

Shire of East Pilbara

Factsheet Four: Events with Food & Beverages

If you are considering holding an event within the Shire of East Pilbara you should initially contact the Shire's Events Officer who will be able to give guidance on how to proceed. Phone (08) 9175 8000.

Food and Beverages

A key responsibility of the Shire of East Pilbara Developmental Services is to monitor and inspect events to ensure compliance with the Food Act 2008 and local laws. As such, event organisers who have food vendors at their event are subject to the Food Act 2008 and are required to ensure that all vendors as part of their event are registered or have notified the Shire of East Pilbara or another council within the state of WA. These requirements relate to all food operations where any food or beverage is intended to be sold or given away as part of a charity, service organisation, fund raising, and sporting, promotional or commercial event.

Temporary Food Premises

A Temporary Food Premises is an arrangement of equipment and appliances at which food is prepared and/or sold and is intended to be dismantled or moved intact. It includes mobile food units, demountable stalls, tents and the like in the open or in another building or structure used for the purpose of selling any article of food and any area adjacent thereto.

To operate a Temporary Food Premise within the Shire of East Pilbara, all commercial vendors providing food at an event must hold WA Food registration. If you are from interstate or overseas you must apply to Shire of Pilbara Development Services for Registration under the Food Act 2008. All non- for profit organisations must notify the Shire of East Pilbara to assess the level of risk associated to food being handled. Temporary food premises are inspected by Development Services to ensure compliance with legislative requirements. An inspection can take place before and during your event.

The Shire of East Pilbara Events Officer can supply the appropriate application forms to supply food at an event.

Traders

Trading at public events for profitable businesses or not for profit requires a notification to the Shire and a fee will be applicable for commercial businesses only. All traders must contact the event organiser and be given approval before submitting paperwork to the Shire. Not for profit organisations are exempted from any trading fees but must complete an application for exemption to obtain a licence.

Trading includes-

- a) the selling or hiring of, the offering for sale or hire of or the soliciting of orders for goods or services in a public place;
- b) displaying goods in any public place for the purpose of-
 - (i) offering them for sale or hire;
 - (ii) inviting offers for their sale or hire;
 - (iii) soliciting orders for them; or

- (iv) carrying out any other transaction in relations to them; and
- c) the going from place to place, whether or not public places, and-
 - (i) Offering goods or services for sale or hire;
 - (ii) Inviting offers or soliciting orders for the sale or the of goods or services; or
 - (iii) Carrying out any other transactions in relation to goods or services

Time Frame: At least 7 working days prior to the event (4 weeks preferable). Guidelines for temporary food stall trading conditions are given later in this document. Appendix A is the application form for a food premises/ traders permit.

Alcohol- Liquor Licensing

Consumption of alcohol at events held on Council controlled land and facilities need approval by the Shire of East Pilbara. Please complete the form Application for Approval to Consume Alcohol on Council Land and Reserves in Appendix B if you wish to *consume only* on council land and reserves.

Applicants wishing to sell alcohol must apply to council for approval. Applications will be considered only if the applicant applies for and is granted an Occasional Licence from the Department of Racing, Gaming and Liquor (DRGL). A copy of the liquor licence and conditions are to be forwarded to Council at least one month prior to the event and must be identified in the event site plan showing the location of licenced areas.

For more information, visit www.rgl.wa.gov.au or call 08 9425 1888. Evidence of your liquor licence will be required by Shire of East Pilbara. Please note that approval of a liquor licence is not approval for your event, nor does an event permit guarantee you will receive a liquor license.

If you intend to serve but not sell alcohol, you may not require a liquor licence; however it is always best to check with Racing, Gaming and Liquor WA for the latest information.

The Shire has produced guidelines for operating temporary food premises which are given below. Specific queries relating to temporary food premises should be directed to the Shire's Development Services (Health) who will be able to answer any queries.

It is the applicant's responsibility to develop and provide an appropriate risk assessment for consideration by the Shire since legal ramifications may exist should the shire do this assessment for them or be seen or expected to provide such a process for the applicants.

TEMPORARY FOOD STALL TRADING CONDITIONS



Shire of **EAST
Pilbara**
AUSTRALIA'S LARGEST SHIRE

Please note this document is intended as a guide to assist applicants in meeting intended food handling and safety criteria. Structural and handling provisions may be varied where it can be shown to the satisfaction of an Environmental Health Officer the requirements of the Food Standards relating to safe food handling can be achieved.

1. Food Stall Trading Permit Application and Other Documentation Requirements

- 1.1 An application to operate a food stall must be lodged with the Shire of East Pilbara at least 7 working days before the first day of intended trading. The application must be accompanied by the following documents:
 - 1.1.1 A copy of a valid Food Business Notification/Registration Certificate issued in accordance with the requirements of the Food Act 2008 by the Shire of East Pilbara or any other Enforcement Agency as described in Section 8 of the Act.
 - 1.1.2 The appropriate application fees as periodically stated in the Shire of East Pilbara's Fees and Charges Schedule and/or applicable legislative provision.
 - 1.1.3 A copy of Public Liability Insurance (minimum of AUD 10 million dollars) covering the operating or intended food business operation.
 - 1.1.4 Documentary evidence of the completion of an approved Food Safety Course by each food handler/s intending to handle food during the event/s. A free online Food Safety Course "IM ALERT" can be accessed on the Shire's website under Environmental Health Services, Food. *(NOTE: Approved means approved by the Shire's Environmental Officer.)*
- 1.2 Once granted the trading permit must be conspicuously displayed in/at the stall at all times during trading.

2. Design and Fit Out (Please refer to the Pictorial Presentation of a Compliant Food Stall)

- 2.1 Uncovered stalls are only to be used for the sale of pre-packaged food, Examples of pre-packaged food include canned and bottled drinks, bottled jams, packaged baked goods and fruit and vegetables.
- 2.2 Covered stalls – where food is being prepared inside the stall three sides must be enclosed to full height with similar material as for the roof. A floor covering of an easy to clean impervious material must be provided if the stall is located on unsealed ground.
- 2.3 Food must not be prepared or displayed outside the stall.
- 2.4 A dry chemical fire extinguisher must be provided in the stall.

3. Protection of food from contamination

- 3.1 All food stored in the stall must be in sealed containers.
- 3.2 A physical barrier must be provided between displayed food and the public. The preferred means of achieving this includes:
 - a) Clear plastic/Perspex sneeze barriers, or
 - b) Sandwich display type counters.
- 3.3 Cooking equipment must be located in such a manner as to protect food from contamination.
- 3.4 All food is to be appropriately protected against flies, vermin, dirt, dust and contamination generally.
- 3.5 Tongs or other utensils are to be used when handling food. Sterile vinyl disposable gloves must be worn when handling food.

4. Temperature Control

- 4.1 Refer to the Temperature Control section of this document.
- 4.2 Temperature control for potentially hazardous and perishable foods must be implemented.
- 4.3 All hot food is to be stored at temperatures of 60 degrees Celsius and above.
- 4.4 All cold food is to be stored at temperature of 5 degrees Celsius and below. Eskies and ice may be used for this purpose.
- 4.5 An accurate thermometer (at + or – degrees Celsius must be kept on-site and used to monitor temperatures.
- 4.6 Temperature records must be kept.
- 4.7 Temperature control during transport must be implemented.
- 4.8 Where perishable foods are being handled the following must be provided:
 - a) Fly-proof food warmers capable of storing food above 60 degrees Celsius and/or
 - b) Refrigerators, freezers or coolers capable of storing food below 5 degrees Celsius.
- 4.9 Where potable cool rooms are used, these must be positioned in such a manner that there is easy access from each stall but in any cases not more than 10 metres from the stall.

5. Cooking Facilities

- 5.1 All heating and cooking equipment including open flame barbecues and cooking plates are to be located within the temporary food stall and not within reach of the public.
- 5.2 Every attempt must be made to protect such cooking area from dust contamination and droplet infection ie coughing or sneezing by the public.
- 5.3 Wherever cooking is carried out, adequate provision must be made to protect the stall walls from heat, flame and splashing.

6. Food Preparation

- 6.1 Time taken to prepare food at the stall must be kept to a minimum ie within 2 hours.
- 6.2 All food must be prepared inside the stall.
- 6.3 Raw and cooked food must be prepared separately.
- 6.4 Food must be protected from contact with the general public by a physical barrier.
- 6.5 All food is to be prepared on tables whose tops are to be smooth, impervious and washable.
- 6.6 No food is to be stored directly on the ground.

7. Serving

- 7.1 Money and food must be handed separately.
- 7.2 Tongs, spoons, spatulas and gloves are to be used to handle food.
- 7.3 All condiments such as sauce, mustard etc. must be contained in squeeze type dispensers with resealable caps or in individual sealed packs.
- 7.4 Only disposable utensils including knives, forks, spoons, chopsticks and disposable bowls and plates are to be provided to the public.
- 7.5 All disposable eating utensils must be pre-wrapped in paper napkins, cellophane bags or similar material prior to distribution to the public.
- 7.6 Drinking straws, paper cups, spoons etc. must be enclosed in suitable dispensers.
- 7.7 Beverages must be dispensed from an enclosed receptacle equipped with a tap or a spout.

8. Personal Hygiene

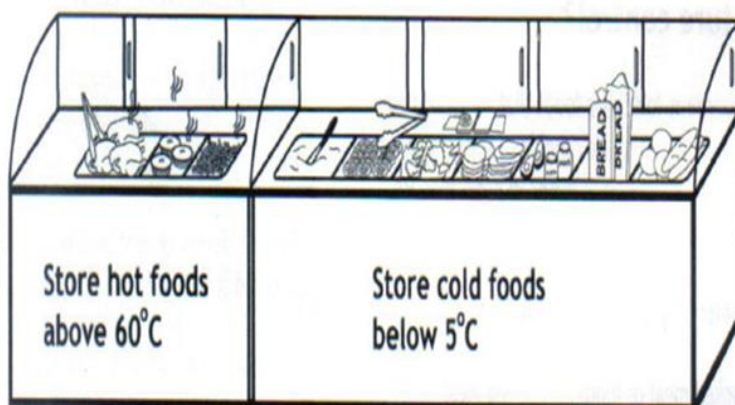
- 8.1 Refer to Food Handlers section of this document.
- 8.2 All food handlers must present clean, with clean attire and practice good food hygiene habits. No smoking is permitted in food stall and handling of food by persons with open cuts, illness and sores on food handlers. An approved water proof dressing must be worn.

9. Waste Management

- 9.1 Refuse bins with close fitting lids and liners must be supplied for use inside the stall and also outside for use by customers.
- 9.2 Water waste must be stored in containers labelled 'waste water only'. Waste water must be disposed of into sewers under a trade waste approval.
- 9.3 Waste oil must be stored and disposed of correctly.

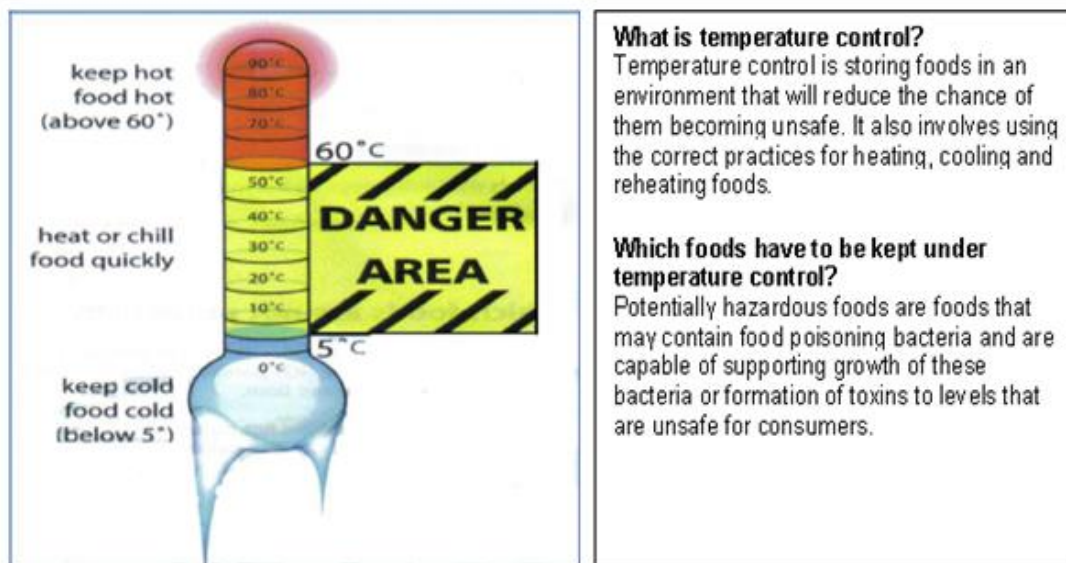
10. Temperature Control

- 10.1 You must ensure that the temperature of potentially hazardous food is either at 5 degrees Celsius or colder at 60 degrees Celsius or hotter when it is received, displayed, transported or stored.
- 10.2 You must keep the processing or preparation time as short as possible with potentially hazardous foods so that bacteria do not get a chance to multiply to dangerous levels or form toxins.



11. Cooling potentially hazardous food

- 11.1 If you cook potentially hazardous food that you intend to cool or use later, you need to cool the room from 5 degrees Celsius or colder as quick as possible.
- 11.2 The food must be cooled from 60 degrees Celsius to 21 degrees Celsius in a maximum of two hours and from 21 degrees Celsius to 5 degrees Celsius within a maximum of four hours.
- 11.3 If you do not know how fast your food is cooling, use a probe thermometer to measure the warmest part of the food – usually in the centre.
- 11.4 Reheating previously cooked and cooled potentially hazardous food if you reheat previously cooked and cooled potentially hazardous food, you must reheat it rapidly to 60 degrees Celsius within a maximum of two hours. Only reheat food ONCE then it must be eaten or thrown away (*see image below*).



Examples of potentially hazardous foods:

- Raw and cooked meat or food containing meat;
- Dairy products, for example, milk, custard and dairy based desserts;
- Seafood (excluding live seafood);
- Processed fruit and vegetables;
- Cooked rice and pasta;
- Food containing eggs, beans, nuts or other protein rich foods'
- Foods that contain these foods, such as sandwiches and rolls.

Which foods are not potentially hazardous foods?

Many preserved foods do not contain food poisoning bacteria. Also, bacteria will not grow in some types of food. Examples of food that are NOT potentially hazardous include canned/bottled food and uncooked dry products such as dry pasta, sugar and flour. However, some foods that are not potentially hazardous can become potentially hazardous if you alter the food in some ways. For example, rice and pasta become potentially hazardous once cooked. More information is available on the Food Standards website:-

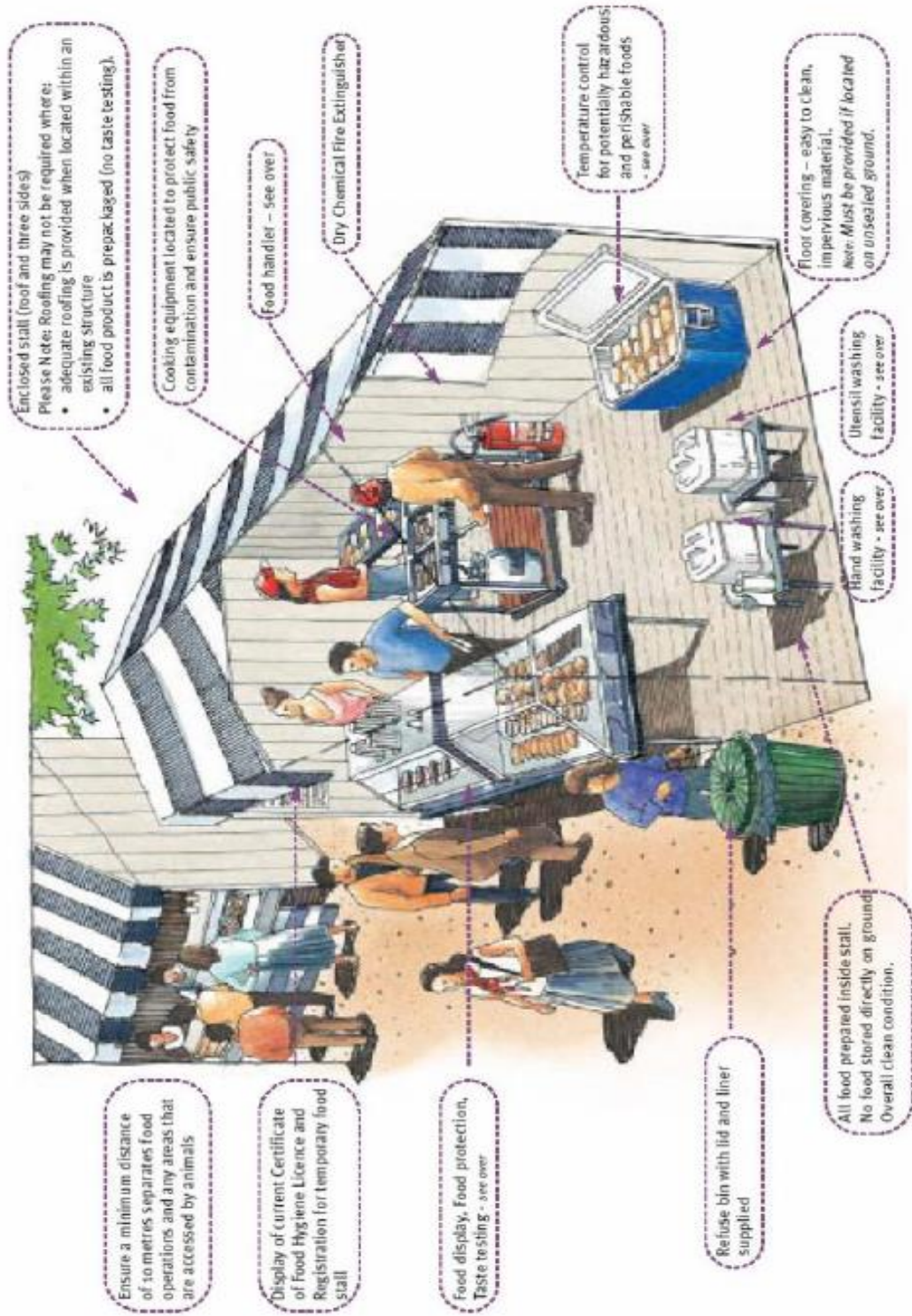
www.foodstandards.gov.au

CHECK YOUR TEMPERATURE

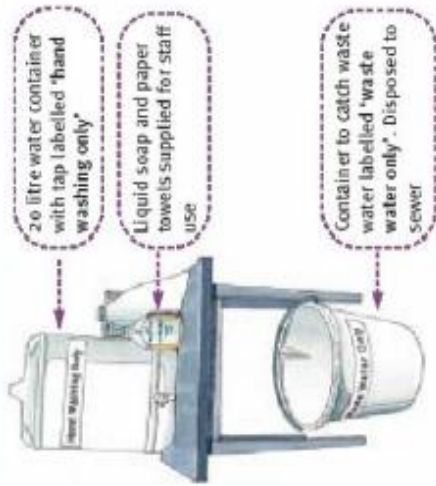
You should check the temperature of food regularly. This includes food in hot and cold display units and food in storage. Food display units should be temperature checked twice a day. Do not rely on built in thermometers on fridges and freezers, they do not accurately indicate the temperature of the food. Regularly check the temperature of FOOD in the fridge, not just the temperature of the fridge.

A licence or permit issued may be revoked in cases where the licensee or permit holder breaks any of the conditions spelt out on the licence or permit.

ARTIST'S IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL



Minimum hand washing facilities

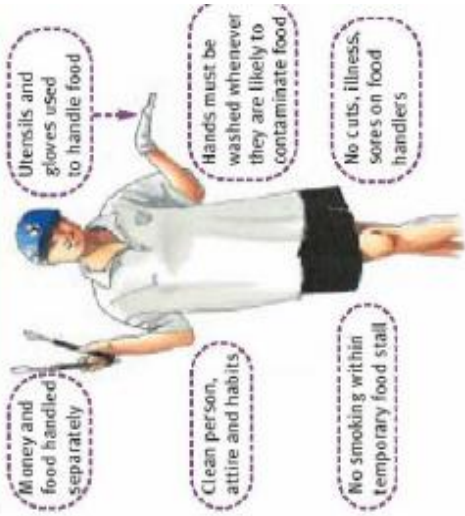


Minimum utensil washing facilities

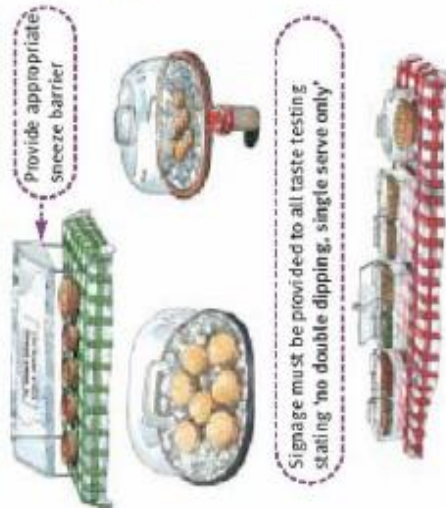


Two containers of sufficient capacity are to also be provided for adequate cleaning of utensils

Food handlers



Food display, food protection, taste testing



Sauces, condiments and single serve utensils



Temperature control of potentially hazardous food



Appendix A - Application for a Food Premise/ Traders Permit



APPLICATION FOR A FOOD - TRADERS PERMIT

Public Places and Local Government Property Local Law 2011 – Clause 3.1

APPLICATION MUST BE LODGED A MINIMUM OF 7 DAYS PRIOR TO TRADING

Applicant Details

I/We _____ (Business or Organisational name)
 _____ (Contact person name)
 Of _____ (Residential address)
 _____ (Postal address)
 _____ (Telephone/Mobile number)
 _____ (Email address)

Apply for a Food Premises/Traders Permit under the Shire of East Pilbara Local Laws relating to Activities on Thoroughfares and Trading in Thoroughfares and Public Places.

Details of Proposed Stall

Location of proposed site for which the permit is sought: _____

Physical description of stall/s proposed to be used (e.g. van, table, tent): _____

Vehicle reg: _____

Kind of good/s or service/s intended to be sold or served: _____

Number, name/s of assistant/s: _____

Proposed day/s of operation: _____

Proposed hours of operation: _____

Period for which the permit is sought: _____

THIS APPROVAL APPLIES FOR THE DURATION OF THE EVENT ONLY

Except in the case of facilities at regular weekend sporting competitions, where the approval is for the year or season of the competition.

Applicant's Signature: _____ Date: _____

Fees and Charges as from 1 July 2017			
One day Permit – Not for Profit	\$ 20 per day	Late Application Fee (Food)	\$ 50
One day Permit - Other	\$ 45 per day		
One Week Permit	\$100 per week		
One Month Permit	\$200 per month	General Ledger	72043
One Year Permit	\$500 annual fee	Payment amount	\$
Late Application Fee (Traders) – NFP	\$ 20	Receipt Number	
Late Application Fee (Traders) – Other	\$ 45	Issuing Officer	

Appendix B – Application to consume or to consume and sell liquor on Council Reserve or Property



APPLICATION FOR A PERMIT TO CONSUME OR TO CONSUME AND SELL LIQUOR ON COUNCIL RESERVE OR PROPERTY

Public Places and Local Government Property Local Law 2011 – Clause 3.3

APPLICATION MUST BE LODGED A MINIMUM OF 7 DAYS PRIOR

Date of Application:

Applicant Details

(Business or Organisational name)

(Contact person name)

(Residential address)

(Postal address)

(Telephone/Mobile number)

(Email address)

Details of Event, Function or Public Event

Type of Function:

Venue:

Date/s:

*** if multiple dates please attach details ***

Time from: to:

Approximate number of people attending:

Copy of Public Liability Insurance attached or Certificate of Currency? Yes No

This application will not be processed without a current copy of your Insurance Policy

Will alcohol be sold?

Yes No

Has an Occasional Liquor Licence been applied for?

Yes No

*** if your organisation is selling alcohol, you will require an Occasional Liquor Licence to be issued by Department Racing, Gaming and Liquor (website www.rgl.wa.gov.au) ***

Applicant's Signature:

Date:

Fees and Charges as from 1 July 2017			
Application to consume alcohol on Council Reserve or Property			
Per Application	\$ 20		
Annual Application – multiple dates within the year	\$150		
Application to consume and sell Alcohol on Council Reserve or Property			
Not for Profit Org – Per Application	\$ 50	General Ledger	72042
Not for Profit Org – Multiple dates within a year	\$200	Payment amount	\$
Commercial – Per Application	\$100	Receipt No:	
Late Application fee (less than 7 days)	\$ 20	Issuing Officer	