

FOOD SAFETY AT TEMPORARY & SPECIAL EVENTS



Our community enjoys attending special events including markets, fundraisers, school fetes, sausage sizzles, festivals and charitable events involving the sale of food. The Food Act 2001 and Food Safety Standards contain requirements for all food businesses, including temporary food stalls, community events, and not-for-profit organisations. Everyone preparing and selling food for sale must ensure it is safe for people to eat.

BEFORE THE EVENT

- If you are holding your event on Council land, refer to the City of Mitcham Events Toolkit for information and step by step instructions to help your event run smoothly.
- If you are the event organiser – complete the Temporary Event Notification form.
- If you are a temporary food stall – complete the Temporary Food Business Notification form.
- Forms must be submitted to Council at least 14 days prior to the event.

STALL DESIGN AND SET UP

- See the diagram for a guide to stall design. Please contact Council if you require further advice.

FOOD STORAGE

- Transport, store and display all food requiring temperature control (e.g. food that contains meat, eggs, dairy) in a portable fridge or ice-brick esky, ensuring it remains cold (below 5°C), or keep food hot above 60°C.
- Protect food from contamination by pests and patrons (wrap or cover food).
- Keep food off the ground in covered containers.
- Store food in clean and sanitary food-grade containers.
- A probe thermometer is required to check the temperature of food during the event.

PREPARATION & COOKING

- Always keep raw meat away from ready-to-eat food such as salads and cooked meat. E.g. use separate plates and tongs for cooked and raw meat.
- Prepare raw food before travelling to the event (e.g. marinating and cutting).
- Ensure raw food is cooked to an internal temperature of above 75°C, checking that juices run clear and meat is not pink inside.
- Once food is thoroughly cooked, maintain a display temperature of above 60°C.
- Use utensils to avoid direct contact with food.
- Clean and sanitise food contact equipment regularly with a food grade sanitiser, or replace with a fresh set after 4 hours.

PREPARING ALLERGEN-FREE FOOD

- Wash hands, always use clean gloves and wear a clean apron if available.
- Store allergen-free ingredients away from allergenic foods.
- Ensure the preparation area and all equipment (including grills, pots, pans, toasters) is thoroughly washed with a clean cloth and warm soapy water. You may choose to use equipment dedicated to the preparation of allergen-free food.
- The food must be easily identified as allergen-free (e.g. coloured toothpicks, plates or labels).
- To avoid cross-contamination, serve the allergen-free meal without other meals.

WASTE DISPOSAL

- Provide vermin proof bins for general, recyclable and liquid waste.
- When full, rubbish bags should be tied and stored away from food areas. Remove all waste at the end of the event.
- Discard handwashing and washup wastewater to sewer, not stormwater.

LABELLING

- All individually pre-packaged food requires labelling (e.g. pre-sealed bag of chocolate). Include food name, business name, date marking, batch ID, storage conditions, ingredients list, warnings (e.g. allergens), nutrition information panel and country of origin.
- Food packaged at the time of purchase does not require labelling (e.g. burger served in a takeaway container). However, information about the food must be available on request (e.g. allergens, ingredients, storage instructions).

FOOD HANDLERS

- Ensure everyone handling food has adequate skills and knowledge in food safety and hygiene. Free online training can be accessed here: <https://dofoodsafely.health.vic.gov.au/index.php/en/>
- Wash and dry hands often, especially before preparing food, after handling raw meat and after using the bathroom.
- Wash hands prior to putting on disposable gloves.
- Don't handle food if you're feeling unwell.
- Cover cuts and abrasions with brightly coloured, waterproof band aids with a disposable glove on top.
- Wear clean, protective clothing.
- Designate different staff for cooking and money handling.

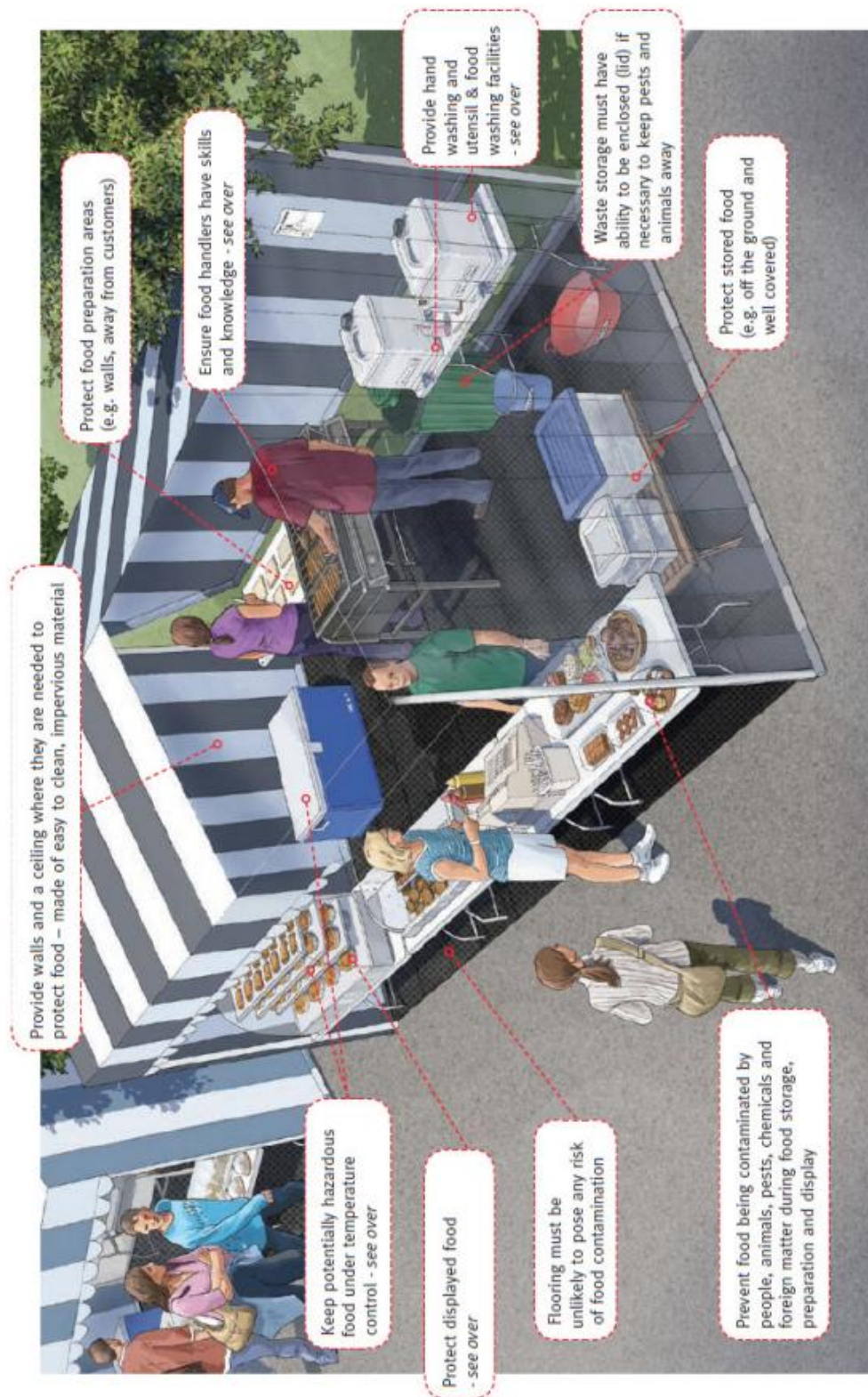
HANDWASHING STATION

- Provide an appropriate handwashing facility equipped with liquid soap, paper towels and running water, see diagram. Hand sanitisers/gels alone are not acceptable. Hand washing must be separate to cleaning facilities.
- Potable running water can be supplied by filling a large container equipped with a tap valve. Position a second container under the tap to collect wastewater.

Environmental Health Officers (EHOs) are here to help. If you have any questions about your event or temporary food stall, please contact us on Ph: 1300 133 466.

Be aware that an Environmental Health Officer may inspect a temporary food outlet or event during operation. If non-compliance issues are identified, you may be asked to take immediate action. Serious non-compliance issues may result in formal action being taken.

GUIDE FOR THE DESIGN AND OPERATION OF A TEMPORARY FOOD PREMISES (STALL)



This document is for guidance only and is not legally binding. Each premises will be assessed on its own individual food safety risks by the relevant local enforcement agency. Other requirements may also apply (e.g. LPG use, fire control, waste disposal) – seek advice from your local enforcement agency.

Image courtesy of City of Gold Coast



Image courtesy of City of Gold Coast

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TO ASSIST WITH THE PREPARATION OF YOUR STALL, HERE'S A SETUP CHECKLIST:

- ☐ Special event application (if required)
- ☐ Temporary Event Food Notification Form
- ☐ Checked with relevant Council if preparing food at home
- ☐ Food handlers have good food safety knowledge
- ☐ Cold food stored and transported safely in an esky or fridge
- ☐ Cooked food reaching internal temperature of 75°C
- ☐ Cold food kept cold below 5°C and hot food kept hot above 60°C during event
- ☐ Digital probe thermometer for checking core temps
- ☐ Displayed food covered and protected
- ☐ Clean drinking quality water provided for handwashing and dishes
- ☐ Handwash station supplied with running water, liquid soap and paper towel
- ☐ Containers to collect handwash and cleaning wastewater
- ☐ Food grade chemical sanitiser for food surfaces
- ☐ Raw food (sausages, burgers, etc.) separate from cooked and ready to eat food
- ☐ Money and food handled separately
- ☐ Premises and food stalls are clean
- ☐ Bins to contain rubbish
- ☐ Toilet facilities available
- ☐ Power and/or gas available if needed