

Non-Profit Organisations in Maranoa Region – Queensland *Food Act 2006* Requirements

Local Governments in Queensland are responsible for ensuring food safety within their communities. Maranoa Regional Council regulates non-profit organisations that provide food to the public and offers advice and support to help these organisations comply with food safety requirements under the Queensland *Food Act 2006*.

Queensland Health recommends that local governments keep a register of not-for-profit organisations that provide food to the public who may not be required to hold a food business licence.

To streamline this process, Maranoa Regional Council is introducing a Non-Profit Food Notification Certificate to replace temporary food licences. This change will reduce the number of applications non-profit organisations need to complete each year.

What is Changing?

Previously, non-profit organisations were required to apply for a temporary food licence for every event where food was provided. Under the new system:

- Organisations will complete one annual notification form instead of multiple temporary licence applications.
- The notification form will include details of the organisation's yearly food-related activities.
- Council will assess the information provided in the application form to determine whether a Food Notification Certificate can be issued or if a Food Business Licence will be required. If a Food Business Licence is necessary, a separate licence application will need to be completed and submitted.

This change reduces paperwork for organisations and improves Council's ability to coordinate and oversee food safety in the community.

Why Should You Apply for a Notification Certificate?

The Notification Certificate provides several benefits:

- **Support and Advice:** Council can assist your organisation in complying with State Food Legislation and provide guidance on food safety.
- **Support in Legal or Complaint Matters:** If your organisation faces a food safety-related complaint or legal action, Council may be able to provide guidance and assistance to help address the issue and ensure compliance with food safety regulations.
- **Reduced Paperwork:** Save time by completing one annual notification form instead of multiple temporary licence applications.
- **Duty of Care:** The certificate helps your organisation meet its legal obligations under the Queensland *Food Act 2006*.
- **Risk Assessment:** Council will help determine if your organisation requires a Food Business Licence or a Notification Certificate.

Do You Need a Food Business Licence or a Notification Certificate?

The type of certification your organisation requires depends on:

- The type of food you provide.
- How often food is provided throughout the year.

To get started, complete the Notification Certificate Application Form and return it to Council. Once assessed, Council will notify you if your organisation requires a Food Business Licence or if a Notification Certificate will be issued.

What Happens After You Receive the Notification Certificate?

Once your organisation receives the Notification Certificate:

- You can conduct food activities throughout the year without needing to apply for temporary licences for each event.
- Each year, you will receive a renewal form to update your organisation's details, including contact information and food-related activities (e.g., types of food provided and event frequency).

Please Note: This change does not reduce your organisation's legal obligation to maintain a high standard of food safety and uphold its 'Duty of Care' when preparing, handling, and providing food to members and the public.

How Did Council Compile the Register?

Council has created a register of non-profit organisations using information from:

- The Queensland Government's *Check a Charity or Associations Register*.
- Publicly available details from websites, social media platforms, and previous correspondence with Council.

If this document has been sent to the wrong contact, or if your organisation has a preferred or alternate email address, please ensure the correct email address(es) are provided on the application form so that Council can update our records accordingly.

If your organisation does not handle food, we kindly ask that you complete and return the application form so we can update the register accordingly.

Training Opportunities

To help ensure your organisation complies with food safety requirements, Maranoa Regional Council offers support and training options:

- **Online Training Options:** Committee members can access food safety training online through the following platforms:
 - [DoFoodSafely](#) – A free, interactive online food safety training program.
 - [I'm Alert](#) – An online food safety training tool designed to help food handlers understand their responsibilities.
- **Council-Organised Training:** Council can arrange a tailored food safety training session with your committee. Please contact us to discuss your needs and schedule a session.

Important Note

There is **no fee** to complete the Notification Certificate application form. Your details will only be used to support the safe operations of not-for-profit food providers and meet legal obligations under the Queensland *Food Act 2006*.

Need Help?

For training or assistance, contact Maranoa Regional Council's Environmental Health team on:

- **Phone:** 1300 007 662
- **Email:** council@maranoa.qld.gov.au