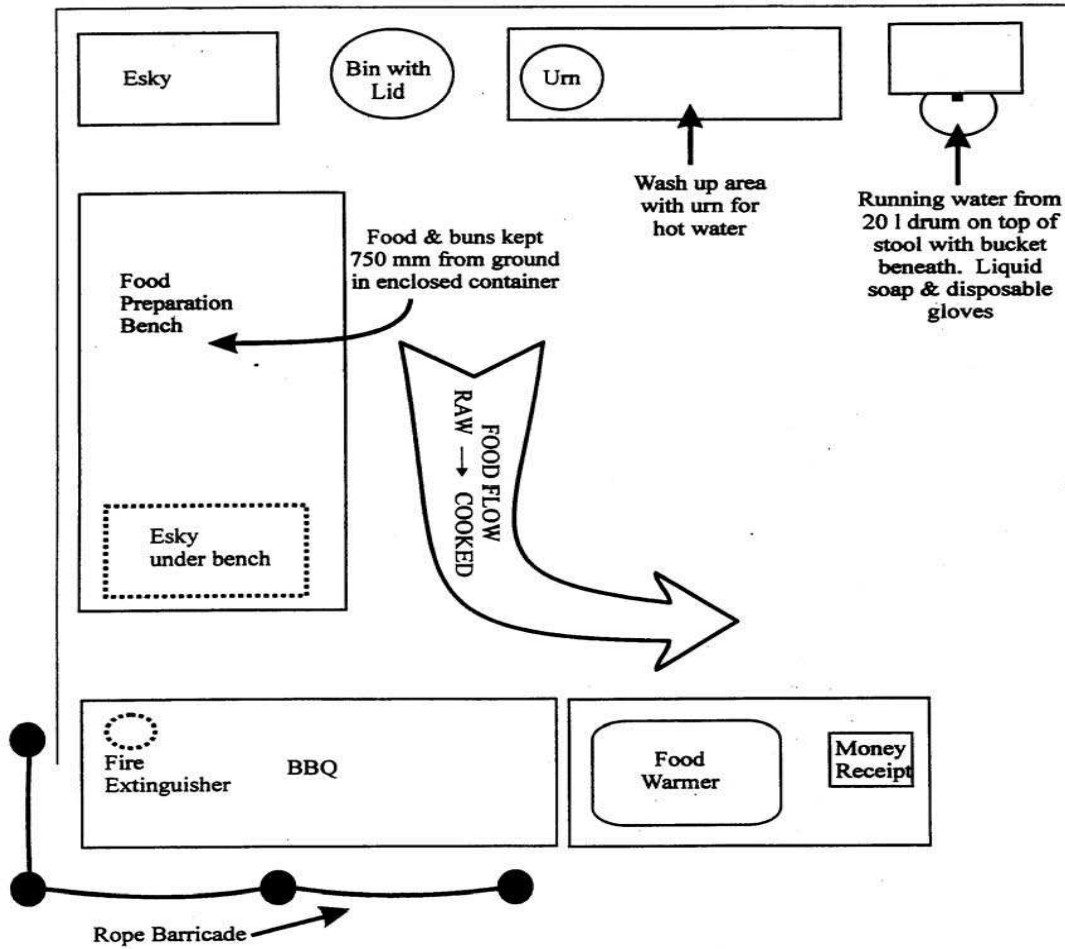
## CONTACT INFORMATION

It should be noted that this document is a guide for temporary food premises proprietors and event organizers, to assist in application processes and requirements based on current legislation and standards. The Town's Health Services section should be contacted for more specific details.

*For any other information or to obtain a permit please contact the Town's Health Services section by telephone: 9273 6533 or by email: [mail@vincent.wa.gov.au](mailto:mail@vincent.wa.gov.au)*

## APPENDICES

**Appendix 2 - Example Diagrammatic Layout of a Temporary Food Premises**



3 sided marquee 16m<sup>2</sup>