

Food fundraisers

There is no better feeling than knowing you've made a positive impact on other people's lives. Community service strengthens communities and connects people. Most community groups also raise much needed funds for a wide variety of causes.

This leaflet is for community groups organising fundraising activities that involve the sale of food. It explains 'food premises classification' under Victoria's *Food Act 1984*, and your role in keeping food safe.

It covers your group if you sell food solely for the purposes of raising funds for charity, or are a not-for-profit body — where those handling the food are mostly volunteers.

If a volunteer makes food at home and donates it for sale at a community fundraiser, that person is not selling the food.

Whilst everyone is encouraged to handle food safely, volunteers do not need to register their homes as food premises with the council.

If most people working at your fundraiser are paid — not volunteers — contact your council for advice.

Safe food handling

Certain foods (known as high-risk, or potentially hazardous foods) need to be handled carefully to keep them safe.

If something goes wrong during the food handling process, harmful bacteria grow and multiply and food can quickly become unsafe to eat.

How the Food Act works

The main purpose of the Food Act is to control the **sale** of food in Victoria and protect people from food borne illnesses.

All food premises must ensure that the food they sell is safe to eat.

The Act covers what is done at a food premises — whether it is a market stall, a community hall with kitchen facilities, a food van, or a permanent site.

It groups food premises into separate 'classes', and sets out different food safety requirements for each class based on its food safety risks. There are four classes — from highest risk (class 1) to lowest risk (class 4).



As you'd expect, premises carrying out only low-risk food handling activities must follow simpler safety rules than those handling foods that are more likely to make people sick.

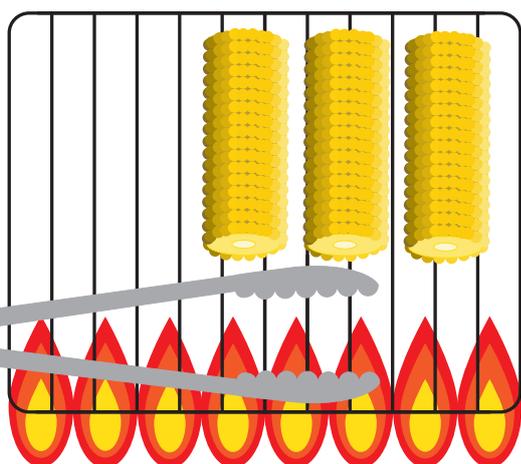
Community food premises classes

Community groups can hold fairs, fêtes, dinners, cake stalls, sausage sizzles, and a range of other activities to raise funds.

At these activities, the risk of food becoming unsafe depends on the type of food, and how and where it is stored, prepared, handled and transported by volunteers and staff members. Because these activities involve different levels of risk, community food activities may fall within class 2, 3 or 4 under the Food Act.

Your group's classification will depend on the food safety risks involved in handling the type of foods you plan to sell. For example, selling pre-packaged foods that don't need refrigeration, such as packaged biscuits (class 4), is less risky than selling packaged cakes with cream fillings which need refrigeration (class 3), or preparing and serving casseroles or chicken salad (class 2) which need correct temperature control at all times to keep them safe.

Of course, your group is free to run any kind of food activity, as long as you meet the food safety requirements that apply to that food premises class.



What class is our community group?

The Food Act covers what is done at a 'food premises'. Whether your group operates from a permanent site, a temporary premises (such as a market stall), or a mobile premises (such as a food van), it is considered a food premises under the Act.

Your local council will classify your food premises after considering the following questions:

- Who is the food being served to?
- Is the food packaged or unpackaged?
- Is the food high-risk (potentially hazardous)?
- Will the food be cooked on site and served immediately?
- Are most people involved in handling the food volunteers?
- Over how many days will the food activities take place?

Council will then advise your group of its food premises classification.

In the meantime, see page 5 for an idea of the types of food handling activities that each class of food premises may run.

Class 2 food activities

Ready-to-eat foods – class 2

Community groups which prepare and sell ready-to-eat foods on site at a food premises fall into class 2. This includes making sandwiches containing cheese, smallgoods, sliced vegetables or salad at the venue at which they are sold — or handling any other potentially hazardous foods at that venue.

'Cook and hold before serving' activities – class 2

Community groups selling unpackaged, high-risk foods are generally operating a class 2 food premises at a venue if the process involves:

- cooking the food at the venue, holding it (e.g. in a bain marie) and then serving it hot, or
- cooking the food beforehand and storing it under refrigeration, and then reheating and serving it later at the venue.

For example, curries or other meals prepared the night before, stored in the refrigerator, and reheated later at the venue are class 2.

The general rule is that these activities require a food safety program. You can use:

- the existing *Food safety program template: food events* to develop a food safety program, or the *Community group temporary and mobile food premises template, class 2 (2011)*, or
- any other suitable registered food safety program template.

Community groups running these activities as fundraisers are **exempt** from the need to have a food safety supervisor if:

- those handling the food are mostly volunteers
- the food activity takes place at the site for a maximum of two consecutive days at any one time.

If your class 2 food handling activities do not meet these two requirements, you must have a food safety supervisor.

You must obtain approval to run these activities.

See the Department of Health Food Safety website for more information.

'Cook and serve' activities – class 3

Community stalls selling ready-to-eat, high-risk foods that are cooked on site and served immediately are class 3, as long as:

- all of the food is cooked on site and served immediately
- those handling the food are mostly volunteers
- the food activity takes place at the site for a maximum of two consecutive days at any one time.



An example of a class 3 'cook and serve' activity is a barbeque over one or two days serving hamburgers, or other meat or eggs, which are cooked and served to be eaten immediately.

However, if the only cooking on site is a simple sausage sizzle as described below, the activity will be class 4 instead, as the risk is lower.

Other class 3 activities are listed on page 5.

You must obtain approval to run this type of food activity. Council will advise how to obtain the relevant form.

Community groups operating class 3 food premises may use the easy-to-complete minimum records in the *Food safety guide for community groups* which is available on the Department of Health website. Your council can help with further advice if needed.

Sausage sizzles — class 4

Due to the low food safety risks involved, if you are running sausage sizzles (sausages, onions, sauce and bread only) as a fundraiser, you need to inform council by completing a short notification form. Contact your council to obtain this form.

Community cake stalls — class 4

To sell packaged or covered cakes, which do not contain fillings made from fresh cream or uncooked eggs, you need to inform council by completing a short notification form. Contact your council to obtain this form.

A note about uncooked eggs

Some eggs can be contaminated with bacteria. The department recommends that community groups do not serve desserts or any other foods that contain uncooked eggs in the finished product — such as tiramisu, mousse, mayonnaise or aioli — at community fundraisers or stalls. There is a higher risk of such foods causing food poisoning. For further information, go to: www.health.vic.gov.au/eggs/downloads/eggs_serviceindustry.pdf.

This advice does not apply to cakes which — as is usually the case — contain cooked eggs, as thorough cooking will kill the bacteria.

Food vans and stalls - which council do I contact to obtain permission to operate?

If your community group operates a mobile food premises (such as a van or trailer) or a temporary food premises (such as a stall), from which it sells food, you are required under the Food Act to register with, or notify, your 'principal council' as part of a state-wide system.

This is the council in whose district your group routinely prepares or stores food sold for the stall or van. If you do not have such a place (eg because food is prepared by volunteers at home and donated to the group or is purchased beforehand), it is where the group usually stores the equipment for the stall, or garages the van. If none of these apply to your group, it is the council in which your group's contact address is located. (Your principal council may — or may not — be the district in which you trade.)

Whether you operate at a single site or have multiple food vans, stalls or vending machines at different locations, the registration certificate granted by your principal council will allow you to operate on one or more occasions any time within a 12 month period (class 2 and 3), unless you choose to apply for a shorter period. The registration is typically not for a specific event.

If your stall or van is a class 4, you can operate anywhere in Victoria on an ongoing basis once your principal council acknowledges your once-off notification. The notification does not need to be resubmitted annually, or whenever you operate.

The state-wide single scheme means that your organisation can then operate your class 2, 3 or 4 food premises in any council district in Victoria under the Food Act, provided that you lodge a statement of trade advising that council about where and when you will be operating. Contact your principal council to obtain the statement of trade form, or download it from www.health.vic.gov.au/foodsafety

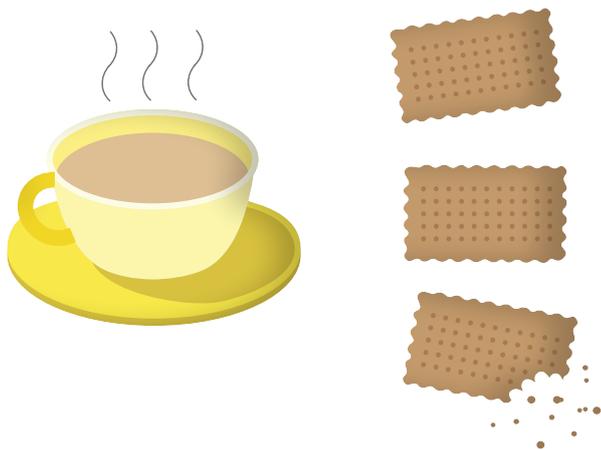
The same arrangements apply if you occasionally use a building that you do not own or lease (such as a community hall). This is also a temporary food premises.

Register class 2 and 3 activities annually with your principal council. For class 4 activities, you need only notify your principal council once.

Your state-wide single registration can include all your temporary or mobile food premises, and an associated fixed site if you use one.

To find out which is your principal council, what you need to do, and the forms you need to complete see *Food vans and stalls — Single approval to operate anywhere in Victoria* at www.health.vic.gov.au/foodsafety/bus/mobile.htm, or ring your council environmental health officer for advice.

If your group conducts food fundraisers or sells food only from permanent premises (such as the group's canteen or kiosk that operates regularly, or which it owns or leases) this state-wide system does not apply to your activities. You do not need to complete a 'statement of trade'. However, a class 2 or 3 permanent premises must be registered with the council in which it is located, usually for a 12 month period. It is notified with that council if it is class 4.



For more help contact

Council environmental health officers are your best source of advice on running a safe community food fundraiser or stall.

To find your local council (for permanent premises) or your 'principal' council (for food vans and stalls) contact:

Council Health Unit

www.dvc.vic.gov.au

Department of Health

www.health.vic.gov.au/foodsafety

email: foodsafety@health.vic.gov.au

phone: 1300 364 352

Free food safety resources

dofoodsafely — free online learning program for food handlers at <http://dofoodsafely.health.vic.gov.au>

Food safety guide for community groups — class 3

www.health.vic.gov.au/foodsafety

Community group food event notification

form — class 4

Available on your council website or by phoning council.

Food safety supervisor requirements

www.health.vic.gov.au/foodsafety/bus/skills_knowledge/fss.htm

Food vans and stalls — Single approval to operate in Victoria

www.health.vic.gov.au/foodsafety/bus/mobile.htm

Community food premises classes

Under Victoria's *Food Act 1984*, local councils are responsible for classifying every food premises according to their food safety risks. Your council will notify your community group of its classification.

This table gives an idea of the types of food handling activities that each class of food premises may run. As the arrows show, class 3 food premises may also run class 4 activities, as these are lower risk. Class 2 premises may also run class 3 and 4 activities.

Food premises classes under the Food Act		
Class 2 High-risk foods which need correct temperature control at all times to keep them safe		
Food premises type	Market stalls, food vans, community halls, sporting group kiosks, or permanent premises	
Food handling activities	May conduct all class 2 activities below (and all class 3 and class 4 activities below)	
<ul style="list-style-type: none"> Handling and selling cooked, refrigerated and reheated foods such as ... 	<ul style="list-style-type: none"> ✓ Burgers ✓ Casseroles and rice dishes ✓ Chicken 	<ul style="list-style-type: none"> ✓ Pizza ✓ Quiche ✓ Soups
<ul style="list-style-type: none"> Making, handling and selling high-risk foods containing uncooked ingredients such as ... 	<ul style="list-style-type: none"> ✓ Homemade mayonnaise or aioli ✓ Tiramisu ✓ Mousse 	<ul style="list-style-type: none"> ✓ Salads ✓ Sandwiches ✓ Smoothies
<ul style="list-style-type: none"> Selling unpackaged high-risk foods removed from package such as ... 	<ul style="list-style-type: none"> ✓ Fruit juice, fresh ✓ Smallgoods 	
Class 3 Unpackaged low-risk foods, or pre-packaged high-risk foods, or 'cook and serve' foods		
Food premises type	Market stalls, food vans, community halls, sporting group kiosks, or permanent premises	
Food handling activities	May conduct all class 3 activities below (and all class 4 activities below)	
<ul style="list-style-type: none"> Handling and selling unpackaged low-risk foods — including removed from package/bottle such as ... 	<ul style="list-style-type: none"> ✓ Biscuits ✓ Carbonated beverages (if poured) ✓ Cereals and grains ✓ Dried fruits 	<ul style="list-style-type: none"> ✓ Fruit and vegetables, whole or cut ✓ Ice creams, except soft serve ✓ Jams
<ul style="list-style-type: none"> The following other low-risk activities ... 	<ul style="list-style-type: none"> ✓ Eggs in the shell 	<ul style="list-style-type: none"> ✓ Food tastings (<i>a sample of high-risk food offered for up to 4 hours</i>)
<ul style="list-style-type: none"> Selling pre-packaged high-risk foods such as ... 	<ul style="list-style-type: none"> ✓ Cakes with cream fillings ✓ Desserts, such as cheesecakes and custard tarts ✓ Fruit salads ✓ Meats, including poultry and game 	<ul style="list-style-type: none"> ✓ Meals, such as fresh pasta, casseroles, curries and lasagne ✓ Sandwiches ✓ Smallgoods (such as Strasbourg, ham and chicken loaf), smoked salmon, soft cheeses and dips)
<ul style="list-style-type: none"> Selling re-heated packaged foods such as ... 	<ul style="list-style-type: none"> ✓ Pies heated in original packaging 	<ul style="list-style-type: none"> ✓ Sausage rolls heated in original packaging
<ul style="list-style-type: none"> Selling high-risk foods cooked and served for immediate consumption ... 	Selling high-risk foods for no more than 2 days at any one time: <ul style="list-style-type: none"> ✓ Barbeques including hamburgers, sausages, other meats, or eggs — all cooked and served immediately 	
Class 4 Low-risk activities		
Food premises type	Market stalls, food vans, community halls, sporting group kiosks, some sessional kindergartens, or permanent food premises	
Food handling activities	May conduct all class 4 activities below	
<ul style="list-style-type: none"> Handling and selling low-risk foods such as... 	<ul style="list-style-type: none"> ✓ Biscuits, tea or coffee, with or without milk or soymilk ✓ Bottled jams or honey ✓ Bottled water, soft drinks or alcohol ✓ Packaged chocolates and sugar confectionery 	<ul style="list-style-type: none"> ✓ Packaged cooked cakes, excluding cream fillings ✓ Uncut fruit and vegetables ✓ Wine tastings, including with cheese or crackers
<ul style="list-style-type: none"> Simple sausage sizzles involving... 	<ul style="list-style-type: none"> ✓ Sausages, onions, sauce and bread only, cooked and served straight away 	
<ul style="list-style-type: none"> Sessional kindergartens supplying low-risk snacks such as ... 	<ul style="list-style-type: none"> ✓ Cut fruit, milk, breads, or cereals 	

To receive this document in an accessible format phone Health Protection Branch on **1300 364 352**.

Authorised and published by the Victorian Government, 50 Lonsdale St, Melbourne.

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