GREATER SHEPPARTON
GREATER FUTURE

GREATER SHEPPARTON

Shepparton Show Food Traders Information 2018

The Shepparton Show is on Friday 12th and Saturday 13th October 2018 at the Showgrounds, 275-299 High Street Shepparton VIC 3630.

Under the Victorian *Food Act 1984*, any person (either a not for profit community group or a commercial business) selling food or drink at the Shepparton Show from a temporary or mobile food premises, must be registered with, or have notified a Victorian Council.

The registering/notifying Council is the first Victorian Council in which you operate within and is determined by one of the following criteria:

- The address of where your food business prepares or stores food before it is sold at the event,
- The address of where the vehicle is usually garaged or equipment is usually stored,
- The business address,
- The council area that you first operate in.

You must contact the registering Council to discuss your food business operations and registration requirements.

Registration or notification for temporary and mobile food premises is done online through a web based portal called "*Streatrader*" (visit - https://streatrader.health.vic.gov.au/public_site) . You will need access to the internet and have an email address. You will find tips and further information about how to register on the website.

Once you are registered with your principal Council, you may operate anywhere in Victoria while your registration remains current, provided you submit a "Statement of Trade" through *Streatrader* to the Council that you intend to operate in. You will not need to re-register again.

What do I have to do?

☐ **- My food business is currently registered with a Victorian Council -**

If you are currently registered with a Victorian Council, all you need to do is login to your *Streatrader* account and submit a Statement of Trade for the Shepparton Show on 12 – 13 October 2018 at 275-299 High Street Shepparton 3630.

A Statement of Trade must be submitted at least 10 days before the event.

☐ **- My food business was registered last year (2017) but I did not renew the registration for 2018 -**

Contact your principal Council. You will need to complete a registration renewal form and return the form with the relevant fee before the registration certificate can be issued.

If the principal Council was Greater Shepparton City Council, your registration would have been closed if it was not renewed by 31 December 2017. You need to reapply for registration.

You will also need to login to your *Streatrader* account and update your details. Please allow 10 days for the principal Council to process your application.

You will also need to submit a Statement of Trade for the Shepparton Show.

Greater Shepparton City Council
Environmental Health
Locked Bag 1000, Shepparton 3632
Council Office: 90 Welsford Street, Shepparton
Ph: (03) 5832 9731 Fax (03) 5831 1987 Email: council@shepparton.vic.gov.au
www.greatershepparton.com.au
ABN 59 835 329 843

☐ - **My food business is not currently registered with a Victorian council or**

☐ - **My food business is based interstate -**

If the Shepparton Show is your first event in Victoria, you will be required to register with the Greater Shepparton City Council and on *Streatrader* before trading.

Please contact Council's Environmental Health Officer on (03) 5832 9731 to discuss the registration requirements.

The completed application form and fee can be posted to Greater Shepparton City Council, Locked Bag 1000, Shepparton VIC 3632. Cheques are to be made payable to Greater Shepparton City Council. Completed application forms can be emailed to eho@shepparton.vic.gov.au and the cheque posted.

The fee for a Class 2 temporary food vehicle is $240 and will need a food safety program and nominate a person who has been trained as a Food Safety Supervisor.

The fee for a Class 3 temporary food vehicle is $176.25 and will need to maintain minimum records.

For more information about the Food Act classification system, please visit http://www.health.vic.gov.au/foodsafety/bus/index.htm .

The completed application form and fee must be received **prior to the Show** to enable Council to process your application. The registration will expire on 31 December 2018.

Once the form and fee is submitted to Council, the EHO will need to conduct an inspection before the registration is granted. This will attempted to be done on Thursday 11th October 2018.

If this is the first time you are using *Streatrader*, visit https://streatrader.health.vic.gov.au/public_site , scroll down to "Get Started" and select "Create Login" down the bottom right.

Other Information:

- **Power Supply**
  Please Inform the Shepparton Agricultural Society of your power supply needs for all electrical appliances. This will prevent power supply problems on the day and will ensure other food stall operators are able to store and prepare food safely.
- **Gas Safety**
  Energy Safe Victoria have produced some publications about the safe use of LP gas at catering events -
    - Gas Safety for Caterers at Events, and
    - Code of Practice for the Safe Use of LPGas at Public Events

  These publications explain the correct and incorrect use of LPGas and can be downloaded at www.esv.vic.gov.au (scroll down to bottom and look at brochures).
- **Certificates of Registration**
  The Shepparton Agricultural Society Inc requests that food stall operators provide them with a copy of their current Food Act Certificate of Registration for insurance purposes.

For further information, please contact Greater Shepparton City Council on 5832 9731. Application forms and other information can be emailed to you. Completed application forms can be return to Council via email to eho@shepparton.vic.gov.au .

HPRM Ref C18/14847

GREATER SHEPPARTON

TEMPORARY FOOD PREMISES

Stall Setup Requirements

The following information explains the requirements for the setup of a temporary food premises. An example of a Temporary Food Premises setup is shown on the back page.

1 General

A temporary food premises that prepares and sells unpackaged food shall:

1.1 Consist of a roof and three sides covered with plastic sheeting, vinyl or other approved material.

1.2 Provide a suitable impervious material laid on the ground of the stall, if the stall is located on unsealed ground (grass, gravel etc).

1.3 Tables, benches etc are to have a surface that is smooth and easy to clean. Plastic tablecloths are adequate.

2 Protection of Food

2.1 All food shall be stored off the ground and within containers with tight fitting lids.

2.2 Food displayed for sale shall not be openly accessible by the public. A physical barrier, such as a sandwich display type counter, perspex glass sneeze guard, bain marie or clear plastic siding to the shall be provided.

2.3 All condiments such as sauce, mustard etc shall be contained in squeeze type dispensers or individual sealed packs.

2.4 Only disposable eating and drinking utensils shall be provided and pre-wrapped in paper napkins, cellophane bags or similar material prior to distribution to the public.

2.5 Drinking straws, paper, cups, spoons etc shall be enclosed in suitable dispensers or otherwise protected from contamination.

2.6 Tea, coffee, cordial and other beverages should be dispensed from an enclosed or lidded receptacle equipped with a tap or spout.

3 Food Temperature Control

3.1 All takeaway food prepared shall be for immediate sale and consumption, unless a suitable food warmer or food display unit that can maintain food at a temperature of at least 60°C for hot foods or below 5°C for cold foods, is provided.

3.2 Pre-prepared food products or pre-cooked food consisting wholly or partly of potentially hazardous food which promotes bacterial growth, should not be sold from a food stall unless stored or displayed under refrigerated conditions as described in 3.1.

3.3 Raw and perishable foods such as steaks, hamburger patties, frankfurts etc, shall be stored in a separate cooler together with an adequate supply of ice or cooling medium (at 5°C or less).

3.4 A probe thermometer is required at the stall to monitor the temperature of potentially hazardous foods. This temperature must be recorded in your Food Safety Program or Minimum Records.

Greater Shepparton City Council
Environmental Health
Locked Bag 1000, Shepparton 3632
Council Office: 90 Welsford Street, Shepparton
Ph: (03) 5832 9731 Fax (03) 5831 1987 Email: council@shepparton.vic.gov.au
www.greatershepparton.com.au
ABN 59 835 329 843

4 Cooking

4.1 All heating and cooking equipment, including open flame (gas) barbeques and cooking plates, must be located within the stall or otherwise suitably protected from contamination.
4.2 Cooking and heating equipment must not be within reach of the public.
4.3 Adequate protection to the walls from heat, flame and splashing must be provided.
4.4 An adequately sized and appropriate type of fire extinguisher must be provided where open flame cooking is carried out.
4.5 Food which has been cooked must not be stored or displayed outside the stall. Raw food waiting to be cooked can be stored outside the stall if it is in containers with tight fitting lids, protected from direct sunlight and stored under appropriate temperature control (as outlined in 3).

5 Washing Facilities

Separate facilities must be provided for hand washing and utensil washing.

5.1 Hand Washing Facilities:

5.1.1 As a minimum, a clean twenty (20) litre container with tap containing fresh potable water must be provided.
5.1.1 A bucket or container must be provided to collect and contain the used water.
5.1.2 Liquid soap and disposable paper towel must also be provided.
5.1.3 Warm potable water must be used for hand washing.

5.2 Utensil Washing Facilities:

5.2.1 If a sink connected to hot water supply is not available or in close proximity, then a sealed container with an outlet (as described in 5.1.1) is required.
5.2.2 A water heating device, such as an electric urn or gas kettle is also satisfactory.
5.2.3 A bucket or container must be provided to wash the dishes, in addition to one provided for hand washing.
5.2.4 Utensils must be washed as soon as possible in warm soapy (dish detergent) water and rinsed in clean water.

6 Wastewater Disposal

6.1 All waste water collected in buckets must be stored in a clearly marked waste water container to be transported home for disposal or to be disposed of at an approved sewer point (gully trap or sink) at the event (if provided).
6.2 No waste water is to be disposed of onto the ground or into the storm water system.

7 Rubbish Disposal

7.1 A flyproof rubbish receptacle must be provided within the temporary food premises for the storage of refuse generated from within the stall.
7.2 Adequate arrangements should be made for the daily removal, or more frequent removal if required, of waste generated inside and outside the stall.
7.3 Suitable rubbish receptacles must also be provided nearby for the public to dispose of used takeaway food containers and the like.
7.4 All refuse generated from the operation of the food stalls must be removed from the site at the conclusion of the event.

8 Food Labelling

8.1 Any food that is to be sold in a sealed container or package must be labelled.

8.2 For further information about labelling refer to the Food Standards Code website - http://www.foodstandards.gov.au/foodstandards/userguides/overviewoffoodlabell1267.cfm

In summary:

- The label must be clearly written in English
- State the name of the food product (eg. Apple and Raspberry Jam).
- List all ingredients in descending order by weight.
- State the name and street address (not postal address) of the person who made or repackaged the food product.
- For food with a shelf life of less than 2 years, state a "Best Before" date.
- For food that must not be consumed past a certain date, state a "Use By" date.
- Any directions for the storage and/or use of the food product, where applicable.
- The Country of Origin.
- The weight of the product.
- In some cases a Nutrition Information Panel

FURTHER INFORMATION:

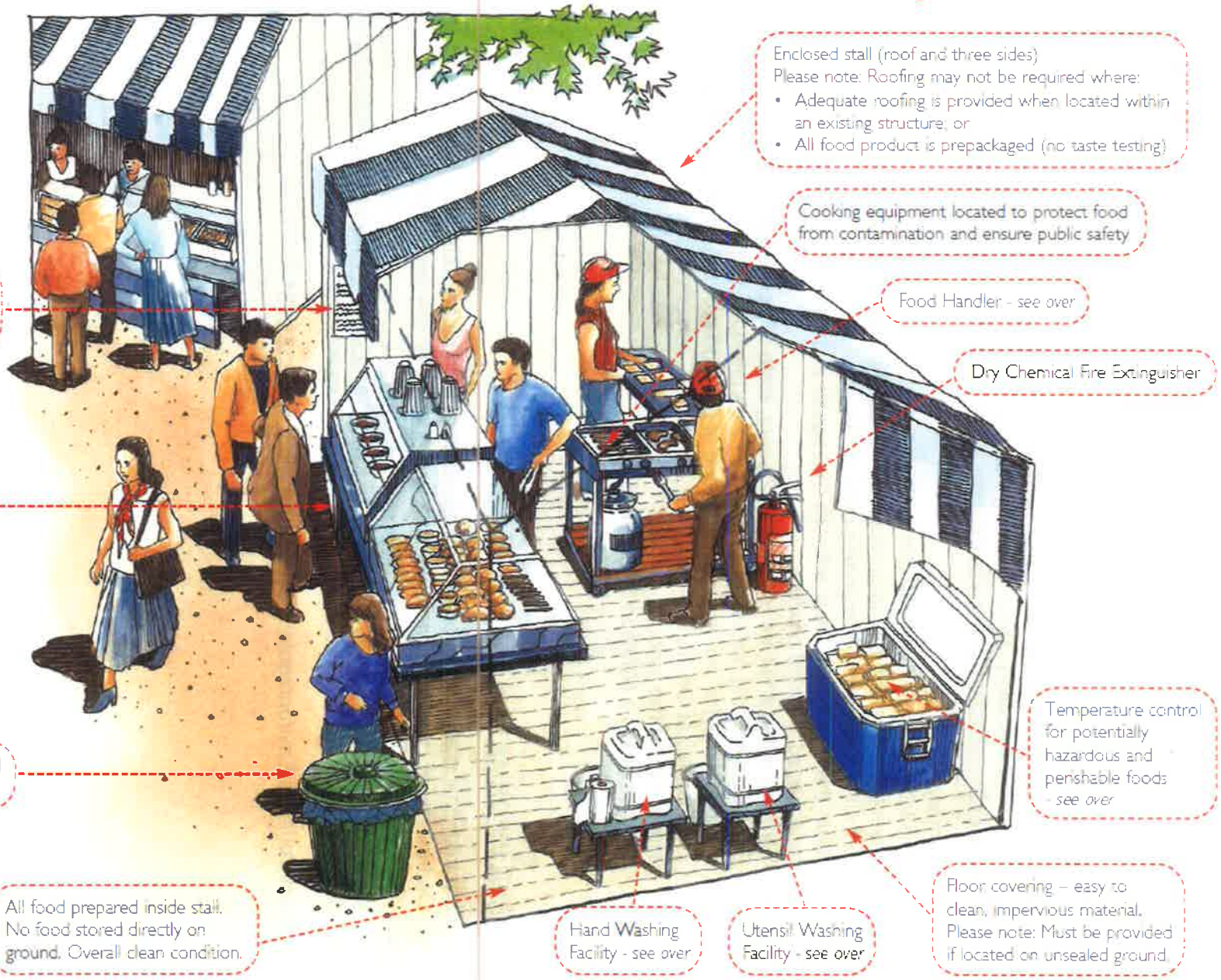
For further information about temporary food premises or food safety, refer to:

- Department of Human Services website: www.health.vic.gov.au/foodsafety
- Food Standards Australia New Zealand website: www.foodstandards.gov.au/scienceandeducation/factsheets/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets

Or contact Council's Environmental Health Department on 5832 9731

Greater Shepparton City Council
Environmental Health
Locked Bag 1000, Shepparton 3632
Council Office: 90 Welsford Street, Shepparton
Ph: (03) 5832 9731 Fax (03) 5831 1987 Email: council@shepparton.vic.gov.au
www.greatershepparton.com.au
ABN 59 835 329 843

Minimum Standards for the Operation of a Temporary Food Stall



Minimum hand washing facilities

- 20 litre water container with tap labelled 'Hand Washing Only'
- Liquid soap and paper towels supplied for staff use
- Container to catch waste water labelled 'Waste Water Only' disposed to sewer

Minimum utensil washing facilities

- 20 litre water container with tap labelled 'Utensil Washing Only'
- Hot water and/or sanitiser available for emergency cleaning

- Container to catch waste water labelled 'Waste Water Only' disposed to sewer

Two containers of sufficient capacity are to also be provided for adequate cleaning of utensils

Food handlers

- Utensils and gloves used to handle food
- Money and food handled separately
- Hands must be washed whenever hands are likely to contaminate food
- Clean person, attire and habits
- No cuts, illness, sores on food handlers
- No smoking within temporary food stall

Food display, food protection, taste testing

- Provide appropriate sneeze barrier

- Signage must be provided to all taste testing stating 'No double dipping, single serve only'

Sauces, condiments and single serve utensils

- Single serve utensils protected from contamination. Stored handle up.

- Sauces, condiments in squeeze type dispensers or sealed packs

Temperature control of potentially hazardous food

- Cold Food – ensure 5°C or below

- Hot Food – ensure 60°C or above

- Thermometer in use

Produced by GCCC Publications Unit 2006 © 2597(b)

GUIDELINES FOR MOBILE FOOD OPERATORS

INTRODUCTION

The mobile Food Vehicle/Unit Specifications have been prepared to assist food business proprietors in setting up a mobile food vehicle or unit.

A well designed and constructed mobile food vehicle/unit helps to ensure that food is prepared, handled and stored in conditions that will not affect the quality of the food and will facilitate cleaning and maintenance in the vehicle. It is important that in the early stages of design that proper consideration is given to what the most suitable materials for the type of food operation proposed.

This document should be read in conjunction with the Food Safety Standards published by Australia New Zealand Food Authority. A reference copy of the publication is available on the Australian New Zealand website at http://www.foodstandards.gov.au/.

1. WATER SUPPLY

- The vehicle/unit must be fitted with water storage tanks with a capacity adequate for the period of trading between opportunities for refilling.
- A minimum of 25 litres of water must be stored for cleaning purposes.

2. SEWAGE AND WASTE WATER DISPOSAL

- The sewage and waste water disposal system must effectively dispose of all sewage and waste water, so as not to jeopardise food safety. Disposal must be in accordance with statutory requirements.
- The vehicle/unit must be fitted with a waste water tank of at least 50 litres capacity external to the vehicle with an outlet of sufficient diameter to facilitate easy flushing and cleaning.

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.

4. VENTILATION

- Provide mechanical ventilation to effectively remove fumes, smoke, steam and vapours from the mobile food vehicle.

Greater Shepparton City Council
Health Department
Locked Bag 1000, Shepparton 3632
90 Welsford Street, Shepparton
Ph: (03) 5832 9731 Fax (03) 5831 1987 Email: council@shepparton.vic.gov.au
ABN 59 835 329 843

5. LIGHTING

- The mobile food vehicle must have a lighting system that provides sufficient natural or artificial light for the activities conducted on the mobile food vehicle.

6. FLOORS

- Floors must be designed and constructed so that they are impervious, durable, cleanable and suitable to the nature of the activities to be conducted.

- It is recommended that an impervious cleanable coving material should be provided to the junction of the floor and wall in food preparation areas to assist with cleaning operations.

7. WALLS AND CEILINGS

- Walls and ceilings must be designed and constructed in a way that is appropriate for the activities conducted.

- Walls and ceilings must be provided where they are necessary to protect food from contamination.

- Walls and ceilings should be dust-proof, smooth faced, non-porous material painted with a washable paint of a light colour. Such a surface shall be of a finish free of open joints, cracks, crevices or openings and capable of being readily and thoroughly cleaned.

8. FIXTURES, FITTINGS AND EQUIPMENT

- All fixtures, fittings and equipment must be constructed of an impervious, durable material free from cracks or crevices and capable of being readily and thoroughly cleaned.

- All fixtures, fittings and equipment must be easily movable and readily accessible for inspection and cleaning, or alternatively, sealed to the wall or adjacent fittings with an approved sealing material.

9. SINKS

- Provide adequate sink facilities for food preparation, washing and sanitising. The number of sinks for equipment washing and sanitising and for food preparation will depend on the food operations carried out by the business. Most mobile food vehicles/units will require a double bowl sink for the washing of food and for the effective cleaning and sanitising of equipment.

- The mobile food vehicle/unit must be supplied with sufficient hot and cold water. The hot water should be provided by means of a water heating device for the washing and sanitising of equipment.

Greater Shepparton City Council
Health Department
Locked Bag 1000, Shepparton 3632
90 Welsford Street, Shepparton
Ph: (03) 5832 9731 Fax (03) 5831 1987 Email: council@shepparton.vic.gov.au
ABN 59 835 329 843

10. HANDWASHING FACILITIES

- Provide a permanent hand wash basin fitted in the mobile food vehicle/unit where unpackaged food is being prepared or handled in any way.

- Provide the hand basin with a supply of hot and cold running water through a single outlet. Maintain the hand basin with soap, paper towels or other approved hand drying equipment.

11. REFRIGERATION

- 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.

12. 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.

13. TOILET FACILITIES

- Adequate toilets must be available for the use of food handlers in close proximity to the mobile food vehicle.

14. PEST PROOFING

- Service hatches should be of minimal size to reduce the risk of contamination from flies and dust.

For any further enquires please contact the **Health department** at the Council office, 90 Welsford Street, Shepparton. **Telephone: (03) 5832 9731**.

References:

1. *Food Safety Standard 3.2.3 – Food Premises and Equipment (ANZFA)*
2. *Food Safety Standard 3.2.2 – Food Safety Practices and General Requirements (ANZFA)*
3. *Safe Food Australia – A Guide to Food Safety Standards ANZFA 2nd Edition, January 2001*

Version – June 2005
Trim: M2010/77805

Greater Shepparton City Council
Health Department
Locked Bag 1000, Shepparton 3632
90 Welsford Street, Shepparton
Ph: (03) 5832 9731 Fax (03) 5831 1987 Email: council@shepparton.vic.gov.au
ABN 59 835 329 843

Sale of Food from Temporary and Mobile Food Premises

There are many registered food businesses, community groups and water carters that sell food to the public from temporary and mobile food premises within the City of Greater Shepparton.

Amendments to the Victorian Food Act 1984 were introduced to streamline the registration and food safety requirements for food businesses and community groups.

The changes to the Food Act require any person (food business or community group) selling food at an event or market, or a water carter, to register with or notify their local (principal) Council.

Once approved, the food business or community group can operate at an event or attend a market anywhere in Victoria, while the registration is current, by completing a Statement of Trade and submitting it to the Council in which you intend to operate in before the event.

What is *Streatrader?*

Streatrader is a centralised state wide registration system for food businesses and community groups to register with or notify their local Council of the water carter, mobile food premises or temporary food stall that they sell food from.

It is intended that *Streatrader* will make it easier for food businesses and community groups when applying for registration/notification and completing Statements of Trade.

The *Streatrader* homepage contains "How To ..." guides to assist you.

How to access *Streatrader?*

Streatrader can be accessed by visiting **https://streatrader.health.vic.gov.au/public_site**

Helpful Hint:- Save this website in your Favourites folder on your internet homepage.

***Streatrader* Username: ..... *Streatrader* Password: .....**

Helpful Hint:- You may want to use your trading name as a username and the address of the business or part of an email address as the password, eg username—sheppcouncil, password—90welsford.

When to use *Streatrader?*

If you have access to the internet and have an email account—you can log into *Streatrader* to complete the Application/notification online, you do not need to complete any forms. Once you submit the application/ notification, it is emailed to Council to process.

If you do not have the internet or an email account, you will have to contact the Council's Environmental Health Officer on 5832 9731 and complete the relevant form.

Please allow at least 21 days before the event for Council to process your application.

Once registered or a notification has been submitted to Council, Council's Environmental Health Officer will assess the information and issue a Certificate of Registration or acknowledgement of notification.

Council can be notified of any subsequent events or markets that the food business or community group may undertake during the year by submitting a Statement of Trade. This can also be completed online through *Streatrader*. Please allow 5 days before the event for Council to process your Statement of Trade.

How to Create a *Streatrader* account?

You must have an email address.

The first time you visit this website, you will be required to create a login account. Scroll down to "Get Started" and select "Create Login" down on the bottom right. Complete the fields and click on "Submit".

Helpful Hint:- Write your Username and Password in the space provided above.

How to Complete a Registration/Notification on *Streatrader* for the first time?

Once you have created a login account, you will need to apply for registration/notification for the first time you operate.

1. You will need to read and accept the Terms of Used, then select Continue.
2. Launch Application screen will appear with information about *Streatrader* — click on "Launch". For more information you can look up How to Use Streatrader in the box on the right.
3. You will complete different screens that detail:
    - the Type of Premises that is conducted (temporary food premises, mobile food premises, water carter).
    - Proprietor information.
    - Principle Premises (the main place of operation).
    - Verification of address to determine who is the principle Council for registration.
    - Whether there is a fixed premises associated with the mobile or temporary food premises.
    - If there is more than one type of structure, or vehicle or vending machine—you will be able to list them.
    - The type of food prepared and handled.
    - Your classification and food safety obligations based on that classification.
    - Information about Statement of Trade and the ability to indicate dates of trading and location of trading now or later.
    - Validation of the details enter (if incorrect you can edit it and continue through the process).
    - Declaration
    - Payment Gateway (Council does not accept payment through Streatrader. You will be advised by the Council Environmental Health Officer of any payment required and the payment method).
4. You will then lodge your application to the principle Council for approval (registration or acknowledgement of notification.
5. You will notice a message appears in your home screen about the status or progress of the application.

Helpful Hint: You can edit or amend the information once you have submitted it by clicking on "Managing your Application" in the box on the left hand side on the home screen.

How to Complete a Statement of Trade on *Streatrader* for a new event?

Once your application for registration or notification has been approved by Council, you are able to operate anywhere in Victoria. Before you trade you must complete and submit a Statement of Trade to all relevant Councils at least 5 working days before the event. You do not need to reapply for registration again.

1. Login to Streatrader.
2. Select "Lodge a Statement of Trade" from the box on the left hand side (next to "Messages").
3. Select "Launch Statement of Trade"
4. Select the type of premises that will be operating (you may have different types such as a BBQ stall for your sausage sizzle and the hall for a fete or a number of different food vehicles).
5. Enter the trading details. This will determine which Council to send the Statement of Trade to. Check the suburb because the same suburb might be in different Council areas.
6. Once completed you are able to review the Statement of Trade.
7. The application will confirm the details (validation) . If there are any errors, you can edit or change it.
8. Complete the declaration.
9. Lodge the Statement of Trade. This will be sent to the relevant Council where the premises is trading.

How to Manage Applications on the Home Screen

You can delete old Statements of Trade, or update the details of upcoming Statements of Trade by selecting "Manage Applications" down the bottom of the box on the left hand side.

Review the applications before deleting or editing any of the applications.

For further information please contact Council's Environmental Health Department on 5832 9731

Greater Shepparton City Council
Environmental Health
Locked Bag 1000, Shepparton Vic 3632
Council Office: 90 Welsford Street, Shepparton
Ph: (03) 5832 9731 Fax: (03) 5831 1987 Email: council@shepparton.vic.gov.au
www.greatershepparton.com.au
ABN 59 835 329 843

Trim Ref: M12/66063