

Guidelines for Temporary and Mobile Food Premises and Vending Machines



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Introduction

All food businesses, including temporary and mobile food premises and vending machines must comply with the *Food Act 1984* and the Food Standards Australia New Zealand Food Standards Code to ensure they are providing safe and suitable food.

This guide has been developed to assist businesses in understanding the responsibilities for all temporary and mobile food premises and vending machines registered with the City of Greater Dandenong.

Applications for registration of temporary and mobile premises and vending machines are managed through the Victorian Government FoodTrader website. FoodTrader is a statewide registration and notification system.

Further information on how to use FoodTrader and manage your online account can be found on the FoodTrader website at <https://foodtrader.vic.gov.au/user-guide/>.

When your premises is registered on FoodTrader, you will be able to submit a Statement of Trade (SOT) for operating anywhere in Victoria. FoodTrader will inform the relevant Council of your intention to trade in their municipality. All Councils can view and record inspections and review the performance history of a temporary or mobile premises and vending machine through FoodTrader.

Giving away free food

If you are only asking for a voluntary donation, such as a 'gold coin donation', or giving away your food, you do not need to be registered with, or have notified, your local council.

Mobile Food Premises

- Vehicles such as vans, trailers or carts from which food is sold.

Temporary Food Premises

- Stalls, tents or marquees (or any other structure that is not permanently fixed to a site) from which food is sold or handled for sale, such as at a market, school fete or festival
- Halls or similar buildings that you don't own or lease, but which you use occasionally and from which you sell food or handle food for sale.

Vending Machine

- Machines from which there is an automated sale of food without any attention or intervention by the seller at the time of sale. Usually, money is paid into the machine.

Principal Premises

A principal premises address is allocated to each registration or notification in FoodTrader. It is important to ensure your 'Principal Premises' address is correct so that your application is assigned to the Victorian local council who will be responsible for registering and regulating the premises under the *Food Act 1984*.

The principal premises address can be determined by a number of possible factors:

- where a business or community group usually prepares or stores the food to be sold; or
- where the food premises equipment is usually stored; or
- where a mobile premises is usually garaged or parked.

If none of the above apply, the principal premises is the nominated business address of the food business. If the principal premises of the food business is not located in Victoria, the 'Principal Premises' is the address the food business first operates in Victoria.

Home based principal premises

Where a business or community group prepares or stores food at a residential premises, that premises must be registered with the registration authority before the FoodTrader application will be assessed.

Further information for home-based food businesses, including a fact sheet can be found on the Food Standards, Australia New Zealand website at

<https://www.foodstandards.gov.au/foodsafety/standards/Pages/Home-based-food-businesses.aspx>

Volunteers who make food that is donated and sold by a community group e.g parents that bake a cake that is sold by the school at a fete, do not need to register their homes as food premises with their local council.

Fixed Food Premises principal premises

Where a business or community group prepares or stores food at a fixed food premises, that premises must be registered with Council before the FoodTrader application will be assessed.

To register your home based food business or fixed food premises with the City of Greater Dandenong visit Council's website at

<https://www.greaterdandenong.vic.gov.au/trading-greater-dandenong/register-food-business>

Food Business Classification

All businesses, organisations, individuals and community groups selling food or drink in Victoria must be classified according to the highest level of risk their food handling activities pose.

When you complete the checklist in your FoodTrader application, your food business will be classified as a Class 2, 3, 3A or 4 temporary or mobile food premises or vending machine. This will determine the types of food you can offer at your premises and the regulatory requirements that apply.

It is important to ensure you have answered the questions in the checklist correctly. If your business has not been accurately classified, it may take longer to process your application.

Further information regarding the classification of food premises can be found at www.health.vic.gov.au/food-safety/food-business-classification

Food Act 1984 registration

Registration as a temporary or mobile food premises under the *Food Act 1984* is a two step process

1. Register on FoodTrader. Your principal premises is used to determine the registration authority or Principal Council.
2. Submit a Statement of Trade detailing the time and location you will be operating to the Trading Council. The council you will be operating in.

1. Submit application on FoodTrader

Applications should be submitted using the FoodTrader website at www.foodtrader.vic.gov.au

Your application will be assigned to the Council responsible for the area where your principal premises is located. It may take up to 3 weeks for approval to operate to be granted. If you have a specific date that you are planning to operate on, your application must be submitted at least 28 days before that date.

You may be contacted by Council to verify the details in your application are correct. You may also be required to submit further information to support your application. This could include a plan of the layout of your temporary or mobile food premises, specifications of your vending machine, a copy of your Food Safety Supervisor's Certificate (if required) and Food Safety Program (if required).

If further information is requested, your application will be accepted in FoodTrader but won't be processed any further until the information has been provided.

An environmental health officer will contact you to discuss your application. If the environmental health officer is satisfied that your application is complete, they will arrange a suitable time to conduct an inspection.

Please note that if you intend to operate multiple temporary or mobile premises at an event or at different locations on a single day, a separate application is required for each premises.

For example, a community group operating 3 different stalls at one festival is required to have:

- 3 temporary stalls recorded as a separate premises on FoodTrader; and
- lodge an SOT for each stall (premises).

2. Inspection

An environmental health officer will check your temporary or mobile food premises or vending machine meets the requirements of the *Food Act 1984* and Food Standards Code Australia New Zealand. They will also request to see a copy of your Food Safety Supervisor's Certificate (if required) and Food Safety Program (if required).

To prepare for the inspection, please ensure that:

- all construction works are finished/ temporary equipment is available to view;
- refrigerators and freezers are operating at the correct temperature (mobile and vending machines); and
- warm water is supplied to the sinks (mobile)

You will also need to have available for inspection:

- an appropriate food grade sanitiser; and
- a digital probe thermometer calibrated to $\pm 1^{\circ}\text{C}$, that reads -50°C to $+150^{\circ}\text{C}$

If you are a Class 2 food premises, you will need:

- a copy of your Food Safety Supervisor's Statement of Attainment;
- evidence that all food handlers have been trained; and
- a Food Safety Program on the premises (if required).

3. Invoice for payment of registration fee

Once your food business is compliant, you will be provided with an invoice for registration in FoodTrader which will need to be paid to progress your application.

The registration fee is based on the number of premises you have, the risk classification of those premises and whether you have an associated Class 2 fixed food premises registered with the City of Greater Dandenong.

When the invoice is paid, your registration in FoodTrader will be processed to a status of 'current' and you will receive a Certificate of Registration. The registration period at City of Greater Dandenong is from January to December each year. You will be required to renew your registration at the end of the registration period.

When your premises is current in FoodTrader, you will be able to submit a Statement of Trade (SOT).

4. Submit Statement of Trade

Once your premises has been registered, you can submit a Statement of Trade through FoodTrader. Your Statement of Trade will be submitted to the Council responsible for the area where you intend to trade.

You must submit a Statement of Trade to operate your temporary or mobile food premises. Failure to do so is an offence under the *Food Act 1984*.

If you intend to operate multiple temporary and mobile premises at an event or at different locations on a single day, a separate statement of trade is required for each premises.

Food Act 1984 Notification Process

Class 4 businesses require notification only. This is a once off notification and doesn't require renewal each year.

Once the environmental health officer has discussed your application with you and is satisfied you will be classified as a Class 4 temporary or mobile food business, your application will be processed in FoodTrader. The environmental health officer may conduct a site visit prior to processing your application. Once your application is approved, you will be provided with a Certificate of Notification.

There are no fees associated with the notification of a Class 4 premises.

Once your premises has been notified, you can submit a Statement of Trade through FoodTrader. Your Statement of Trade will be submitted to the Council responsible for the area where you intend to trade.

You must submit a Statement of Trade to operate your temporary or mobile food premises. Failure to do so is an offence under the Food Act 1984.

If you intend to operate multiple temporary or mobile premises at an event or at different locations on a single day, a separate statement of trade is required for each premises.

Design and construction of temporary and mobile premises.

The premises must comply with Chapter 3 of the Food Standards Code. Standards 3.2.2 – Food Safety Practices and General Requirements, 3.2.2A – Food Safety Management Tools and 3.2.3 - Food Premises and Equipment. The Food Standards Code can be accessed on the Food Standards Australia New Zealand website at <https://www.foodstandards.gov.au/food-standards-code> .

Temporary food stall set up requirements

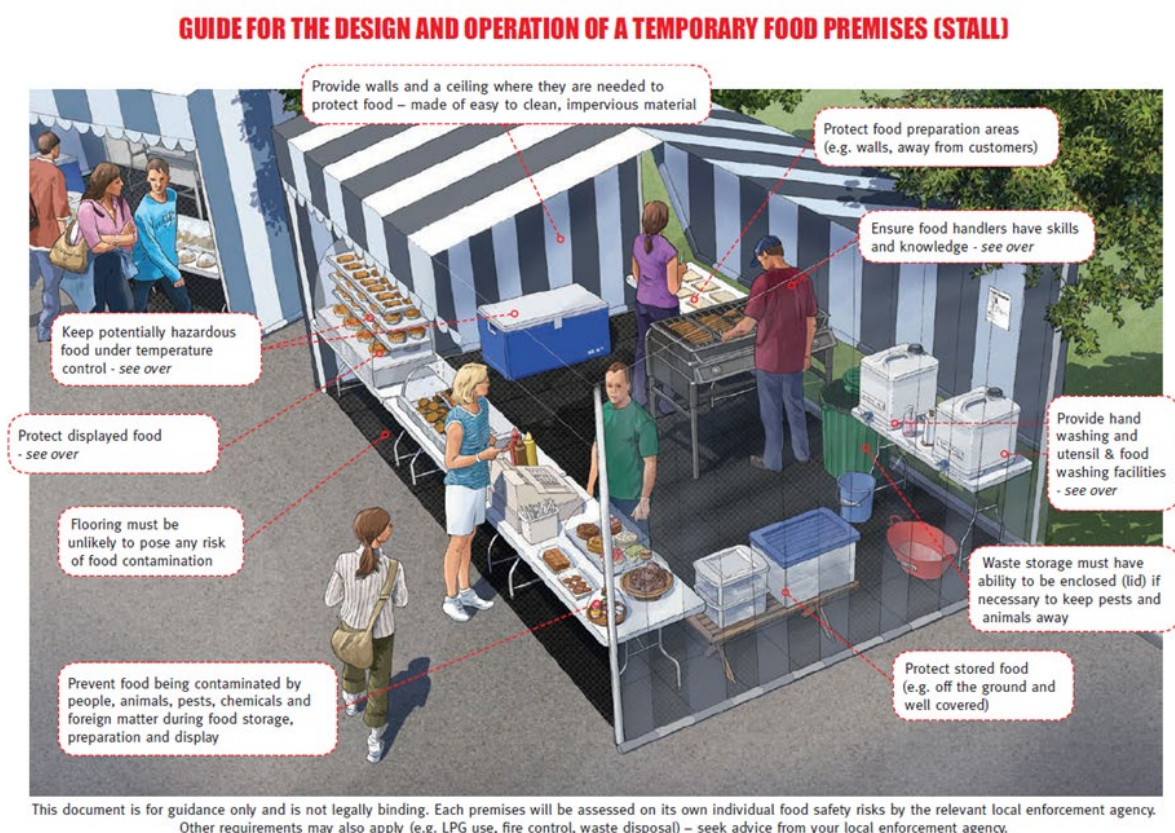
If you are operating from a stall or tent you must set up your temporary premises to minimise the risk of food becoming contaminated.

Further information including a stall set up guide, can be found in Appendix 9 of Safe Food Australia – A guide to the Food Safety Standards on the Australia and New Zealand Food Standards website at

<https://www.foodstandards.gov.au/publications/Pages/safefoodaustralia3rd16.aspx>

Temporary premises guidelines can be accessed on the Food Standards Australia New Zealand website at <https://www.foodstandards.gov.au/business/food-safety/fact-sheets/temporary-food-premises> .

(Image provided courtesy of City of Gold Coast)



Floors

Floors must be able to be effectively cleaned. Temporary premises may be exempt from this requirement if the floors are unlikely to pose any risk of contamination of food handled at the food premises. ie packaged foods

Walls and ceiling

Walls and ceilings are required where they are needed to protect food from contamination.

Tables and benches

Benches, counter tops, shelving and tables must be constructed of a material that is able to be effectively cleaned and is free from cracks.

Sink Facilities



Hand-washing facilities

Hand-washing facilities must be available on site where unpackaged food is being prepared. It is important to have running water, liquid soap, paper towels and a collection bucket for waste.

With approval in writing from the appropriate enforcement agency, alternative facilities may be provided such as those pictured above.

Food equipment and utensil washing and food preparation

Adequate sink facilities for food preparation, washing and sanitising of food equipment and utensils must be provided. Both hot and cold water will be required for food equipment and utensil washing. Appropriate containers should be provided. If you are washing fruit and vegetables, you must have separate facilities for this purpose.

Mobile food premises design and construction

Mobile food premises must follow the same construction requirements to that of a fixed food premises.

The design and construction of a mobile food premises are required to be:

- appropriate for the purpose for which they are used
- contain adequate space for all equipment and food processing
- capable of being cleaned, sanitised and maintained in good condition
- prevent the access and harbourage of pests
- where possible take all practicable measures to reduce dust, dirt, fumes, and smoke.

Floors

Floors must be designed and constructed in a manner that is appropriate for the activities conducted in the food premises.

Floors must be smooth, durable and unable to absorb water, grease and oil, capable of being effectively cleaned and laid so there is no ponding of water.

Walls and Ceilings

Ceiling surfaces must be continuous construction so that there are no spaces and joints. The junction between the walls and ceiling must be tightly joined to provide a seal.

The ceiling surface must be:

- smooth
- dust proof
- finished with a washable paint.

Fixtures, Fittings and Equipment

Ensure all fixtures and fittings are:

- fit for their intended use
- designed, constructed, located and installed so there is no likelihood of food contamination
- be easily and effectively cleaned
- located so that adjacent floors, walls, ceilings and other surfaces are able to be easily and effectively cleaned
- do not harbour pests.

Counters, benches and shelving

Ensure counters, benches and shelving are finished with smooth impervious surfaces, free of cracks and crevices and capable of being easily cleaned.

Stoves, bain-maries and storage units

Stoves, bain-maries, refrigerators, and the like, which cannot be easily moved, need to be sealed or readily accessible for the purpose of inspection and cleaning.

Refrigeration Units

There must be a sufficient number of refrigeration/freezer units to maintain all perishable foods under temperature control and capable of maintaining a temperature of 5°C/-15°C.

Display Units

Sneeze guards should be installed to protect food from contamination

Sinks

Hand wash basins

Ensure all hand wash basin are:

- connected to a supply of warm running water, with adequate water pressure through a single outlet
- of a size that allows easy and effective hand washing
- supplied with liquid soap and paper towel and dispensers

Equipment sinks

Sinks installed for washing and sanitising of equipment should generally be:

- A minimum of one stainless steel double bowl sink
- Of an adequate size to fully submerge the largest piece of equipment to be cleaned
- Supplied with hot and cold water through a single outlet
- Provided with adjacent loading and drying space

Food Preparation sink

Provide an additional sink for the washing of fresh products such as fruits and vegetables. Ensure the sink is of a size large enough to effectively wash food items, be sufficiently separated from other sinks and supplied with hot and cold water.

Ventilation

Provide adequate ventilation to effectively remove fumes, smoke, steam and vapours from the premises.

Lighting

Provide lighting sufficient for food handlers to see whether areas and equipment are clean, to detect signs of pests and to see the food and equipment they are handling.

Storage facilities

Dry storage

Provide adequate storage for

- dry goods
- packaging and wrapping materials
- crockery and equipment.

Personal belongings

Provide a designated cupboard for the storage of outdoor clothing, soiled uniforms, footwear and other personal effects of staff.

Office supplies

Provide a designated area for the storage of office supplies.

Example of a floor plan for a mobile food business (taken from ACT Government Food Business Fit out guide – mobile)

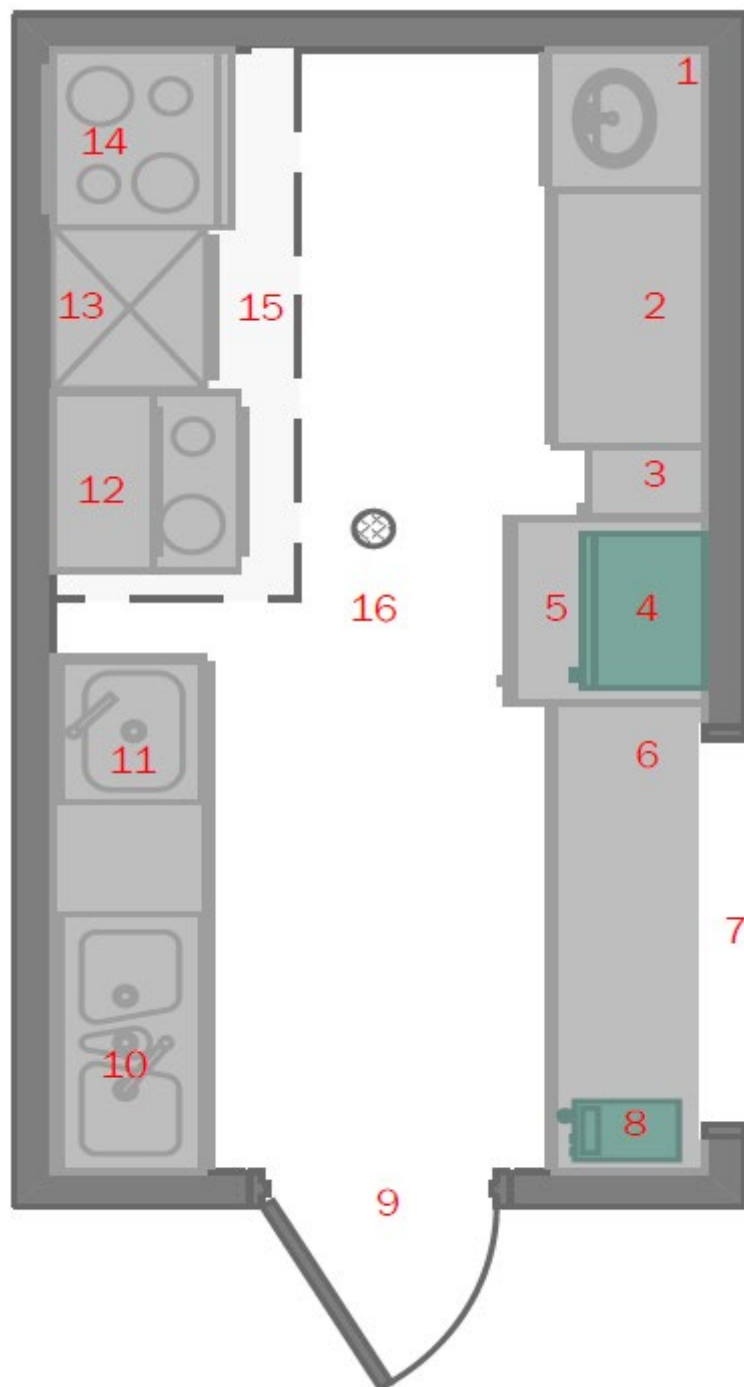


Diagram Key

1. Hand wash basin with warm water from one spout
2. Food preparation bench with under bench refrigerator
3. Rubbish bin with lid
4. Microwave
5. Drinks refrigerator
6. Server counter with under bench food storage
7. Pass-through window
8. Coffee Machine
9. Door with self-closing mechanism
10. Double bowl wash-up sink (hot and cold running water)
11. Food preparation sink (hot and cold running water)
12. Hot plate
13. Deep fryer
14. Four-burner gas stove
15. Mechanical ventilation hood
16. Floor waste

Vending Machine requirements

You will need to comply with the registration and notification process if you intend to operate a business supplying vending machines for the sale of food. A vending machine is a coin operated machine dispensing food or liquid, usually in public areas, and is not attended to by the seller during each sale of the product.

All vending machines operating in Victoria are required to be registered on the FoodTrader website. By registering your vending machine through FoodTrader, you are notifying your principal council. Your principal council is the district in which you prepare the food for the machines or the district where you have your usual business address or, if your business address is not located in Victoria, then the district in which you will first operate in Victoria.

Vending machines fall into three classes, depending on the types of food sold from them:

- Class two is unpackaged high risk foods
- Class three is unpackaged low risk foods (including tea and coffee) or pre-packaged high risk foods (such as sandwiches)
- Class four is pre-packaged low risk foods such as bottled water, soft drink, sealed containers of milk, confectionery or chips.

If your vending machine falls under class two or three you are required to lodge a Statement of Trade which can be done on the FoodTrader website and comply with the requirements that apply to those classes of premises.

Class four vending machines are exempt from submitting a Statement of Trade as it is a once off notification.

Operational requirements for temporary and mobile food premises

Food Handling Skills and Knowledge

Under Food Standards Code 3.2.2 - *Food Safety Practices and General Requirements*, you must make sure the people who handle food, and their supervisors, have the skills and knowledge to keep food safe and suitable to eat.

This includes all people involved in manufacturing, processing, preparing, delivering and transporting, packing and cleaning.



Food Safety Supervisor

A food safety supervisor is required for Class 3A and Class 2 temporary and mobile food businesses.

A community group running food events of 1-2 days in duration, where food handlers are mostly volunteers do not need a food safety supervisor.

More information about these requirements can be found on the Victorian Department of Health website, and in the department's publication 'Guide for food businesses: Food safety supervisors and training' available at <https://www.health.vic.gov.au/food-safety/food-safety-supervisors>

To obtain a list of registered training organisations, please visit the *myskills* website at <https://www.myskills.gov.au/>

Businesses that are required to have a food safety supervisor must ensure that the person has completed the correct training and that a copy of the training certificates are provided to Council.

It is important to choose a food safety supervisor who:

- knows how to recognise, prevent and alleviate the hazards associated with food handling at your premises
- has a Statement of Attainment that shows they have the required food safety competencies from a registered training organisation (RTO)
- has the ability and authority to supervise other people handling food at your premises and ensure that food handling is done safely.

Food Handler Training

It is important that you discuss food safety and hygiene with your team, including who is responsible for which tasks and how they manage things to keep food safe.

- Provide clear instructions and operating procedures.
- Remind your team about food safety often and provide refresher training to keep them up to date.
- Keep records of who has received what training and when.
- If you have new staff or new practices (eg new recipe or equipment), make sure everyone involved knows what to do and how to do it.

Dofoodsafely is a free, online, learning program for people working with food, translated in a range of languages. DoFoodSafely is not an accredited course. All food handlers should complete the training and a record of training be kept at the temporary or mobile food premises.

The program provides information about safe food handling, personal hygiene, food contamination, allergens and other important information for handling food safely. To access the program, please visit <https://dofoodsafely.health.vic.gov.au/index.php/en/>

Food Storage and Display



All exposed foods must be stored in food-grade containers during transport and at the event.

Temperature control

Potentially hazardous food must be kept out of the temperature danger zone. Food must be kept above 60°C or below 5°C to minimise the potential for food poisoning bacteria to grow in foods such as meat, seafood, dairy products, juice and cooked rice.

Thermometer

You must have a probe thermometer onsite to check temperatures during operation.

Hot display

Provide bain maries or hot-holding equipment to maintain the temperature of hot food at or above 60 °C and protect cooked food.

Cold display/storage

Provide ice and eskies or refrigeration able to maintain the temperature of cold food below 5°C.

Food Grade Sanitiser

You must provide a suitable Food Grade Sanitiser for sanitising food equipment and food contact surfaces.

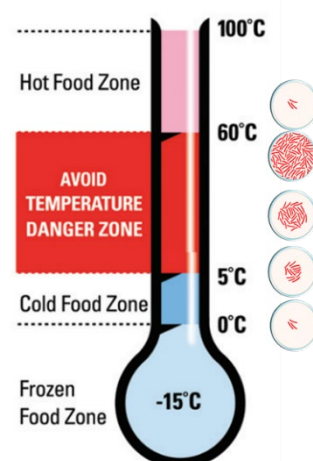
Chemicals may be used to sanitise food utensils and equipment manually or in dishwashers that have been designed for use with chemical sanitisers. The chemicals used should be suitable for use with food contact surfaces and eating utensils.

Traditionally used chemical sanitisers include chlorine-based compounds (e.g. hypochlorite or bleach), quaternary ammonium compounds, alcohol, iodophors (iodine), organic acids (e.g. peracetic acid) and hydrogen peroxide.

To ensure the sanitiser is suitable for use and is used correctly, manufacturer's instructions should always be followed. The user should be sure about:

- what the sanitiser can be used for (whether it is safe to use for the utensils and food contact surfaces the business needs to sanitise)
- what the sanitiser can achieve in destroying microorganisms
- how to correctly use the sanitiser, including dilution rate, exposure/contact time, rinsing and shelf life (of concentrated and diluted solutions).

Disinfectants and cleaning agents designed for use on floors and toilets are generally not suitable for use with food contact surfaces.



Cleaning and Sanitising

Further information on Cleaning and Sanitising can be found on the Food Standards Australia New Zealand website at <https://www.foodstandards.gov.au/business/food-safety/fact-sheets/cleaning-and-sanitising>

Cleaning

Cleaning is removing general dirt, grease and food waste.

- pre-clean utensils by scraping or wiping food scraps off surfaces and rinse with water
- wash with hot water and detergent to remove grease and food residue (soak if needed)
- rinse off the detergent.

Sanitising

Sanitising destroys microorganisms.

- soak items in very hot water (77°C for 30 seconds) or
- in diluted bleach, or
- saturate items with 70% alcohol, or
- use a commercial food grade sanitiser and follow the manufacturer's instructions.
- air-drying is best
- where you can, remove parts like stab mixer sticks and slicer blades to sanitise.

Food Safety Management

Showing your food is safe

Most Class 2 businesses no longer need a food safety program. However, they do need to demonstrate safe food practices under Standard 3.2.2A of the Food Standards Code Australia New Zealand. This is to ensure food businesses are actively monitoring and managing key food safety risks related to food temperature control, food processing, and cleaning and sanitising which are critical for food safety.

Records are one way food businesses can demonstrate they are managing food safety risks. Examples of records include writing on invoices or templates, photos or footage, and verified written instructions, such as a validated recipe or standard operating procedure (SOP).

It is not mandatory to keep records to comply with Standard 3.2.2A if staff can show they know how to monitor temperature and effectively clean and sanitise to the satisfaction of an authorised environmental health officer.

Further information on food safety management tools to assist businesses in demonstrating safe food practices can be found in the following resources:

- Victorian Department of Health 'A recipe for food safety' [a-recipe-for-food-safety.docx \(live.com\)](#) and
- Safe Food Australia – A Guide to the Food Safety Standards <https://www.foodstandards.gov.au/publications/safefoodaustralia>

Food Safety Program

What is a food safety program?

A food safety program (FSP) is a written document that identifies critical control points required for safe handling and processing of potentially hazardous foods. The type of food safety program the business will need relates to the type of food handling activity.

Food businesses conducting identified high-risk food handling activities require a food safety program.

Food Safety Program Templates

Businesses conducting the following high-risk activities must have a food safety program and are eligible to use the template registered by the Victorian Department of Health:

- Sous Vide cooking
- Sushi (relying on pH for bacterial growth and not temperature control)
- Chinese style roasted meats
- Sauerkraut
- Kombucha
- Raw egg – Serving ready to eat foods containing raw egg ie tiramisu, egg butter, mayonnaise, mousse
- Off-site catering where potentially hazardous food prepared in one location and transported and served at an event.

The FSP template is available from FoodSmart <https://www.health.vic.gov.au/food-safety/foodsmart>

Independent or Non-standard Food Safety Programs

Businesses that require a food safety program and are not eligible to use a template must develop their own food safety program which is referred to as an independent or non-standard food safety program.

Businesses conducting the following high-risk activities must develop their own food safety program:

- Curing meats
- Aged beef
- Smoked foods
- Century eggs
- Serving ready to eat raw or rare minced/finely chopped meats
- Serving ready to eat raw and rare poultry and game meat (crocodile, emu, boar, kangaroo not raised on a farm)
- Other activities such as pasteurisation, modified atmospheric packaging, to extend shelf life
- Processes that do not use heat to control microbiological growth ie dehydration of fruit

Food Allergens

Some foods and food ingredients or their components can cause severe or mild to moderate allergic reactions in people who suffer from food allergies. Anaphylaxis is the most severe form of allergic reaction which can result in death.

The most common foods that can cause allergic reactions in Australia and New Zealand are:

- | | | |
|-------------|----------------|-------------|
| • Peanuts | • Eggs | • Shellfish |
| • Tree Nuts | • Sesame seeds | • Soy |
| • Milk | • Fish | • Lupin |
| | | • Wheat |

The Australia and New Zealand Food Standards Code requires suppliers to declare these foods on labels whenever they are present as:

- Ingredients
- Components of food additives
- Components of processing aids

If the food is not in packaging or does not need to have a label, the information must be displayed with the food or can be requested from the supplier. For example, by asking about allergens in food prepared and sold from a takeaway shop.

All about Allergens is a free online training tool about allergens. All about allergens is not an accredited course. To access the tool, please visit, <https://foodallergytraining.org.au/>

Labelling

Pre-packaged foods must be labelled in accordance with the Australia New Zealand Food Standards Code.

Food labels can provide a wide range of information to help consumers make food choices. The Australia and New Zealand Food Standards Code Part 1.2 specifies the requirements for labelling food.

All packaged food products must bear labels displaying the name, use by or best before date, ingredients, name and address of manufacturer, nutritional panel, storage instructions and advisory and warning statements and mandatory declarations of any allergens.

Where food is not required to be labelled, accurate allergy information must be declared on or in connection with the display of the food, or provided upon request to the purchaser.

Further information on food labelling can be found on the Australia and New Zealand Food Standards website at

<https://www.foodstandards.gov.au/industry/labelling/Pages/default.aspx>

Waste

Adequate facilities must be provided for the removal of waste.

- rubbish dumpsters located away from food stalls so that vermin and flying insects are not attracted to food preparation areas
- adequately sized, enclosed rubbish bins at each food stall
- arrangements to dispose of garbage at the end of the day, and recyclable, re-useable or compostable products wherever possible.

Wastewater

Wastewater must be disposed to an approved sewer point either at the event or offsite.

This could be a bin wash area or cleaner's sink provided by the event coordinator or other approved sewer connection or bulk collection.

Failure to dispose of wastewater appropriately may result in further enforcement action.

For further information on the correct disposal of wastewater visit the Environment Protection Authority website at <https://www.epa.vic.gov.au/for-business/find-a-topic/prevent-water-pollution/wastewater-guidance-for-industry>

Food samples or tastings

Food samples or tastings are allowed and will not affect the classification of your temporary or mobile business. For example if you are selling packaged teas and provide a sample, your registration will remain Class 4.

Hand washing facilities should be available where food tastings involve unpackaged food and hands are likely to be a source of contamination.

Food transport vehicles

All vehicles used to transport food and ingredients are to be designed and constructed to protect food if there is any likelihood of food being contaminated during transport. The vehicle must also be maintained in a clean condition.

All food and packaging for the event must be transported by vehicle so that dust, pests and other likely sources of contamination are excluded.

Foods that are required to be stored under temperature control or kept frozen must be placed under strict temperature control or frozen during transportation. Food-grade plastic or insulated containers with tight-fitting lids may be used for some foods. Where food comes into contact with the surface of the container, it should be impervious to moisture, constructed of a food-grade material and be capable of being easily cleaned and sanitised. Lids should not be removed from food containers when the vehicle is in motion or unattended.

Other permit requirements for operating on council or private land

If you intend to trade on Council land or private land, further permits may be required from the Local Laws, Planning or Event teams within the Council.

Contact Council's Business Permit Support Service at email businesspermits@cgd.vic.gov.au or phone 8571 1550 for further information. Further information can also be found on Council's website at <https://www.greaterdandenong.vic.gov.au/business-permit-support-service>

Operating at an event

Public Event

A public event is an organised public gathering for a common purpose on a profit or not-for-profit basis which is conducted on a one-off or periodic basis, open to members of the public, publicly announced or advertised, and may be subject to specific licences, approvals or permits.

Private Event

Private events are exclusive gathering that are not open to the public. They are typically invitation only, such as a corporate function or a celebration.

Planning ahead

- Think about the menu you are planning on having at the event. It is recommended that you limit the menu to 3-5 dishes to be able to safely handle food at your mobile or temporary premises.
- Have you checked whether the event organiser will have adequate power available or do you have a generator with adequate power for all of your appliances. ie kettle for hot water, refrigeration, hot-holding equipment.
- Has your equipment had safety testing conducted prior to attending the event.
- Ensure all food equipment and utensils are brought to the event in a clean condition. Facilities to clean and sanitise equipment at the event are generally limited.
- Have you registered the premises where the food will be prepared for the event. Ensure foods are prepared as much as possible before the event and that the correct process for cooling and reheating food is followed and documented.
- Bring large containers with a lid for storing dirty equipment at the event.
- Ensure all foods that are pre-packaged are labelled correctly.
- Make sure equipment is working before arriving at the event.
- New applications require 28 days prior to the event to be processed in FoodTrader. Statement of Trade must be submitted 21 days prior to the event.

At the event

Morning/Set up

- Ensure all facilities are set up before food preparation starts. This includes setting up hand washing facilities with soap and paper towel and turning on any refrigeration or hot-holding equipment.
- If necessary to protect food from contamination, a floor should be included in your stall set up.
- Ensure you have facilities for maintaining the hand washing facilities with warm water.
- Ensure you have a probe thermometer and food grade sanitiser available for use.
- All equipment must be contained within your temporary food stall and not on the ground.
- All exposed foods should be protected from contamination. Cooking equipment should be located within your marquee/tent.
- All food should be stored in food grade containers and protected from contamination.
- Ensure enough facilities have been provided to manage the temperature of potentially hazardous foods. ie enough ice on hot days, hot holding equipment for cooked food.

During Event

- Maintain the temporary or mobile food premises in an orderly and clean state.
- Keep cold foods cold and hot foods hot.

Inspection of operation

Environmental Health Officers from the Council you are trading in may choose to inspect your premises on the day of operation to ensure all requirements are being met. The environmental health officer will also review your performance history on FoodTrader.

Following the inspection, you will receive a compliance rating in FoodTrader with reference to the definitions below.

Where non-compliances are found, you may be required to fix them immediately.

If the EHO deems it necessary, further enforcement action may be taken including but not limited to seizing contaminated foods or asking you to cease trading until non-compliances are rectified.

If you have received a critical or major non-compliance rating, your Principal council may conduct a follow up inspection after the event. The critical or major rating will remain on your FoodTrader record for 12 months, even if you have fixed the non-compliances.

Assessment Outcome	Definition of Outcome
Compliant	Minor deficiencies identified at the time of the assessment
Major	Non-compliances identified at the time of the assessment that do not pose an immediate serious threat to public health, but may do if no corrective action is taken
Critical	Non-compliances identified at the time of the assessment that pose an immediate serious risk to public health

Examples of non-compliance with a serious risk to the consumer include:

- ☐ High risk foods received from unregistered food businesses
- ☐ High risk ready to eat food stored or displayed in the temperature danger zone for an unverified period of time
- ☐ Using the same equipment to process allergen free food with allergen containing food where an allergen free claim has been made
- ☐ Inadequate cooking or reheating of potentially hazardous foods
- ☐ Incorrect ingredient labelling of packaged food, including not declaring allergens
- ☐ Packaging material that could contaminate food, for example unpackaged foods in cardboard boxes or open tins
- ☐ Food handlers not washing their hands before handling food
- ☐ Premises with high infestation of pests including mice, cockroaches, ants or birds
- ☐ Food handlers observed handling food in a manner that may make it unsafe
- ☐ Critical breakdown in cleaning, sanitising or maintenance procedures

Useful Resources

Australian and New Zealand Food Standards Code

Food Standards Code set out the legal requirements for labelling, composition, safety, handling, and processing of food in Australia <https://www.health.vic.gov.au/food-safety/australia-new-zealand-food-standards-code>

Safe Food Australia is a guide to help with the interpretation of the standards apply to all food businesses and set out requirements for all aspects of food handling and for food handlers

<https://www.foodstandards.gov.au/publications/Pages/safefoodaustralia3rd16.aspx>

Victorian Department of Health

Food safety library <https://www.health.vic.gov.au/food-safety/food-safety-library>

Information for community groups fundraising with food <https://www.health.vic.gov.au/food-safety/information-for-community-groups-selling-food-to-raise-funds>

Food Safety Training

Dofoodsafely is a Department of Health free online non-accredited training that is designed to help food handlers understand how to safely work with, and handle, food in a food business. The program is available in different languages

<http://dofoodsafely.health.vic.gov.au>

Guide for food businesses: Food safety supervisors and training available at

<https://www.health.vic.gov.au/food-safety/food-safety-supervisors>

Registered training organisations available at *myskills* website at

<https://www.myskills.gov.au/>.

Food Recalls

To understand how to recall an unsafe food product or respond to a food recall visit

<https://www.foodstandards.gov.au/industry/foodrecalls/conduct/Pages/HowToRecallFood.aspx>

Labelling

FSANZ Labelling information

<https://www.foodstandards.gov.au/industry/labelling/Pages/default.aspx>

Allergens

All About Allergens is a free online training tool about allergens. All about allergens is not an accredited course. To access the tool, please visit <https://foodallergytraining.org.au/>

Food Industry Guide to Allergen Management and Labelling

<https://www.afgc.org.au/industry-resources/food-labelling-and-allergen-guide>

Temporary and Mobile Food Premises Checklist

The following table will assist in identifying whether you are ready to operate:

ITEM	YES/NO/NA
Is your FoodTrader Registration/Notification and Statement of Trade listed as current	
Have you identified power, waste and wastewater facilities for the event	
Have you got a sufficient supply of potable water	
Have your food preparation areas been cleaned and sanitised.	
Are your hand washing facilities set up, including warm water, soap and paper towel	
Is your cold storage maintaining food below 5 degrees or frozen	
Do you have a thermometer onsite.	
Do you have a food grade sanitiser readily available	
Do you have cleaning and sanitising equipment onsite	
Do you have enough food handling equipment such as tongs, spoons etc.	
Do you have hot holding equipment to display food at 60 degrees or above	
Are food handlers appropriately trained in food safety (copies of certificates available for inspection)	
Have you checked food for any food damage or spoilage in transportation	

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