

RULES & REGULATIONS FOR STALLHOLDERS



A Community Project by the Rotary Club of Concord

January 2023

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PURPOSE

This document explains the purpose of the Concord Farmers Market (CFM) and sets out the Market guidelines, code of conduct, and rules for the Stallholders. The Rules for Stallholders are designed to ensure the smooth running of the Markets and that stallholders meet legislative and health requirements.

The primary purpose of the CFM is to provide a community marketplace for consumers to access mainly locally grown, harvested or manufactured products from producers or their agents, under safe and controlled conditions which are compliant with any relevant regulations required by Government laws and regulations and the City of Canada Bay Council. The CFM supports Australian made and grown primary producers and their products and agents.

The Rules for Stallholders apply to all CFM stallholders current and future. The rules are reviewed regularly by the Market Management Committee (MMC) and are posted on the CFM website at www.concordfarmersmarket.com.au.

To operate at the markets all stallholders must acknowledge and agree to abide by these Rules.

MARKET GUIDELINES

THE CFM is operated by the Rotary Club of Concord, through its Market Management Committee. The primary objective of the Markets is to enhance sustainability of Australian local and regional growers, manufacturers and producers, in accordance with the principles of:

- Authenticity and freshness of products
- A philosophy of "producer-direct-to-customer – minimal middleman intervention
- Fair and competitive pricing
- Optimum community feedback and involvement to ensure stallholders provide produce that meets public expectations and
- A cooperative partnership between the Market organisers, stallholders and patrons.

The Market Management Committee has the **sole** right to determine/approve whether stallholders are compliant in this regard. The MMC on, *temporary or special market days* may allow other products or services to be sold or marketed.

The CFM will give priority to:

- Stallholders who are farmers, growers, producers, providers, manufacturers, bakers, cooks or gardeners who produce what they sell.
- Seasonal producers who only come to the markets when they have produce to sell and
- Stallholders who sell as an agent for primary producers.

The CFM is a community service and not-for-profit project of the Rotary Club of Concord. The Market is operated in accordance with the conditions agreed by the City of Canada Bay Council. All Rotary members and assistants at the Markets are unpaid volunteers. All proceeds from the net stall fees are:

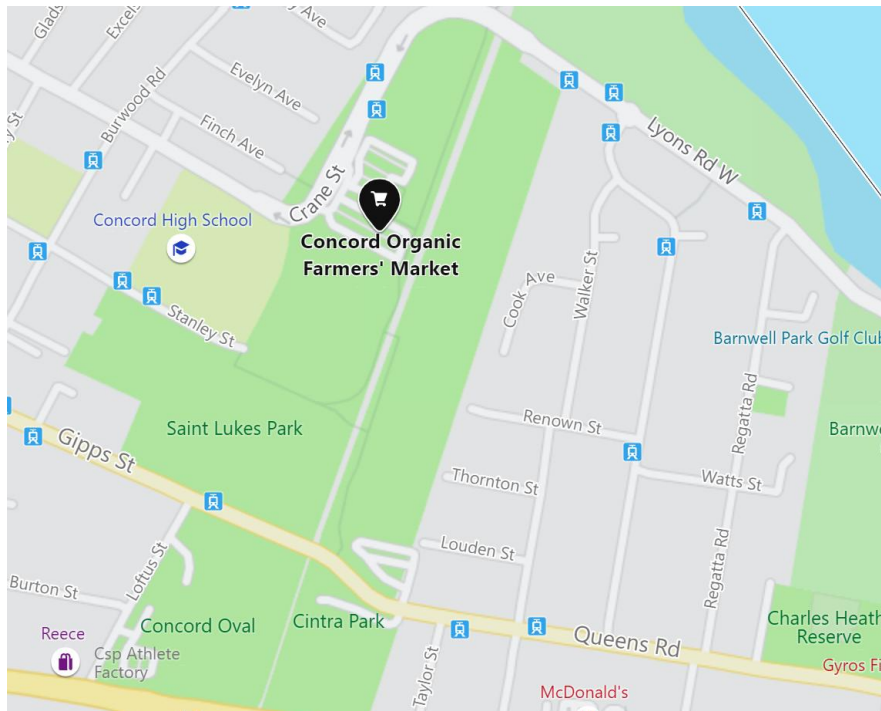
- Re-invested to improve the quality of the Market through better management, competition, marketing promotions, advertising, signage, market equipment and public relations and are
- Used to support the Rotary Club of Concord's community projects as determined by the Clubs Board.

All public donations received at the Market are allocated to deserving not-for-profit community organisations. The amount raised and the name of the beneficiary organisation is advised on the CFM website site, the CFM facebook page and/or displayed at the Markets.

MARKET LOCATION AND OPERATING DAYS/TIME

THE CFM is generally held on the 1st and 3rd Sunday mornings of each month except January. Dates of trading are listed on the CFM website. The Market is located at Cintra Park car park, which is accessible from Crane Street, near Concord High School (see map). The Rotary Club of Concord operating as the CFM, holds a formal lease “right of use of the market area” agreement with the Council of Canada Bay during the duration of the market.

The CFM generally operates in all safe weather conditions on designated Market days (unless required to be cancelled on the day by the Market Manager or designated Rotarian for safety reasons, see Cancellation Policy)



MARKET CODE OF CONDUCT

The CFM fosters a culture of support and cooperation between all Market stakeholders, - Market management, stallholders,-customers and the general public. All stakeholders at the Market should deal with each other in a courteous and professional manner.

The conduct expected of management, stallholders, their agents and employees will be guided by Rotary's "4-Way Test". Which is:

- Is it the truth?
- Is it fair to all concerned?
- Will it build goodwill and better friendships?
- Will it be beneficial to all concerned?

Any abusive and threatening behaviour will not be tolerated at any time or in any circumstances. Antagonistic, abusive, threatening, racist, sexist or discriminatory behaviour will **NOT** be tolerated. Nor will any dishonest practices by stallholders be tolerated.

The MMC may engage authorities to resolve any issues in this regard and may include expulsion.

COMPLAINTS AND DISPUTE RESOLUTION

The Code of Conduct and these Rules for Stallholders set out the basic standard applied by the Market Management Committee (MMC) when dealing with confrontations and/or disputes between management, stallholders and/or customers. Failure by stallholders to observe the Code of Conduct and these Rules for Stallholders may result in expulsion from the Market.

To maintain quality standards, all formal complaints are to be reported to the Market Manager who is a member of the Rotary Club of Concord. If the complaint cannot be resolved by the Market Manager and the relevant parties on site, then the following action will be taken:

- If any stallholder believes that the selling practices or behaviour of another stallholder(s) are detrimental to the Market, the complaint is to be submitted in writing to the Market Manager for prompt consideration by the Market Management Committee.
- If the issues of practice cannot be resolved satisfactorily by the Market Management Committee and the relevant parties may request the Market Management Committee to convene a special meeting of stallholders to consider the complaint.
- Failure by a stallholder(s) to correct detrimental practices may be cause for the termination of the stall, if so determined by the Market Management Committee.

STALLHOLDER RULES AND RESPONSIBILITIES

Generally, all stallholders will be the farmers, growers, producers, manufacturers, bakers, cooks or gardeners etc or their agent.

Produce/Products or services from a location not listed and/or approved on the stallholder's application or allowed by the MMC, are not eligible to be sold. The resale of unapproved items purchased by the stallholder shall not be permitted.

At the discretion of the Market Management Committee, exceptions to the above may be made if the stallholder is offering produce that is not currently available locally, with the understanding that if at a future date the produce becomes available locally then the local producer may be given preference to the original stallholder

General rules applicable to all stallholders.

The Market is primarily for fresh farm food or produce or products. Imported / Second Hand clothing or bric-a-brac type products or straight imported produce will **NOT** be permitted. Generally art or craft type stalls and clothing will only be permitted, when specifically approved by the MMC. These rules are designed to maintain the authenticity and reputation of the Markets.

In most circumstances there must be a transparent supply chain connection between the producer and the customer. In no circumstances can produce purchased from wholesalers, retailers and middle persons be resold at the Market except as an approved agent for the primary producers and agreed to by the MMC. This rule is critical to maintain the authenticity of the Market.

All stallholders will be advised of a nominated contact person in the Market Management Committee with whom to liaise and to direct any questions of definition and/or problems. This will normally be the Market Manager or Duty Manager.

All products must meet the appropriate NSW (and other relevant) Health, Fair Trading or regulatory requirements, including the rules relating to pricing, nutrition advice, labelling and declaration of the weight of products offered for sale.

All stalls **MUST** display signs with trading names of the stallholders. The price of produce must also be displayed for all product lines.

Produce descriptions must be accurate, honest and not misleading. For example, produce must not be described in any way that could be construed by customers as organic unless it is certified organic. If the produce has not been certified as organic then saying "organically grown" is not acceptable, however, signage such as "no chemicals used" or "pesticide free" are acceptable if true. If only part of the produce sold is organically grown, this must also be specified. If a product is claimed to meet a specific food standard (such as 'Extra Virgin Olive

Oil') it must have been tested as such, and evidence of this must be provided by the stallholder on request. Stallholders need to have clear evidence that substantiates all such product claims. These requirements are stipulated in Federal and NSW Fair Trading and Labelling Laws.

Other than by special exception of the Market Management Committee, no imported produce may be sold at the Markets. Producers can only offer their own products. An agent can only offer products from a producer once specifically approved by the Market Management Committee. Any breach of this rule constitutes grounds for expulsion.

Production techniques for all products offered in the Market must comply with applicable regulations relating to food processing, packaging and labelling. Receipts should be kept as proof of origin for inspection by the Market Management Committee (and NSW Fair Trading, NSW Health etc if requested).

All food related products **MUST** be labelled with ingredients contained within the product and the Best Before/Use By dates.

Stallholder applications and registration.

All stallholders have to complete the application process before being allowed to trade. This requires approval by the Market Management Committee and payment of appropriate fees.

Stallholder applicants must first submit the "Stallholder Application/Registration Form" which is accessible on the CFM website. This application provides an overview of the business, what will be offered for sale at the Market, and the origin of products and production activities.

No fee should be sent with this application, which will be considered promptly by the Market Management Committee. Successful applicants will be invoiced and after payment will be allocated a stall space by the Market Manager or designated Rotarian.

All new applications for stalls are considered on the variety and balance of products offered at the Market, and after considering the impact on existing stallholders. The Market Management Committee promotes quality and competition at fair prices.

All new stallholders will be subject to a probationary period of 3 months.

Stalls are not transferable. Any substantive change in ownership of a stallholder's business requires the completion of a new Stallholder Registration/Application Form and approval of the Market Management Committee.

Insurance

All stallholders **MUST** be covered by a valid minimum \$10m Public Liability Insurance Policy and anyone selling food produce (particularly meat, fish or other manufactured produce in any form) **MUST** also carry current Product Liability insurance. **There are no exceptions.**

Special rules relating to producers

Producers are stallholders who produce ALL their products and which are sold by the principal producers or a farm-production-based-employee directly involved with the process of growing, rearing, catching or making the product (not a relative or friend not directly employed in the business). There must be a continuing transparent relationship between the consumer and the producer.

Stallholders are **NOT** permitted to introduce new product categories not included in their approved application until the new product has been authorised by the Market Management Committee.

Special rules relating to agents.

Agents of primary producers are permitted at the Markets, particularly when the distance would prevent the producer from being present.

Stallholders applications from agents are considered by the Market Management Committee on a case by case basis.

Agents must have clear written information about their commercial arrangements. The production activity must meet the same standards as primary producers, including maintaining records of methods, ingredients, chemical use etc. Such details must be available for inspection by the MMC, on request.

Specific rules relating to primary products offered in the marketplace

All primary products (fruit, vegetables, plants, meats, poultry, mushrooms, berries, seafood etc), must be grown, reared, caught in Australia and provide the MMC with their transparent supply chain details if requested.

Specific rules relating to secondary products offered in the marketplace

All secondary products, (e.g. cheese, breads, table olives, wines, spirits, ciders, sauces) must be processed, brewed, pickled, baked, smoked etc by the stallholder on the stallholders own approved premises/property which is a licensed commercial kitchen. Food products such as sausages, breads, cakes etc, while preferably using the stallholder's own ingredients, must be preferably wholly produced from products within the producer's own premises.

Quality assurance

All stallholders are expected to maintain the Markets standards of freshness and high quality. Stallholders are responsible for the decoration and maintenance of their site in a clean and tidy condition and in accordance with the merchandising standards of the market.

The MMC reserves the right to refuse the sale of goods not considered of an acceptable standard under the various applicable food standards and regulations.

The MMC reserves the right to inspect during normal business hours any producer's or agent's property whose products are sold at the Markets in order to verify information provided or to pursue complaints that it considers requires investigation. All stallholders should facilitate such visits by an appointed representative from the MMC or the Rotary Club of Concord.

The committee reserves the right to seek a reasonable fee for any special inspection deemed appropriate. The fee will be advised in advance. If the stallholder does not agree to the visit or accept the fee, then the stallholder may be excluded from the markets.

Assignment and forfeiture of stall spaces

Assignment of stall spaces is determined and confirmed by the Market Manager or designated Concord Rotarian. All stall spaces are numbers and stallholders must stay within their allocated space.

Stall allocation is in line with the best interests of the CFM and takes into consideration requests from all stallholders and customer feedback. The aim is to allocate regular stall holders the same space. This enables easier set-up and familiarity for customers. Stallholders wanting to change their location should arrange with the Market Manager or designated Concord Rotarian. Their decision is final.

Stallholders who fail to attend on two (2) consecutive market days may be required to forfeit their allocated space, unless separate arrangements have been made with the Market Manager. Stallholders consistently arriving late to the markets may also forfeit their position.

The Market Manager reserves the right at any time to alter the size, shape and position of the floor plans as may be necessary for the best interests, risk management and legal and health requirements for the Markets.

Stallholder fees and payments

Stallholder fees are stated on the Stallholder Registration Form, downloadable from the website at www.concordfarmersmarket.com.au. These fees are reviewed regularly by the MMC and no less than annually.

Stallholders are required to pre-pay their fees prior to their attendance in accordance with the Fees Schedule. Electronic payment of fees is available for stallholders.

Stall fees are only refundable in accordance with the "Cancellation Policy" of the market as published

Sharing and payment of shared stall spaces.

Sharing of a stall space must be first negotiated between the two (2) parties and then approved by the Market Management Committee prior to trading. If the stallholders regularly share a stall and only one party will be present on any given market day then the attending stallholder will be required to pay the fee for that Market upfront.

Stallholder attendance and cancellations.

All stallholders are required to confirm their attendance with the Market Manager no later than **5.00pm on the Tuesday immediately prior to the Market Day.**

Stallholders site bookings can be cancelled without penalty up to **5.00pm on the Tuesday immediately prior to the Market Day.** Unless there are special reasons, a late cancellation or non-appearance at the Markets may incur payment for the site in accordance with the stated "Cancellation Policy".

GENERAL OPERATIONAL RULES

Access

Stallholder access will be provided to the Market site on Market days. Stallholders are required to have their site assembled by 8am with vehicles removed from the pedestrian areas prior to then. This enables the Rotarians to finalise entry and exit points at the Markets. Stalls must be open to view and properly staffed by a competent representative during the operating hours. No person under the age of 18 years old is to be in charge of a stall.

All passageways must be kept clear so that customer flow and safety is not inhibited and to allow social distancing to occur.

For safety of patrons and the benefit of the markets in general, stallholders must remain in place until the conclusion of the market at 12.30pm, unless approved by the MMC.

Stallholders should consider accessibility inclusiveness for customers to be available at all stalls.

Parking

Stallholders and their staff are to park their vehicles away from their stalls unless the Market Manager or designated Concord Rotarian has authorised exceptions to enable stallholders to trade effectively, (ie refrigeration vehicle, or vehicles from which sales occur. Vehicles **MUST NOT** block access ways or impede pedestrian traffic.

Stallholders equipment

Stallholders are to provide their own equipment, i.e. gazebos, trestles, flooring etc and ensure the equipment is in good condition. All stallholders must provide and use sufficient weights (number and weight) as per the gazebo manufacturers recommendation to ensure all gazebos and equipment do not move under any wind conditions. Fire blankets and fire equipment must be available at all stalls, particularly those that cook. Stallholders must have appropriate equipment to ensure food handling regulations are adhered to.

The above rules are the sole responsibility of the stallholder regardless as to whether they are supplied by others including the MMC.

No Smoking

Stallholders and their staff are **NOT** permitted to smoke in or around their stalls. **NO-ONE** is to smoke and handle food.

Smells or Fumes

Stallholders should not cause smoke, smells or leave engines running near the stalls.

Clean-up

All stallholders must clean up their site and remove all rubbish before departure. Bins are provided for a reasonable amount of rubbish, but excessive quantities (such as fruit/food boxes, unsold goods etc) are to be removed by the stallholder

Dogs and other animals

Stallholders are not permitted to have dogs (or other animals in their stall). Some customers may attend the Markets with their dogs, however dogs must be restrained and on a leash at all times. Stallholders should immediately report concerns regarding the behavior of customer dogs or other animals to the Market Manager or designated Concord Rotarian.

Stallholder promotion.

The Market Management Committee reserves the right to take photos for the purpose of advertising and promoting the markets. These may be posted on Facebook, Instagram, Tik Tok, Flyers & the markets website. By attending the market you consent to photos being taken and used for marketing and promotion purposes only.

Compliance with legislation.

All stallholders must comply fully with legislation and regulations for the preparation, display and sale of food and goods. Stallholders must be able to operate in inclement weather using

appropriate vehicles, gazebos and/or trestle tables that meet regulatory requirements. Trestle tables must be covered with white or approved fabric that reaches the ground on all sides. Produce for sales must be displayed in a visually attractive way.

The City of Canada Bay requires all stallholders selling food obtain a temporary food licence. This can be downloaded at:

<https://cityofcanadabay.snapforms.com.au/form/temporary-food-event---food-vendor-notification-form>

Canada Bay Council has defined requirements for stalls, particularly with food - here are the standards and checklist for stall holders to follow:

Canada Bay Council Fact Sheet for Temporary Food Stalls

<https://canadabay.t1cloud.com/T1Default/CiAnywhere/Web/CANADABAY/API/CMIS/PUB/content/?id=folder-5141912&streamId=streampdf-5141912>

Canada Bay Council Temporary Food Stall Checklist

<https://canadabay.t1cloud.com/T1Default/CiAnywhere/Web/CANADABAY/API/CMIS/PUB/content/?id=folder-4931091&streamId=streampdf-4931091>

Other relevant websites for stallholders to be aware of are:

NSW Food Regulation:

<https://www.foodauthority.nsw.gov.au/about-us/legislation>

FSANZ Food Standards

<http://www.foodstandards.gov.au/foodstandards/>

Guidelines for Mobile Food Vendors

https://www.foodauthority.nsw.gov.au/sites/default/files/2021-02/mobile_food_vending_guidelines.pdf

NSW Food Authority for Markets and Temporary Events

<https://www.foodauthority.nsw.gov.au/retail/markets-and-temporary-events>

Temporary Food Premises Set up and standards

<https://www.foodstandards.gov.au/foodsafety/standards/Documents/Temporary%20food%20premises.pdf>

Food Standards Labelling

<https://www.foodstandards.gov.au/industry/labelling/Pages/default.aspx>

Signage and Labeling

All must have stallholder identity signs, showing who they are, the origin of their products (producers and agents) and comply with the ATO, NSW Health and NSW Fair Trading laws. Food sellers need to be registered with NSW Health where applicable.

All stallholders must have signage clearly visible to the customer that display their name and address and the name and address of any other producers represented. All stallholders who make claims regarding their product must display appropriate certification on their stall to verify their claims, (ie "all organic" certification must be displayed and made visible to the customer.

All stallholders must comply with appropriate labeling regulations and acquire any necessary licenses and permits for producing and/or selling their products.

Copies of these licenses must be made available to the MMC or given to the Market Manager prior to selling at the Market.

Weights and measures

Stallholders must weigh all goods on site on certified scales as required under the Weights and Measures Act.

Food Safety

Stallholders must comply with the Food Safety Regulations that apply to their products under the Food Safety Act and by NSW Health.

Market safety

Before participating in their first market, stallholders must read and be with the Market Safety Procedures. A printable copy of these procedures can be downloaded from the Concord Farmers Market website, www.concordfarmersmarket.com.au

Packaging

Appropriate packaging should be provided by stallholders and where possible be recyclable or biodegradable to align with the APCO (Australian Packaging Covenant Organisation) national targets for 2025.

No single use plastic bags, containers or cutlery can be offered at the markets. All packaging must be recyclable.

Use of CFM Logo

The CFM logo is a trademark. If stallholders wish to use the CFM logo they **MUST** seek permission from the Market Manager

Disclaimer of liability

Stallholders are required to indemnify the organiser from any damage, and liability arising from any injury or damages to any person, including the general public, the stallholders or others, occurring either in the space occupied by the participant or elsewhere arising out of its occupancy or anything connected with occupancy.

The organiser will not be liable for any loss or damage to the property of the participants due to fire, robbery, accidents or any cause whatsoever that may arise from use and occupancy of the site.

The organiser assumes no liability for any damages or losses resulting from or relating to the failure of the participant to comply with the provisions of the agreement.

The organiser will not be responsible for the insurance obligations of the stallholder "Certificate of Currency" must be forwarded promptly to the Market Management Committee

Failure to observe the Market Rules for Stallholders constitutes grounds for expulsion.

The Rotary Club of Concord Market Management Committee reserves absolute discretion to accept or reject or ask stallholders to leave in the event that in the opinion of the Market Management Committee, there has been a breach of the Code of Conduct, Market Rules or reasonable directions.

In the event of a stallholder failing to abide by the Rules, the **Market Management Committee** may take such action as it deems appropriate to recover any loss or damages as a consequence of the actions of a stallholder.

Privacy Policy

All personal information of the Stall holders and its officers, employees, contractors and agents, will be handled in accordance with applicable Privacy Laws, and Rotary's Privacy Policy <https://my.rotary.org/en/personal-data-use-policy>

Appendix

I. Canada Bay Council - Fact Sheet for Temporary Food Stalls

REQUIREMENTS FOR TEMPORARY FOOD STALLS

FACT SHEET

What is a temporary food stall?

A temporary food stall is a temporarily positioned facility used for the sale of any article of food to the public. There are a number of requirements you must be aware of, which are outlined in City of Canada Bay's Food Handling at Temporary Events Policy.

Obligations on selling food

A person handling or selling food or operating stalls used for selling food for human consumption, including drinks, produce, fruit and vegetables or pre-packaged food, is deemed to be a 'food business'. This includes not-for-profit operations.

A food business is required to sell safe and suitable food in accordance with the NSW Food Act 2003 (the Act), which also mandates compliance with the national Food Standards Code (the Code). Of particular relevance for temporary events are parts 1.2 (labelling) and 3.1.1, 3.2.2 and 3.2.3 (food safety standards) of the Code, which can be accessed at www.foodstandards.gov.au


Failure to comply with the requirements may lead to enforcement action. Depending on the food safety risk identified, this action may include a warning letter, improvement notice, penalty notice, seizure, prohibition or prosecution.

Requirements for temporary food stalls construction and operation

All premises, including temporary food premises that sell food, are required to comply with the Food Act 2003, the Food Regulation and the Food Safety Standards. Requirements under Food Act, Regulation and Safety Standards for the operation of temporary food stalls.

- ✓ A Food Safety Supervisor must be certified, qualified and appointed. The Food Safety Supervisor Certificate must be kept onsite at the stalls all times and available to Councils health inspectors.
Note: The Food Safety Supervisor requirement applies to retail businesses who process and sell food (prepare and serve) that is: ready-to-eat, potentially hazardous (i.e. needs temperature control), and NOT sold and served in the supplier's original package

A copy of the Food Safety Supervisor must be kept onsite during the event. The food safety supervisor must be at the stall majority of the time and advise staff of food safety issues. For more information on the Food Safety Supervisors please visit www.foodauthority.nsw.gov.au



The image shows a sample of a Food Safety Supervisor Certificate. It is a green and white document with the Food Authority NSW logo at the top. The text on the certificate includes: 'This is to verify that', 'Firstname Lastname', 'This person has successfully completed the required units of competency to be qualified as a Food Safety Supervisor under the Food Act 2003', 'Issued by: [Insert FTS Number] or [Insert NSW Food Authority]', and 'Authorised Officer or Delegate of the NSW Food Authority'. There are also logos for the NSW Government and the NSW Food Authority at the bottom.

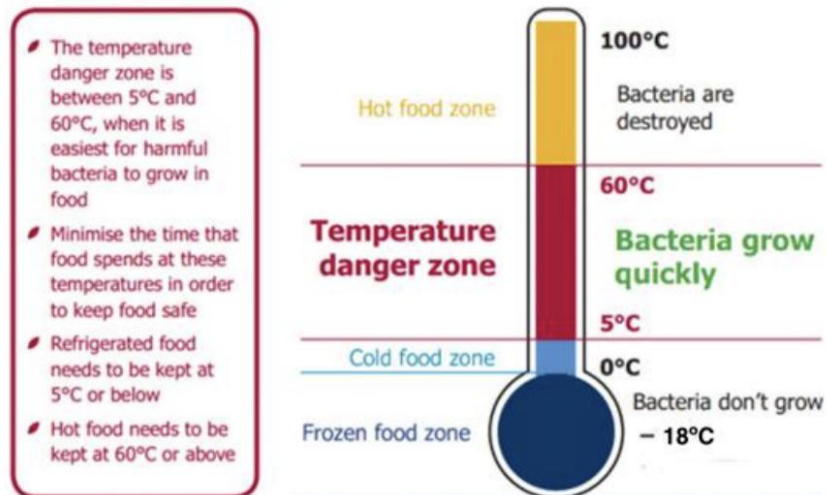
- ✓ Stall is fitted with a roof and three sides
- ✓ A smooth and impervious floor cover has been supplied as flooring and is able to be cleaned
- ✓ A physical barrier i.e. sneeze guards are installed in front of all cooking and preparation areas



- ✓ Hand wash basin is provided and located within the stall
- ✓ Hand wash basin is supplied with warm running water, liquid soap and paper towels
- ✓ Utensil/equipment washing facilities are provided and located within the stall
- ✓ Utensil/equipment washing facilities are provided with warm water, and detergent



- ✓ Potentially hazardous food (PHF) is under temperature control: food receipt, storage, display and transport; cold food at or less than 5°C, Hot food at or above 60°C.
- ✓ Digital Probe Thermometer provided to stall, readily accessible - accurate to +/- 1°C





- ✓ Food is stored a minimum of 150mm off the floor
- ✓ Food is stored in food grade containers
- ✓ Disposable eating utensils, straws etc. are stored in dispensers and protected from contamination
- ✓ Food handlers wash and dry hands thoroughly using hand wash facilities regularly
- ✓ Food handlers avoid unnecessary contact with ready to eat food or food contact surfaces by use of utensils, a gloved hand, food wraps etc.
- ✓ Procedures in place for staff when handling food and money etc.
- ✓ Food safe sanitiser available for food preparation surfaces and equipment
- ✓ Premises, equipment and food contact surfaces are kept in a clean and sanitary condition
- ✓ Equipment in a good state of repair and working order
- ✓ Suitable garbage and recycling receptacles are provided and arrangements made for frequent removal of garbage and recyclable materials
- ✓ Food labelling complies with Food Standards Code

For further information please contact Council Environmental Health team on 9911 6555 or email health@canadabay.nsw.gov.au

II. Canada Bay Council - Checklist for temporary Food Stalls

TEMPORARY FOOD STALL CHECKLIST



Administration

- Food Safety Supervisor is appointed and certificate kept onsite at stall

Construction

- Stall is fitted with a roof and three sides
- A smooth and impervious floor cover has been supplied as flooring and is able to be cleaned
- A physical barrier i.e. sneeze guards are installed in front of all cooking and preparation areas
- Hand wash basin is provided and located within the stall
- Hand wash basin is supplied with warm running water, liquid soap and paper towels
- Utensil/equipment washing facilities are provided and located within the stall
- Utensil/equipment washing facilities are provided with warm water, and detergent

Food handling

- Potentially hazardous food (PHF) is under temperature control: food receipt, storage, display and transport; cold food at or less than 5°C, Hot food at or above 60°C.
- Digital Probe Thermometer provided to stall, readily accessible – accurate to +/- 1°C
- Food is stored a minimum of 150mm off the floor
- Food is stored in food grade containers
- Disposable eating utensils, straws etc. are stored in dispensers and protected from contamination
- Food handlers wash and dry hands thoroughly using hand wash facilities regularly
- Food handlers avoid unnecessary contact with ready to eat food or food contact surfaces by use of utensils, a gloved hand, food wraps etc.
- Procedures in place for staff when handling food and money etc.
- Food safe sanitiser available for food preparation surfaces and equipment

Other

- Premises, equipment and food contact surfaces are kept in a clean and sanitary condition
- Equipment in a good state of repair and working order
- Suitable garbage and recycling receptacles are provided and arrangements made for frequent removal of garbage and recyclable materials
- Food labelling complies with Food Standards Code