

How to Run a Healthy Business

How to Register a Temporary Food Premises

Definition:

A temporary food premises is a structure 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. It may include a stall, tent or the like in the open or in another building or structure.

Registration under the Food Act 1984

The Melbourne City Council is responsible for the administration of the Food Act 1984 in its municipality. Temporary food premises that operate in the municipality are required to register with Council.

Annual Registration

Registration is valid for 12 months and is renewed every year. To apply for registration, the proprietor of the temporary food premises must complete and submit to Council the 'Application to Register a Temporary Food Premises' form, together with a prescribed fee.

Standard of Construction of Temporary Premises

All structures must meet the requirements of the Food Act 1984 and the Food Standards Australia New Zealand (FSANZ) Food Safety Standard – Food Premises and Equipment. Please refer to 'City of Melbourne's – Temporary Food Premises Guidelines to assist you in setting up a temporary food premises.

Temporary Food Premises Inspection

Once you have set up your temporary food premises, you will be inspected by Health Services to ensure that the temporary premises has been constructed according to the Standards. This inspection will normally take place during the beginning of an event.

Food Safety Program (FSP)

You are also required to submit a FSP to Council, unless you sell low risk packaged food. A FSP is a document that outlines

how food safety is to be monitored and controlled.

Your FSP will need to be received and accepted before registration can be granted. Health Services will review your FSP to make sure that it is suitable for your business operations. For further information refer to the fact sheets 'About Food Safety Programs' and 'How do I submit my Food Safety Program?'

Food Safety Supervisor (FSS)

As well as requiring you to have a FSP the Food Act 1984 also requires you to have a Food Safety Supervisor. The FSS will be responsible for making sure that everyone who handles food in your temporary food premises understands what they have to do to ensure the safety of the food that is being prepared and served. For further information refer to the fact sheet 'Food Safety Supervisors'.

Granting of Registration

If your temporary food premises and Food Safety Program comply with the requirements of the Food Act 1984 then you will be granted registration.

All temporary food premises that apply for annual registration will receive a 'Certificate of Registration – Food Act 1984' which will allow you to operate your temporary food premises for the remainder of the year. You will then be invited to re-apply for registration for the following year.

Important note: Your temporary food premises must not be used to sell food to the public until approval is given by Health Services. It is an offence under the Act to operate a food business without being registered and can lead to Council taking legal action.

Further Information

For further information or help contact your Environmental Health Officer (EHO) on 9658 8831/8815.



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Temporary Food Premises Food Safety Program Guidelines

The Food Act 1984 requires all food businesses, including Temporary Food Premises to have a Food Safety Program (FSP). An FSP is a legislative requirement of registration unless you sell only low risk pre-packaged food. The FSP acts as a guide on the correct procedures you should be undertaking to ensure the safe service of food. A copy of your FSP, which relates to the operation of a Temporary Food Premises needs to accompany every application for registration and a copy must be kept on site at all times for the duration of the event.

Using a Registered Template

The most easy and cost effective way to produce an FSP is to use a Department of Human Services Registered Template. A list of all registered templates and where you can get them can be found at the Food Safety Victoria website:

<http://www.health.vic.gov.au/foodsafety/templates.htm>

Completing a Food Safety Program

Once you have selected a registered template read it thoroughly and follow the instructions to personalise an FSP that covers all the food handling processes that you do in your business.

When your FSP is complete simply submit it with your application for temporary food premises registration.

There are a number of registered templates which are suitable for Temporary Food Premises. Some of these are listed below:

- **Generic Template for Food Service and Retail Businesses** - Template No. 1 is available from the Department of Human Services as a hard copy for \$25 plus \$6.80 postage and handling. Contact Information Victoria at 356 Collins Street Melbourne or by phone on 1300 366 356. You can also download a version from: www.health.vic.gov.au/foodsafety/templates.htm.

Copies of the record section of Template No 1 are also available in a number of languages.

Complete, sign and submit pages 9, 10 and 11 of this Food Safety Program.

If you use this program, you may need to include some of the following supplements if you prepare these foods:

- Chinese style roast meats supplement;
- Sushi supplement;
- Rotating spit (kebabs) supplement.
- **Event Template** - Template No 4 is also available from the Department of Human services but is only suitable for charity or community based organisations, one day or non consecutive day events. Complete, sign and submit pages 10 and 11 of this Food Safety Program.
- **FoodSmart, Food Safety Program** - Template No 2 is an online template which can be completed and submitted at www.foodsmart.vic.gov.au.

Using your Food Safety Program

Your Food Safety Program is your plan for delivering safe food to your customers. It says how you are going to make sure that the food you sell is safe. Everyone who works in your business must do the things you say you will do in your Food Safety Program. City of Melbourne Environmental Health Officers will inspect your business to check that you are doing things the way you say you will in your Food Safety Program. This will include how you prepare, store, display and serve your food, how you clean, personal hygiene and how hazardous food temperatures should be checked and recorded.



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Temporary Food Premises Food Safety Supervisor Guidelines

Food Safety Supervisor

Every food business must provide to their local Council written details of the name and the qualifications of their Food Safety Supervisor. A Food Safety Supervisor is a person who:

- Has a *Statement of Attainment* that shows the required competencies from a Registered Training Organisation,
- Has the ability to supervise food handling in the food premises,
- Has the authority to supervise food handlers and ensure that food handling is done safely, and
- Will ensure that the food handlers know how to handle food safely.

A Food Safety Supervisor can be the proprietor, an employee or a person external to the business, providing they are able meet the requirements prescribed in the *Food Act 1984*. The Food Safety Supervisor doesn't have to be on the premises at all times. However, there must be a way for the Food Safety Supervisor to know how food is being handled and to ensure that people handling food are doing so safely, when the Food Safety Supervisor is not on the premises. Business's operating from more than one site can have one person be the Food Safety Supervisor for a number of premises. The local council must be satisfied with such arrangements.

Demonstrating and Obtaining Competencies

There are a number of ways of demonstrating competency. The easiest way is to have a *Statement of Attainment* issued by a Registered Training Organisation. Competencies can be gained through training or experience. People with appropriate experience, but without formal qualifications, can have their competencies recognised through a Recognition of Prior Learning process (RPL) or a Recognition of Prior Competencies process (RPC) through a Registered Training Organisation.

People with tertiary qualifications in the food science and microbiological fields that are recognised in Australia, may be regarded as having suitable qualifications to be a Food Safety Supervisor. The Environmental Health Officer will determine whether these qualifications are suitable.

Minimum Food Safety Supervisor Competency Standards

The minimum competency standards for the Food Safety Supervisor are outlined in a table below.

Food Safety Supervisor Training

There are many ways a Food Safety Supervisor can get a *Statement of Attainment*—from a purely academic approach, to workplace assessment, to having training that has been previously completed recognised as meeting the required competency standard. Some Registered Training Organisations offer training through coursework, others offer training on-the-job, some offer a mixture of the two. Many courses currently available offer training that is more than the competencies needed to be a Food Safety Supervisor.

For information about Registered Training Organisations that are currently eligible to provide Food Safety Supervisor training, visit the National Training Information Service website: www.ntis.gov.au/.



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Table 1: Food sectors and minimum competency standards

Food Sector	Minimum Competency Standard
Food Processing Businesses such as manufacturing including flour mills, canneries, packers, bakers and breweries	FDFCORFSY2A 'Implement the Food Safety Program and procedures' FDFCORFS1A 'Apply basic food safety practices' FDFCORFS2A 'Implement the Food Safety Program'
Retail Businesses such as supermarkets, convenience stores, groceries and delicatessens	WRRLP.6C 'Apply retail food safety practices'
Health Businesses such as hospitals	HLTFS7A 'Follow basic food safety practices' HLTFS10A 'Apply and monitor food safety requirements' HLTFS9A 'Oversee the day-to-day implementation of food safety in the workplace' THHBCC11B 'Implement food safety procedures'
Community Services Businesses such as childcare centres, nursing homes and hostels, Meals on Wheels	Use units from the Health sector
Hospitality Businesses such as restaurants and hotels	THHGHSO1B 'Follow workplace hygiene procedures' THHBCC11B 'Implement food safety procedures'
Transport and Distribution Businesses such as warehouses	Use relevant units from other sectors.

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Temporary Food Premises Guidelines

Introduction

The Temporary Food Premises Guidelines have been prepared to assist food business proprietors in setting up a temporary structure at special events within the City of Melbourne. Whether selling or giving away lollies or a hot banquet meal, coffee or wine tasting, food providers must adhere to essential Food Safety Standards as required by the Food Act 1984.

These requirements relate to all food operations where any food or beverage is intended to be sold or given away as part of a charity, service organisation, fund raising, sporting, promotional or commercial event.

A Temporary Food Premises is an arrangement of equipment and appliances at which food is prepared and/or sold and is intended to be dismantled or moved intact. It includes mobile food units, demountable stalls, tents and the like in the open or in another building or structure used for the purpose of selling any article of food and any area adjacent thereto.

Food business operators are required to ensure that their food premises, fixtures, fittings, equipment and transport vehicles are designed and constructed to be cleaned and, where necessary, sanitised. Businesses must ensure that the premises are provided with the necessary services of water, waste disposal, light, ventilation, cleaning and personal hygiene facilities, storage space and access to toilets. All structures must meet the requirements of the Food Act and the Food Standards Australia New Zealand (FSANZ) Food Safety Standard – Food Premises and Equipment.

Setting up the Event

The set up of your food premises at an event must be appropriate for the activities you will be conducting. This includes everything related to the handling and preparation of food for sale (eg. cooking, displaying, serving, etc.) through to cleaning and sanitising. You must consider every necessary detail such as the storage of packaging materials and chemicals through to access for deliveries and collection of equipment and garbage.

There are three different types of food premises which may be set up.

Permanent premises – This is a site that has a permanent structure such as a church/ school kitchen/ community hall or showgrounds pavilion where there may or may not be a kitchen. This site may be used to store, prepare and/or sell food at the event.

Mobile premises – Such as a mobile food vehicle or cart that has been specifically set up to operate as a food premises (eg. ice-cream van or coffee cart). It must be approved and registered by council to operate as such.

Temporary premises – Such as a stand or tent set up for a specific, occasional event such as a fete or fair where the cost of providing a premises to a permanent standard is unnecessary for food safety. Temporary premises can be set up at outdoor events and also at indoor events such as exhibitions, conferences and trade fairs. If outdoor, the roof and three sides are covered with plastic sheeting, vinyl or other approved material. Uncovered stalls may only be used for low risk pre-packaged food.

1. 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. 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 and each business will have to be assessed according to its operations.



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2. 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. **All wastewater must be discharged into Melbourne Water sewer, in accordance with Melbourne Water By-Laws (Melbourne metro area) or discharged in accordance with local statutory laws.**

Temporary premises should not be located near sullage pits, soak ways or holding tanks because of possible contamination problems.

3. 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 an approved site such as an enclosed garbage area.

4. Floors, Walls & Ceilings

Floors must be paved or comprised of a material of suitable finish (eg. plastic or vinyl sheeting) to prevent the contamination of the food by dust or other matter.

Areas where handling of unpackaged foods and cooking occurs should be:

- protected by walls to the side and rear; and
- under suitable cover.

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

5. 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.

6. 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).

7. 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 disposable paper towels.
- Hand washing facilities must be in addition to sink facilities.

8. Storage of Potentially Hazardous Foods

Provide adequate refrigeration for the storage and prevention of spoilage of perishable foodstuffs. Refrigerators shall be able to maintain food at or below 5°C. Freezers shall be able to maintain food at or below -15°C (or frozen rock solid).

Provide **Bain maries** for maintaining the temperature of hot food **above 60°C**, and protecting cooked food from contamination. Potentially hazardous 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 below 5°C, and protecting food from contamination.

9. 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, covered and protected from dust, insects and animals at all times.

10. Storage Facilities

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.

11. Toilet Facilities

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

12. 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.

Registration Requirements

The Food Act 1984 requires all food businesses, including temporary food premises, to be registered with the local council in which they operate whether they operate for one day, once a month or every day of the year.

The Melbourne City Council Health Services Branch is responsible for the administration of the Food Act 1984 in its municipality. Temporary Food Premises that operate in the municipality are required to register with Council. Registration is valid for 12 months and is renewed every year. To apply for registration, the proprietor of the temporary food premises must complete and submit to Council the **'Application to Register a Temporary Food Premises'** form, together with the relevant fee.

The current fee for temporary food premises operating at these events can be found on the 'Application to Register a Temporary Food Premises'.

Community based organisations selling food solely for "charitable purposes" are subject to a 50% reduction of the fee.

Food businesses must also submit a **"Notification to Operate a Temporary Food Premises"** prior to every event they attend in the City of Melbourne. You must liaise with Health Services to determine if any other requirements are necessary prior to the event (for example, food handler training, Food Safety Programs, site maps or contact details). **You must contact Health Services at least one month prior to the event. A late fee may apply if applications are not received on time.**

Once you have set up your Temporary Food Premises, you will be inspected by Health Services to ensure that the temporary premises has been constructed according to the Standards. This inspection will normally take place during the beginning of an event.

You are also required to submit a Food Safety Program to Council, unless you sell low risk packaged food. A Food Safety Program is a document that outlines how food safety is to be monitored and controlled. Your Food Safety Program will need to be received and accepted before registration can be granted.

Health Services will review your Food Safety Program to make sure that it is suitable for your business operations.

As well as requiring you to have a Food Safety Program, the Food Act 1984 also requires you to have a Food Safety Supervisor. The Food Safety Supervisor will be responsible for making sure that everyone who handles food in your temporary food premises understands what they have to do to ensure the safety of the food that is being prepared and served.

If the Temporary Food Premises and Food Safety Program comply with the requirements of the Food Act 1984, registration will be granted. All Temporary Food Premises that apply for annual registration will receive a 'Certificate of Registration – Food Act 1984' which will allow you to operate your Temporary Food Premises for the remainder of the year. You will then be invited to re-apply for registration for the following year.

Important note: Your Temporary Food Premises must not be used to sell food to the public until approval is given by Health Services. It is an offence under the Act to operate a food business without being registered and can lead to Council taking legal action.

For further information or help contact the Health Services Event Liaison Officer on 9658 8831 / 8815.