

SPRINGFEST FOOD VENDORS

IMPORTANT - PLEASE READ:

Environmental Health is responsible for monitoring food standards in public areas. Stall holders and mobile operators need to inform the Environmental Health Unit of the details of events if selling or providing food to community members (this includes sausage sizzles, fete cake stalls & alcohol) by submitting a Statement of Trade. Event organisers need to identify proposed food vendors attending the event and capture their details for provision to the Environmental Health Unit, who will then provide information with regard to whether a food license is required for each food vendor and appropriate safe food handling techniques.

Food businesses with an existing Victorian Food Act registration must lodge a Statement of Trade with Council's Environmental Health Unit at least five days prior to commencing operations at an event. Once this has been provided business can operate under their existing registration.

With regard to registration, all food vendors will fit into one of the 3 categories; depending on which scenario applies to them their requirements are outlined below:

Scenario 1

For businesses with a current Food Act 1984 registration within the City of Ballarat, including a current class 4 notification, you must;

- a. Lodge a Statement of Trade with the City of Ballarat (as your principal council);
- b. Operate the stall in accordance with your current registration.

Scenario 2

For businesses with a current Food Act 1984 registration within Victoria but not within Ballarat, including a current class 4 notification, you must;

- a. Lodge a Statement of Trade with City of Ballarat
- b. Lodge a copy of the Statement of Trade with your principle Council (The Council within which you are registered in);
- c. Operate in accordance with your current registration.

Scenario 3

For businesses that do not have a current Food Act 1984 registration in Victoria you must;

- a. Make an application for registration under the Food Act 1984 with your principle Council. (To find your local council (for permanent premises) or your "principal" council (for food vans and stalls) go to [The Department of Planning and Community Development to find your local council](#);
- b. Provide a Statement of Trade to the City of Ballarat;

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| <ul style="list-style-type: none">c. Lodge a copy of the Statement of Trade with your principle Council;d. Operate in accordance with their current registration. |
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Council's Authorised Officers will be conducting random inspections throughout this event to check compliance with these provisions. Any business who fails to demonstrate they have a current Food Act registration by producing it on-site upon request, will be considered to be operating an unregistered food premises and as such will be required to cease providing food for sale immediately.

Should you be unsure about any of the above requirements, please contact Council's Environmental Health Unit on (03) 5320 5702 or environmentalhealth@ballarat.vic.gov.au prior to the event to discuss.

SPRINGFEST 2015

From previous experience with this and other events of a similar nature Council's Environmental Health Unit have identified the items that are of most concern. As a result the following items will be specifically looked for when the City of Ballarat's Environmental Health Officers conduct inspections at food stalls during SpringFest 2015.

1. Display your Council's Food Act 1984 registration.
2. Food Storage - Adequate power and adequate provision of ice if eskies are to be used. Refrigerated vans/trucks are unsuitable for long term storage - use them for transport and use eskies etc for storage throughout the day unless you want to run the vans/trucks all day.
3. Packing of eskies & coolers to ensure that products are surrounded by ice throughout the whole day, food does not keep at or below 5°C if there is just ice underneath it, it needs to be surrounded. Please remember to make provision for additional ice required throughout the day to keep the eskies packed appropriately.
4. Adequate Labeling – At absolute minimum all packaged food must have the name of the product, the ingredients and a best before/use by date. If the food is packaged in front of the customer labeling is not required, however, you should be able to tell the customer exactly what is in the products you are selling them.
5. Handwash Facilities - Alcohol based sanitisers and gloves are NOT ADEQUATE IN ISOLATION under any circumstance, they may only be used in conjunction with handwash facilities.

Handwash facilities are to consist of;

1. A container/drum with a tap with warm water;
 2. A bucket for storage of wastewater that cannot be used for anything else;
 3. Liquid soap; and
 4. Paper towels.
6. If any reusable utensils and equipment (i.e. knives/plates etc.) are to be used adequate washing facilities MUST be provided. This includes a bucket to be used solely for washing of utensils and equipment. The water from the handwash facilities may be used to wash utensils as well.
 7. Records – The temperatures of potentially hazardous food storage MUST be recorded & maintained on site using a digital probe thermometer accurate to within +/- 1 degree Celsius
 8. If food is, or is likely to be stored out of temperature control for ANY time period at all (this include whilst on display), records MUST be taken of when the food left temperature control and when it was sold/discarded.

PLEASE NOTE:

ALL POTENTIALLY HAZARDOUS FOOD MUST BE KEPT EITHER UNDER 5°C OR ABOVE 60°C- IF THIS CANNOT BE ACHIEVED THE FOOD MUST BE SOLD OR DISCARDED WITHIN A **TOTAL** OF 4 HOURS AND TO BE RECORDED – THIS INCLUDES THE TIME IT TOOK TO PREPARE/TRANSPORT ETC

9. Bulk Products should be split up into manageable portions so that they are able to be maintained under temperature control - the bulkier they are the harder they are to maintain at correct temperatures in the core, especially in eskies.
10. PROBE thermometers are to be provided in good working order at EVERY stall that is handling potentially hazardous food that require temperature control. Please ensure you have a sanitiser available to sanitise the probe. 70% isopropyl alcohol based swabs are recommended for this purpose and are cheaply available at any chemist.
11. Basic knowledge of hygiene and food safety is required. Leaving people without this knowledge to undertake food handling/processing is not acceptable unless they are supervised by somebody with such knowledge.

Should at any time the Environmental Health Officer on duty be unsure about the safety, or is unable to determine the safety of the food provided for sale then that food may be seized under provisions of the Food Act 1984.

