



National
**Multicultural
Festival**

Stallholder Induction Session

Multicultural Festival 2025



We wish to acknowledge the Ngunnawal people as traditional custodians of the land we are meeting on and recognise any other people or families with connection to the lands of the ACT and region. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.



We would also like to acknowledge and welcome other Aboriginal and Torres Strait Islander people who may be attending today.



Detail of: *Meeting Place* by Leah Brideson

A representation of Canberra as a meeting place. The palette is inspired by colours of our natural environment and the textures of the land, mountains and rivers that surround this beautiful city.

Agenda

Applies to all stallholders

- Team introduction
- Key General information
- Stall setup
- Stallholder Rules, Compliance, and Bond
- Social Media Tips
- Temporary Power
- Waste Management
- Work Health and Safety (WHS)
- Questions - Information and diplomatic stalls (not providing samples) may leave

Stallholders Selling or providing samples of Food and/or Liquor

- Key Food
- WHS Continued
- Food and Liquor waste management – including Charcoal
- Liquor Licencing (includes liquor samples)
- Food Handling Safety (includes food samples)
- Questions



Your NMF Operational Team!

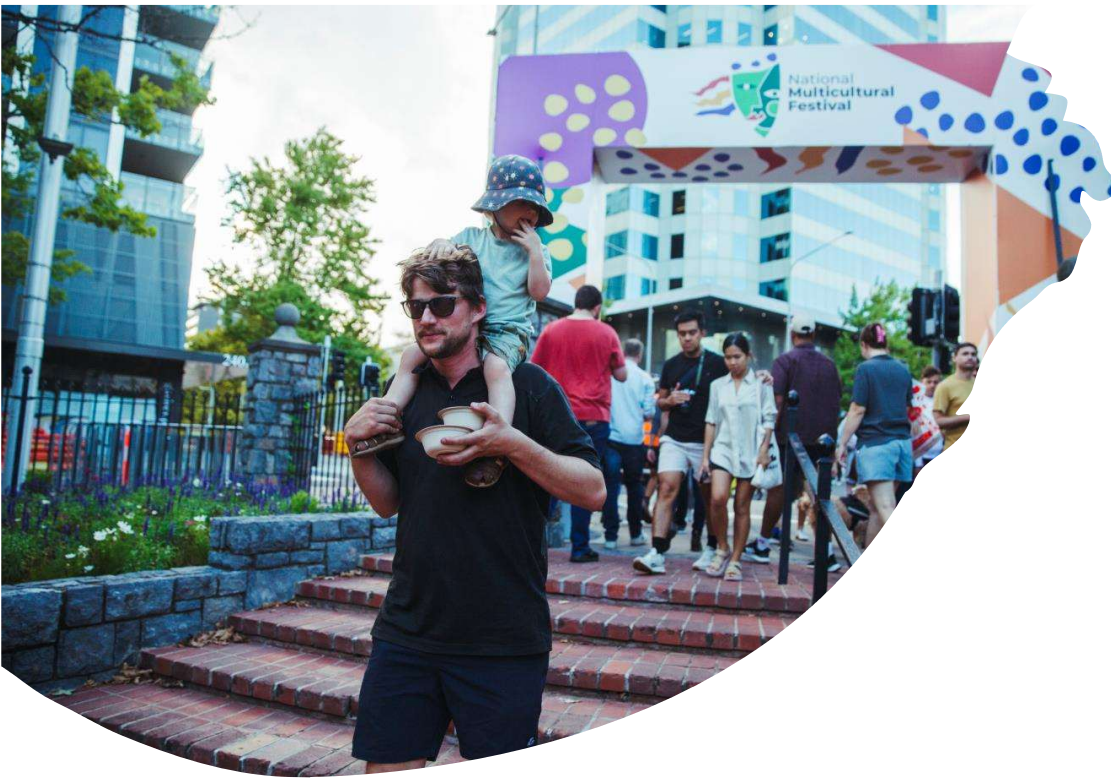


Rebecca Butchart –
Senior Director

Sam Nielsen –
Assistant Director

Claire Huxley –
Senior Event Stalls Manager

Fuen Acebron Sanchez –
Event Officer



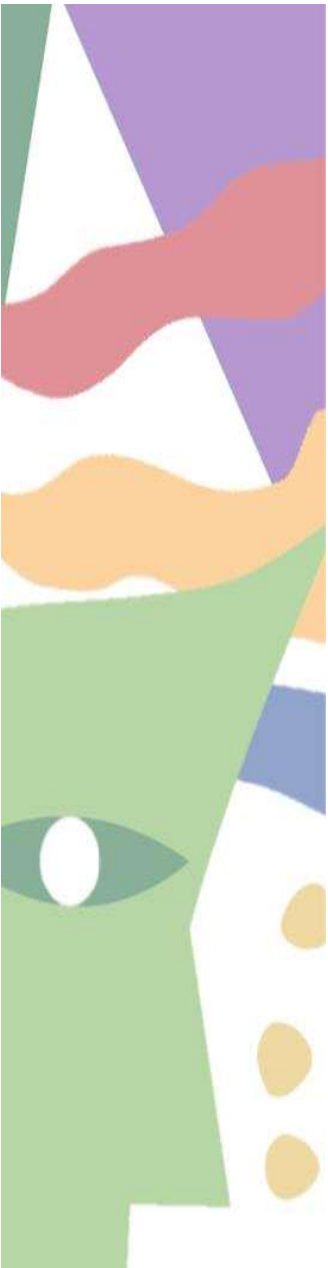
27 years of the festival and ever growing!

- Our festival reflects more than 170 unique nationalities that are a part of our community today.
- The award-winning festival is one of the most successful multicultural events in Australia – a kaleidoscope of colours, sights, sounds and tastes.



General Key Information





Festival Hours

Date	Start	Finish
Friday 7 February 2025	5:00pm	11:00pm
Saturday 8 February 2025	10:00am	11:00pm
Sunday 9 February 2025	10:00am	5:00pm

You must be trading the **full festival hours** of your allocated trading days. You are expected to plan accordingly for supplies and staffing.

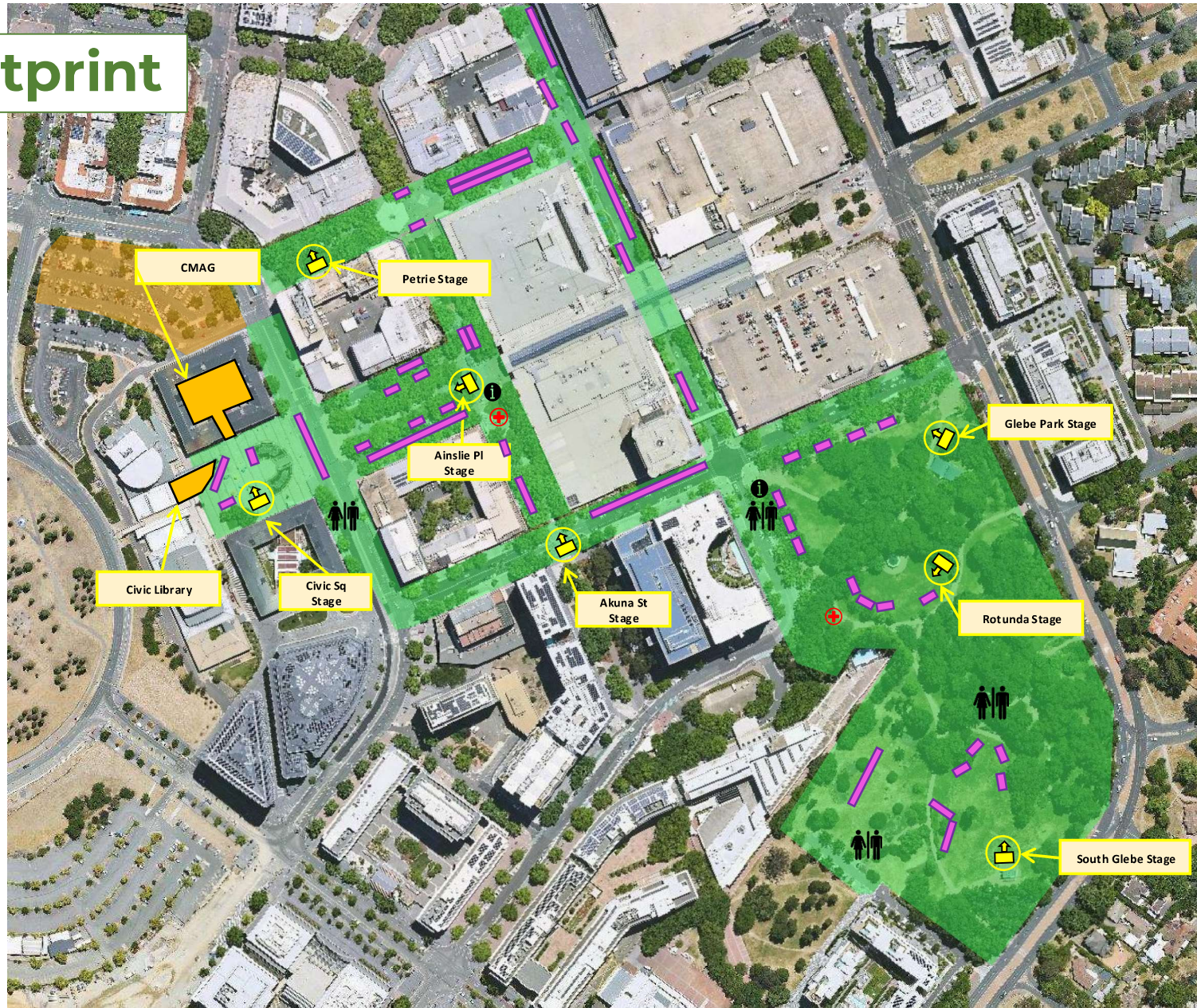


Stall Bump-In and Access times

Date	Bump In	Bump Out
Friday 7 February 2025	12:00pm – 4:00pm	11:30pm*- 1:00am
Saturday 8 February 2025	6:00am – 9:00am	11:30pm*- 1:00am
Sunday 9 February 2025	6:00am – 9:00am	5:30pm*- 9:00pm

*Access from this time pending approval from security or event staff based on crowds. Vehicles will be held at road closures until this approval is given.

2025 Footprint



Key

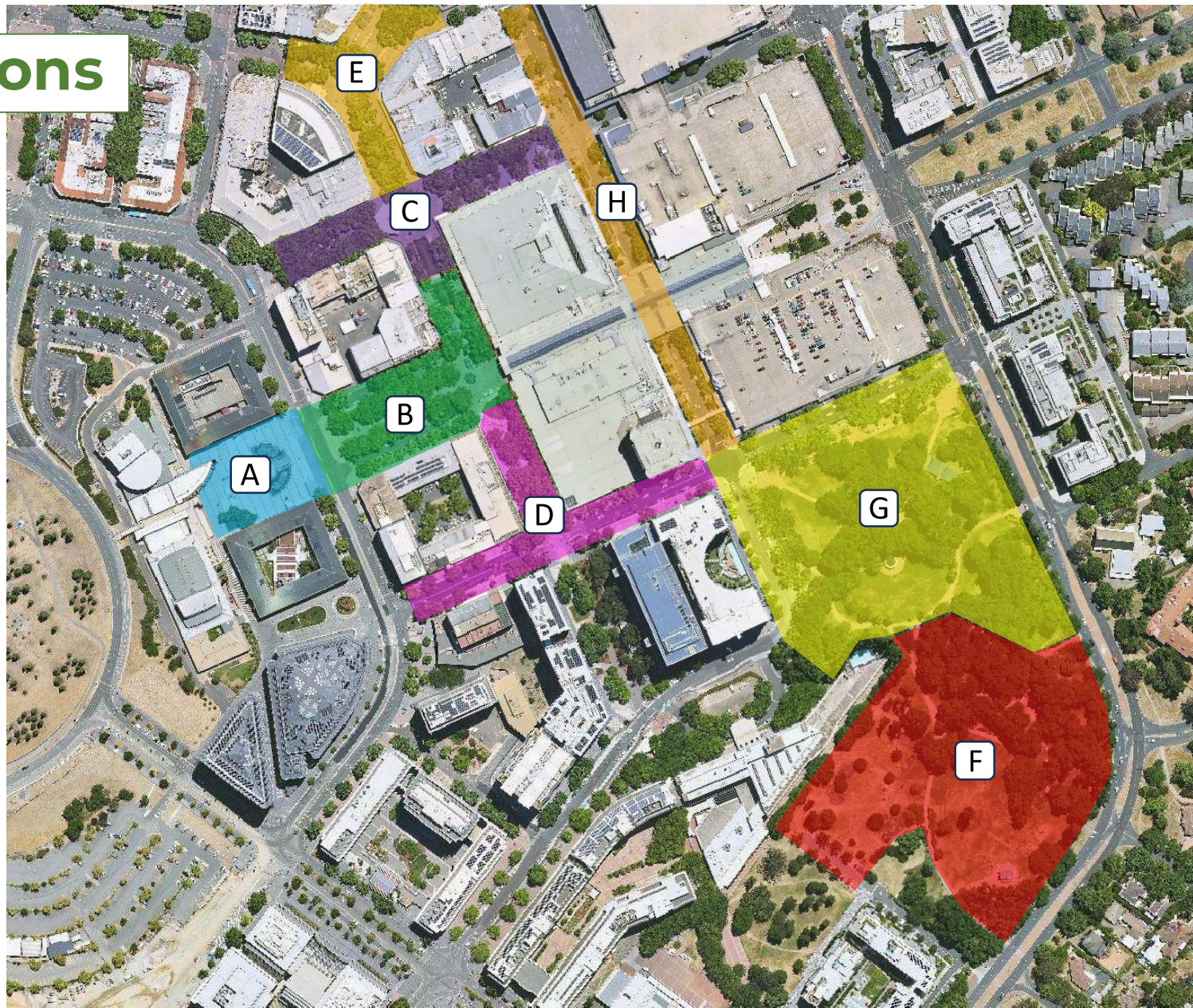
Stages



Operational Space

Festival Footprint

2025 Sections



A	CIVIC SQUARE
B	AINSLIE PLACE
C	PETRIE PLAZA
D	AKUNA STREET
E	GAREMA PL
F	SOUTH GLEBE
G	NORTH GLEBE
H	BUNDA STREET

Road Closures

Several roads will be closed or will have limited access available in the lead up to and during the festival.

More information about the road closures will be sent to you in January 2025.

You must be prepared to move equipment on foot (bring trolleys and other moving aid equipment) a short distance to your stall location – cars will not be able to park directly in front of their stall.





Vehicle Access Permits

- All stallholders will require a vehicle permit to enter the event site.
- One vehicle permit per 3x3m stall.
- Two vehicle permits per 6x3m stall.
- **You MUST display a vehicle access permit to enter the site and always keep it visible in the vehicle while on site.**
- Your vehicle access permit will be available for collection from Level 2, Theo Notaras Building, London Circuit:
- Tuesday 4 February from 9:00am – 5:00pm
- Wednesday 5 February from 9:00am – 5:00pm
- Thursday 6 February from 10:00am – 7:00pm
- **NO replacements or extra permits will be given out if you lose your permit or leave it with another vehicle/staff member.**



Vehicle safety and access

- Anyone driving onto the event site will need to do an online safety induction. Parking permits will only be given to after completing a safety induction.
- Drive at a maximum of 5km per hour
- Hazard lights must **be on at all times**
- You must remove your vehicle as soon as you have unloaded or loaded
- Security and traffic marshals may ask you to wait at a certain entry point until it is safe for vehicle access
- Watch for people and property around you when driving, **NO driving** is permitted on offroad sections of the footprint.
- 3 tonne access only by request. Access may be limited.
- You cannot leave your vehicle parked on the event site at any time, and there is no parking permitted onsite.
- If you are late to your access time, you may be denied entry and will need to move your equipment from a further location.

Stall Security

- All stallholders must operate only within their allocated space.
- All power to stalls will be shut off overnight.
- Please note there is no overnight power to stalls. **DO NOT** leave food in fridges or freezers overnight.
- There is no front wall on your stall. Consider bringing a tarp and zip ties to close your stall overnight.
- Remove any valuables overnight.



Stall inspections



All stalls may be inspected at any time and without notice to check you are following legislation and event safety requirements. This may occur by:

- ACT Health
- WorkSafe ACT
- ACT Electrical Inspectors
- ACT Gas Inspectors
- ACT Fire and Rescue officers
- Liquor Licensing Inspectors
- Festival staff

Stallholders must make any changes requested during inspections within the timeframe specified.

Failure to do so may result in the closure of the stall.

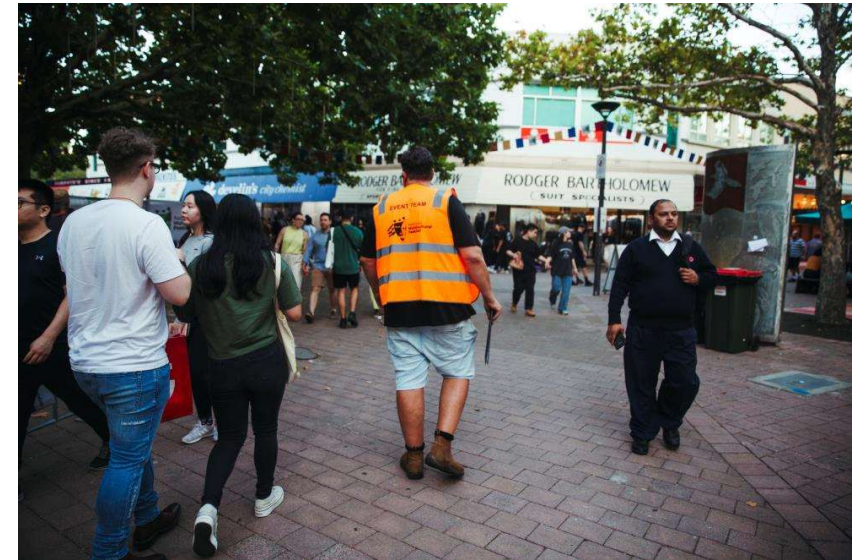


Community Stallholder Requirement

- ALL Community Stallholders, must provide a financial report within 21 working days of the festival and demonstrate funds have been transferred to the community account.
- The report must show:
 - all funds made from the stall; (E.g. Z reads on eftpos machines)
 - the bank account funds were deposited into at the festival; and
 - any allocations of these funds that provide evidence that funds have gone back to the community that the stall was represented by at the Festival.
- This provides confirmation to us that applicants have applied under the correct category for the festival and we use this information to inform future festival stall categories and fees and assess applications.

Public Liability Insurance

All Stallholders **MUST** have Public Liability Insurance of \$10 million or more to cover the time you are operating a stall at the festival.



Introduction – your Stalls Manager



Stallholder Setup



Stall Marquees

A 3mx3m marquee stall has

- one table
- one light fitting
- two chairs
- three walls (no front wall)

A 3mx6m marquee stall has

- two tables
- two light fittings
- four chairs
- three walls (no front wall)

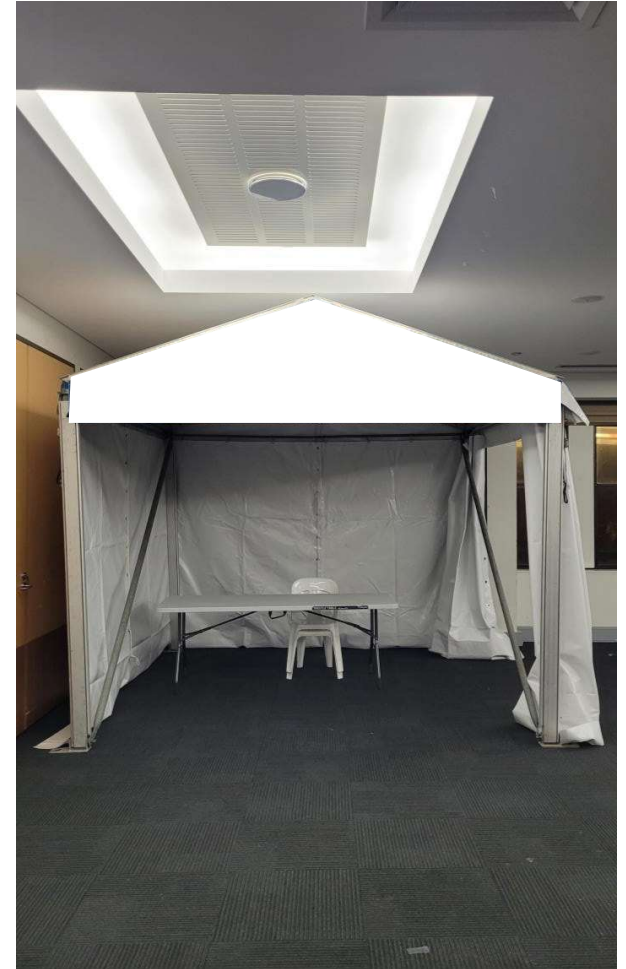
Stallholders **must not** remove furniture from other stalls or anywhere else onsite

If you need extra furniture you need to bring it with you.





Example stall setup





Prior to entering site for Bump In. Have you acquired and brought with you:	Yes	No
Garbage disposal – bins, bin bags		
Cleaning equipment – brooms, wipes, cleaning spray, gloves etc.		
Extra tables & chairs		
Bring your own water bottle and/or Potable Water for Volunteers		
Hand sanitiser for attendee's use, especially they are going to handle things		
Sunscreen and hats for sunny days // umbrellas or rain cover for rainy weather		
Feedback mechanism, like a suggestion box for feedback or guestbook, evaluations.		
Decorative elements, like balloons, banners, plants and greenery for welcoming feel		
Comfortable Chairs or stools for staff, especially if they are going to be standing		
Optional: Insurance cover for the information stalls for any accidents		
Optional: brochures, pamphlets, flyers, business cards, posters, visual aids, charts		
Optional: giveaways like branded promotional items and information packets		
Optional: light music to make the stall inviting, but not very loud that it is disruptive		
Appropriate trolleys/equipment to transport equipment		
Tarps/sheets etc. and zip ties to close up the front of the stall overnight		
Phone/equipment chargers (power outlet will need to be purchased for each device requiring power within the stall)		
Have had all power devices being used onsite, tested and tagged within the last 6 months		
First aid kit		
Printed event menu and relevant signage (with the price next to each purchase items), and any surcharge that might be added to the transaction with EFTPOS		
Incidentals, such as zip ties, tape, gloves, etc		
Volunteers rostered (staff schedule) and sent key information? Brief Pocket.		
Completed online WHS site induction form		
Bump-out preparations, including Bin/Rubbish Disposal and Clean-up by 11pm		

Checklist help

- CPRG Created Checklists for information and diplomatic stalls, will be provided with information packs.
- Use them – they're there to help you!
- Example only



Stallholder Rules, Agreement, Bond information





Stallholder Rules, Agreement, and Bond Conditions

Stallholders must comply with all aspects of the Stallholder Guidelines, Stallholder Agreement (Rules and Bond information included as attachment), Information Packs, and any other information/direction provided by Event Staff.

You can access this information via:

- Stallholder Guidelines – Website
- Stallholder Agreement, Rules, Bond information – Sent Via Email In October 2024, check your junk box if you haven't seen it yet.
- Information Pack – Will be issued via email in Late December 2024.



Stallholder Bond

- Each stall site will be assessed after bump out for compliance.
- Leave the stall including the ground (paving) in the condition that it was allocated to you
- The cost of cleaning oil and other stains will be passed onto the stallholder after the festival
- Any infringements will be assessed and could impact the amount of your bond that is returned.
- Bonds will be returned 28 days after the **bond assessment** process is complete. This process will be completed after the festival.
- Please see your Stallholder agreement for further information.



Stall allocations

Stall allocations will be sent out in January PENDING:

- Completion of Food Safety Training and Declared Event Food Registration (applicable to food stallholders only)
- Liquor permit approval evidence is provided (liquor selling only – for samples please notify us of what you will be using)
- ALL outstanding fees relating to the NMF including Bond are paid.

Please note all fees **MUST** be paid prior to entering the festival footprint. Any outstanding fees may result in your stallholder agreement with the territory being terminated.

These allocations are **FINAL** unless notified of any changes by Event Team. No negotiations will be accepted.

The festival reserves the right to change and re-allocate a stall location at anytime.

**Promoting your
involvement**





Why promote your involvement

- Amplify festival excitement and boost awareness within your network.
- Generate buzz and build anticipation for your unique participation.
- Highlight and celebrate the rich cultural diversity of the festival.
- Let people know what to expect and guide them to your location.
- Attract more visitors and increase traffic at your stall.



How to promote your involvement

- Social media platforms
 - Facebook, Instagram, LinkedIn, Tiktok, etc
- Email newsletters
- Collaboration and cross promotion
- Website
- In-person promotions



What to include in your content

- **Essential event details**
 - Always include festival dates and your stall location in your posts to ensure potential visitors know where to find you.
- **Share stories and behind-the-scenes content**
 - Post about your stall setup, product creation process, recipe tasting or food preparation to add a personal touch to give people a taste of what to expect.
- **Spotlight special promotions**
 - Highlight any exclusive items, special promotions or interactive activities at your stall
 - *E.g. "Visit us at Stall #xx for a special treat"*
- **Engage with your audience**
 - Respond to comments, questions and messages to build a connection and encourage more visits.
- **Use high-quality visuals**
 - Use clear, vibrant images and videos that showcase your stall offerings to grab attention and convey professionalism.



Tips for great photos

- Clean your camera lens!
- Take shots of people doing things and having fun – cooking, tasting, making, smiling, laughing...
- Get in close for colourful, enticing food or product shots – so you can almost smell what's in the photo.
- Pay attention to light and shadow
- Don't zoom, get closer
- Enable grid lines on your phone camera
- Generally, take photos holding your phone upright (not horizontally)



Connect with us

Follow and tag us on social media:

Facebook

@national.multicultural.festival

Instagram

@multicultural.festival

Hashtag for 2025

#multiculti2025

Two easiest ways to help us share your posts

1. Tag our accounts listed above in you posts or stories
2. Use the hashtag



Example social post

🌍 🎉 We're excited to be part of the 2025 @multicultural.festival! 🎉 🌍

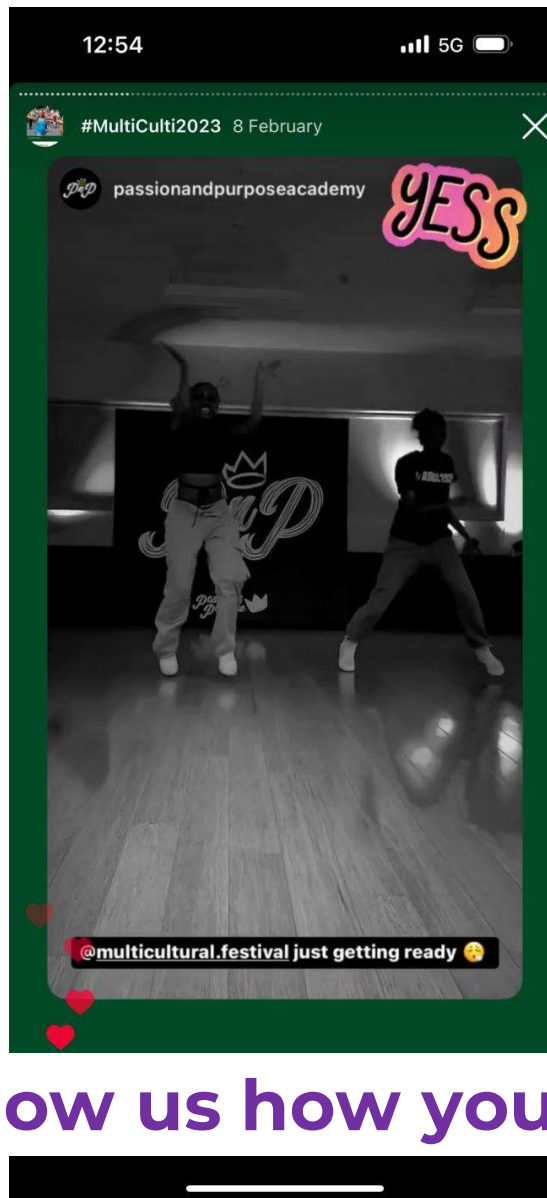
We can't wait to welcome you to our stall and share [special products, traditional food, unique crafts, cultural experiences, etc.] with you. Join us in celebrating the rich diversity of cultures and discover something special!

📅 Mark your calendars: 7-9 February 2025

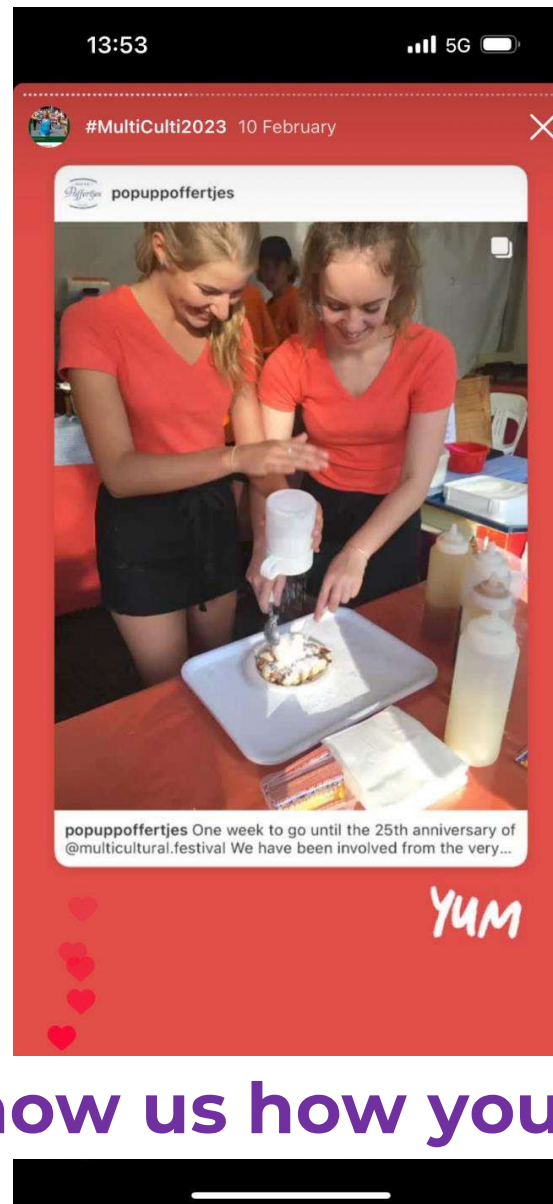
📍 Location: [Insert stall location], Canberra CBD

Come visit us and be a part of this vibrant event! We'll see you there! ✨

#multiculti2025



Examples: show us how you're preparing!





What we look for when resharing your content

1. Good quality photos or fun videos
2. No or low text on photos or videos (unless using captions)
3. Sharing stories about what you will be doing at the festival

We share your posts by

1. resharing your posts in our Stories
2. resharing your Stories in our Stories

Important: the festival social accounts are very busy during the festival, and we are a small team for a big event.

Make sure you tag us so it shows up in our notifications and we can find it to reshare!



Not familiar with social media? No worries.

You don't have to post about the festival if you aren't familiar with social media or don't have social media.

There are several other ways you can promote your involvement. You will be listed on the website for people to find you!

We have put together a marketing toolkit to assist you in promoting your involvement across a variety of channels. The toolkit contains:

- Sample social media and newsletter content
- Images and logo
- Social media tile – *“Come and visit us at the National Multicultural Festival”*
- Style Guide



Things to note

1. We are a small team and will respond and share your posts when we can.
2. If you tag us, it is not a guarantee we will reshare.
3. Please don't contact the social media accounts for operational support before or during the festival.

Power, Waste and Workplace Health and Safety





Date	Power on	Power off
Friday 7 February 2025	3:00pm	11:00pm
Saturday 8 February 2025	8:00am	11:00pm
Sunday 9 February 2025	8:00am	5:00pm

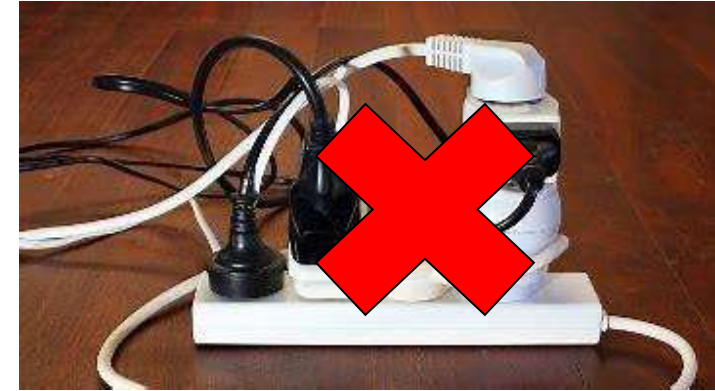
Stall Power

Power is not included in the stall fee and stallholders must order and pay for all required power. Cut off for additions is COB Monday 13 January 2025.

Power will be turned off overnight. You MUST move perishable food from your stall.

More information will be provided during the electrical presentation.

Power



- Power Boards, adapters, other extension cords (not provided through event staff) **must not** be used
 - If found in use - will be unplugged if identified, until removed or tested and tagged. Repeated offenses will result in confiscation of the item or shutting down of the stall.
- Don't overload circuits – one appliance per power supply
- Cables up off the ground

Testing and Tagging



All electrical devices must have a current tag to indicate that they're test and tag status is valid. (this includes phone chargers, and POS machines)

Untagged appliances will be unplugged if identified, until removed or tested and tagged. Repeated offenses will result in confiscation of the item or shutting down of the stall.

Valid tags are within 12 months of completion of date appliance will be onsite.

There will be NOT be Test and Tag services onsite.

Power Types

- Power outlets must be either:

- 10amp (small earth pin) or
- 15amp (large earth pin)

- They are not interchangeable.





Additional Power – IMPORTANT!!!

- The cut off for additional power added to your stall is COB (5:00pm) Monday 13 January 2025.
- Please contact NMF team ASAP if you require more power or need to seek clarification on any other additions to your stall.
- Requests **after** this date will either be denied or will incur a surcharge.
- **Additional power requested during the event is not guaranteed.**
- **The festival takes no responsibility for lost revenue if additional power cannot be provided or equipment is not compliant and removed.**

Waste and Recycling 2025

We are here to help the planet!

If everyone does their bit we will make a big difference

- 2017 = 32% of waste diverted from landfill
- 2018 = 38% of waste diverted from landfill
- 2019 = 45% of waste diverted from landfill
- 2020 = 53% of waste diverted from landfill
- 2023 = 49% of waste diverted from landfill
- 2024 = 51% of waste diverted from landfill

AMAZING !!



Everyday **climate choices** ➔

Waste and Recycling Streams 2025

- Cardboard
- Mixed Recyclables
- Glass (select stallholders only)
- Cooking Oil
- Grey Water
- Organics (select stallholders only)
- Charcoal (select stallholders only)



Everyday **climate choices** ➔

Waste and Recycling set up for 2025

1 main compound

- Tocumwal Lane

3 smaller compounds

- Glebe Park (Bunda St)
- Civic Square
- Akuna Street



Friday bump in = waste staff on site from 12pm and will float between the sites until 5pm

Bulk stations for stallholders in each zone

- Cardboard, Rubbish, Grey Water

Sustainable Events Team & info signs in tents to assist you

Everyday **climate choices** →



Waste and Recycling 2025



Everyday **climate choices** ➔

Cardboard

During bump in flatten cardboard and remove plastic wrap

Place in the bulk 1100L bins (Blue Lid) located in each zone or take to either of the waste compounds

(Refer to Stallholder infopack for locations)



Mixed Recycling

- All mixed recycling should be placed in the yellow topped 1100L bins or taken to the compounds
- Recycling must not be in plastic bags or it will contaminate the load and be treated as waste.



Everyday **climate choices** →

Mixed Recycling

- ✓ Paper/cardboard
- ✓ Steel and aluminum cans
- ✓ Glass bottles
- ✓ Rigid plastic
- ✓ Coffee cups



- ✗ NO lids
- ✗ NO broken glass
- ✗ NO food
- ✗ NO soft plastic

Everyday climate choices →

NO GLASS

- There is a "no glass" policy during the event
- Liquid in glass containers must be poured into **shatter-proof** containers before being served to the public
- Display of products (including samples) in glass bottle must be kept secure so patrons cannot access them



Landfill

- All waste that can't be recycled needs to be deposited into the red lid 1100L bins in each zone or taken to the waste compounds.
- The event organisers are NOT responsible for any broken / bulky items you no longer want. You need to take these from site and dispose of them separately.



Everyday **climate choices** →

Roles and responsibilities

Waste Provider

- Provide 240L bins for general public to use
- Service general public / front of house bins throughout event (300+ bins)
- Operate waste compounds and set up bulk drop off zones for bump in each day
- Empty 1100L Bins in Zone stations at end of night
- Deliver organic bins & used cooking oil to tents on bump in
- Provide new used cooking oil and Charcoal tins at end of night

Everyday **climate choices** →

Roles and responsibilities

Stallholders

- Provide own container/bins for use within tent
- Provide own container to transport grey water in
- Move waste to Main Compounds or bulk drop off zone
- Swap specialised bins (organic) at Tocumwal Lane
- DO NOT USE 240L bins that have been put out for the general public



Everyday **climate choices** →

Plastic-free EVENTS



Stallholders must comply with the ACT Plastic Reduction Bill 2020 and the implemented single use plastic rules below, which bans certain plastic items from sale or supply in the ACT, some specific to events.



Banned from the festival:

- Single use plastic, Styrofoam, or bioplastic:
 - cutlery (including but not limited to spoons, forks, knives, sporks, chopsticks)
 - Cups, plates, bowls, bags, containers
 - Straws and stirrers
- Balloons and mass-produced plastic accessories
- plastic toys or accessories to toys



BANNED ITEM – Bio Plastics

- Definition of what is **Banned**:
 - Any plastics/ Bio plastics that require Industrial Composting
“Industrial compostable and Oxo-degradables degrade over time when exposed to heat and light but eventually break down into microplastics – tiny fragments that pose serious threats to marine life and human health.”



Workplace Health and Safety

Emergency procedures

- In the event of an evacuation, follow directions of Precinct Managers, and security guards
- Turn off all cooking equipment and leave quickly
- Precinct Managers' instructions MUST be always obeyed
- DO NOT return to an evacuated area until instructed to do so





First Aid



If an injury occurs at the festival:

- Please remain calm
- Assess the situation / injury
- Check the area is safe and has no further risk
- If injury is life threatening, **phone 000**
- Report immediately to your Precinct Managers to get first aid help
- **Do not** move the person unless there is a nearby danger
- All incidents must be reported to your Precinct Manager
- Precinct Managers will write a report with you after the incident



Other General Workplace Health and Safety info

- Common sense with clothing:
 - Traditional
 - Comfortable
 - Weather appropriate – Heat and Rain are always Festival Friends!
 - Personal Protective Equipment (PPE) when necessary (including but not limited to: cooking food, handling hot or sharp objects)
- When outside of your stall –
Slip, Slop, Slap, Seek, Slide



Countering Foreign Interference

Foreign interference is activity that is directed, encouraged or supported by a foreign power that either:

- has hidden links to a foreign power and is detrimental to Australia's national interest, or
- has overt or hidden links to a foreign power but also involves a threat, menace or violence.

A foreign power can be a foreign government or government entity, or a foreign political organisation.

Countering Foreign Interference

While many people may not have heard about foreign interference, it is currently one of the most serious security concerns facing Australia.

When it is successful, foreign interference benefits a foreign power at the expense of our own interests, values and sovereignty. The impacts and harms of foreign interference may be felt across all aspects of society.

Those who engage in foreign interference may seek to achieve outcomes by:

- manipulating people through personal, political, business or diplomatic relationships to gain an improper advantage
- limiting freedom of expression and using the media and communications to spread propaganda, dominating foreign language media or undermining public discourse on matters of national significance
- targeting sections of the community through pressure and harassment to create tensions, silence dissent or damage social cohesion.

The ACT Government works to counter foreign interference in our community.

If you think you have seen or experienced foreign interference, report it. You can help to prevent harm in our community.

Visit **justice.act.gov.au** to learn more about foreign interference, how to protect yourself against it, and how to report it.

Reach out to the NMF team for support to report possible foreign interference.



National
**Multicultural
Festival**

Questions, Queries, Concerns, Comments?

Need further information? Contact the
team at

inbox@multiculturalfestival.act.gov.au

(02) 6207 8698

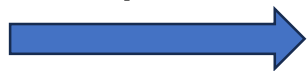
The following presentations are for
stallholders selling or sampling **food
and/or liquor**

Key Food Information



Checklist help

- ACT Health and CPRG Created Checklists for food/liquor stalls, will be provided with information packs.
- Use them – they're there to help you!
- Example only



Prior to entering site for Bump In. Have you acquired and brought with you:	Yes	No
Appropriate floor coverings for the size of your stall, i.e. cement protection.		
Oil disposal container		
Digital thermometer		
Cool Room, Fridges, Eskys, Ice (be careful with dry ice when collecting ice), etc.		
Garbage disposal – bins, bin bags		
Cleaning equipment – brooms, wipes, cleaning spray, gloves, etc.		
Potable water		
Hand washing station (must have flowing tap), or if you can find the nearest toilet with clean running water and soap.		
Fire Extinguisher		
Fire Blanket – 1 blanket per deep fryer/oil cooker		
Food Safety Certificate (printed and easily identified) and Food Business Declared Event Registration Certificate		
Food preparation equipment (Utensils, food covering, chopping boards etc)		
Food cooking equipment (including cooking/heat shields)		
Extra tables & chairs		
Temperature recording form		
Appropriate trolleys/equipment to transport equipment and food		
Tarps/sheets etc. and zip ties to close up the front of the stall overnight		
Phone/equipment chargers (power outlet will need to be purchased for each device requiring power within the stall)		
Have had all power devices being used onsite, tested and tagged within the last 6 months		
First aid kit		
Money handling equipment (cashbox and petty cash, eftpos machine). Please encourage the use of EFTPOS machines when possible for less money handling.		
Printed event menu and relevant signage (with the price next to each food items), and any surcharge that might be added to the transaction with EFTPOS		
Incidentals, such as zip ties, tape, gloves, etc		
Volunteers rostered and sent key information? Brief Pocket.		
Completed online WHS site induction form		
Bump-out preparations, including Bin/Rubbish Disposal and Clean-up by 11pm		



Cool rooms

A space for your cool room will be provided and **24-hour power** at cost to the stallholder. You are required to organise your own cool room.

Prices:

Type	Cost
Cool Room with 10Amp Power (under 5m in length including Towbar)	\$150.00
Cool Room with 15Amp Power (under 5m in length including Towbar)	\$205.00
Cool Room with 10Amp or 15Amp Power (over 5m in length including Towbar)	Price on assessment

Please confirm the size and power requirements by COB Monday 13 January 2025.

Cool rooms

No cool rooms are to be placed near stalls. Cool room have dedicated areas onsite. It is recommended to bring a trolley to move stock from your cool room to your stall.

Cool room power will begin from 12:00pm Thursday, 6th of February.

Bump in times and locations for cool rooms and supplementary information will be distributed in January.



Volunteers

The festival has a dedicated team of volunteers who give their time to support the festival.

Volunteers will be given a food voucher to the value of \$15.00 for their meal.

If you choose to participate in our volunteer scheme, they can “spend” their voucher at your stall.

Please assign a meal menu item (not snack) that will be given out when the voucher is claimed and notify the team so a list of all meals can be provided to the volunteers. This meal item can be a smaller version of a main meal item to help assist with cost remediation.

You collect the vouchers and return these to the festival team for payment after the event.

Please contact us if you are interested in this scheme and have not already been contacted.



Workplace Health and Safety & Stall Setup



Stall Setup

- All Food Stallholders must provide their own waterproof floor that can be wiped clean, e.g., plastic or rubber.
- Carpet, straw matting, bamboo, palm or wood flooring is **not permitted**
- Charcoal cooking area must have floor covering as well
- Heat shield are required to protect marquee
- Food safety and other mandatory safety items must be provided by stallholder.
- Extra cooking equipment, food storage units, preparation items, cool rooms and signage etc is the responsibility of the Stallholder.

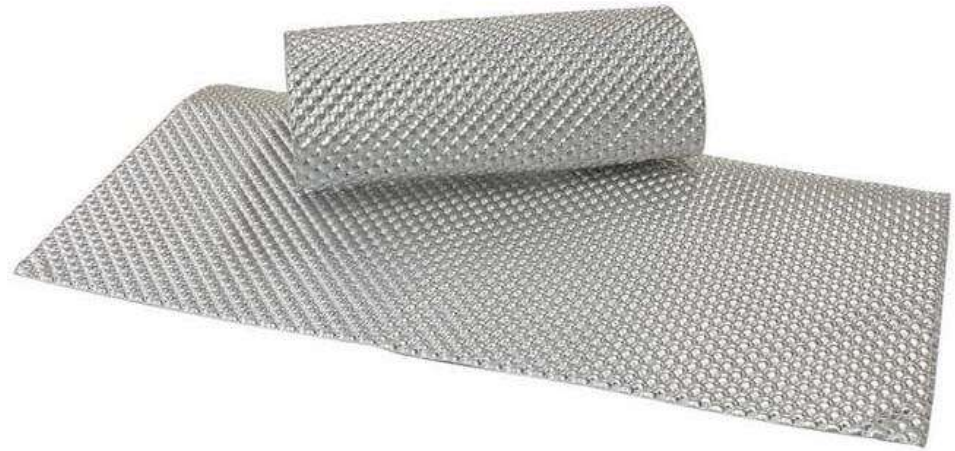


Heat Shield

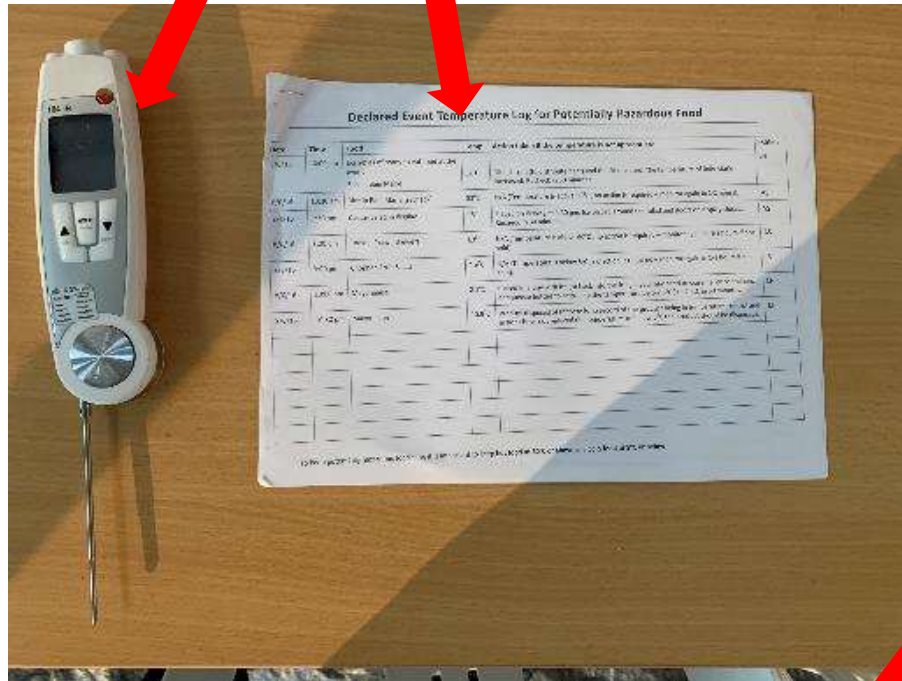
Plywood Boards



Aluminium Reinforced Fabric



Food grade thermometer and Temperature Log are crucial elements of food safety.



Class ABE Fire Extinguisher is required. Look for the white band!



Fire blank is required. Note: for every deep frying unit you have you need a corresponding fire blanket.
2 Deep Fryer Units = 2 Fire Blankets

Example of **heat shield**. Note: it must completely cover the entire marquee wall behind your cooking equipment



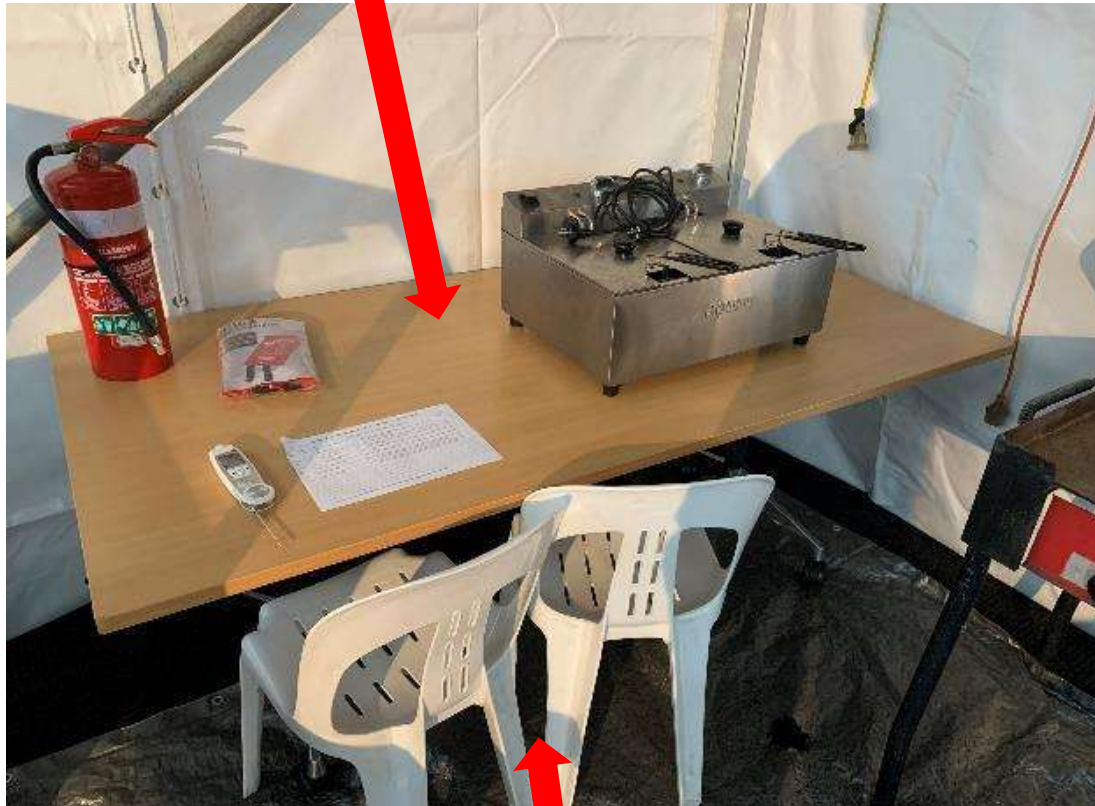
Food Display Equipment

Table you will receive as part of the stall



BBQ and Gas Bottle properly secured

Any additional tables to hold cooking equipment or for prep must be provided by stallholder



Two chairs provided with stall. Any additional must be provided by stallholder.



Floor covering is crucial.
Plastic or rubber only.

Example of how power leads will be run into your stall



Displaying all relevant food safety documentation is crucial. We suggest condensing documents onto one piece of cardboard or corflute so everything is in one place.



Hand washing station is a very important element of your setup.

You must have a:

- Water container with tap
- Paper towel to dry hands
- Pump bottle hand soap
- Container to catch grey water

Hand sanitizer does not substitute for a hand washing station.

Do not wash your dishes with the hand wash station.



Gas Safety

Gas Bottles must be secure to prevent them falling over

All temporary connections must be checked for leaks (soapy water)

Large gas bottles must be connected by licensed gas fitter

Must be within ten years of manufacture

3kg or 9kg— must be secured in milk crate

15kg or greater — Must be fitted/plumbed by licenced gas fitter and must be secured safely.



Fire Safety

Fire Extinguisher

ALL Food stalls need a CO2, Dry Chemical Powder, or Wet Chemical (at least 3kg)



Fire Blanket

If using Deep Fryers, **need one blanket for each deep fryer unit**



Fire Extinguishers

FIRE EXTINGUISHER SELECTION CHART

Class & Type of Fire	Colours	A Wood, Paper, Plastic	B Flammable & Combustible Liquids	C Flammable Gases	D Combustible Metals	(E) Electrically Energised Equipment	F Cooking Oils and Fats	
Water		✓	✗	✗	✗	✗	✗	Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires.
Carbon Dioxide (CO2)		LIMITED	LIMITED	✗	✗	✓	✗	Not suitable for outdoor use or large class A fires.
Dry Chemical Powder (ABE/BE)		✓ AB(E)	✓	✓	✗	✓	✗ AB(E)	Look carefully at the extinguisher to determine if it is a BE or ABE unit.
		✗ B(E)					✓ B(E)	
Foam		✓	✓	✗	✗	✗	LIMITED	Dangerous if used on energised electrical equipment.
Wet Chemical		✓	✗	✗	✗	✗	✓	Dangerous if used on energised electrical equipment.
Fire Blanket		LIMITED	LIMITED	✗	✗	✗	✓	Fire Blankets effective for oil and fat fires within saucepans and are effective for extinguishing clothes that catch on fire. (Ensure you replace after every use).



Recommended Type:
Dry Chemical Powder
AB(E) or B(E)



Waste Management – Food Specific



Used Cooking Oil

- Place all used cooking oil in the Frytol tin supplied to you, ensure the lid is secure and leave outside at end of Day, your tent for collection
- Collect more tins from the Tocumwal Lane Waste Compound if needed or contact your Area Manager to have one delivered to you.



Organics

- The organics waste stream will continue in 2025. If you have nominated/requested to be involved we will supply you with a 'food only' bin at your site.
- Please bring the bin to the nearest compound to be swapped over when it is $\frac{1}{2}$ to $\frac{2}{3}$ full. (The bin will be too heavy if filled to the top!)
- Food waste only – NO PLASTIC OR NON FOOD COMPOSTABLES



Grey Water



- Waste water from your stall (eg water used for washing hands and utensils) is to be disposed of in grey water IBC's.
- Do not put this water down the storm water drains as it contaminates Lake Burley Griffin.
- Ensure you bring a container to transport your Grey Water to the drop off zone.

Glass Recycling



- Glass only bins will be provided to stallholders who require them
- Only fill bins $\frac{1}{2}$ to $\frac{3}{4}$ then bring to nearest compound to swap over



Charcoal

- It is a shared responsibility of stallholders, waste contractor and the NMF team to safely dispose of charcoals.
- stallholders will be provided metal Frytol tins for the disposal of charcoal.
- stallholders are required to cool coals in stall and remove to the closest waste compound.
- Place on ground away from walkways, to avoid injury.
- PPE is essential.
 - Oven mitts/heavy duty gloves
 - Eye protection
- Trolley or similar transporting equipment recommended to minimize handling



**Liquor updates and
requirements – Includes
samples**



What is a permit?

The *Liquor Act 2010* (the Act) allows for the sale of liquor at a single location for an event via a permit.

The Act allows for two types of permits:

- (a) a commercial permit; or
- (b) a non-commercial permit

If you are only providing liquor samples (15ml) you do not require a liquor permit, but you **MUST** notify the NMF Team of what you are serving.

PLEASE ensure you have approval by the festival organisers to sell liquor at the event prior to applying for a Liquor Permit.

- Non-Commercial liquor is via an online application form located on the **Access Canberra** website – [Liquor licensing and permits \(act.gov.au\)](https://www.accesscanberra.act.gov.au/liquor-licensing-and-permits), under the Liquor licensing and permits section.

NOTE:

- You **MUST** be a Non-Profit group to apply for a Non-Commercial Liquor Permit and if you are not a **registered** Not for Profit group please provide details of your Not for Profit status at the time of application.
- Licensed clubs with a non-profit status will be required to nominate a person with a managerial position to apply for the permit in their individual name on behalf of the club licensee. If this applies to you please talk to us before you lodge your application.
- Non- Commercial permit holders will be provided a Risk Assessment Management Plan (RAMP) completed by the NMF 2025 event organiser.

PLEASE ensure you have approval by the festival organisers to sell liquor at the event prior to applying for a Liquor Permit.

- Liquor permit application is via an online application form located on the **Access Canberra** website – [Liquor licensing and permits \(act.gov.au\)](https://www.accesscanberra.act.gov.au/liquor), under the Liquor licensing and permits section.
- NMF 2025 Organisers will complete a Risk Assessment Management Plan (RAMP) for the festival which will be provided to you by Access Canberra after your application is approved.



Responsible Service of Alcohol (RSA) Licencing requirements

- Non-Commercial – it's a requirement of the festival holders that at least one person present must have a current Responsible Service of Alcohol (RSA) certificate at all times liquor is being served. This person is responsible for ensuring volunteers are observing the RSA principles whilst serving liquor.
- Commercial permit holders – Copies of RSA certificates for all staff handling liquor must be made available on request by a police officer or Access Canberra inspector during the Festival.
- All permit holders must ensure the responsible service of alcohol.
- It is recommended that you have copies of your staff RSA's kept in a folder in your stall. When an Inspector requests to see your staff RSA's, you can provide the folder and not interrupt your trade.



Other Multicultural Festival/Liquor

Licencing

requirements

- All stallholders where liquor is being sold must have their Liquor permit and Festival approval letter on site at all times.
- The Liquor permit Certificate must also be displayed and able to be seen from the service point of the stall at all times.
- There is a no glass policy. Liquor is not to be supplied in glass bottles or glass containers for the duration of the event.
- Free drinking water must be made available at all stalls serving liquor.
- Stall holders must adhere to the approved permit times for the sale of liquor during the event, these times will be on the permit certificate.
- Any incidents must be reported to Access Canberra within 24 hours of the incident occurring via an online form

[Liquor - Incident Reporting \(act.gov.au\)](https://act.gov.au/liquor/incident-reporting)

Alcohol service and safety

If a festival patron has any sign of intoxication they should not be supplied alcohol

Know your standard drinks healthdirect

Red wine  13% alcohol 150ml= 1.5 standard drinks	White wine  11.5% alcohol 150ml= 1.4 standard drinks	Schooner of beer  4.8% alcohol 425ml= 1.6 standard drinks
Shot glass of spirits  40% alcohol 30ml= 1 standard drink	Cocktail  40% alcohol 60-90ml= 2-3 standard drinks	Glass of champagne  12% alcohol 150ml= 1.4 standard drinks

© Healthdirect Australia Limited - last reviewed 2024

**Friday 7
February
2025**

**Saturday 8
February
2025**

**Sunday 9
February
2025**

5:00pm –
10:45pm

10:00am –
10:45pm

10:00am –
4:45pm

Noticeable signs of intoxication

Speech	Balance	Co-ordination	Behaviour
<ul style="list-style-type: none"> • Slurred speech • Rambling/unintelligible conversation • Incoherent/muddled speech • Loss of train of thought • Not understanding normal conversation 	<ul style="list-style-type: none"> • Unsteady on feet • Uncontrollable swaying • Staggering gait • Difficulty walking straight • Falling down/cannot stand • Stumbling • Bumping into or knocking over furniture or people 	<ul style="list-style-type: none"> • Lack of coordination • Spilling drinks • Dropping drinks • Difficulty counting money or paying • Difficulty opening or closing doors 	<ul style="list-style-type: none"> • Rudeness • Aggression • Belligerence • Argumentative • Bad tempered • Physically violent • Loud/boisterous • Confused • Using offensive language • Annoying/pestering others • Loss of inhibition • Inappropriate sexual advances • Drowsiness or sleeping • Vomiting • Drinking rapidly

Food Handling updates and Requirements – Includes samples





Food permits

All Stallholders selling or providing samples of food are required to have a Food Permit

Permits are regulated by the Health Protection Service, ACT Health Directorate under the:

- *Food Act 2001 Act and*
- *Food Regulation*

Food Sampling must be bite size only



National
**Multicultural
Festival**

Registration Certificate Must be displayed at all times.

ACT Food Business Registration



ACT
Government
Health

**Access
Canberra.**

Food Business Registration
Food Act 2001

Restaurant / Cafe
INDIAN DELIGHT

Registration is granted for the term:
11 May, 2016 to 11 May, 2017

This registration authorises Ms Jean Citizen to carry on a food business at: **25 Mulley Street HOLDER ACT 2611.**


This registration is subject to the following conditions:

1. The proprietor shall not carry on the food business except in accordance with this registration.
2. The business is to be operated in accordance with the Food Act 2001, the Food Regulation 2002 and the Australia New Zealand Food Standards Code.
3. If the business is transferred to a new proprietor, both the current proprietor and the new proprietor shall notify this Service within seven days of the date of the transfer and forward the original certificate of registration to this Service for amendment.
4. A proprietor who wishes to change the food business as described on this certificate of registration must notify this Service prior to the change.
5. Approval is necessary prior to any alteration to the premises as described in the application.


John Woollard
Executive Director
Health Protection Service

Print Date: 24 June 2016
File Number: 16/000000
Registration Number: 1234/16

Declared Event Food Business Registration



ACT
Government
Health

**Access
Canberra.**


**Declared Event
Food Business Registration**
Food Act 2001

WORLD CURRY FESTIVAL 2016
FROM 08/07/2016 TO 10/07/2016
JOHN'S CAFE

This certificate authorises Mr John Smith to carry on a food stall at: **World Curry Festival 2016, City Walk CANBERRA CITY 2601.**

This Registration is subject to the following conditions:

1. The food stall is to be operated in accordance with the Food Act 2001, the Food Regulation 2002 and the Food Standards Code.
2. All potentially hazardous food provided at the event must be prepared onsite or in a registered commercial kitchen.
3. Temperature logs for the preparation and transport of all potentially hazardous food prepared prior to the event must be kept and be available onsite during the event.
4. The food stall must only operate under this Registration at, and for the duration of, the declared event named above.
5. A proprietor who wishes to change the food business as described on this registration certificate and the registration form must notify the Health Protection Service prior to the change.


John Woollard
Executive Director
Health Protection Service

Print Date: 24 June 2016
File Number: 16/000010
Registration Number: 1234/16

Food Safety Supervisor

A person who has advanced training and knowledge in food safety and has the ability to oversee safe food handling practices

All food stalls must have a food safety supervisor

Declared Event Registered Stalls:

- Do Food Safely or I'M ALERT training (minimum)
 - Free and online (ACT Health website)
 - Display Certificate at your stall
 - Do Food Safely - English, Arabic, Korean, Hindi, Nepali, Punjabi, Simplified Chinese, and Vietnamese

ACT Registered Food Businesses:

- For example, completion of hospitality FSS training (SITXFSA101 & SITXFSA201) within the last 5 years.



Food Stall Set Up – Walls & Ceiling



- Stalls **must** have a roof and 3 sides
 - All cooking equipment must be under cover
 - Restrict public access (breathing, coughing, sneezing on food)
 - All food, food contact equipment and utensils must be inside the stall



Food Stall Set Up – Floors

- Stalls **must** have flooring
 - sealed surface that can be wiped clean; plastic, rubber or similar.
 - Carpet, Straw matting, bamboo/palm and wood flooring are **not** permitted.
 - Floor cover must be provided underneath all cooking equipment and spits.



Food Stall Set Up – Surfaces

- Stalls **must** have suitable surfaces (tables, benches)
 - sealed, smooth surface that can be wiped clean; plastic, stainless steel or similar.
 - Raw wood is **not** permitted.
 - All surface must be easy to clean



Food Stall Set Up – Hand Washing

- Each stall **must** have a **HAND WASHING STATION INSIDE THE STALL**
 - Container (min 20L) with a tap
 - Collection container to hold the water (below)
 - Liquid soap
 - Paper towel
- Hand sanitiser is **NOT** a substitute for a hand washing station.



Food Stall Operation – Hand Washing

Hands **must** be washed under **RUNNING** water regularly with soap and dried with paper towel.

**Stalls with no hand washing
will be closed
until it is setup!**



Food Stall Operation – Sanitising



All food contact surfaces, including bench tops and equipment, need to be regularly sanitised with a Food Grade Sanitiser.

Food Stall Operation - Cooking

- All cooking equipment (BBQ, spits, deep fryers, rice cookers) must be within the stall and undercover.
 - Charcoal BBQ's are permitted outside the stall
- All cooking equipment must be set back from the customer area.
- All food (being cooked or on display) must be protected from customers who may cough, sneeze or talk over uncovered food.
- Stallholders must ensure removal of oil and waste occurs throughout the festival.

Food Stall Operation - Display

- All food on display must be protected from contamination by customers (sneezing, coughing, touching)
- Perforated netting or any other unsealed cover is not sufficient.

Food on display that is not protected from contamination will be put in the bin!



Food Stall Operation – Food Handling



- All food stalls **must** prepare and cook their food on site within the stall or from a commercial kitchen.
- Preparing or cooking potentially hazardous food at home is **not** permitted.
- ACT Registered Food Businesses may use their commercial kitchen to prepare and cook food (display registration certificate in stall).



ACT Government Health **Access Canberra.**

Food Business Registration
Food Act 2001

Restaurant / Cafe
INDIAN DELIGHT

Registration is granted for the term:
11 May, 2016 to 11 May, 2017

This registration authorises Ms Jean Citizen to carry on a food business at: **25 Mulvey Street HOLDER ACT 2611.**

This registration is subject to the following conditions:

1. The proprietor shall not carry on the food business except in accordance with this registration.
2. The business is to be operated in accordance with the Food Act 2001, the Food Regulation 2002 and the Australia New Zealand Food Standards Code.
3. If the business is transferred to a new proprietor, both the current proprietor and the new proprietor shall notify this Service within seven days of the date of the transfer and forward the original certificate of registration to this Service for amendment.
4. A proprietor who wishes to change the food business as described on this certificate of registration must notify this Service prior to the change.
5. Approval is necessary prior to any alteration to the premises as described in the application.


John Woolford
Executive Director
Health Protection Service

Print Date: 24 June 2016
File Number: 16/000000
Registration Number: 1234/16

Food Stall Operation – Food Handling

- Food preparation and cooking **must** occur on suitable tables.
- Food must not be prepared or cooked on the floor.
- Freshly prepared or cooked food must be placed in clean containers. Do not “top up” containers.
- Raw and cooked food must be covered at all times to protect from flies, dust and other contaminants.

Food Stall Operation – Temperature Control

- EVERY food stall **must** have a digital probe thermometer (onsite and working)
- All cold food must be kept at **5°C or below**
- All hot food must be kept at **60°C or above**



Temperature Danger Zone

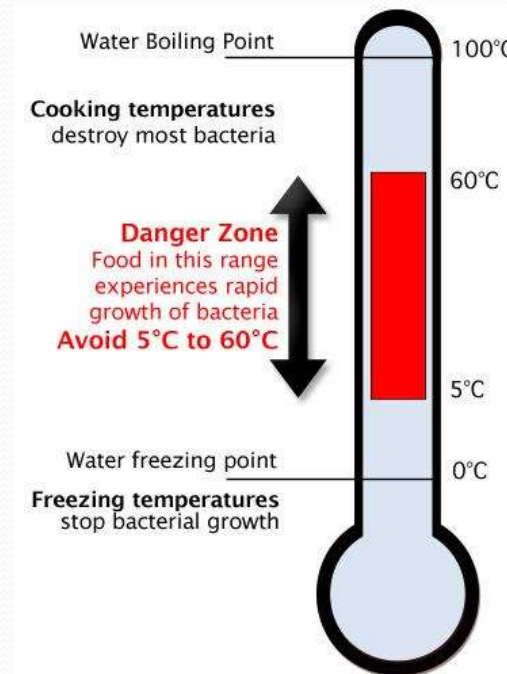
5°C ←—— Danger Zone ———→ 60°C

Bacteria can grow quickly to unsafe levels between 5°C and 60°C

Food Stall Operation – Temperature Control

- Prepared (onsite) food waiting to be heated must be stored at 5°C or below.
- Hot food on display (Baine maries) must be stirred regularly to ensure even heating.
- Cool rooms must be 5°C or below.
- If using ice make sure you have plenty (it will melt).

Temperatures of potentially hazardous food will be checked by Public Health Officers



Food Stall Operation – Temperature Recording

- Temperature logs must be kept for all potentially hazardous food prepared prior and during the event.
- Regular temperature checks during transport, storage and display of food must be done and recorded in the log.

Declared Event Temperature Log for Potentially Hazardous Foods

Temperature logs must be kept for all potentially hazardous food prepared prior to, and during, the event. Regular temperature checks during transport, storage and display of food must be done and recorded in the log.

Potentially hazardous foods (e.g. dairy, meat, salads, cooked rice, etc) need to be kept at certain temperatures to minimise the growth of bacteria that can cause illness. To keep potentially hazardous food safe, it is important to keep **hot food at 60°C or above** and **cold food at 5°C or below**.

Example: Please see the examples below to assist in monitoring both hot and cold food throughout the event. Additional information is provided in *italics* to assist in understanding the examples. If you have any questions please contact the Health Protection Service during business hours on 6205 1700 or ask the Public Health Officer who will be conducting food safety inspections during the event.

Date	Time	Food	Temp	Action taken if temperature is not appropriate	Initials
8/6/16	8:00am	Example of food cooked at a registered premises Beef and Vegetable Curry, (in fridge at commercial kitchen)	5°C	N/A (<i>Curry is within the correct temperature and no corrective action required</i>).	LH
8/6/16	8:30am	Curry (arrived at event)	8°C	Curry heated on gas stove to 70°C by 8:50am and placed into Bain Marie.	LH
8/6/16	8:30am	Example of stored food at event Raw Chicken Skewers (in Eskey) <i>Note: All stored cold food should be checked and recorded.</i>	12°C	Additional ice added to the eskey (<i>or ice placed between trays of skewers to reduce temperature / Additional eskey used to allow more ice to be placed around the chicken</i>). Recheck temperature in 30 minutes.	LH
8/6/16	9:00am	Raw Chicken Skewers (in Eskey)	3°C	N/A (<i>Chicken temperature is now below 5°C, ensure lid of eskey is closed after each use and monitor ice levels, recheck temperature in 2 hours</i>).	LH
8/6/16	9:00am	Beef patties in fridge	20°C	Air flow checked in fridge (<i>not over stocked, air can circulate around products and between shelves, minimise opening of door</i>) Recheck in 30 minutes.	JR
8/6/16	9:30am	Beef patties in fridge (<i>recheck</i>)	12°C	Reduce stock in fridge (<i>some items may need to be removed such as drinks and items that not requiring temperature control, may need to consider additional cold storage such as eskies and ice</i>) Recheck in 30 minutes.	JR
8/6/16	10:00am	Beef patties in fridge (<i>recheck</i>)	4.5°C	N/A (<i>Temperature has now reduce to 5 or below, no further action is required</i>).	JR

Food Stall Operation - Food Service

- All condiments (sauces/mustards) must be in squeeze type containers or individual sealed packs.
- Recommended to not use raw egg condiments (if used must be refrigerated at all times).
- Gloves may be used but must be changed regularly or when dirty. **You MUST wash your hands every time you change gloves.**
- Avoid self service cutlery for customers (COVID safe).



Food Stall Operation - Food Service

- Self service of unwrapped food is not allowed.
- Use separate serving utensils for different foods.
- Utensils should be used at all times (preferred over gloved hands).
- Money should be handled by a designated person.
- Food should not be displayed / served / cooked without protection from contamination including from customers.

Food Stall Operation – Health & Hygiene

- Do not prepare or handle food if you are unwell.
- Hair must be tied back or covered with a hat.
- No jewellery is to be worn when preparing or serving food (including wrist bands).
- Gloves must be worn over water proof wound dressings/band-aids.
- Staff are not permitted to eat within the stall.
- No smoking in the stall.

Food Stall Operation – Additional Info

- Need a supply of clean serving utensils.
- If washing up onsite – wash up facilities must be separate from hand washing. Detergent and hot water must be used.
- All water (cooking, drinking) must be stored in clean containers with lids.
- Designated area for unclean utensils, pots, containers and waste.
- Designated area for personal items.

Stallholder Checklist

National Multicultural Festival Checklist for Food Stall Operators

Requirement It is recommended that you use this checklist to assist in complying with ACT Health requirements.	Yes	No (complete before operating stall)
Have you appointed a food safety supervisor? Completed, at a minimum, free online, Do Food Safety or I'M ALERT food safety training.		
Have you displayed a copy of your Do Food Safety or I'M ALERT Certificate?		
Is your <i>Food Business Declared Event Registration Certificate</i> on display to the public?		
Have you provided adequate hand washing facilities complete with a minimum 20L capacity container with a tap attached, liquid soap and single use towel?		
Do you have a food grade digital probe thermometer accurate to +/- 1oC?		
Do you have an appropriate floor covering?		
Are all benches and table tops able to be easily cleaned (made of appropriate material)?		
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> ?		
Have you supplied appropriate equipment to cook, store and display food? (no cooking equipment on the floor)		
Is all food being prepared and cooked undercover and protected from contamination?		
Is all stored food protected from contamination, in suitable containers with tight fitting lids?		
Is all food on display protected from contamination (sneeze guards, lids, plastic wrap)?		
Are all barbeques and saucepans set back from customers to prevent contaminations of food?		
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)?		
Do all food handlers (staff) have appropriate skills and knowledge in food safety (temperature control, regular hand washing and prevention of contamination)?		
Are all food handlers aware of their health and hygiene responsibilities (hair tied back, no jewellery, gloves over waterproof wound dressing)?		
Have you allocated a personal items storage area?		
Do you have a suitable garbage bin?		
if washing equipment onsite – do you have a facility to heat water?		
Do you have copies of the Temperature Log (for hot and cold food) and know how to complete the log?		

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

A copy of this checklist will be provided to all Stallholders in January.

Public Health Officers will assess your stall or food van against the Food Safety Standards

Inspection Process:

- Registration
- Stall set up
- Hand washing facilities
- Food handling
- Storage, processing and display of food
- Temperature checking
- Personal hygiene

- Use the checklist for a quick and complaint inspection !

ACT Government Health		Temporary Food Stall Inspection Report		Health Protection Service Rowland Flacey Community House, 203 Mallett Street, Holder ACT 2611 Locked Mail 5005, Weston Creek ACT 2611 Phone: (02) 6205 1700 Fax: (02) 6205 1705	
Premises Detail		Registration or Notification Displayed		Page 1 of any/m	
Trading Name _____		Date: ____/____/____		Start Time: ____/____/____	
Inspection conducted with _____		File No: _____		Rego. Expires: ____/____/____	
Proprietor _____		Type of Stall: (Circle: Food Linc only / Pre-Inspected / BMO / Other: _____)			
Location: _____		Inspection Type: _____ Routine <input type="checkbox"/> Follow-up <input type="checkbox"/> Complaint <input type="checkbox"/> Registration <input type="checkbox"/> = Satisfactory = Unsatisfactory C = Critically Unsatisfactory N/A = Not Applicable			
Consistent compliance to Code of Practice		Health Inspection Requirements			
1 Roof and three sides (w/ or w/ashable material)		24 Food protected from contamination			
2 Barrier (excluding between BBQ and public)		25 PPH under temperature control			
3 Floor covers (if required)		26 Self-service, unpackaged RTE food – supervision, separate utensils, protective barriers			
4 Hand washing facilities		27 Yastinas provided/protection from contamination			
5 Floor covers (if required) (if operating after dark)		Health Inspection Requirements			
6 Cleanliness		28 Evidence hand wash being used			
7 All food stored appropriately		29 Food handling – safe knowledge			
8 Appropriate storage conditions (cakes, mobile cook pan)		30 Personal hygiene (no bare arms, no jewellery, no recent hand)			
9 Food protected from contamination		31 Hand and hygiene of food handler			
10 PHF stored under temp control		32 Gloves changed regularly (if reusable)			
11 Food transport suitable/protected from contamination		33 Access to toilets + adjacent hand washing facilities			
Food Processing		Miscellaneous			
12 Food was prepared off-site at registered business		34 Adequate labelled garbage containers			
Name: _____		35 Food Grade Probe Thermometer (correctly calibrated between use)			
13 Appropriate cooking equipment		36 Single-use items protected from contamination			
14 Preparation surface suitable		37 Equipment washing facilities (including detergent and sanitizer if needed)			
15 Safe and suitable food processed		38 Water container for equipment and hand washing filled and arrangements for refilling			
16 All food cooked/prepared under cover		39 Equipment storage including chemical and personal belongings			
17 All food cooked or processed correctly		40 Cleanliness of equipment (Bleu, Marm, Prep Area, Fries)			
18 PHF defrosted correctly		41 Adequate utensils for food prep + serving			
19 PHF reheated correctly		42 24hrs rule documented/Temp check log book at			
21 PHF out of temp control for minimum time					
22 PHF and food protected from contamination					
23 Pre-packaged food labelled correctly					
24 Information about unpackaged food sold including potential allergy					
Item no.		Items Requiring Immediate Action under the Food Act 2001			Time Frame
Result Compliant <input type="checkbox"/> Non Compliant <input type="checkbox"/> Follow up Required? No <input type="checkbox"/> Yes <input type="checkbox"/>					
Received by: _____		Signature: _____		Follow up Date: ____/____/____	
PHO Name: _____		Signature: _____		Finish time: ____/____/____ any/m	
Failure to attend to the items in this report within the times specified, may render you liable to legal action under the Food Act 2001					

Common Non-Compliances

- Food not protected from contamination
- No (or inadequate) hand wash station – water, soap, paper towel
- Cooking, preparation or storage of food outside of stall
- No digital probe thermometer
- Temperature abuse
- Absent or inappropriate floor covering



Food Safety Focus – 5 Key Points

1. Registered Correctly (Declared Event or ACT Food Business Rego) with a Food Safety Supervisor.
2. Stall set up is compliant (3 sides and roof, floor coverings, suitable surfaces).
3. Hand washing station is set up and in use inside the stall.
4. Food is prepared, cooked, stored and displayed under safe temperature control (below 5 degrees or above 60 degrees).
5. Stall is clean, well organised and food is protected from contamination.



Open floor – Questions, Queries, Concerns, Comments?

ACT Health information:
5124 9700
hps@act.gov.au

ACT Liquor information:
(02) 6207 2343
ACliquor@act.gov.au

General Stallholder information:
inbox@multiculturalfestival.act.gov.au
(02) 6207 8698

Thank you
for
attending
the
stallholder
induction
session

