

Sausage Sizzle Confirmation Form

Dear Stan,

Congratulations!

Your organisation has been allocated the following fundraising sausage sizzle date: **Sunday 4th June & Saturday 15th July 2023**

To further support your fundraising efforts, Bunnings has introduced Mobile Payments to offer a convenient, secure, and contactless alternative to cash for customers. You will receive a separate email inviting you to use this free service and set up an account with our payment partner Stripe if needed. There is also a How to guide for setting up Mobile Payments attached for your information.

Could you please read, sign, and return a copy of this confirmation letter to Bunnings **Dandenong** or copy and paste the below into a return email.

We have read and understood the information and conditions provided by Bunnings for the running of our Community Sausage Sizzle on: **Sunday 4th June & Saturday 15th July 2023**

We understand we are required provide 14 days' notice for cancellation.

We ~~will~~ will not be using the Mobile Payment system

If using, we have registered using the community group name

And entered the contact person as: Stan Ashley

Signed on behalf of **Endeavour Hills Men's Shed Inc**: _____

Date: 29 Mar 2023 Print Name: Stan Ashley

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Information and Conditions

Please note: To assist Bunnings with the large number of requests we receive, if we have not received your Confirmation form) by <insert date four weeks prior to sausage sizzle date> your scheduled date will be cancelled and issued to another community group.

Bunnings' trading hours on the weekend are 7am – 7pm. We ask that your sausage sizzle is operational between 9.00am – 4.00pm as a minimum, throughout the prime selling period.

This is an opportunity for your organisation to generate substantial fundraising, therefore it is important that you order and bring adequate supplies to maximize this opportunity.

If your group sells out of sausages/bread prior to 4:00 pm on the day, you will be required to purchase more products, continuing the sausage sizzle offer to customers until 4:00 pm.

BBQ guide to approximate quantities required

**Please consider weather conditions, public holidays and long weekends

Sausages	30-40kg
Bread	25-35 loaves of bread
Onions	10-15kg
Condiments	10 litres
Drinks	50 – 150 cans only

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Items required to conduct your sausage sizzle

Supplied by Bunnings	Supplied by Community Group
Stainless steel barbecue unit & Gas	Sausages, bread, onion, condiments, soft drink cans and water bottles
1 x Bunnings gazebos- see guide	Napkins, garbage bags, condiment bottles
During extreme heat a battery-operated fan will be supplied	Cleaning equipment, hand wash, paper towel and detergents, and table cloths for trestle tables
Sandbags or weights (for gazebos)	Heat proof gloves to handle the grease tray and a food grade thermometer
Fire extinguisher and fire blanket	Cooking utensils (tongs, spatula, knives)
A-frame Blackboard to display your group name and prices and QR code poster for Mobile Payments	Small bottle of oil, which must be kept on the provided trestle table as far away from heat as possible (No aerosol spray oil cans to be used)
Degreaser, hard broom and bucket of water (for cleaning concrete pad)	Groups may bring and use their own EFT machine or contactless payment device to accept card payments. Fees are to be absorbed by the group and not passed onto customers. As an option Bunnings has a complimentary mobile payment system you can use but need to sign up for prior to the event.
Gas	Cash Float (recommended \$100)
Fresh water filled container	Volunteers to supply their own clean cloth apron
Blow mould trestle table to store supplies on and serving tables	Appropriate food grade storage containers
	Coolers with enough ice to maintain temperature of raw product below 5 degrees at all times, and thermometer to check food is at the required temperature
	Current Public Liability certificate \$10m per event/claim, not \$10 m aggregate

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	Temporary Food Stall holders / Food Trader permit (if required by your council) and food safety information - Issued by Local Council
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Please ensure the following conditions are adhered to:

<ul style="list-style-type: none">▪ If Bunnings is not satisfied that the community group is operating the sausage sizzle in a safe and respectful manner, we reserve the right to cancel the sausage sizzle immediately.
<ul style="list-style-type: none">▪ Community groups are to report to the manager on duty on arrival and departure. Any incidents must be reported to the manager on duty.
<ul style="list-style-type: none">▪ Only sausages, onion, sliced bread, condiments and soft drink cans are to be sold at the sausage sizzle. Sausages are to be sold for \$3.50 and soft drink cans or bottles of water for \$1.50.
<ul style="list-style-type: none">▪ Community groups must be able to provide accurate information about the ingredients in the food to customers and whether they contain any allergens (such as eggs, gluten, sesame, nuts, milk and soybeans). This is particularly important for the sausages (as most other food items will display an ingredient list on the packaging). If you are purchasing items without ingredients listed, please ask your butcher or bakery for a list of ingredients.
<ul style="list-style-type: none">▪ Please do not park in or use the disabled car parks located close to front of the store. This includes any line marked clearance zones
<ul style="list-style-type: none">▪ Bunnings supplied signage only is to be used – please do not tape/hang additional signs or posters to the barbecue unit.
<ul style="list-style-type: none">▪ The Bunnings supplied barbecue and Bunnings supplied gazebo are to be used at all times. Council regulations for temporary food stallholders permit indicate that three side walls of the canopy must be covered at all times – these are supplied with the gazebo.
<ul style="list-style-type: none">▪ The food permit issued by your Council (if appropriate) must be available at all times whilst conducting sausage sizzle and produced on request.
<ul style="list-style-type: none">▪ The sausage sizzle operating procedures below are to be followed at all times. A copy will be in the BBQ unit for reference on the day.
<ul style="list-style-type: none">▪ Please keep the main building fire door clear at all times if it is located adjacent to the barbecue area (minimum 3 metre distance).
<ul style="list-style-type: none">▪ All rubbish to be removed by the end of the day with (not to be placed into any Bunnings bins at the front of the store) recycle cans where possible.
<ul style="list-style-type: none">▪ The BBQ and surrounding area are to be left clean and clear of all cooking debris. This includes cleaning the concrete pad. A broom, degreaser and water will be available for you to efficiently remove fat or grease from the concrete at the end of the day.

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| <ul style="list-style-type: none">▪ Total profits raised, and all expenses incurred, must be recorded on the Bunnings BBQ checklist at end of the day. This must be signed by the community member responsible for the funds. A copy of the completed checklist will be made available to the community representative.▪ Please come prepared with a total of all expenses associated with your fundraiser. |
| <ul style="list-style-type: none">▪ Cleaning of the BBQ area to be completed at least 3 times during the day |

Operating Procedures

- For the safety of all involved, no persons under the age of 18 are permitted to cook or operate any equipment. No children under the age of 15 are permitted at the BBQ.
- Gas bottles are to be connected and changed by a Bunnings Team Member. Please ask for assistance if the gas bottle needs changing throughout the day.
- Please ensure all volunteers are wearing aprons and gloves at all times.
- Enclosed shoes must be worn by all people working within the barbecue area.
- Hair must be neat and tidy (long hair tied back or wear a hair net).
- All persons involved must wear an appropriate shirt (no singlets or profanity).
- All food products either raw or cooked should not be handled with bare hands. Separate equipment should be used for cooked and raw products.
- Cold food should be kept below 5 degrees, hot food kept above 60 degrees. Please regularly check temperatures with a thermometer.
- Bread, onions and meat should only be removed from packaging when cooking and only in the amounts required at that time.
- No raw product should be kept uncovered or out of esky prior to cooking.
- Cooked onion can create a safety hazard for customers and community groups when dropped on the ground. To reduce this risk, it is suggested that onions are placed on the bread under the sausage when serving.
- Money should be handled by people not cooking or handling food products.
- Alcoholic beverages are not to be sold or consumed at the BBQ

Volunteers on the day

- Nominate a BBQ Captain for the event
- Please do not attend the sausage sizzle if they are unwell or have any cold or flu like symptoms
- Must immediately report to the BBQ Captain if they start to feel unwell during the day
- Are encouraged to maintain at least 1.5m physical distance from other volunteers and customers where possible

BBQ Captain

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The BBQ Captain is the key volunteer for the group to ensure the fundraiser runs smoothly and is successful.

The responsibilities of the BBQ Captain include:

- Register to use Bunnings free Mobile Payments if their community group is using the offer
- Be on site at all times throughout the BBQ
- Ensure all volunteers are feeling well
- Ensure volunteers immediately report to the BBQ Captain and are feeling well.
- Adhere to and complete the BBQ clean 3 times a day
- Complete reporting of expenses and fundraising total at the end of the day

Food safety standards for reference



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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.

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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

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2-hour / 4-hour rule

If you're a food business, using the 2-hour / 4-hour rule is a good way to keep food that's taken out of the fridge safe.



SAFE FOOD AUSTRALIA
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Why use it?

The 2-hour/4-hour rule is a good way to make sure potentially hazardous food is safe even if it's been out of refrigeration.

The rule has been scientifically checked and is based on how quickly microorganisms grow in food at temperatures between 5°C and 60°C.

How it works

- Food held between 5°C and 60°C for less than 2 hours can be used, sold or put back in the refrigerator to use later.
- Food held between 5°C and 60°C for 2-4 hours can still be used or sold, but can't be put back in the fridge.
- Food held between 5°C and 60°C for 4 hours or more must be thrown away.

The time between 5°C and 60°C is cumulative—that means you need to add up every time the food has been out of the fridge, including during preparation, storage, transport and display.

As long as you follow this, you can be confident the food is safe.

Need more information?

Safe Food Australia is a guide to the food safety standards in Chapter 3 of the Food Standards Code. Using time as a control is explained in Appendix 2. Copies of the guide, some translated fact sheets and other information is available at www.foodstandards.gov.au/safefood or by emailing information@foodstandards.gov.au.

How do I use the rule?

- Start timing from when the food is brought out of refrigeration (at 5°C or below).
- Keep track of how long the food is out of refrigeration so you can be sure when the 2-hour and 4-hour time limits are reached (e.g. write down each time food is brought out of refrigeration and put back, or display food on colour-coded plates so you know when they have to be sold by).
- Remember to add up all time periods the food has been between 5°C and 60°C to work out the total time. If in doubt, throw it out.

Total time between 5°C and 60°C



Under 2 hours

OK to use or refrigerate at 5°C or less



2 to 4 hours

OK to use straight away but can't go back in the fridge.



Over 4 hours

Throw away

Food safety doesn't just happen