



Food Vendors and Event Organisers Guide

*What you need to know from a food safety
perspective*

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What you need to know from a food safety perspective

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Introduction

This document provides guidance for operators of temporary and mobile food premises selling food within the City of Ballarat. You are encouraged to familiarise yourself with this document to assist you in understanding the regulatory requirements.

Food Act Registration Requirements

The Victorian Food Act 1984 requires all food businesses to register their food handling activities within the municipality they reside.

The Victorian Food Act 1984, together with the Food Standards Code and the Food Safety Standards details the requirements for businesses that handle, pack, prepare and sell food. Any business, regardless of size, that is involved with the sale of food must comply with the requirements.

Food businesses are classified according to risk:

Class 1: Food businesses that handle potentially hazardous food that is served to vulnerable groups. This includes hospitals, child care centres and aged care facilities, such as nursing homes.

Class 2: Food businesses that handle unpackaged potentially hazardous foods which require temperature control. This includes but is not limited to restaurants, fast food outlets, pubs, delicatessens and supermarkets.

Class 3: Food businesses that handle unpackaged low risk foods, and/or sell pre-packaged potentially hazardous foods. This may include but is not limited to service stations, convenience stores, coffee vans and green grocers.

Class 4: Food businesses where the food handling activities pose a low risk to public health. They include premises selling shelf stable pre-packaged confectionary, uncut fruit, wine tastings, simple sausage sizzles to name a few. Class 4 businesses need to notify Council of their food operations but are not required to obtain a registration.

It is an offence under the Food Act 1984 to sell any food item without a registration (or notification in the case of class 4 businesses).



If you are planning to sell food at an event, you **MUST** lodge a statement of trade on the Streatrader website at least one day prior to trading.

A link to Streatrader is provided for your reference

<https://streatrader.health.vic.gov.au>

You can visit the website to create your business account. It is free and you can immediately start lodging your statements of trade. You can log statements of trade up to 12 months in advance if you like.



Event Organisers Checklist

Item	Check
Site suitability. Is the venue appropriate for your event? Will the event be delivered in a safe manner for all in attendance? Adequate space for food vendors and patrons?	
Have you reserved the venue?	
Is there enough power to supply all food vendors?	
Do you have a potable water site for food vendors to access?	
Are you providing extra services for food vendors to assist with temperature control? (i.e. coolroom)	
Are you providing rubbish receptacles? Do you have enough?	
Are you providing ablution facilities? Do you have enough?	
Are you providing a waste water disposal area? Waste water must not be likely to contaminate any storm water drains.	
Have you segregated temporary food vendors from mobile food vans to reduce contamination from vehicle or generator fumes?	
Have you contacted Council's Environmental Health Unit to ask them to add your event onto Streatrader? This will make it easier for food vendors to find your event. You will need to know the event name, address, date and co-ordinators contact details.	
Food vendor suitability for the site? What food items are they providing? How will ventilation from cooking (smoke, steam, vapours and fumes) be managed in an indoor location?	
Food vendors should not be using gas bottles in an indoor event. Have you advised food vendors?	
Have you advised and requested copies of food vendors' Food Act registration certificates and Streatrader statements of trade to ensure they are permitted to sell food?	
Have you provided Council's Environmental Health Unit a copy of the Food Vendor List? This can be emailed to: environmentalhealth2@ballarat.vic.gov.au	

** In the future Event organisers will be able to access Streatrader to add their events and manage their own food vendor lists, so stay tuned!

Food Vendor Checklist

Item	Check
Do you have a current Food Act registration certificate? This should be kept onsite during the event.	
Have you lodged a statement of trade on Streatrader at least 1 day before your event? You must be able to provide a copy of this upon request from Council's Authorised Officer.	
If using a food van, have you checked that all temperature control storage equipment is working and able to maintain temperatures. Below 5°C for cold storage, below -15°C or frozen solid for frozen storage and above 60°C for hot storage?	
If using a temporary food stall, have you checked that you have enough equipment to maintain hot and cold storage temperatures below 5°C and above 60°C? e.g. eskies, bain-maries, etc.	
Have you checked all food contact surfaces and equipment to ensure they are in a clean and sanitised state?	
Have you checked whether the power connection provided at the event is adequate? If not, do you have a back-up generator to ensure you can run all of your equipment, including your hand wash basin?	
If using a food van, have you checked the potable water and waste water tanks to ensure you have enough potable water and storage for waste water during the event?	
If using a temporary food stall, do you have enough waste water storage containers available?	
Have you checked if there will be a waste water disposal site at the event?	
Do you have enough receptacles for secure rubbish storage?	
If using a food van do you have an accessible and operational hand wash basin with a continuous supply of warm, running water, liquid soap and single use paper towels? In addition, do you have hot/cold water and separate equipment washing sinks for cleaning and sanitising equipment/utensils?	
If using a temporary food stall, do you have enough urns or water dispensers with taps and waste buckets available to set up your hand wash basin and equipment washing areas? You must ensure you have access to hot/cold water, liquid soap and single use paper towels.	
Is your probe thermometer onsite and operational?	
Are your cleaning chemicals/equipment and food grade sanitiser on site?	
Do you have enough food handling equipment e.g. utensils, tongs, etc?	
Have you checked your cooking equipment is able to cook food to an internal temperature of at least 75°C if applicable?	
Are your staff aware of their responsibilities for selling safe food?	
Do you have your Food Safety Program, records and a pen onsite?	

Interstate Food Vendors

Any interstate food business intending to sell food at an event in Ballarat must hold a current Victorian Food Act Registration.

If not, they will need to apply for a one-off registration. If the interstate food vendor intends to trade at multiple events, they will require an ongoing registration. This process requires completion of Council's 'Application to Register or Notify a Food Premises' form and payment of a registration fee. For a copy of the application form and to determine the registration fee, contact Council's Environmental Health Unit on (03) 5320 5702.



Beverage Purveyors

Any person selling beverages needs to be registered under the Food Act 1984. If you are only offering beverage tastings, then you are classified as a Class 4 food business. If you are selling by the glass or opening bottles to sell, then you are classified as a Class 3 food business.

All mobile and temporary stalls need to comply with the Food Safety Standards Code and have accessible hand wash basins set up. They must



have access to warm water, liquid soap and single use paper towels.

Selling pre-packaged food?

Don't forget your food labels

When selling pre-packaged food, a label must be provided that includes:

- Name of product;
- Name and address in Australia where the food was packaged or prepared;
- A list of the ingredients (including any food additives);
- Nutritional information panel;
- Use by date or best before date;
- Directions for use and storage;
- Percentage of characterising ingredients
- Country of origin; and
- Declaration of allergens.

For further information refer to the packaging and labelling fact sheet at www.foodstandards.gov.au

Meat Pies

BEST BEFORE 9 DEC 07
STORE AT OR BELOW -18°C

DATE MARK AND STORAGE CONDITIONS

Where a food is packed using variable weights or volumes the number of servings per package can be replaced with servings per kilogram or other appropriate unit

SERVING SUGGESTION

NUTRITION INFORMATION

	QUANTITY PER 175g SERVING	QUANTITY PER 100g
ENERGY	1615kJ	923kJ
PROTEIN	25.5g	14.8g
FAT - Total	20.6g	11.8g
- Saturated	10.0g	5.70g
CARBOHYDRATE	23.6g	13.5g
- Sugars	1.2g	0.7g
SODIUM	471mg	269mg

All values are average quantities

INGREDIENTS
WHEAT FLOUR, MEAT (MINIMUM 25%), WATER, ANIMAL AND VEGETABLE FAT, ONION POWDER, HYDROLYSED VEGETABLE PROTEIN, EGG THICKENER (410), SUGAR, MINERAL SALT (450), SALT, COLOUR (150), HERBS, PRESERVATIVE (222)

MAY CONTAIN TRACES OF NUTS

FINEFOOD CO.
20 MAIN ST.
ADELAIDE,
SOUTH AUSTRALIA

GROWN IN AUSTRALIA

PRODUCT OF AUSTRALIA **700g**

STATEMENT OF INGREDIENTS
A statement of ingredients in descending order of ingoing weight showing the percentage of the characterising ingredient

STATEMENT FOR PERCENTAGE OF AUSTRALIAN INGREDIENTS
Statement for percentage of Australian ingredients

WEIGHTS AND MEASURES
Weights and measures

ALLERGEN INFORMATION
Allergen information clearly stated

NUTRITION INFORMATION
The nutrition information panel information must clearly indicate that the values are average quantities or if some are minimum or maximum quantities indicate those values that are minimum or maximum quantities

NAME AND BUSINESS ADDRESS
Name and business address in Australia or New Zealand and a separate Country of Origin statement

Why Is Compliance with Food Laws Important?

As a food business owner, you are legally responsible for ensuring the food you sell is safe and suitable to eat. Food laws are designed to help you achieve compliance and to prevent food borne illness. This in turn, reduces the risk of action being taken against you by your council or the public.



- Issuing an infringement notice (fine) – this can be issued on the spot.
- Seizing food or equipment.
- Restricting your food handling activities or closing your premises.
- Prosecution.

As each inspection is recorded in Streatrader, your trading history is available to every Council within Victoria.

If you have a history of non-compliance, Council may be more likely to inspect your mobile/temporary food premises to ensure you are complying with your requirements to sell food.

Mobile - Business		Registration		Date Lodged: 15 Jan 13
Premises No.:	[REDACTED]	Proprietor	[REDACTED]	Registration From: 01 Apr 19
Reg No.:	[REDACTED]	Premises Address	[REDACTED]	Due For Renewal: 31 Mar 20
Trading Name	[REDACTED]	Primary Contact	[REDACTED]	
Premises Description	[REDACTED]	Class	Class 2	Frequency (months)
Officer	[REDACTED]	File No	[REDACTED]	
Last Assessment	[REDACTED]	Next Assessment	[REDACTED]	
Comments				
Change Premises Details Close Premises Create SOT				
SOT (43) Actions Comments (34) Contacts Documents Compliance (9)				
INSPECTED	TYPE	COMPLIED	OFFICER	COUNCIL
22-Feb-2019	ROUTINE INSPECTION	Compliant	[REDACTED]	City of Ballarat
24-Jan-2016	ROUTINE INSPECTION	Major Non Compliance	[REDACTED]	City of Ballarat
26-Jul-2015	ROUTINE INSPECTION	Compliant	[REDACTED]	City of Ballarat
19-Oct-2014	ROUTINE INSPECTION	Major Non Compliance	[REDACTED]	City of Ballarat
27-Apr-2014	ROUTINE INSPECTION	Major Non Compliance	[REDACTED]	City of Ballarat
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Council Compliance Inspections

Council's Authorised Officers regularly attend events held within the municipality. Inspections are conducted on all types of premises selling food and beverages and will usually be done without notice.

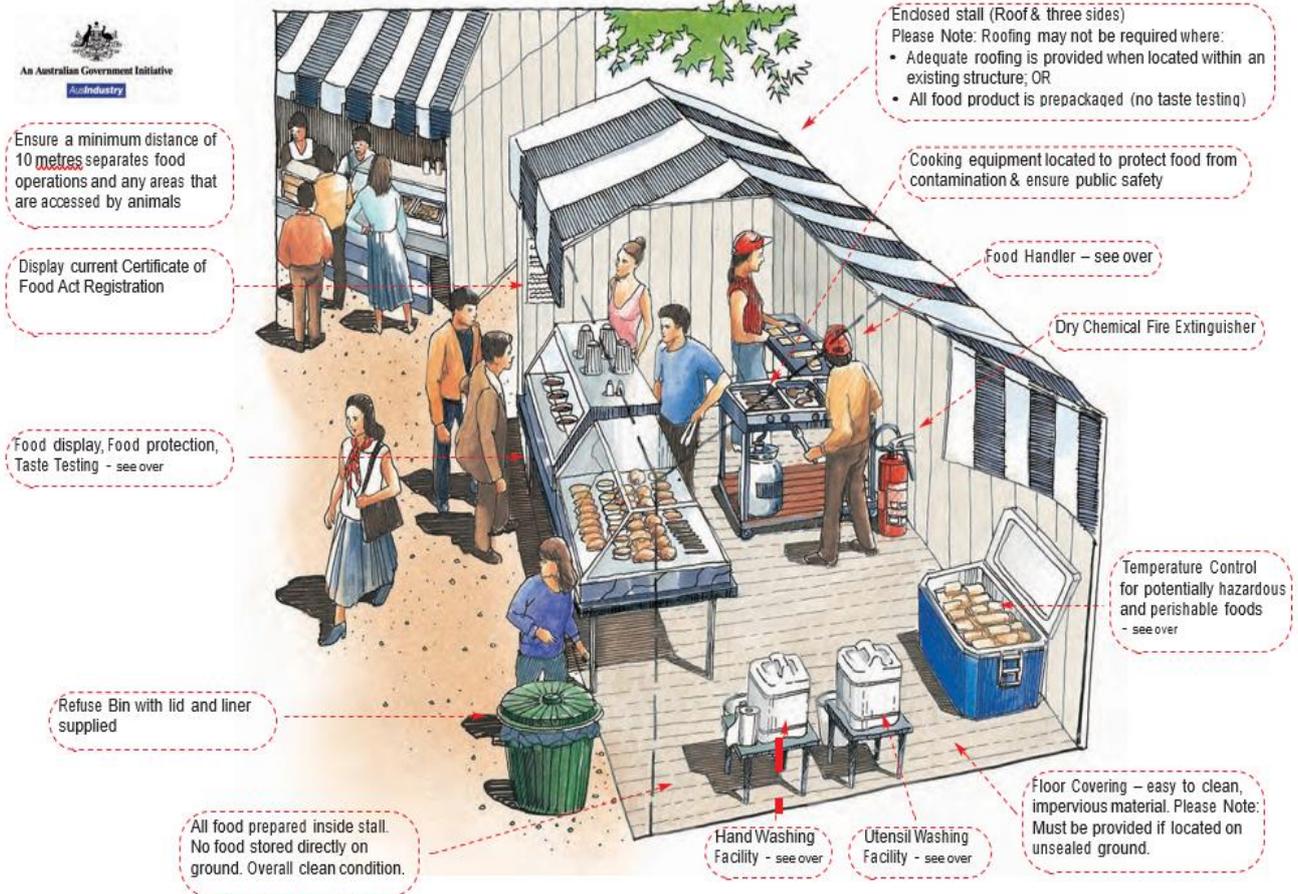
If Councils Authorised Officers identify non-compliance items during an inspection, they will consider if it can be rectified easily. If it can, you will be advised verbally or in writing of any changes that need to be made. The Council officer will record this communication against your Streatrader registration and ensure the issue is followed up.

If the issue is serious, or if several non-compliances are recorded in relation to your registration, Council may take enforcement action against you. A range of enforcement options are available to Councils, including:

- Issuing a Food Act Notice requesting you to take corrective actions. If you do not comply it can be used as evidence against you in court.
- Issuing an official warning.

Temporary Market Setup Pictorial

ARTISTS IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL



Temporary Market Equipment Requirements

Minimum hand washing facilities



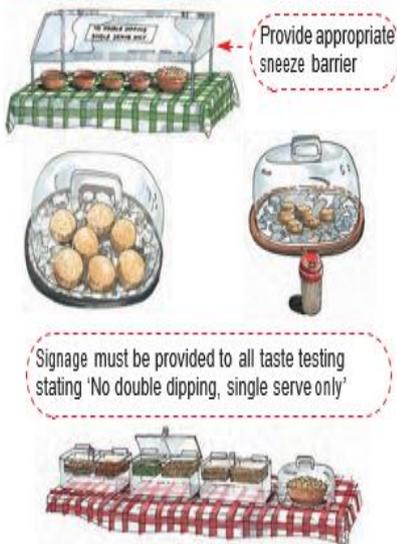
Minimum utensil washing facilities



Food Handlers



Food display, food protection, taste testing



Sauces, condiments and single serve utensils



Temperature control of potentially hazardous food



For further information contact Environmental Health on (03) 5320 5702.