



# Community Events Food Sales Guidelines

*To ensure food offered for sale at community events (eg festivals, field days and fetes) is safe and fit for human consumption, Council has adopted the following guidelines. It is important that every person involved in the preparation, packaging, storage and sale of food, reads and understands these guidelines. Anyone involved with the sale of food whether this is cooked on the day or sold packaged must hold a current Food Act 1984 Certificate of registration.*

## 1. EVENT NOTIFICATION

- (i) All business and community groups that are based in areas outside of the Baw Baw Shire Council area must provide the following evidence at the time of their notification to attend an event within the Baw Baw Shire Council:-
  - Copy of their current Food Act 1984 Victorian food registration certificate
  - Copy of their food safety program (eg business details and a copy of the types of activities conducted, or a copy of a food safety program assessment from their registering Council (refer to Section 6 Food Safety Programs for further detail).
  - Completed '**Notification of Intention To Sell Food**' form (see attached).
- (ii) Community groups and businesses based within the Baw Baw Shire that plan to attend an event must complete the Event Notification Form attached and send it to the Baw Baw Shire Council's Health Office. If the business or group is conducting their catering or food sales differently to their existing food safety program, then their food safety program must be reviewed to take into account these events OR complete a Food Safety Program for Community Events template.
- (iii) Businesses or community groups from interstate or licensed with the Dairy Food Safety Victoria or PrimeSafe must apply for a temporary Food Act registration with the Baw Baw Shire Council with payment of the required fee. A Food Safety Program must be submitted to Council's Health Office that addresses the types of foods that will be provided at the event before they will be approved to attend the event. Details on food safety program templates can be obtained from the Food Safety Victoria website [www.health.vic.gov.au/foodsafety](http://www.health.vic.gov.au/foodsafety) or from your Council Health Office or the Baw Baw Shire Council on 5624 2411.

Event Notification Forms must be provided to the Baw Baw Shire Council's Health Office seven (7) days prior to the event taking place.

If you sell only pre-packaged packaged low risk foods then you will not be required to submit a food safety program. However if you then provide tastings of program then a food safety product **MUST** be submitted to Council as a condition of registration.

## 2. WHAT TYPE OF FOODS CAN BE SOLD?

It is strongly recommended that only non-perishable foods are sold, unless you have access to either a fridge or eskies with ice to keep 'high risk' perishable food cold.

Perishable foods are those types of foods that have a high protein level and water content. These foods can spoil quickly and support the growth of harmful bacteria, and are more likely to cause food poisoning.

Examples of perishable foods are:

- ✓ Milk and milk products (eg custard, cheese, cream and yoghurt);
- ✓ Cakes with cream fillings;
- ✓ Meat, poultry and fish;
- ✓ Cooked rice or pasta;
- ✓ Salads
- ✓ Meat and egg filled sandwiches
- ✓ Sandwiches containing meat, eggs, or mayonnaise
- ✓ Pies, pasties, or sausage rolls

*If perishable food is sold, you must be able to store the food within appropriate storage temperatures.*

## 3. PACKAGING OF FOOD

If you are selling packaged food products (eg sauces, biscuits, cakes) then this food must be kept covered. All food must be packaged prior to it leaving the kitchen it was made in. The following materials can be used to package food:

- Plastic wrap;
- Plastic (freezer) bags;
- Plastic or foil containers;
- Food grade plastic containers;
- New glass jars and bottles.

All material used to package food must be new and designed to cover food. Used plastic containers, styrofoam trays, etc are not acceptable.

## 4. PACKAGED FOOD - LABELLING OF FOOD

Packaged food must be labelled when it is sold. For further details on the information that must be included on the package labels refer to the Baw Baw Shire's '*Packaged Food Labelling*' guidelines. These guidelines include information on such aspects as ingredients listing, nutrition panels, percentage labelling, 'use by' or 'best before' dates. Further information on labeling is available on the Food Standards Australia New Zealand website [www.foodstandards.gov.au](http://www.foodstandards.gov.au).

For **community and charity organisations** the name and address of the community group; volunteer identification code, an ingredients list and a 'use by' or 'best before' date should appear on the label.

## 5. EQUIPMENT

- Rubbish must be placed in a lidded, insect and vermin proof bin.
- If selling non-packaged foods (such as with a BBQ), then there must be access to hot and cold water

- (eg sink or an urn) for the washing of hands and utensils; as well as liquid soap and paper towel.
- Benches should be constructed of a durable material that can be easily cleaned, or impervious chopping boards should be provided for food preparation.
- All fittings, utensils, appliances, receptacles, equipment, surfaces and wrapping material used in connection with food should be kept clean and not used for any other purpose.
- Food stalls should be constructed to aid in dust suppression within the area eg matting or other appropriate systems.

## 6. FOOD SAFETY PROGRAM

All businesses and community groups preparing food for sale are required to develop and submit a food safety program to Council at the time of registration. A food safety program is a written document outlining your food business operation, including standard operating procedures, cleaning program, pest control, hygiene standards, which are followed by your business to minimise potential food safety problems.

Approved food safety program templates are available for you to use to develop your program. Use of an approved food safety program template will ensure all aspects in relation to safe food handling and preparation are addressed in your business. A number of associations have developed or are developing food safety programs that are to be approved as templates. Contact Food Safety Unit Department of Human Services on 1300 366 356 or check out their website on [www.health.vic.gov.au/foodsafety](http://www.health.vic.gov.au/foodsafety) for a list of the approved food safety program templates available.

The Food Safety Unit has developed a number of approved food safety program templates that may be used by you in your business/community group. This approved template can be purchased directly from the Food Safety Unit, from their website or a copy may also be obtained from the Baw Baw Shire Health Office for a nominal fee. There is also an interactive food safety program template on FoodSmart's website [www.foodsmart.vic.gov.au](http://www.foodsmart.vic.gov.au) that can be worked through and emailed to Council.

(Should you decide to write your own food safety program you will be required to register with Council and have the program audited at a frequency determined by Food Safety Victoria).

### *Definitions*

- ***Potentially Hazardous Food***

*Includes any perishable food which consists in part or whole of: milk or milk products, eggs, meat, poultry, fish, cereals (including rice and pasta), processed fruit and vegetables. These foods are capable of supporting the growth of bacteria (germs).*

- ***Pre-packaged Low Risk foods***

***Foods that are not handled by the operator of the business; the food remains packaged throughout and the food does not require temperature control (eg refrigeration or freezing or hot holding) for food storage.***

- ***Cooked or otherwise treated immediately prior to consumption.***

*Food that is sold in a state where it has been appropriately washed, treated or cooked (or is intended to be cooked) so that any infectious or toxicogenic micro-organisms that might be in or on food have been minimised or eliminated.*

▪ **Charitable or Community Group**

*Is a gathering of individuals whose collective association is for a purpose predominantly other than the selling of food and for whom the selling of food is primarily carried out as a fundraising activity that has a collective benefit for a group or a nominated beneficiary.*

*The Food Act 1984 defines the term sale and includes the following definitions:-*

*Sell includes barter, offer or attempt to sell; receive for sale; have in possession for sale; display for sale; cause or permit to be sold or offered for sale; send, forward or deliver for sale; dispose of by way of raffle, lottery or other game of chance; offer as a prize or reward; supply food under contract (whether or not the contract is made with the consumer of the food), together with accommodation, service or entertainment, in consideration of an exclusive charge for the food supplied and the accommodation, service or entertainment; supply food in the course of providing services to patients in hospitals or prisoners in prisons.*

**If you would like further information regarding Community Events, please contact Council's Environmental Health Office on (03) 5624 2411.  
The Baw Baw Shire website is located at [www.bawbawshire.vic.gov.au](http://www.bawbawshire.vic.gov.au)**



## Notification of intention to sell food

TO:

**Environmental Health Office  
Baw Baw Shire Council  
PO BOX 304  
WARRAGUL 3820**

I, \_\_\_\_\_ (name of applicant)  
of \_\_\_\_\_ (business/community group name) and  
\_\_\_\_\_  
(address details of applicant) \_\_\_\_\_ (telephone)

wish to notify you of our intention to attend the \_\_\_\_\_  
(name & location of event)  
on \_\_\_\_\_ date of event

Types of food to be sold \_\_\_\_\_

Name of Victorian Council in which currently hold a Certificate of Registration under the Food Act 1984  
(please note that a copy of this certificate must be provided as evidence of the registration).  
\_\_\_\_\_

Name of approved food safety program template used and the template approval number being used for  
the event \_\_\_\_\_; a written copy of the business details and  
types of activities from the food safety program template undertaken at the Community Event must be  
provided to Council with this notification.

*If you are not using an approved food safety program template (ie not using an approved template) you  
may be asked to supply details of the any audits that have been completed on your program before  
approval to attend the event is given by the Baw Baw Shire Council.*

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_