

BENALLA
RURAL CITY COUNCIL

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Temporary Food Premises Guidelines

March 2013

Introduction

Temporary premises are structures set up for a specific, occasional event such as a fete or fair where the cost of providing premises to a permanent standard is unnecessary for food safety. The following guidelines outline the standards required to be met for the set up of a temporary premises. The most important part of temporary food operations is that the food safety practices in Standard 3.2.2 of the Australia New Zealand Food Standards Code are met for the duration of the business's operation.

All applications will be assessed on an individual basis and will take into account the following:

- Size of the event
- Type of food on offer
- Onsite/offsite preparation involved
- Mode of transport of foodstuffs to the site

All food must be prepared at the site of the temporary food premises or in a registered food premises.

Council (as an approving authority) has statutory responsibilities to ensure:

1. The food operation is conducted in a compliant manner with the Act.
2. Adequate controls are in place in every stall to ensure the safety of the food is not compromised.
3. The stall structure is of a suitable and acceptable standard for the preparation and handling of food undertaken within its confines.

Inspections of the stall/tent setup may be conducted by the Environmental Health Officer from the municipal district in which the stall/tent is setup to ensure the stall is fully compliant and all food-handling activities are being undertaken in a satisfactory manner.

A person is to be appointed on the day to ensure all food handling practises and processes conducted in the stall are undertaken in a satisfactory manner. For Class 2 premises this will be the Food Safety Supervisor.

Set Up of Temporary Food Premises

Water Supply

You must have access to an adequate supply of hot and cold potable water, suitable for

- drinking;
- washing food ingredients;
- cooking;
- adding to drinks;
- cleaning, sanitising and
- hand washing.

Temporary structures have to be provided with tanks or other containers for clean water storage if there is no piped (hose) supply from a reticulated system. Separate containers/units are to be provided and labelled accordingly:

- for the washing of hands, and
- utensils and equipment.

Water containers should hold a minimum of 9 litres per person working within the stall, so that it is adequate for hand, equipment, food washing and other potable water uses during the day. However, this is a guide only and each business will have to be assessed according to its operations.

Sewage and Waste Water Disposal

If there is no connection to a mains system, businesses must ensure that temporary holding tanks and other associated pipes are properly constructed, do not leak and do not encourage pests. The waste water disposal system must effectively dispose of all waste water so as not to jeopardise food safety. It cannot be discharged onto the ground, lawns, into portable public toilets or storm water drains.

Storage of Garbage and Recyclable Matter

Provide adequate fly proof refuse containers to meet your waste disposal needs for the storage of garbage and recyclable matter. Disposal of refuse must only be made at approved onsite facilities or taken offsite.

Floors, Walls and Ceilings

Areas where handling of unpackaged foods and cooking occurs must have appropriate floors, walls and ceiling to prevent the contamination of the food by dirt, dust, pests or other matter.

Floors must be paved or comprised of a material of suitable finish (e.g. plastic or vinyl sheeting).

Walls and ceiling should be of canvas, vinyl or other similar impervious material (e.g., a tent, marquee or similar structure)

Fixtures, Fittings and Equipment

All fixtures, fittings and equipment such as benches, counter tops, shelving and tables must be constructed of an impervious, durable material free from cracks or crevices and capable of being readily and thoroughly cleaned.

Adequate bench space must be provided within each stall structure for:

- Preparation of foodstuffs
- Storage and placement of equipment and utensils
- Storage of foodstuffs associated with this operation

Cooking appliances are to be located in a position so as to afford protection against contamination. A fire extinguisher is to be located within close proximity to the same where such units have an exposed flame. All gas bottles should be located outside the tent structure. Please refer to the Public Events Caterers Information Pack found at the Energy Safe website at www.esv.vic.gov.au for details on gas and electricity safety at public events

Sinks

Provide adequate sink facilities for food preparation, washing and sanitising. The number of sinks will depend on your operations. Most temporary structures will require a double bowl sink.

Where sinks are not available the following set up should be provided:

- a sealed container (capable of storing a minimum of 25 litres of clean water) with a tapped outlet;
- a water-heating device (such as an urn);
- 1-2 containers suitable for washing and sanitising utensils and equipment; and
- a container of adequate size for the collection of waste water.

This facility must be separate to the hand washing facility and must be supplied with appropriate cleaning and sanitising equipment (such as detergent, sanitiser and cloths or scourers).

If you are washing fruit, vegetables and meat you are required to provide a sink for this purpose. Alternatively ensure food preparation occurs at the registered kitchen prior to the event.

Hand Washing Facilities

Provide hand washing facilities on site where unpackaged food is being prepared or handled for the exclusive use of food handlers. These facilities must be situated within the temporary structure. The best system is a permanent structure;

- supplied with warm running potable water; and
- adequately supplied with liquid soap and paper towels.

If this is not possible then the hand washing facilities should consist of

- a sealed container with an outlet;
- have a bucket provided exclusively for the collection of the used water; and
- supplied with sufficient liquid soap and disposable paper towels.

Hand sanitisers may be used in addition to hand washing facilities and are not usually sufficient on their own.

Storage of Potentially Hazardous Foods

All foodstuffs that comprise in part or whole poultry, meat, seafood, dairy products or other ingredients that support rapid microbiological growth are to be stored under refrigerated conditions prior to the point of sale. Under no circumstances are such foodstuffs to remain at ambient temperature as this practice promotes the growth of food poisoning bacteria.

The temperature of cold potentially hazardous foodstuffs shall at no time during the course of proceedings exceed 5°C. The use of eskies in lieu of refrigeration units will only be allowed at the discretion of this office. In the advent you should wish to use the same, direct consultation must be undertaken with this office. Please note in the advent that approval to use eskies is granted such usage will be subject to the following conditions:

- The base of the esky is to be covered in ice bricks.
- No greater than 2/3 the volume of the esky is to contain foodstuffs
- Crushed ice is to be dispersed throughout the food product. Such ice is to be replenished throughout the day's proceedings.
- The eskies are to be used in conjunction with bench based ice baths. Foodstuffs are to be removed from the eskies and placed in food grade containers, which are in turn to be placed in an ice bath for the duration of the time that they are required to be stored at ambient temperature. Please note, at no time are high-risk foodstuffs to be located on benches without the implementation of effective temperature control measures being in place.

Freezers shall be able to maintain food at or below -15°C (or frozen rock solid).

Cooked foodstuffs are to be stored in refrigeration units/eskies separate to uncooked foodstuffs in order to prevent cross contamination.

Utensils are to be provided sufficient in number within the stall set up to enable separate utensils for the handling of cooked and uncooked foodstuffs.

Foodstuffs are to be cooked/prepared upon demand only. Under no circumstances are large quantities of foodstuffs to be left sitting on cooking appliances or bench work for prolonged periods prior to sale.

The volume of foodstuffs being dealt with at ambient temperature at any point in time is to be kept to an absolute minimum in order to ensure the rapid turn over of such foodstuffs.

Food cooked on site is to be thoroughly cooked and served hot at a temperature of 60°C or above.

Provide **Bain maries** for maintaining the temperature of hot food at or **above 60°C** and protecting cooked food from contamination. High risk food that is to be sold hot must be preheated to a temperature greater than 60°C before being placed in a bain marie. **The bain marie must not be used for heating food.**

Provide **refrigerated display units** for storing and maintaining the temperature of potentially hazardous food at or below 5°C and protecting food from contamination.

Protection from Dust and Pests

Food must be protected from contamination during transport, storage, preparation, cooking and display. Appropriate facilities must be available to keep food off the ground (e.g. use bread or milk crates) covered and protected from dust, insects and animals at all times. An awning is to be suitably placed to protect foodstuffs from the direct rays of the sun.

Storage Facilities

Unwrapped foodstuffs that do not require either refrigeration or to be kept hot are to be stored in the stall locality within enclosed containers. Such product is to be removed from the containers directly prior to the point of sale. Under no circumstances are such foodstuffs to be displayed, left exposed on trestle tables without potential contamination issues being addressed. Under no circumstances are foodstuffs or equipment to be stored on the ground.

A suitable container is to be provided within the stall set up for the storage of soiled utensils. This unit is to be labelled accordingly.

Provide adequate facilities for the storage of the clothing, footwear and personal effects of the staff.

Provide adequate facilities for cleaning equipment and cleaning chemicals.

Personal Hygiene

Aprons are to be worn by all food handlers

Direct contact with ready to eat consumables is to be kept to an absolute minimum. Such persons are to use tongs or alternatively wear disposable gloves. Please note if gloves are to be worn the following conditions are applicable:

- Gloves are to be used solely for the handling of foodstuffs.
- Are to be changed on an hourly basis or if torn or soiled
- Are to be changed when handling different food types i.e. raw or cooked foodstuffs

All food handlers are required to wash hands/change gloves:

- Prior to the commencement of food handling activities
- After handling money
- After blowing their nose
- Directly after engaging in cleaning activities and prior to recommencing food-handling activities.
- After visiting toilet facilities

Toilet Facilities

Adequate toilets must be available for the use of food handlers in close proximity to the temporary structure.

Food Tastings

When serving food tastings:

- Tastings should be served on clean plates with single serve toothpicks already in the food. Separate foods should be handled with separate utensils
- Only display small amounts of food
- Remember, high risk foods must be chilled, so keep quantities to a minimum and throw out uneaten food kept out of refrigeration for more than 4 hours
- Do not allow your customers to self serve due to the risk of contamination. Place single use picks into individual food pieces
- Ensure foods are served as quickly as possible to avoid food being out of temperature control.
- Use disposable gloves, tongs and utensils to minimise direct handling of food.

Note that under the Food Act, food is considered to be for sale if the supply of food is used for advertising purposes or furtherance of trade and tastings must then be registered accordingly.

Sale of packaged foodstuffs and primary produce

All packaged foodstuffs must be labelled with the following details being provided in English and in a contrast to the background to afford legibility:

- The common name of the product
- Mandatory Warning and Advisory Statements
- List of ingredients
- Date of manufacture/use by date
- Directions for Use and Storage
- Nutrition Panel
- Country of Origin
- Name and the address of the manufacturer
- Net weight of the product.

Please refer to the Food Standards Code for further detailed information. It is the responsibility of individual stall operators to ensure all labelling requirements under relevant legislation are met.

Only food grade containers are to be used to contain food product.

Adequate provision must be made within the stall structure to ensure all food products are stored off the ground.

In the advent that packaged high-risk foodstuffs are to be offered for sale a refrigeration unit/ cool room must be accommodated within the stall setup.

Registration and Notifications

All commercial business and community groups selling food from a temporary food premises are required to register or notify under the Food Act 1984 via an online system called 'Streatrader'. This will enable all businesses and groups to trade anywhere in Victoria for a 12 month period provided they lodge a statement of trade at least 5 days before the event.

To get started go to <https://streatrader.health.vic.gov.au> and press 'Login'. Please follow the instructions on the attached "Using Streatrader a Quick Start Guide" document.

All operators of temporary food premises must have a copy of their current "Certificate of Registration of Food Premises" and where applicable a copy of all food safety records on hand.

Penalties apply for selling food without a current Food Act registration or notification.

Statements of Trade

Once registered, commercial businesses and community groups selling food from a temporary food premises are required to notify the Local Council in whose district they will be trading at least 5 working days before the event.

Statements of Trade can be lodged online at <https://streatrader.health.vic.gov.au> by logging into your account and selecting to "Lodge a SOT". A statement of trade notifies Local Government Environmental Health Officers of the details of where and when you will be trading.

Penalties apply for not lodging Statements of Trade.

More Information

Please contact the Environmental Health Team at Benalla Rural City Council on 5760 2683 for further information and assistance.



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