

Fairs and Special Events

This fact sheet summarises the requirements of the *Food Act 2001* and Food Safety Standards to enable you to meet your obligations and ensure safe and suitable foods are sold at the day of event.

Prior to the event

- ☐ Register with the event organiser & complete the *Temporary Event Notification* form.
- ☐ Complete a food business notification form and lodge to the local Council or Authority of the location of the mobile food vehicle, cart, home or premises where food preparation is undertaken. The *Food Business Notification* form only needs to be completed once unless the business details have changed.

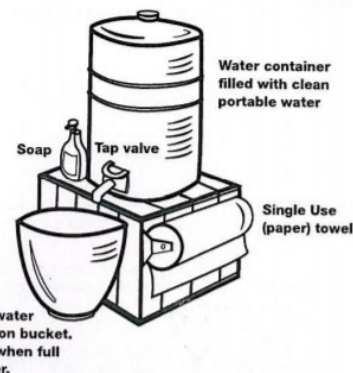
Don't forget!

- ✓ Hand washing facilities
- ✓ Soap and paper towel
- ✓ Probe thermometer
- ✓ Extra set of utensils
- ✓ Spray sanitiser
- ✓ Rubbish bins
- ✓ Benches
- ✓ Cold storage (e.g. Eskies/portable fridge)
- ✓ Protective covering for food on display

Hand-washing Facilities

Hand washing facilities must be available if unpackaged food is prepared or handled. Please note that alcohol-based gels do not replace the need for proper hand washing. Ensure:

- ☐ There is an accessible hand washing station. If operating from a temporary stall, you may use a sealed container with an outlet, filled with potable water and a bucket to collect the wastewater.
- ☐ Liquid soap and single use (paper towels) must be supplied.



Health and Hygiene of Food Handlers

Food handlers must not handle food if they are suffering from vomiting, diarrhea or a food-borne illness. Remember:

- ☐ Wash hands before handling food, after handling raw products, touching face, hair, toilet etc
- ☐ Change gloves regularly and in between tasks
- ☐ Cover cuts with brightly covered band-aids and wear gloves over the top to prevent the band-aid falling into food.
- ☐ Aprons and other protective clothing should be removed when leaving food preparation areas to use the toilet or go on a break.

Protection from Cross Contamination

Food must be stored and displayed in a manner that it is protected from contamination. Please note that used shopping bags, newspaper, cardboard boxes or damaged/unclean containers are not suitable for the storage of food. Ensure:

- ☐ Food items are wrapped with food grade material (cling wrap, al foil etc) or stored in containers with a tightly sealed lid off the ground
- ☐ Raw foods are stored below and separate from ready to eat foods
- ☐ Unpackaged food on display is covered
- ☐ Use separate utensils (knives, tongs, cutting boards etc) for raw and ready to eat food
- ☐ Clean and sanitise utensils such as tongs, knives and chopping boards in between handling raw and cooked foods
- ☐ Regularly clean and sanitise food contact surfaces such as benches

Cooking and Reheating

Cooking is an effective way to kill dangerous microorganisms in food, but the food must be cooked to a temperature high enough to destroy most bacteria and viruses. Ensure:



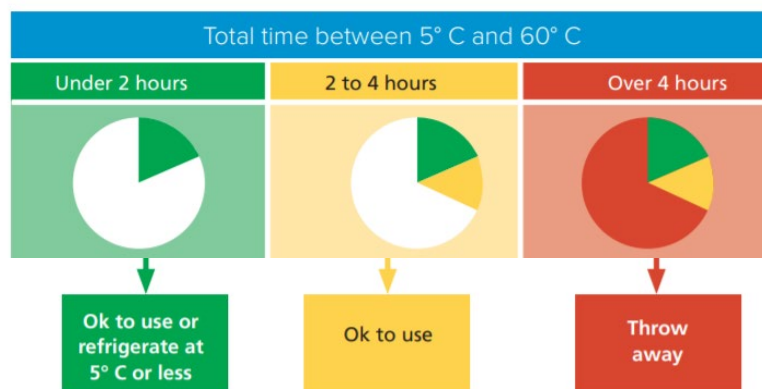
- ☐ A probe thermometer is available to regularly check the temperature of food.
- ☐ The temperature of food during cooking reaches a minimum of 75°C.
- ☐ Stuffed meats, mince, sausages, patties, kebabs and whole poultry should be cooked right through to the centre (until their juices run clear) as bacteria are distributed throughout these foods.
- ☐ Food is rapidly reheated (e.g. stove top or microwave) before placing in a hot holding device

Temperature Control

All potentially hazardous food must be stored under temperature control as bacteria can grow very quickly in warm environments. Potentially hazardous food includes cooked meat and seafood, prepared fruits and vegetables, dairy, cooked rice or pasta. This means:

- ☐ **Hot food should be kept at or above 60°C**
- ☐ **Cold food should be kept at or below 5°C**
- ☐ **Frozen food should be frozen hard (-18°C or below)**
- ☐ When refrigeration is not available potentially hazardous food can be kept cold during storage or transportation by using portable car fridges and insulated cool boxes or eskies with plenty of ice.

Follow the **2 hour/4 Hour rule** for food stored, prepared or displayed in the 'temperature danger zone' which is between 5°C and 60°C. The total time in the temperature danger zone includes the time during delivery, preparation and transportation.



Cleaning and Sanitising

If cleaning and sanitising of equipment or eating and drinking utensils (e.g. knives/forks) is necessary, you will require double bowl sinks with a supply of hot water and detergent. A chemical sanitiser will be required for the rinsing stage. Alternatively, if a dishwasher is available at home or at the business, equipment and eating and drinking utensils can be stored in a plastic container and passed through the dishwasher after the event.

- ☐ A spray bottle of chemical sanitiser is required for sanitising benches and other equipment during the event.

Waste Disposal

- ☐ Wastewater must be disposed of into the sewage system. Wastewater must not be disposed of into the stormwater system or onto the ground. If access to the sewage system is not available, temporary onsite holding tanks must be used.
- ☐ Bins in food preparation areas must be located where they are not likely to contaminate food.

Inspections and Fees

An Environmental Health Officer may attend the event and inspect stalls and other areas that are used for the storage, preparation and sale of food. Fees for special events are applied according to the Inspection Fee Policy. If you have any questions, feel free to contact EHA on 8132 3600.

Temporary Food Premises Notification

Food Business Vendors and Petting Zoos

Overview:

Required for food sold/served at occasional events held on Council land.

Procedure:

This form is to be submitted to Eastern Health Authority a **minimum of 14 days** prior to the event.

Section 1: Business Details

Proprietor:	
Business Name:	
Trading Address:	
Postal Address:	
Contact Person:	
Phone:	
Email Address:	
Food Business Notification No:	
Council FBN lodged with:	

Section 2: Event Details

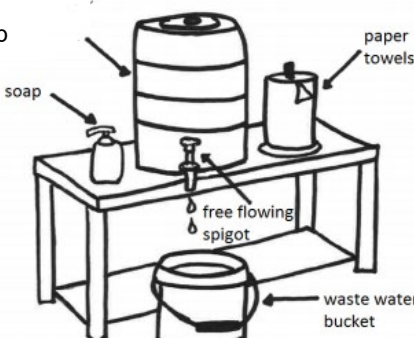
Event Name:	Prospect Spring Fair 2023	
Event Location:	<i>Broadview Oval / Yarnta Tutu yarta</i>	
Event Dates/s:	From: 28/10/2023	To: 28/10/2023
Number of People Handling Food:		
Where are foods prepared? eg onsite / at home		
Please provide a description of food to be sold:		

Section 3: Food Safety Controls

Potentially Hazardous Food (PHF) is food that must be kept at a certain temperature to minimise the growth of any pathogenic microorganisms that might be present in the food or to prevent the formation of toxins in the food. These include:

- Raw and cooked meat, poultry, and game
- Smallgoods
- Dairy products
- Seafood (eg fish, sushi, oysters, prawns)
- Processed fruits and vegetables (eg prepared salads and cut fruit)
- Cooked rice and pasta
- Moist foods containing eggs, beans, nuts (eg quiche)
- Any dishes/foods that contain the above example foods (eg sandwiches, pizzas, etc)

If PHFs are sold, how is your business ensuring effective temperature control when transporting and selling these foods? ie bain-maries, fridges, eskies with ice

Transportation:			
Display/Sale:			
<p>Probe thermometers are required to check that all PHFs are 5°C or below or at 60°C or above. They must also be accurate to +/-1°C.</p> <p>Is a probe thermometer available? YES <input type="checkbox"/> NO <input type="checkbox"/> (If NO, please purchase a probe thermometer accurate to +/-1°C)</p>			
<p>Will hand washing facilities be available? YES <input type="checkbox"/> NO <input type="checkbox"/> PLEASE NOTE: Hand sanitiser gel is NOT an alternative to hand washing. Where pre-packaged food is sold only, hand washing facilities are not required.</p> <p>Will the hand washing facilities be: PERMANENT <input type="checkbox"/> TEMPORARY <input type="checkbox"/></p>			
<p>If a permanent fixture is not available, this can be substituted with a 20L plastic container (with a tap) with potable water, a bucket to catch the wastewater and a supply of soap and paper towel.</p> <div style="display: flex; align-items: center; justify-content: space-around;"> <div style="text-align: center;"> <p>min 20L water container with tap</p>  </div> <div style="text-align: center;"> <p>Example of temporary hand washing</p> </div> </div>			
<p>If using, how are food contact surfaces (ie utensils, chopping boards and benches) effectively cleaned and sanitised on the day?</p>			

Section 4: Declaration			
<ul style="list-style-type: none"> I will ensure food sold during the permit period is safe and suitable and the Temporary Food Premises is operated in accordance with the Food Act 2001 and Food Safety Standards I have read and understand the Fact Sheet – Fairs & Special Events I understand that an inspection by an Environmental Health Officer may be undertaken on the day and that Officers have the power to prevent the ongoing sale of food where a risk and/or breaches are found. This may include discarding food that is out of temperature control, seizing equipment that may render food unsafe or unsuitable, preventing the sale of food until hand washing facilities are provided or a thermometer is available. 			
Name:			
Signed:		Date:	

Section 5: Office Use Only		
Notes:	Date received by EHO:	
	Temp Food Premises Permit:	Approved / Not Approved
	Signed:	
	Date:	