

Mount Isa City Council

23 West Street, Mount Isa

PO Box 815,

Mount Isa QLD 4825

Telephone 07 4747 3200

Facsimile 07 4747 3209

Email city@mountisa.qld.gov.au Website www.mountisa.qld.gov.au



Food Act 2006

Non-Profit Organisation Temporary Food Stall Notification Form

Application is for

- ☐ One day licence (one off single event)
☐ Annual licence
☐ One event (maximum 4 days)

Non-profit organisations, please submit Certificate of Incorporation for the organisation receiving the funds as a donation.

Applicant details

Organisation name (if applicable)

ACN / ABN

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss Other (specify)

Family name

Given names

Postal Address

Email Address

Phone Number Fax No

Mobile Number

If applicant is a company, insert organisation name and ABN

Location and event details

Date/s of event

Name of event

Address of event

Locality / Suburb

State

Postcode

All dates and venues are required to be detailed in this section.

Note: Not-For-Profits that provide sit down meals on more than 12 occasions per year need to apply for a Food Licence.

Food Stall Details

☐ Indoor Stall

☐ Outdoor Stall

Details of food and drinks to be served at the stall

Floor Plan

Please submit a drawing (not to scale) of your proposed stall layout as per attached example.

Food Safety Training – I’m Alert

Please provide details and supporting documentation of your food safety training (I’m Alert). Follow link below to access free online training: <https://www.mountisa.qld.gov.au/Community/Public-Health/Food-Safety/Food-Safety-Training>

Full Name

Phone Number

Mobile Number

Qualifications/Skills and Knowledge

Suitability of Applicant

Has the applicant ever had a licence refused, suspended or cancelled or been convicted of an offence under the *Food Act 2006* or a corresponding law in another state or territories?

☐

No

☐

Yes

If Yes, please attach details

Please provide details of skills and knowledge the applicant has to sell safe and suitable food. Alternatively provide details for the person providing this service to the applicant

If you are unable to get the landowner to complete this section of the form, please attach a supporting letter from the landowner stating that they give permission for the food stall to be held on their property.

Landowner/s Permission

If conducting a temporary food stall on private property, please provide the Council with the landowner/s permission.

Landowner/s Full Name

Phone Number

Landowners Signature/s

Use of Council Footpath/ Public Place

If conducting a temporary food stall on Council property (footpath or public place) please complete and submit a Temporary Use of Footpath and Public Places Application to Council and attach approval letter with this application.

☐

Attached

☐

Not Applicable

Signature of applicant

I _____, certify that the above information and the information on all attachments, to the best of my knowledge are true and correct.

Signature

Date

Lodgement (Please complete/attach the following to this notification form)

1. One copy of your completed floor plan.
2. Supporting documentation for online food safety training.
3. Supporting documentation of Non-Profit status in the form of a Certificate of incorporation or Statutory Declaration.
4. Certificate of Currency for Public Liability Insurance (minimum \$20 million)
5. Written approval from Council/ landowner for temporary use of footpath or public place (if stall being conducted on footpath or public place).

NOTE: Lodgment of complete notification form with all attachments must be made at least 5 working days prior to the event.

PRIVACY STATEMENT

"Mount Isa City Council is collecting your personal information on this form in order to comply with its responsibilities and obligations as a Local Government. The information will only be accessed by authorised Council employees who have a legitimate need for the information to process applications, requests etc. Your personal information will not be given to any other person or agency unless you have given us permission to do so or we are required to do so by law".

Non-Profit Organisation Temporary Food Stall Notification Form – Applicant Checklist

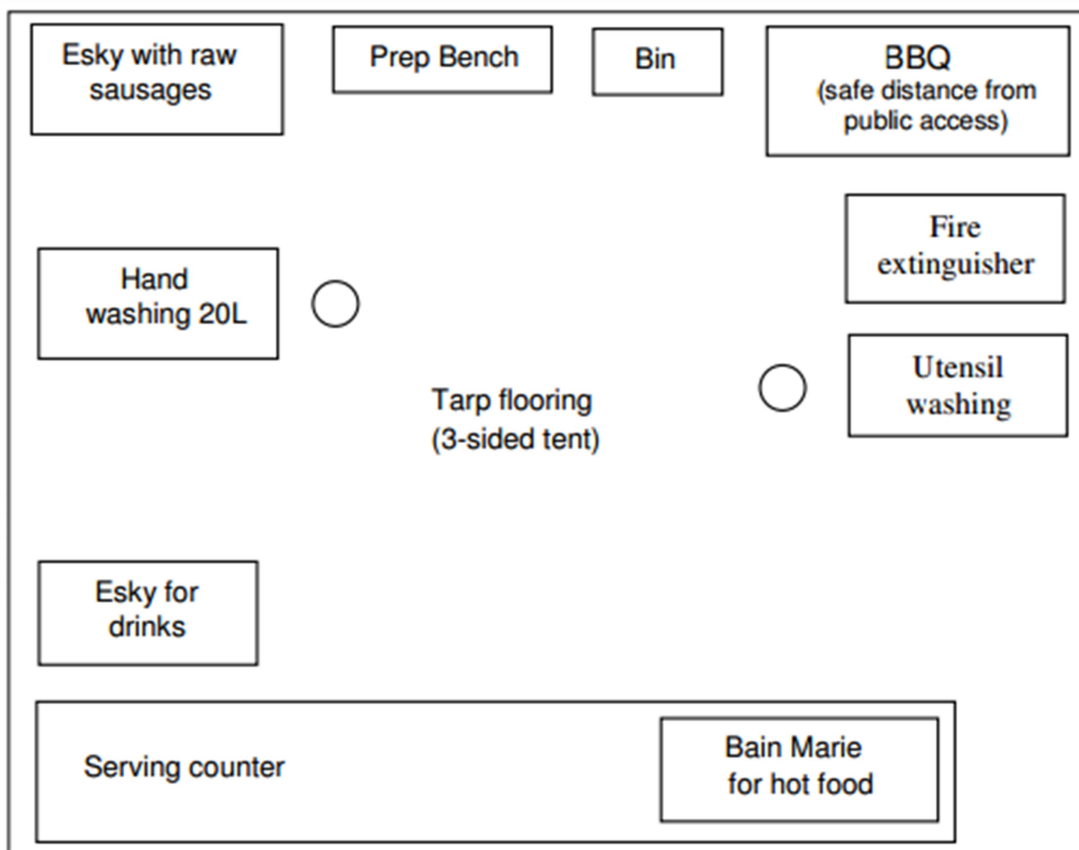
Hand Washing Facility	☐ Adequate water supply ☐ Liquid soap and single use paper towels ☐ Hand sanitizer
Utensils Washing Station	☐ Separate sink for utensil washing.
Hot food storage/display	☐ Immediate serving of food once cooked. ☐ Bain Marie ☐ Food display cabinets which hold food at temperature of 60°C or above ☐ Not applicable – not serving hot food.
Cold and frozen food Storage	☐ Esky/ refrigerator/ mobile cool room ☐ Freezer ☐ Not applicable
Temperature Control Measures	☐ Thermometer (Digital Probe or Infra-red Thermometer) ☐ Frequent temperature monitoring of PHF. ☐ Temperature log sheets (High risk food)
Dry food storage	☐ Sealed containers and under cover ☐ Separated from personal items.
	☐ Cleaning chemicals
Cleaning and Waste Disposal	☐ Waste bin with lid. ☐ Appropriate waste oil disposal area/method ☐ Appropriate wastewater disposal area/method
Fire Safety Measures	☐ Fire extinguisher sign. ☐ Fire extinguisher. ☐ Fire blanket.
First Aid Measures	☐ First aid kit/equipment's
Food Transportation Note: The transportation vehicle must be maintained in a clean condition to prevent food contamination and should be appropriate for maintaining temperature control.	☐ Designated food transport vehicle ☐ Food will be stored in cooler boxes and/or sealed containers during transportation using personal vehicles.

Temporary Food Premises Floor Plan Example

When applying for a Temporary Food Premises Licence you will be required to submit a rough floor plan with your application. The floor plan is not required to be to scale but must include the following;

- Location of equipment (such as BBQs)
- Location of hand washing and utensil washing facilities
- Floor, walls and roof material
- Specifications on benches and other equipment

Example:





Temporary Food Stall

(Name of food stall or applicant)

Intended Floor Plan / Layout of equipment:

Floor, walls and roof materials:

This page (or one of a similar format) must be submitted with your application (both profit and not-for-profit) to Council.

Statutory Declaration

QUEENSLAND
TO WIT

I,

of

in the State of Queensland

do solemnly and sincerely declare that

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1867.

Signature of declarant/deponent

Taken and declared before me at

this day of

A Justice of the
Peace/Commissioner for
Declarations.

I'M ALERT Food Safety

INTERACTIVE ONLINE TRAINING



Food Safety - Are you ALERT?

Do you and your staff have the skills and knowledge required to ensure safe food for your customers?

Food Safety is your Business. It is the responsibility of a Food Business to ensure that all food sold is safe and suitable.

This information package has been developed by qualified and experienced Environmental Health professionals and is equivalent in scope to a two-day consultant delivered course.

The interactive, logical and easy learning format will assist you and your staff to develop the skills and knowledge required to ensure safe food for your customers and to comply with your obligations under the Food Safety Standards for Australia and New Zealand.

Most sections include an interactive quiz. Upon completion of the program, a training acknowledgement form can be printed and filed as part of your food safety records.

Course Index

- Overview
- Foodborne Illness
- Potentially Hazardous Food
- Contamination of Food
- Temperature Control
- Food Handling Skills and Knowledge
- Food Receipt
- Food Storage
- Food Processing
- Food Display
- Food Packaging
- Food Transportation
- Food Disposal
- Food Recall
- Health of Persons Who Handle Food
- Hygiene of Food Handlers
- General Duties of Food Businesses
- Cleanliness
- Cleaning and Sanitising of Specific Equipment
- Structure, Design and Maintenance
- Temperature Measuring Devices
- Single Use Items
- Animals and Pests
- Management Control Techniques (HACCP, Food Safety Programs)

Minimum System Requirements

- Internet Connection (Broadband Recommended)
- Adobe Flash Player version 6 or higher
- Adobe Reader version 5 or higher
- Pentium II 400MHz Processor
- 32MB of System Memory
- 256 Colour VGA Monitor
- Screen Resolution of 640 x 480
- Sound Card & Speakers (or Headphones)
- Printer

I'M ALERT
Are You ALERT?



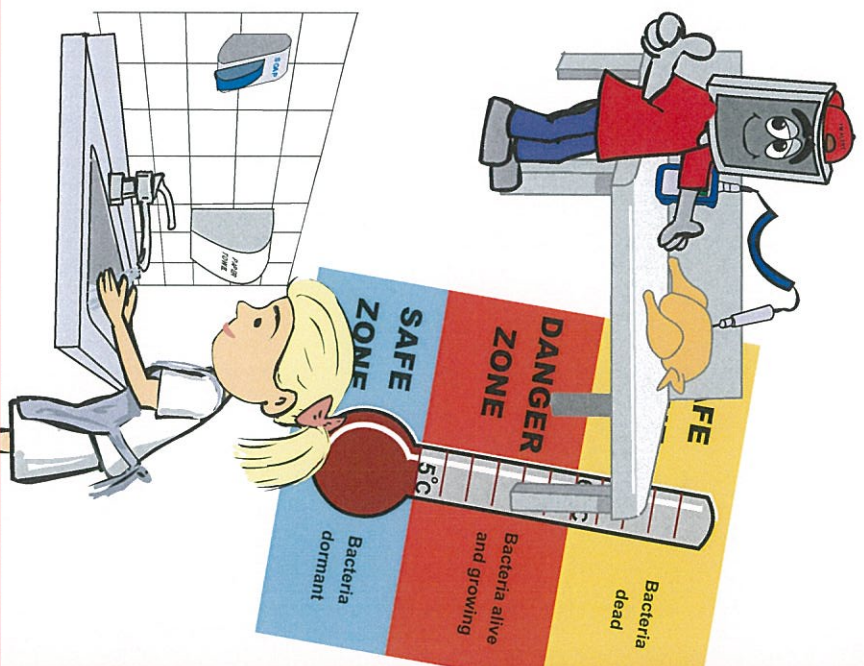
Visit
www.mountisa.imalert.com.au
and follow the simple on screen instructions to complete your training.



ENVIRONMENTAL
HEALTH
AUSTRALIA

Mount Isa City Council
www.mountisa.imalert.com.au





FREE

Online Food Safety Training

Now available through the Mount Isa City Council Website.

The Mount Isa City Council takes food hygiene within our city very seriously. All food businesses have obligations and the Mount Isa City Council is assisting food businesses to meet these obligations by providing free access to this exciting new training tool.

There is a high demand for training within the food sector. This training will assist food handlers in developing the required skills and knowledge to ensure food is handled in a safe and hygienic manner.

The program is easy to follow, includes an entertaining presentation as well as interactive quizzes. A training acknowledgement form can be printed upon completion and be kept as a part of your staff records.

Visit www.mountisa.imalert.com.au to conduct the training now.

Food safety when outdoors

This fact sheet provides general food safety information for persons eating outdoors.

Introduction

Barbeques, picnics, camping, hiking, fishing and boating are a great way to have fun and adventure outdoors with family and friends. However, eating outdoors can present opportunities for food-borne illness (food poisoning) and the risk increases because:

- harmful bacteria grow more easily when food is stored in the 'temperature danger zone' of between 5°C and 60°C
- facilities for cleaning and hand washing may be inadequate and a safe water supply may not always be available
- food can be exposed to contamination from the environment, insects, pests and animals

Planning

Undertaking activities outdoors involves improvised situations and the comforts and conveniences of home are not always available. Planning can minimise the risk of getting food poisoning. Keeping food safe and suitable requires careful consideration about:

- choosing the type of food you bring
- the availability of water supply
- food storage (temperature control and protecting food from contamination)
- cleaning and personal hygiene (hand washing)
- food handling practices

The foods you choose will depend on the type of food storage you have available, how much you can carry, who is attending and whether suitable water supply is available.

Vulnerable populations

Some people are more at risk of getting food poisoning than others. Vulnerable groups include pregnant women, the elderly, young children and anyone with an illness. Special care should be taken with their food.

Potentially hazardous foods

Harmful (food poisoning) bacteria grow more easily in and on some foods than others. These 'potentially hazardous' foods support the growth of bacteria that may cause illness and include:

- raw and cooked meat (including hams, salamis, chicken and turkey) or foods containing meat, such as casseroles, curries and lasagne
- dairy products, for example, milk, custard and dairy based desserts
- seafood (excluding live seafood)
- processed fruits and vegetables, for example, prepared salads, coleslaws and rice salads
- cooked rice and pasta
- foods containing eggs, beans, nuts or other protein rich foods, such as quiche and soy products
- foods that contain these foods, such as sandwiches and rolls

Food storage

The temperature of food and the time it remains at that temperature is critical to food safety. The key is if food remains in the temperature danger zone of between 5°C and 60°C for a total of:

- less than 2 hours, it must be chilled or used immediately
- longer than 2 hours but less than 4 hours, it must be used immediately
- 4 hours or longer, it must be thrown out

The use of potentially hazardous foods should be kept to a minimum unless the food can be kept cold (5°C or lower) or hot (60°C or higher).

In addition, the following measures should apply when storing food:

- store any raw meats and seafood in an insulated cooler, separate from other food
- ensure all foods are adequately wrapped or stored in separate leak-proof containers to prevent spoilage and contamination
- do not allow cooked and raw foods to come into contact with each other. This could lead to cross contamination of harmful bacteria from raw food (e.g. meat, seafood, vegetables) to cooked food
- use plenty of ice or cold packs around the food and keep eskies closed as much as possible to avoid temperature loss
- if cooked foods, fruits and salad ingredients are stored in the same esky with raw foods, ensure they are stored above raw foods and are wrapped and protected to prevent juices from coming into contact with other foods
- use separate eskies for the storage of raw food, cooked food and drinks
- maintain a constant temperature check on eskies, portable fridges or electric coolers. Eskies can be fitted with small thermometers
- do not use eskies intended to hold food for human consumption for the storage of fish bait
- be extra careful with the handling and storage of caught seafood. Seafood quality diminishes as soon as it leaves the water. Ice the fish as soon as possible after catching

Food handling, preparation and cleaning

Proper food handling, preparation and cleaning practices are essential in minimising the risk of food contamination. Key points to follow are:

- wash, cut, and prepare all meats and other potentially hazardous foods beforehand to reduce the need to handle foods
- thoroughly wash all foods that will be eaten raw such as fruits and salads especially if stored in an esky storing raw meats
- if you need to cool down hot food, place it in the portable fridge/esky after it has stopped steaming. Allowing it to stand on a benchtop for extended periods provides a perfect breeding environment for harmful bacteria. Divide large quantities of food into small, shallow containers for faster cooling
- ensure eskies and other food storage are regularly cleaned and sanitised (weak chlorine solution) especially after emptying out melted ice water. Rinse with clean water before use
- when cooking mince, sausages, hamburger patties, rolled roast and chicken, ensure they are cooked right through. The only way to ensure that meats and seafood are adequately cooked is to use a probe thermometer
- reheat leftovers quickly until steaming hot
- wash chopping boards after handling raw meats, seafood, fruits and vegetables

- don't place cooked food on plates which have been used for raw products such as meat, poultry and seafood; wash and sanitise them first
- be extra careful with the Christmas hams/turkeys. It provides an ideal source of contamination due to:
- constant handling by family (adults & children)
- difficulty maintaining temperature below 5°C due to size
- use of unclean tea towels as covers
- pre-cut ham/turkey and store in either sealed containers or aluminium foil at below 5°C

Personal hygiene

Our health is in our hands. Clean hands will decrease the possibilities of food contamination and food poisoning markedly.

Wash hands thoroughly (including brushing under nails) before and after:

- handling raw meat, seafood & vegetables
- handling utensils and equipment
- smoking
- going to the toilet
- handling rubbish
- touching your hair, nose or other body parts
- handling pets
- nappy changing

Use soap and disposable paper towels when washing and drying hands. In cases where reticulated (council) water is not available to the area, use antibacterial gels and sterile disposable wipes. Cloth towels can support the growth of harmful bacteria.

A safe water supply is the most important requirement for good health in the outdoors as it is necessary for drinking, preparing and cooking food, cleaning utensils and helping to maintain personal hygiene. It is advisable that wherever practical, adequate supplies of safe water (eg. town supplies, bottled water) be obtained for the duration of your stay in the outdoors. If this is not practical, water obtained from other sources should be treated as unsafe until suitable precautions have been taken.

Guidance on ensuring safe water:

- use only bottled, boiled or treated water – in that order of preference – for drinking, cooking or preparing food, washing utensils and surfaces, brushing teeth, hand washing, making ice and bathing
- only treat contaminated water if no drinking water can be obtained
- always obtain water from the least contaminated source available to you (clear, running water is preferable)
- filter cloudy water through a clean cloth or allow it to settle and then pour off the clear water for boiling. Boil the water vigorously for 1 minute (or 3 minutes if water is very cloudy (turbid)) then leave it to cool and store in a clean, covered container. Boiling will ensure water is safe from most types of harmful bugs but will not remove chemical contaminants
- only if water cannot be boiled, treat it with chlorine or iodine tablets. Follow the manufacturer's directions with the tablets. It should be noted that this form of water treatment may not kill all the bugs and won't remove chemical contaminants
- advice on the effectiveness of alternative disinfection methods should be sought from suitably qualified professionals

- portable filters (absolute pore size 0.1-0.4 microns) can be used to remove certain pathogens but not all. It is recommended that filtered water be chemically disinfected before consumption
- thoroughly clean any containers used to store water with hot soapy drinking quality water, then rinse with a bleach solution of 1 tablespoon of bleach per 2 litres of hot water. Rinse thoroughly with drinking quality water before use

Other hints

- dispose of melted ice water in eskies. Do not use for consumption, washing of salads or food preparation as it may be contaminated especially if it contains blood from thawed meat or seafood
- do not use ice from the esky to ice drinks as the ice may be contaminated. Ice intended for drinks should be stored separate and protected from potential contamination
- minimise direct hand contact with ice used for the chilling of food especially ready-to-eat foods
- thoroughly heat and clean BBQ plates and ensure dining areas are cleaned and sanitised to eliminate or reduce contamination
- minimise the use of tea towels and dishcloths as they may be a source of harmful bacterial growth if used incorrectly. Let dishes air dry
- dispose of cracked eggs or pasteurise them before use. Cracked eggs are a source of harmful bacteria (Salmonella)
- do not wash pet dishes in the same wash up water used for other dishes
- keep animals out of food preparation area

What to do if you get food poisoning

The symptoms of food poisoning may include diarrhoea, nausea, vomiting, abdominal cramps, fever and headaches. If a person is suffering from one or more of these symptoms they should:

- consult a doctor. The doctor will be able to provide any treatment that is necessary. It is important that a faecal (stool) specimen be taken, to assist with any investigation into the cause of the food-borne illness
- recover suspect food and place in a leak proof container in a refrigerator for collection by Queensland Health if deemed necessary. Do not freeze the food. Label it appropriately
- take note of all foods and drinks consumed two to three days prior to onset of symptoms. This is very important as food poisoning may be caused by food consumed three days or more prior to onset of symptoms. Note the names and contact numbers of any other person affected
- report the matter to the local Queensland Health Public Health Unit, particularly if a friend or associate is suffering similar symptoms associated with the consumption of the same food. Any other associated cases should also be encouraged to consult a doctor and lodge their own details with Queensland Health for investigation

Things to remember

- **pack and store food and utensils safely**
- **clean and rinse food, equipment and hands thoroughly**
- **cook and reheat food thoroughly to above 60°C**
- **chill food to below 5°C**
- **separate and cover food**

For further information

Queensland Health has a variety of fact sheets with detailed information on food safety. Fact sheets can be accessed from the Queensland Health website at www.health.qld.gov.au/foodsafety.

Contact your local government if you have any further questions. Contact details can be found at www.dlgp.qld.gov.au/local-government-directory.html or your local White Pages.

Sausage sizzles and barbecues

Sausage sizzles and barbecues are a popular way to raise money for charities and community organisations. They are often held outdoors to take advantage of Australia's good weather and open spaces.

Provided you take some simple food safety precautions and sell freshly cooked food straight from the barbecue, the food should be safe.

Preparing and cooking food safely

Take the following precautions at sausage sizzles and barbecues to ensure that food is safe.

- Finish preparing raw meat before leaving for the site such as slicing, marinating or skewering.
- Pack raw meat into insulated boxes with ice bricks for transportation.
- Handle food with tongs or other equipment. Use separate equipment to handle raw and cooked meats. Hands should not be used unless absolutely necessary, and then hand washing facilities must be available. Hands must be washed after handling raw meats.
- Keep cooked meat and salads separate from raw meat at all times to prevent contamination.
- Cover food to protect it from contamination.
- Use clean and dry utensils for serving the food –**never** place cooked meat back on the trays that held the raw meat.
- Cook chicken, sausages and hamburgers until juices run clear - steaks can be cooked to preference.
- Throw left-over food away unless refrigeration equipment is available to rapidly cool the food.

Disposable utensils

Wherever possible, single-use (disposable) utensils such as knives, forks, plates and cups should be used and thrown away after use. These items should be kept covered until required and should be handled carefully to minimise any risk of contamination. Re-useable items such as mugs should not be used unless there are facilities available on-site to wash and sanitise them, or there are enough items for the duration of the event.

Water

If water is needed for hand washing or for washing up, a supply adequate to last the event must be provided. The water must be of drinkable quality. If using containers to transport water to the event, make sure that they are clean and have not been used to store chemicals.

If you do not have access to hot water for washing up, make sure that you take enough utensils so that you can use separate utensils for the raw and the cooked food at the event.

Hand washing facilities

Unless a written exemption has been obtained from your local council or health authority, food handlers must wash their hands with warm running water. An exemption is only likely to be issued where enough water is not available for hand washing. In such circumstances the local council or health authority may permit the use of alternatives such as cleaning creams or gels, or sanitising wipes.

If you have access to water, you should set up a temporary hand washing facility that provides running water. You can do this by using a large water container with a tap at its base. Another container, such as a bucket, should collect the wastewater, to keep the site dry and clean.

A supply of soap and paper towels must be provided at the hand washing facility so that hand washing can be undertaken properly. Supply a bin for used towels. This helps to keep the site tidy and prevents contamination from used towels.

Australia

55 Blackall Street
BARTON ACT 2600
Ph: +61 2 6271 2222 Fax: +61 2 6271 2278

PO Box 7186
Canberra BC ACT 2610
Australia

Email: info@foodstandards.gov.au

New Zealand

Level 6 108 The Terrace
WELLINGTON NEW ZEALAND
Ph: +64 4 473 9942 Fax: +64 4 473 9855

PO Box 10559
The Terrace, Wellington 6036
New Zealand

Email: info@foodstandards.govt.nz