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CITY OF BALLARAT

Date: 15 September 2025

Our Ref: Springfest 2025

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Dear Food Proprietor,

City of Ballarat's Environmental Health Unit have been notified that you intend on operating your food business at the upcoming event - **Springfest on 30 November 2025.**

If you haven't already, please submit your Statement of Trade via your FoodTrader account: **https://foodtrader.vic.gov.au/**. **It is requested that you do this as soon as possible.**

Environmental Health Officers will be undertaking food safety checks of food businesses during the event. You are encouraged to prepare for all weather events including hot weather and rainfall.

It is expected that all food businesses are self-sufficient and will provide:

- Safe, potable (drinkable) water provisions including dedicated hand washing facilities
- Appropriate waste disposal
- Temperature control for your potentially hazardous foods.

Food safety is a priority, and the following items need to be considered for the event:

1. Make plans for access to electricity if required.
2. **Dedicated hand washing facilities** must be provided within food handling and supplied with warm running potable water, liquid soap and single use paper towelling.
   It is expected that designated hand washing facilities are set-up before food handling occurs
3. Potentially hazardous foods must be transported, stored and/or displayed under temperature control. Potentially Hazardous Foods must be stored at:
   a. 5°C or below (refrigerators/eskies)
   b. Frozen solid -15°C (freezers)
   c. Above 60°C (hot units/bain maries)
4. If implementing the 2/4-hour rule, a documented process must be available to an authorised officer upon request.
5. High risk food must be cooked so the internal core temperature is above 75°C (kill step).

6. Have an understanding on food allergens and compliance requirements with purchaser's demand. Free online training is available at https://foodallergytraining.org.au/
7. Equipment and utensils must be transported and stored so that they are protected from contamination (e.g. sealed cleaned/sanitised containers).
8. A suitable food grade sanitiser (preferably no-rinse) must be available for use on food contact surfaces. Manufacturer's instructions must be followed.
9. A calibrated digital probe thermometer must be available for internal temperature checks of food. Probe thermometers must be sanitised prior to use.
10. Cleaning and sanitising of equipment and utensils must be considered. If this is being completed onsite, a suitable set-up (double bowl sink/buckets) with hot and cold water must be available.

All food handlers are encouraged to complete the free online food handler training *"Do Food Safely"*: Home - DoFoodSafely (health.vic.gov.au)

Feel free to contact our office on 5320 5702 or environmentalhealth@ballarat.vic.gov.au if you have any question.

Yours sincerely,

Environmental Health Team
City of Ballarat