

The ACT hosts a number of events where food is sold, ranging from small school fetes to larger events such as the National Multicultural Festival. Some large events that pose a higher public health risk may be declared by the Minister for Health to be regulated under the *Food Act 2001*. Smaller events such as fundraising barbeques and school fetes are not declared events.

Registration

All stalls selling or handling food at a Declared Event must register with the Health Protection Service.

Community groups and interstate food businesses

Community groups and interstate food businesses (including food vans registered in another state) must apply for a *Declared Event Food Business Registration*. There is no fee for this registration. Declared Event Food Business Registration Application can be completed online at Declared Event Food Business Registration Application (<https://forms.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1204&tmFormVersion>) or by calling the Health Protection Service on 5124 9700

You can submit your registration application to the Health Protection Service by post, email or in person. Your application must be submitted at least 14 days before the event.

A Public Health Officer will review the application to make sure it is complete. You will be contacted if the Health Protection Service needs more information.

If your application is approved, you will receive a Declared Event Registration Certificate. You must display your certificate in your stall at all times during the event.

Registered food businesses

Food businesses currently registered with the Health Protection Service do not need to complete a *Declared Event Food Business Registration*. You must display your current food business registration certificate (or a copy) in your stall at all times during the event.

Food Safety Training

All stalls at a declared event must have a Food Safety Supervisor. A Food Safety Supervisor must be reasonably available and at the stall throughout the event to make sure all food is handled, cooked and served safely.

As a minimum, the Food Safety Supervisor must have completed the free online DoFoodSafely or I'M ALERT food safety training. This training will provide knowledge of food safety and how to provide safe food to the public. To complete this training, visit [Food Safety Training and Resources | Health \(act.gov.au\)](#) and click on the [Home - DoFoodSafely \(health.vic.gov.au\)](#) or [I'M ALERT Food Safety Training](#) links. Additionally, all volunteers in food stalls are strongly encouraged to complete this free online training.

Copies of the Food Safety Supervisor's DoFoodSafely or I'M ALERT training certificate and evidence that all training modules have been completed must be submitted with the stall's registration application.

The Food Safety Supervisor must finish all modules in the training, which may take up to 2 hours depending on previous food safety knowledge. The online training program requires participants to complete the training in one session as it does not have the ability to save training progress.

Registered food businesses

Food businesses currently registered with the Health Protection Service are required to have a Food Safety Supervisor. Businesses that have met this requirement do not have to undertake extra food safety training such as DoFoodSafely or I'M ALERT.

Stall Set Up and Requirements

The Health Protection Service has prepared this Guide for food stalls operating at a Declared Event . The Guide is intended to ensure stall operators provide safe food to their customers.

Setting Up Your Stall

All food stalls must have a roof and three sides and a floor covering.

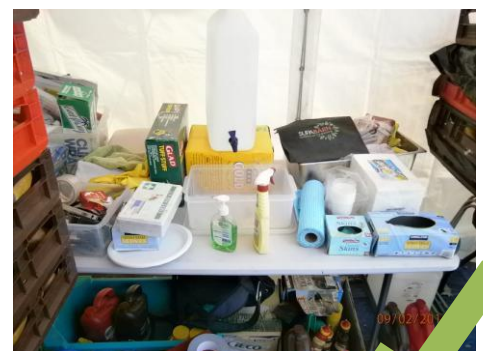
- The roof and walls of the stall must be made of material that will protect all food and equipment from the weather, dirt and dust. It is important that the material is clean and can easily be cleaned for the duration of the event.
- Suggested materials include:
 - Plastic sheeting or vinyl
 - Sealed, finished board



- A solid ground cover must be provided to allow for easy cleaning. **Carpet is NOT to be used.**

Suggested materials include:

- Lino
- Vinyl
- Any other washable surface.
- The floor must be kept free of grease, food scraps, dirt and dust by regular cleaning. The floor **MUST** be cleaned immediately if any food is spilt or dropped.
- All benches and tables must have a solid and smooth surface either made from laminated plastic or something similar that can be easily cleaned.
- Unsealed wood is not permitted.
- A personal item storage area must be allocated within the stall.



Stalls must be set up, provided with a hand wash basin and floor coverings before any food can be prepared, cooked or offered for sale.

Hand Washing Facilities

All stalls must have hand washing facilities and they must be set up and accessible at all times.

- A container (minimum 20L capacity) to hold water must be provided. It must also have a tap attached.
- A container must be provided to catch water from the tap/container. This should be emptied regularly.
- Hands must be washed directly under the tap.
- Liquid soap, disposable paper towels and a bin for used towels must be provided.
- Hand sanitiser is not permitted as a substitute for hand washing facilities.
- You must have access to water to refill hand washing facilities.



Public Health Officers will stop the sale and preparation of food until adequate hand washing facilities are set up and available for use.

Food Storage

- It is essential that certain foods are stored at the correct temperature. Cold foods must be kept at 5°C or below and hot foods must be kept at 60°C or above.
- Foods that require temperature control include:
 - milk and dairy products
 - raw meat and seafood
 - prepared vegetable and meat dishes
 - cooked rice, pasta and similar items.
- It is suggested that you have access to a portable cool room to store foods that need to be kept cold (refrigerated foods). Eskies with ice or refrigerators are acceptable as long as they can keep the food at 5°C or below.
- If ice is being used it must be replaced regularly to ensure that foods are kept at the correct temperature.
- Food that is to be served hot to the customer must be stored at or above 60°C. It is recommended a Bain Marie is used to achieve this.
- Food must NOT be stored on the ground unless it is in a food grade plastic or metal container with a tight fitting lid. Containers must be covered at all times.



Public Health Officers can seize and destroy food that is found to be stored, prepared or handled incorrectly.

Food Preparation

- All dairy and meat products and food that is required to be kept under temperature control **MUST** be prepared on-site or in a commercial kitchen. This includes marinating, freezing and preparation of any sort.
- Low-risk, non-potentially hazardous foods may be prepared in a home kitchen and transported to the site. This includes plain cakes, biscuits and bread. No dairy products such as creams or custards are to be used. **Approval must be sought from the Health Protection Service for home cooking.**
- If food has been prepared in a commercial kitchen a copy of the current **food business registration certificate must be available onsite.**
- All food is to be prepared undercover, inside the stall. Food should NOT be cooked in open or uncovered areas.
- Food must NOT be cooked on the floor; all cooking equipment must be on suitable tables.
- All food, cooked or raw, must be covered at all times to protect it against dust and flies.
- All condiments such as sauce, mustard etc., must be in squeeze type dispensers or in individually sealed packs. Sauces must NOT be in open containers with serving spoons.

Food Display

- Chilled food must be displayed chilled (5°C or below) and hot food must be displayed hot (60°C or above) to prevent the growth of bacteria.
- Freshly cooked or prepared batches of food **MUST** be placed in clean containers. Do not 'top up' containers.



Hand Washing

Hands must be washed and thoroughly dried on a regular basis and **ALWAYS** before preparing or handling food.

Hands must be washed after any of the following activities:

- visiting the toilet
- handling garbage
- coughing or sneezing
- returning to the stall after any break.
- handling money
- cleaning equipment
- eating
- touching your hair, face or scratching any part of your body.



General Hygiene

- Do NOT prepare or handle food if you are unwell.
- Hair must be tied back at all times.
- No jewellery is to be worn by anyone handling or preparing food (including wristbands).
- Individuals preparing or handling food must NOT handle any money. An individual should be specifically assigned to handle money.
- Gloves MUST be worn over any waterproof wound dressing.
- NO smoking in the stall.
- Staff are NOT permitted to eat within the stall.
- Only disposable plates and cutlery are to be used and they must be protected from contamination from dust, flies and customers.
- Disposable cutlery can NOT be washed and reused.
- Drinking straws must NOT be displayed in open containers. They must be fully enclosed single serve containers.
- All food must be protected against contamination by animals. Animals must not have access to the stall.



Thermometer

- Each stall MUST have a food grade digital probe thermometer accurate to +/- 1°C.
- Milk and meat thermometers are NOT acceptable.
- Thermometers MUST be able to check cold and hot temperatures (range from 0°C to 100°C).
- All food temperatures should be checked regularly to ensure temperature control is being maintained. This includes stored food and food on display.
- The thermometer probe should be washed and sanitised before each use and between different foods.
- The thermometer must be accessible and available to all staff at all times.



Public Health Officers will instruct you to stop selling food until you have a digital probe thermometer.

Seizure and Disposal of Food

- Any food found to be out of temperature control, at risk of contamination or a risk to the public will be disposed of on site or seized by a Public Health Officer.

Equipment/Utensils

- Appropriate cooking equipment must be used to store, cook and display food.
- Spare utensils should be available in case the one in use is dropped on the floor or misplaced.
- Broken or damaged equipment, containers or utensils are NOT to be used.
- All fridges used must be able to maintain food at 5°C or below.



Display (Food on display or being cooked)

- Barbeques, saucepans and all cooking equipment must be set back from customer service areas and located within the stall. All food must be cooked under a cover.
- Customers should not be able to touch food or talk, sneeze, or cough over food.
- Food on display must be protected from contaminants at all times e.g. sneeze guards, lids or plastic wrap must be used.

Public Health Officers will direct you to move all cooking equipment under cover



Waste Disposal

- Each stall must have a suitable garbage bin which has tight fitting lids and internal plastic liners.
- When leaving the site, all garbage must be removed and the area must be left in a clean and tidy condition.
- Oil must be disposed of correctly, contained in a sealed container and removed from the site.

Waste water and oil must NOT be disposed of via storm water drains

Equipment Washing Facilities (if washing onsite)

- Facilities for washing equipment must be provided separately from hand washing facilities.
- A suitable container (minimum capacity 20L) with a tap attached must be provided.
- The facility MUST have the ability to heat water (hot water must be provided during washing).
- A bowl that is large enough to adequately wash utensils and equipment must also be provided.

Checklist for Food Stall Operators at a Declared Event

<p style="text-align: center;"><u>REQUIREMENT</u></p> <p style="text-align: center;">It is recommended that you use this checklist to assist in complying with ACT Health requirements.</p>	<p style="text-align: center;">YES</p>	<p style="text-align: center;">NO (complete before operating stall)</p>
<p>Have you appointed a food safety supervisor? Completed, at a minimum, free online, DoFoodSafely or I'M ALERT food safety training.</p>		
<p>Is your <i>Food Business Registration Certificate</i> on display to the public?</p>		
<p>Have you provided adequate hand washing facilities complete with a minimum 20L capacity container with a tap attached, liquid soap and single use towel?</p>		
<p>Do you have a food grade digital probe thermometer accurate to +/- 1°C?</p>		
<p>Do you have an appropriate floor covering?</p>		
<p>Are all benches and table tops able to be easily cleaned (made of appropriate material)?</p>		
<p>Is all food being prepared onsite or in a commercial (registered) kitchen? If registered, do you have a copy of their <i>Food Business Registration Certificate</i>?</p>		
<p>Have you supplied appropriate equipment to cook, store and display food? (no cooking equipment on the floor)</p>		
<p>Is all food being prepared and cooked undercover and protected from contamination?</p>		
<p>Is all stored food protected from contamination, in suitable containers with tight fitting lids?</p>		
<p>Is all food on display protected from contamination (sneeze guards, lids, plastic wrap)?</p>		
<p>Are all barbeques and saucepans set back from customers to prevent contaminations of food?</p>		
<p>Do you have appropriate temperature control in place i.e. hot foods stored at 60°C or above and cold foods stored 5°C or below (Bain Maries, cool rooms, eskies)?</p>		
<p>Do all food handlers (staff) have appropriate skills and knowledge in food safety (temperature control, regular hand washing and prevention of contamination)?</p>		
<p>Are all food handlers aware of their health and hygiene responsibilities (hair tied back, no jewellery, gloves over water proof wound dressing)?</p>		
<p>Have you allocated a personal items storage area?</p>		
<p>Do you have a suitable garbage bin?</p>		
<p>If washing equipment onsite – do you have a facility to heat water?</p>		

Public Health Officers may inspect your stall at anytime during the event and you will be asked to rectify any non-compliance.