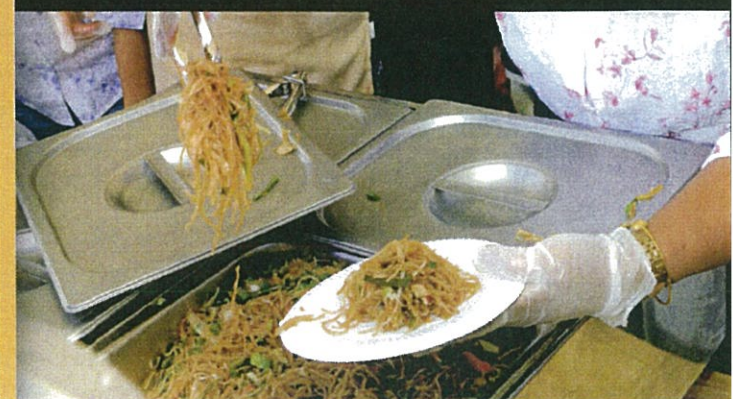
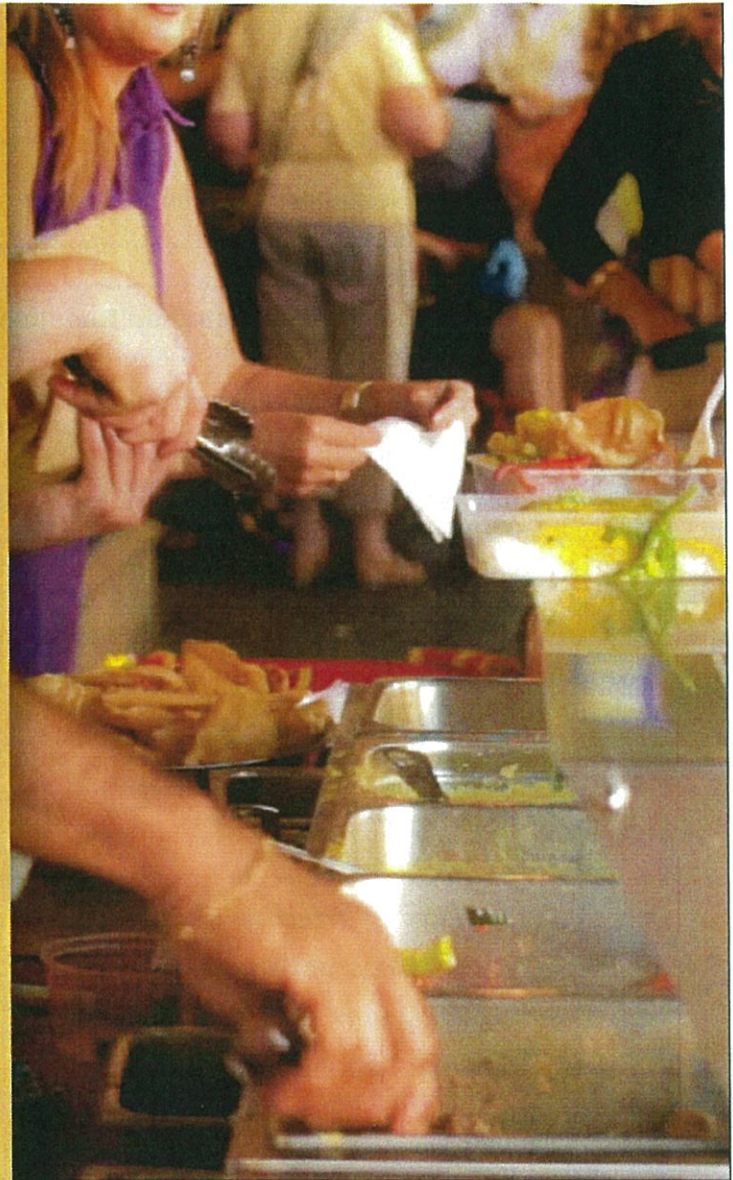


BARWON-SOUTH WESTERN REGION

Temporary Food Premises Guidelines



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1. Introduction

These Guidelines are designed to improve the consistency in the operation, assessment and approval of temporary food premises across the Barwon South Western region of Victoria. They are designed to be used by both operators and local Council and outline the minimum requirements for the construction and operation of temporary food premises, as well as the health and hygiene standards of food handlers.

For further information, please contact the Environmental Health Officer at your local council.

2. Do I Have a Temporary or Mobile Food Premises?

Mobile food premises are vehicles such as vans, trailers or carts from which food is sold.

Temporary food premises are:

- A **stall, tent** or other structure that is not permanently fixed to a site, and from which food is sold or handled for sale, such as at a market or festival; OR
- A permanent structure that is:
 - **Not** owned or leased by the food handlers using it; and
 - From which food is sold or handled for sale **on an occasional basis only**

If the temporary set up is not in a fixed kitchen, special care must be taken to keep food safe. This involves protecting the food from sunlight, dust, insects and handling by customers.

3. How do I register?



In Victoria, all temporary and mobile food premises apply for registration using an online state-wide registration and notification scheme called Streatrader (<https://streatrader.health.vic.gov.au>).

All you need to do is create an account and log in – once you have done this the registration forms will be made available for you to fill in.

Once you have completed the form, the Streatrader system will lodge it automatically to the council which it has determined to be your principal council for review and approval.

During this time you may receive a phone call from this council to discuss your application. Once the council is satisfied with your application they will accept it online and you will receive an email notifying you of your successful application.

Your temporary food premises may be inspected at any time by the municipality in which you are operating.

4. Risk Classification

In Victoria, there is a risk based classification system for food premises. In relation to temporary and mobile food premises this includes Class 2, Class 3 and Class 4 premises. This classification system ensures that the regulatory requirements are matched appropriately to the level of food safety risk undertaken at the respective premises. When entering your food handling activities into Streatrader, the system will automatically select your classification for you. If you are still unsure about your classification or how to use Streatrader, please contact your local councils Environmental Health Department or go to the Department of Health and Human Services Food Business Classification Tool at <http://health.vic.gov.au/foodsafety/foodclass/index.htm>

Definitions:

Potentially Hazardous Foods – means foods that have to be kept at certain temperatures to minimise the growth of any pathogenic micro-organisms that may be present, or to prevent the formation of toxins in the food. For example:

- raw and cooked meat (including poultry and game) or foods containing raw or cooked meat such as casseroles, curries and lasagne;
- smallgoods such as Strasbourg, ham and chicken loaf;
- dairy products, e.g. custard and dairy-based desserts such as cheesecakes and custard tarts, but does not include pasteurised milk and ice cream manufactured from pasteurised milk;
- seafood (excluding live seafood) including seafood salad, patties, fish balls, stews containing seafood and fish stock;
- processed fruits and vegetables such as fruit salads, fruit juices;
- cooked rice and pasta;
- foods containing eggs, beans, or other protein-rich foods such as quiche, fresh pasta and soy bean products; and
- foods such as sandwiches, rolls and cooked and uncooked pizza that contain the foods listed above.

Low Risk Foods – means food that is unlikely to contain pathogenic micro-organisms and will not normally support their growth due to food characteristics. For example:

- grains;
- cereals;
- carbonated beverages;
- jams, dried fruits;
- pasteurised milk;
- ice cream manufactured from pasteurised or heat treated milk;
- pasteurised or heat treated soy milk; and
- cut fruit or vegetables (which are not subject to any further processing).

Class 2

These are food businesses that handle any unpackaged, potentially hazardous foods which need correct temperature control during the food handling process - including cooking and storage - to keep them safe.

Class 3

A class 3 food premises are those whose main activities involve the sale of foods not commonly associated with food poisoning. One or more of the following food handling activities occurs:

- the handling of unpackaged low risk food; or
- the sale of pre-packaged potentially hazardous food; or
- the sale of eggs; or
- offering members of the public a free sample of a potentially hazardous food for immediate consumption if -
 - i. that food is, or will be, available for sale at the premises in a packaged form; and
 - ii. the sample is offered for no more than 4 hours; or
- the sale of ready-to-eat, potentially hazardous food by a community group if-
 - i. all of the food is cooked on site with the intention of being served immediately;
 - ii. the majority of persons involved in the handling of the food are volunteers; and
 - iii. this activity takes place at the premises for a maximum of two consecutive days at any one time.

However this excludes food premises at which the only handling of food is of a kind which renders the premises a class 4 food premises.

Class 4

A food premises are those whose food handling activities pose low risk to public health. They include:

- the sale to members of the public of:
 - i. pre-packaged low risk food; or
 - ii. sausages that are cooked and served immediately, with or without onions cooked at the same time, and bread and sauce - when cooked and sold at a temporary food premises or by a non-profit body; or
 - iii. packaged or covered cakes (other than cakes with a cream filling) at a temporary premises by a community group; or
 - iv. biscuits, tea or coffee (with or without milk or soymilk) at a temporary premises by a community group; or
 - v. of whole (uncut) fruit or vegetables; or
- a wine tasting for members of the public, which may include the serving of cheese or low risk food that has been prepared and is ready to eat.

5. Additional Food Act Registration Requirements

Dependant on your classification, there may be additional requirements for registration under the *Food Act* 1984. Table 1 indicates which classifications require a Food Safety Program and a Food Safety Supervisor.

Table 1

Class	Food Safety Program		Food Safety Supervisor	
	Business	Community Group	Business	Community Group
Class 2	Yes	Yes	Yes	No*
Class 3	No	No	No	No
Class 4	No	No	No	No

* A community group will not require a Food Safety Supervisor (FSS) if it sells ready-to-eat, potentially hazardous food at an event or events and-

- only operates for two consecutive days or less at any one event; **and**
- the majority of persons involved in the handling of the food are volunteers.

5.1 Food Safety Program - Class 2 food businesses are required to have a Food Safety Program to assist them in the operational procedures associated with food safety. These Food Premises must have a copy (either hard copy or electronic copy) of their Food Safety Program on site for assessment. It is an offence not to have a Food Safety Program available upon request.

Where Can I get a Food Safety Program?

- You can download the *Department of Health's Food Safety Program Template for Class 2 Retail and Food Service Businesses (No.1, Version 3)* from <http://www.health.vic.gov.au/foodsafety/bus/templates.htm>
- You can create a food safety program using *FoodSmart* at <http://foodsmart.vic.gov.au/FoodSmartWeb>
- **Community Groups** can choose to use *FoodSmart* to develop their food safety program, or use the *Community group temporary and mobile food premises template – class 2* which can be downloaded from <http://www.health.vic.gov.au/foodsafety/bus/templates.htm>

5.2 Food Safety Supervisor Requirements

Class 2 premises must have a qualified Food Safety Supervisor within their business unless you are exempt as per Table 1 above.

A Food Safety Supervisor is a person within your food establishment who:

- Knows how to recognise, prevent and alleviate the hazards associated with the handling of food at, or from, that premises;
- Has met an appropriate food safety competency standard for the premises;
- Has the ability and the authority to supervise other people handling food at, or from, the premises and ensure that that handling is done safely.

5.3 Food Training for Employees

Proprietors of a food business must ensure that all staff undertaking or supervising food handling operations have the skills and knowledge in food safety and food hygiene for the work they do.

An on-line food training program has been developed by the Department of Health to ensure that food handlers have the skills and knowledge of responsible food handling. To undertake the free course, please visit <http://dofoodsafely.health.vic.gov.au>

6. Guidelines for Stall Construction

6.1 Adequate Space

To prevent food and food contact surface getting contaminated, ensure there is adequate space within your temporary stall. This includes space for all equipment, food, food contact surfaces and any activities conducted on-site.

6.2 Floors, walls and roof

Your temporary set up should have **3 sides and a roof** designed to protect from potential physical contamination such as dust and pests. Stalls must be constructed of a smooth, impervious material that can be readily cleaned.

Some outside stalls may not need side walls but they must:

- Have a roof;
- Be located in an area protected from dust, fumes, etc.; and
- Have adequate protection of food (e.g. sneeze protectors)

Roofing may not be required where:

- Adequate roofing is provided when located within an existing structure; OR
- All food product is pre-packaged (including no taste testing)

Your temporary set up should have a smooth impervious floor that can be easily cleaned, particularly if the venue is unsuitable and/or there are unfavourable weather conditions (e.g. dust or mud).

Flooring may not be required where:

- Council is satisfied there is no risk to food safety (generally setting up on grass or concrete is acceptable)

6.3 Food preparation / service areas

Benches or tables should have smooth surfaces that can be easily cleaned and free from cracks and crevices.

6.4 Cooking Equipment

Cooking equipment must be adequate for the production of safe and suitable food. It must be located in a position that protects the food against contamination. Preparation of ingredients/food should be carried out in a location that will protect against flies/pests, dust, rain etc.

6.5 Refrigeration

Where a high volume of food is being sold, or there is an event of long duration, it is recommended that a refrigerator or mobile coolroom be provided on site. In the case of smaller scale operations, eskies with ice/ice bricks may be used to ensure food is kept under 5° C.

7. Guidelines for Washing Facilities

7.1 Hand Washing Facilities

Hand washing facilities must be available and clearly designated for the sole purpose of washing hands. Warm running potable water must be provided (e.g. urn with a tap) and be accompanied with liquid soap and single use paper towel. Waste water should be collected in a container and disposed of into the sewer or appropriate location. Designated hand washing facilities must be located where they can be easily accessed by food handlers at all times. Please refer to the Artist's Impression on page 13.

7.2 Hand sanitiser should not be used as a replacement for hand washing.

- Hand sanitisers may be used in addition to hand washing with liquid soap but **not as a replacement**. Soap is required to break down fat, grease and dirt, allowing bacteria to be washed off.
- Hand sanitisers only kill bacteria on the surface of hands but not under grease and dirt

Class 4 premises selling only pre-packaged foods do not require hand washing facilities.

7.3 Equipment Washing Facilities

If equipment and/or utensils are to be washed onsite, a separate facility to the hand wash basin must be used. There should be two containers or basins of adequate size (generally large enough to fit the largest piece of equipment in). Equipment must be washed in warm soapy water then rinsed with a supply of potable water. Please refer to the Artist's Impression on page 13.

Once equipment has been washed, it must be sanitised using a food grade sanitiser. A food grade sanitiser must be on-site at your temporary stall set up to use after cleaning equipment, utensils and all food contact surfaces.

If the equipment is to be taken off-site to be washed and sanitised, it should be placed in separate containers.

Once all equipment and utensils have been cleaned and sanitised it must be stored where it is protected from contamination (e.g. sealed containers).

7.4 Guidelines for Waste Management

A covered bin must be provided for disposal of waste in order to keep flies and other pests away. The bin/s must also adequately contain the volume and type of garbage and recyclable matter. All garbage containers should be maintained in good repair and cleaned. Do not clean them in the food preparation area.

Adequate bins should be provided for the public to dispose of used takeaway food containers and other waste. If you are operating at an event, ensure you liaise with event organisers regarding bins around your food stall.

7.5 Wastewater

All wastewater collected from hand washing and washing up facilities must be disposed of into sewer or approved location. If you are unsure, check with the event organiser or Water Authority for the nearest disposal point. Wastewater must not be disposed of down storm water drains.

All waste oils, grease and fat deposits must be collected in suitable containers and correctly disposed of.

8. Operational Requirements

8.1 Protection and Handling of Food

- Use disposable gloves or utensils such as tongs and spoons to serve ready-to-eat food. It should not be touched with bare hands
- Provide single-use eating, drinking utensils and keep them adequately protected from contamination
- Any self-service foods such as sauces or other condiments should be served in a way that prevents contamination e.g. individual sealed packages or squeeze type dispensers
- Where practicable, it is good practice to separate duties for staff, such as ensuring one food handler handles money and another prepares food

8.2 Taste Testing

- Taste testing must be supervised to manage the risk of contamination from customers.
- It is recommended that signage is provided at all taste testing stating "No double dipping, single serve only"
- Provide single-use sampling utensils such as toothpicks or spoons. Store these in clean containers and provide other containers / dishes for their disposal
- High risk food must not be displayed for more than 4 hours (see 2 hour/4 hour rule pg.11)

8.3 Food Display

All food on display must be:

- Wrapped or packaged
- Enclosed in a suitable display cabinet
- Protected by a physical barrier such as a sneeze guard
- Located so as not to be openly accessible to the public
- Potentially hazardous food must be displayed under temperature control or 2 hour / 4 hour rule must be implemented

Any beverages provided such as tea, coffee or cordial, must be dispensed from an enclosed or lidded receptacle equipped with a tap or spout to prevent contamination.

8.4 Food Suppliers

- All foods must be from approved suppliers and if applicable recorded in your Food Safety Program
- Where possible and practicable to do so, food could be purchased close to the event to avoid the need for storage and to reduce transportation time

8.5 Food Transportation

- All food being transported must be protected from the likelihood of contamination e.g. in food grade sealed containers

- Potentially hazardous foods must be transported under temperature control e.g. in an esky with ice
- All containers, portable coolers and other equipment used to transport food must be washed and sanitised before and after use
- Ensure raw foods such as meat, are transported in separate containers from ready-to-eat foods such as salads and bread
- Vehicle must be clean
- No animals are permitted in a food transport vehicle

8.6 Food Storage

- No food is to be stored directly on the ground
- All food must be stored to prevent contamination e.g. in food grade sealed containers
- Raw and ready-to-eat products must be stored separately to prevent cross contamination e.g. raw meats in one esky and salads in another
- Potentially hazardous food must be stored under temperature control (see below)

8.7 Food Labelling

- Ensure labelling of products complies with Australia New Zealand Food Standards Code
- All food labels must identify the following information:
 - Name and description of the food
 - Identification of the lot number (where applicable)
 - Name and Australian street address of the supplier of food
 - List of ingredients
 - Date Mark
 - Country of origin of the food
 - Warning and advisory statements
 - Nutritional claims
 - Nutritional information panel (not applicable for small packages i.e. packages with a total surface area of less than 100cm²)
- Labelling must be legible and prominent so as to be in distinct contrast to the background. Warning statements must be in a type size no less than 1.5mm

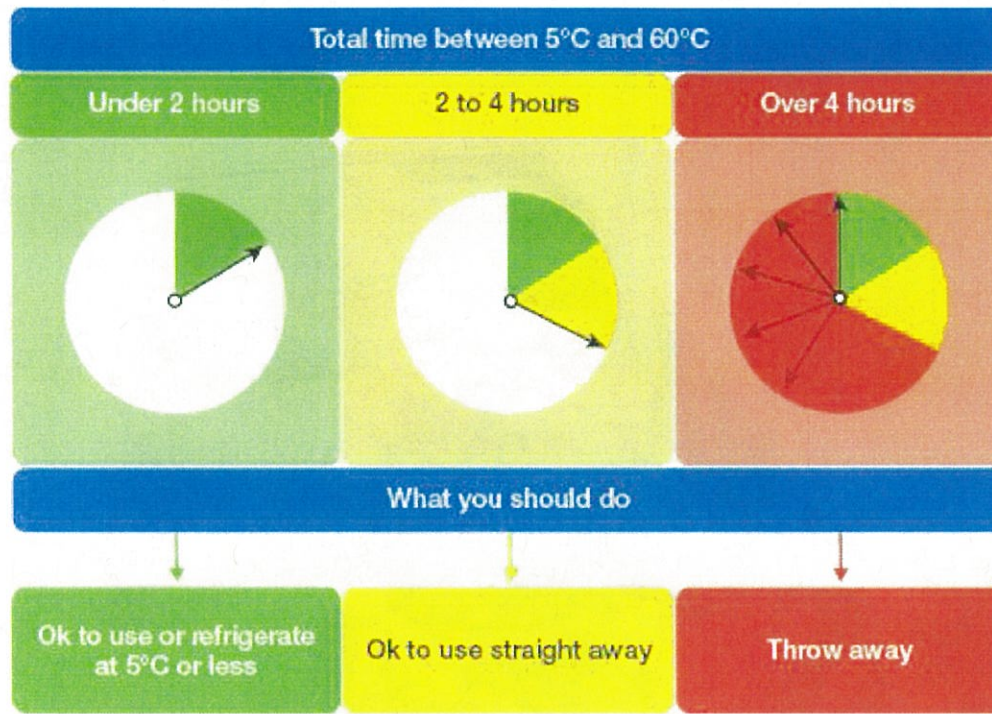
8.8 Temperature Control

- **Cold Storage** - Food must be stored in an esky or portable coolroom at 5°C or below
- **Frozen food** – Frozen food should be stored frozen solid at -15°C or below or defrosted in coolroom/esky
- **Keeping hot food safe** - Any cooked food that is to be served is to be held at a temperature above 60°C
- **Cooking food**
 - Cook foods thoroughly, especially chicken, meats (minced and stuffed), hamburgers and sausages. Pink flesh can be an indication of undercooking
 - Temperatures above 75°C are required to destroy food poisoning bacteria commonly found in meat, poultry and seafood
- **Cooling food** – when cooling cooked potentially hazardous foods, cool the food:
 - From >75 °C to 21 °C in the first two hours
 - From 21 °C to <5 °C within the next four hours
- **Reheating food**
 - All hot food must be re-heated to an internal temperature of 75°C or above before serving
 - Bain maries must not be used for heating/reheating food

All takeaway food prepared should be served immediately unless there is a suitable food warmer or cold cabinet display.

9. 2/4 Hour Rule

Where possible, limit the time potentially hazardous food (such as meat, poultry, fish & dairy products) are stored at room temperature. However you may use the 2 hour/4 hour rule for displaying high-risk food. This rule uses time to keep food safe when it is in the **temperature danger zone of 5°C and 60°C**.



The total time includes all the time the food has been at room temperature, for example during delivery, display, preparation and transportation.

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10. Thermometers

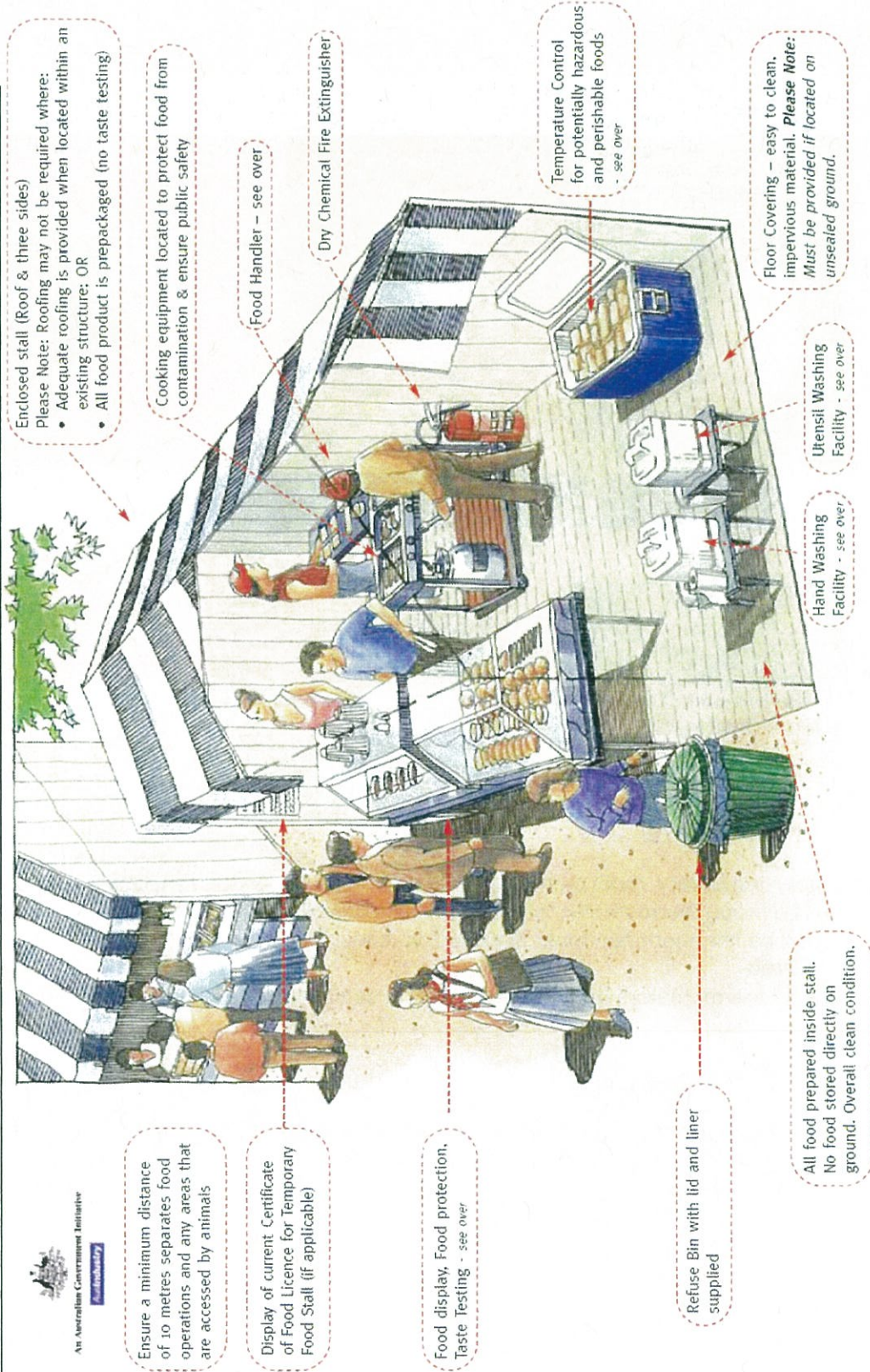
- Every temporary food premises that sells high risk foods must have a food grade digital probe thermometer that is readily accessible and accurate to +/- 1 °C
- A probe thermometer must be used to check the internal temperature of food as required
- Probe thermometers must be cleaned and sanitised in between uses

11. Food Safety Records

All temporary food premises must have relevant records from Food Safety Program on-site and completed at times of operation.

12. Artists Impression – Minimum Standards for the Operation of a Temporary Food Stall

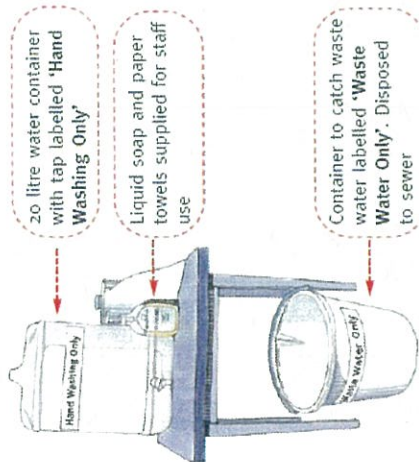
Stall



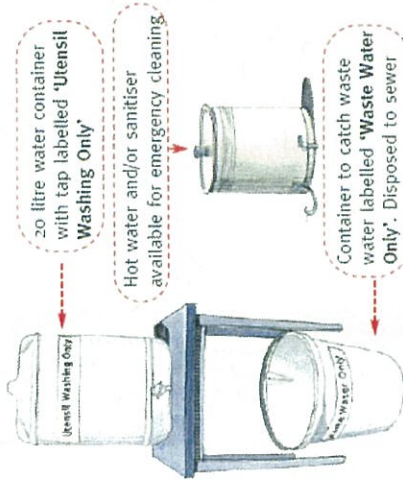
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13. Artists Impression – Minimum Standards for the Operation of a Temporary Food Stall

Minimum hand washing facilities

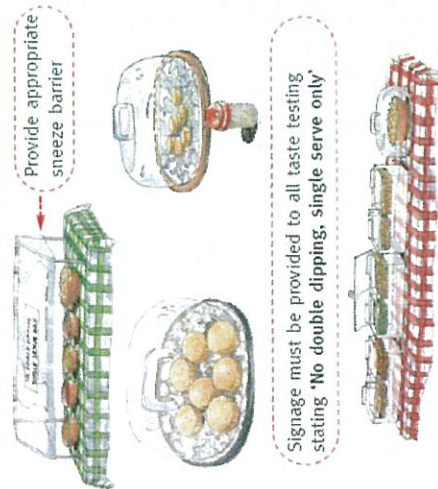


Minimum utensil washing facilities



Two containers of sufficient capacity are to also be provided for adequate cleaning of utensils

Food display, food protection, taste testing



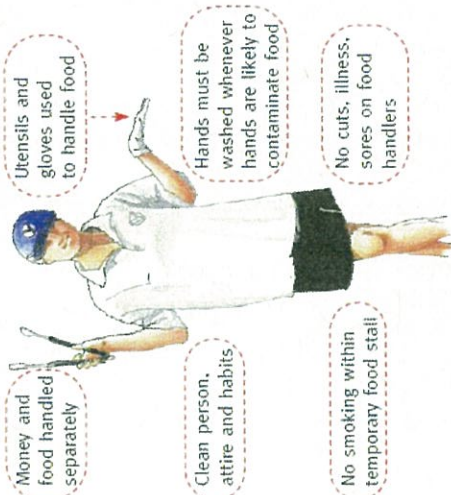
Sauces, condiments and single serve utensils



Temperature control of potentially hazardous food



Food Handlers



For further information on this topic, please contact Council

14. Food Handlers Health & Hygiene

Food handlers must take all practicable measures to ensure their body, anything from their body and anything they are wearing does not contaminate food or surfaces likely to come into contact with food.

Food Handlers:

- Must take all practicable measures to prevent unnecessary contact with ready-to-eat food;
- Hair should be tied back and clips and pins kept to a minimum to prevent potential contamination of food
- Nails should be kept short and clean - avoid artificial and painted nails
- Minimum to no jewellery on hands and wrists (e.g. wedding bands)
- Open wounds must be covered with a coloured waterproof dressing. If the wound is on the hand, disposable gloves must be worn
- Ensure outer clothing is of a level of cleanliness that is appropriate for the handling of food that is being conducted

Food Handlers Must Not:

- Eat over unprotected food or surfaces likely to come into contact with food
- Sneeze, blow or cough over unprotected food or surfaces likely to come into contact with food
- Spit, smoke or use tobacco or similar preparations in areas in which food is handled
- Handle food if they are suffering from any infectious disease, gastroenteritis or any respiratory infections such as a cold or the flu. Exclusion times must be undertaken where appropriate (generally 48 hours after symptoms have ceased).

Hand Washing

Wash Hands Before:	Wash Hands After:
Starting activities in the food preparation area	Handling raw food and cooked foods
Handling food (including food preparation and sale of food)	Using toilet facilities.
Wearing disposable gloves. Wearing disposable gloves does not prevent cross contamination and should not be interpreted as a substitute for hand washing	Scratching or touching body parts such as hair, nose, fingers and finer nails, pimples or sores, and any other body part.
	Eating or drinking
	Handling money
	Smoking
	Coughing, sneezing or using handkerchiefs or tissues
	Handling or disposing of rubbish and/or kitchen waste
	Handling cleaning cloths or any cleaning equipment
	Handling animals or animal products
	Handling any food that may potentially contaminate another food

15. Cleaning and Sanitising

Cleaning:

The process of removing visible contamination (such as soil, dirt, dust and organic matter) from surfaces, fixtures, utensils and equipment using detergent and hot water, followed by rinsing in hot water. Rinsing is an important part of the cleaning process. You need to clean effectively before sanitising or disinfecting.

Sanitising:

The process that reduces micro-organisms (food poisoning bacteria) to safe levels through the use of heat and/or chemicals. To be an effective sanitiser, the product should eliminate 99.9 percent of bacteria when compared to an untreated surface. Sanitising can be done through the use of both heat and water or by chemicals.

Food businesses must make sure that any sanitiser used is 'food grade' - safe for food contact surfaces.

The table below lists examples of common sanitisers.

Sanitiser	Use/Dilution	Air Dry	Comment
Chemical Sanitisers			
70% Alcohol Solutions.	700ml in 300ml of water	Air dry -Yes	Good for equipment sanitation – air dries rapidly. Caution: Flammable
Quaternary Ammonium Compounds (QUAT)	Use as per manufacturer's instructions	Air dry as per manufacturer's instructions	Good for equipment sanitation – is non corrosive
Heat/Water Sanitiser			
Hot Water	Water must reach 77°C for at least 30 seconds	Air dry -Yes	Commercial dishwasher is recommended

Please Note: This table is to be used as a guide only. For questions about specific products, please contact your supplier or manufacturer of the chemical.

How Often Should I Sanitise?

It is recommended that all food contact surfaces & equipment are cleansed and sanitised after every use and / or at least every four hours.

Vinegar and methylated spirits must not be used as sanitisers. Vinegar is a weak acid and is not an effective sanitiser. Methylated spirits should not be used as a sanitiser as it can leave chemical residues on surfaces.

16. Further Information

For further information, please contact your local council's Environmental Health Department

Borough of Queenscliffe

P 03 5258 1377

F 03 5258 3315

E info@queenscliffe.vic.gov.au

City of Greater Geelong:

P 03 5272 5272

F 03 5272 4277

E contactus@geelongcity.vic.gov.au

Colac Otway Shire:

P 03 5232 9400

F 03 5232 9586

E inq@colacotway.vic.gov.au

Corangamite Shire:

P 03 5593 7100

F 03 5593 2695

E shire@corangamite.vic.gov.au

Glenelg Shire:

P 1300 453 635

F 5522 2290

E enquiry@glenelg.vic.gov.au

Moyne Shire:

P 1300 656 564

E smoyne@moyne.vic.gov.au

Southern Grampians Shire:

P 03 5573 0444

F 03 5572 2910

E council@sthgrampians.vic.gov.au

Surf Coast Shire:

P 03 5261 0600

F 03 5261 0525

E info@surfcoast.vic.gov.au

Warrnambool City Council:

P 03 5559 4800

F 03 5559 4900

E wbool_city@warrnambool.vic.gov.au

17. Temporary Food Premises Set Up Checklist

Please refer to the attached 'Artist's Impression – Minimum standards for the operation of a temporary food stall' for further guidance on the minimum requirements for a temporary food premises.

Structure - Roof	❑ Must have roof over temporary food premises. However a roof may not be required where: ➢ adequate roofing is provided when located within an existing structure; OR ➢ all food product is pre-packaged (no taste testing)
Structure - Walls	❑ Must have 3 sides to the enclosed stall or have the ability to do so if required.
Structure - Floor	❑ Must have the ability to provide a smooth, impervious floor covering that can be readily cleaned if located on unsealed ground.
Gas	❑ Energy Safe Victoria require caterers using Liquefied Petroleum Gas (LP Gas) at a public event to complete a gas safety checklist before the event starts. Please see http://www.esv.vic.gov.au/Portals/0/about%20esv/files/brochures/ESV_6ppA5_GasSafetyPublicEvents.WEB.pdf.
Fire Safety	❑ If there is a fire source used for cooking, as a minimum there must be a fire extinguisher and fire blanket. A different extinguisher is required for deep frying. Contact your local Council's building department or your local CFA for further clarification.
Food Preparation / Service Areas	❑ Benches or tables should have surfaces that are smooth and easy to keep clean free from cracks or crevices.
Food Transportation, Storage & Display	❑ Potentially hazardous food must kept under temperature control (eg eskies or mobile coolrooms to keep cold food <5°C and units to keep hot food >60°C) ❑ Food must protected from contamination eg: ➢ sealed containers or wrapped packages ➢ display cabinet ➢ appropriate sneeze barriers ❑ Signage should be provided to all taste testing stating "No double dipping, single serve only" ❑ Digital probe thermometer with an accuracy of +/- 1°C must be on site for completion of temperature records
Hand Washing	❑ Must be separate to washing up facilities ❑ Adequate supply of warm potable running water ❑ Must be provided with liquid soap and paper towel ❑ Container to catch wastewater ❑ Bin for paper towel
Washing up facilities	❑ Adequate supply of warm potable water ❑ Two containers of adequate size for washing up ❑ Detergent and appropriate cloth/sponge ❑ Food grade sanitiser
Waste	❑ Covered bin must be provided within the temporary food stall ❑ Oil / fat disposal storage ❑ All wastewater is collected and disposed of correctly

