



# GUIDE NO.8

## food checklist

**For any food vendor or stall holder who will be selling, giving away or donating any food items you must:**

Task	Yes	No
<p>Certain food businesses in the NSW hospitality and food service sector are to have at least one trained Food Safety Supervisor (FSS).</p> <p>The food safety supervisor requirement applies to businesses serving food that is:</p> <ul style="list-style-type: none"> <li>• Ready to eat</li> <li>• Potentially hazardous, and</li> <li>• Not sold and served in its package</li> </ul> <p>Please note that this does not apply to not-for-profit organisations. Further information can be found online at <a href="http://www.foodauthority.nsw.gov.au/industry/fss-food-safety-supervisors/">http://www.foodauthority.nsw.gov.au/industry/fss-food-safety-supervisors/</a>.</p> <p>The Food Safety Supervisor certificate must be submitted with the application before the Festival or you will not be able to trade.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Complete the NSW Food Authority's event notification form for a NSW Temporary Food Premises Permit at <a href="http://www.foodnotify.nsw.gov.au">www.foodnotify.nsw.gov.au</a>. Once your notification has been registered, you will receive a Temporary Event confirmation notice with your Temporary Event Notification Reference Number and online access code. (For more information please phone 1300 552 406).</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Complete and return Wagga Wagga City Council's application form (page 44) for a temporary food premises permit at least seven days prior to the event (remember to include your Food Business Notification Reference Number and FSS if required).</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Comply with the 'City of Wagga Wagga Minimum Standards Promotions &amp; Special Events'. Visit Council's website <a href="http://www.wagga.nsw.gov.au">www.wagga.nsw.gov.au</a> under Community, Public Health for the latest information and requirements.</p>	<input type="checkbox"/>	<input type="checkbox"/>

For further information, please contact Council's Public Health Department on 1300 2 WAGGA (1300 2 92442) or by fax (02) 6926 9309.

## GUIDE NO.8

# minimum food standards

**Minimum Requirements for Temporary & Special Events are noted in detail in the NSW Food Authority Guideline for Food Businesses at Temporary Events. This can be accessed at the following website [http://www.foodauthority.nsw.gov.au/\\_Documents/industry\\_pdf/food-handling-guide--temp-event.pdf](http://www.foodauthority.nsw.gov.au/_Documents/industry_pdf/food-handling-guide--temp-event.pdf)**

The requirement for handling food for sale for human consumption are outlined in Food Standards 3.1.1, 3.2.2 and 3.2.3, which are on the Food Standards Australia/New Zealand website at [www.foodstandards.gov.au](http://www.foodstandards.gov.au). The requirements also apply to pre-packaged foods and low risk foods.

## GENERAL FOOD HANDLING REQUIREMENTS

- All persons engaged in the preparation, handling, storage or transportation of food shall maintain themselves and their clothing in a clean and tidy condition at all times.
- Shall not be suffering from any communicable disease or illness that can be transmitted by the food being handled or prepared.
- Food handlers shall not smoke tobacco in any form where food is being prepared, stored or transported.
- No person shall use unclean or printed paper in such a manner to allow surfaces of that paper to come into contact with any food.
- All food transport vehicles, food storage areas, food contact surfaces and other fittings & appliances used in connection with food must be clean, free from dust, foul odours, flies & other insects
- All food utensils and benches must be clean, free from dust, foul odours, flies & other insects
- Food must be protected from contamination at all times
- Only potable water shall be used for food preparation, food processing, cleaning, washing of food contact surfaces and supplied to sinks and handwash facilities.
- No animals, birds or plants shall be permitted in any area where food is being prepared, stored or transported.

- No food shall be provided in returnable containers.
- Hand washing facilities and a supply of liquid antibacterial soap together with an adequate supply of water shall be required where direct contact is made with food during its preparation and delivery.
- Where food is stored prior to cooking, it must be stored below 5°C.
- All food and other ingredients used in the preparation of food shall be obtained from approved sources.
- The event organiser must keep a record of the source of food used in the event.
- All reasonable measures need to be taken so as not to compromise the safety and suitability of food. A person designated as a “food handler” may be required to be limited to handling food only.

## STORAGE AREAS

**All food shall be stored to comply with the following conditions:**

- All potentially hazardous food shall be stored under temperature control. (5°C or less for cold food or 60°C for hot food).
- All storage areas shall be constructed and positioned to prevent the entry of vermin, flies, dust, insects or any other contamination.

## TRANSPORTATION

Transportation of all food shall be in specialised transport or in a normal vehicle which is thoroughly clean and the food is fully protected from contamination.

Where temperature control is required during transportation, the food shall be kept in clean containers or units, capable of maintaining the required temperature of 5°C or less for cold food or 60°C and above for hot food.



## **GUIDE NO.8**

# *minimum food standards*

### **FOOD DISPLAY**

- All food and equipment shall be displayed or kept above ground or floor
- Benches, trestles etc shall be clean and kept in good repair, smooth and free from contaminating substances.

### **FOOD PACKAGING**

- All food which is not prepared in front of the customer must be packaged in material that is fit for its intended use.
- All packaging shall be suitably labelled, showing:
  - Date packaged
  - Name of the responsible person
  - Address
  - Product name
- All ingredients used in the product must be indicated on the labelled product.


For further information, please contact Council's Sustainable Environment & Regulatory Services Department on 1300 2 WAGGA (1300 2 92442) or by fax (02) 6926 9309.



# GUIDE NO.8

# application for special temporary event food stall

This form can be downloaded from Council's website [www.wagga.nsw.gov.au/eventsguide](http://www.wagga.nsw.gov.au/eventsguide)



**Wagga Wagga  
City Council**

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Wagga Wagga NSW 2650

ABN 56 044 159 537  
Ph 1300 292 442  
Fax 02 6926 9199  
council@wagga.nsw.gov.au  
www.wagga.nsw.gov.au

## APPLICATION FOR TEMPORARY/SPECIAL EVENT FOOD STALL

NSW FOOD ACT 2003 & LOCAL GOVERNMENT ACT 1993

I/we provide the following details for an application for a Temporary/Special Event Food Stall registration. I/we realise that fees may be levied if the stall is not maintained in accordance with Council requirements.

**Proposed Dates & Times of Event:** .....

**Name of the Event:** .....

**Location of the Event:** .....

**Trading Name of Stall:** .....

**Proprietor/s of Stall:** .....

**Company Name:** .....

**Postal Address for Correspondence:** .....

**Contact Telephone Numbers: (H)..... (M).....**

**Contact Email:** .....

**NAFSIS Number:** <http://www.foodnotify.nsw.gov.au> .....

**Food Safety Supervisor (if required):** .....

Type of food intended to be sold (Describe range and type of food and whether it is to be sold in a wrapped or unwrapped form, hot or cold, etc.)  
.....  
.....  
.....

**Address of premises where food will be prepared, processed, packed etc. prior to sale at the event.**  
.....  
.....



## GUIDE NO.8

# alcohol checklist

**Organising an event where liquor will be sold will require a limited licence under the Liquor Licensing Act. To sell alcohol at your event you are required to:**

Task	Yes	No
Notify the local Police (Ph: (02) 6922 2599) and Wagga Wagga City Council or the venue, depending on whom the consent authority is for the land where you propose to stage your event.	<input type="checkbox"/>	<input type="checkbox"/>
Obtain a license from the Licensing Court of NSW (Ph: (02) 9995 0333 or <a href="http://www.olgr.nsw.gov.au">www.olgr.nsw.gov.au</a> ) <ul style="list-style-type: none"><li>• For a temporary function licence (for non-profit groups) the application must be submitted no less than four weeks prior to the event.</li><li>• For a permanent function licence or a special event licence, the application must be submitted no less than eight weeks prior to the event.</li><li>• Need to develop, implement and adopt principles/strategies that can prevent or reduce the risk associated with the consumption of alcohol, minimize harmful and hazardous use of alcohol and encourage a responsible attitude</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
Submit documentation demonstrating how you intend to serve alcohol responsibly at your event.	<input type="checkbox"/>	<input type="checkbox"/>
Requests for suspending an Alcohol Free Zone or part thereof should be made in writing to Council with a minimum three months notice.	<input type="checkbox"/>	<input type="checkbox"/>

## RSA COURSES

Anyone serving alcohol is required to have an RSA. Responsible Service of Alcohol Courses are held regularly in Wagga Wagga. Check with your local education provider for details.

If you hold an RSA issued prior to 1 January 2001 these certificates are now invalid and you are required to complete an RSA course with an approved registered training organisation. For more information visit the Office of Liquor, Gaming & Racing website <http://www.olgr.nsw.gov.au>