



Local sporting clubs that sell food

Is your sporting club registered to sell food from a kiosk or marquee ?



Does your sporting club hold sausage sizzles?



Do you hold functions?



Food Premise Registration

All businesses, groups or organisations that sell food in Victoria are collectively known as 'food premises' and all have a legal obligation to ensure that the food they sell is safe.

All premises that sell food or drinks to the public including community sporting clubs must register or notify (depending on class/business activities) with the council's Environmental Health and Local Laws Department prior to commencing trade in accordance with the Food Act 1984.

Food businesses are categorised into four classes of premises based on the degree of risk associated with the food handling activities. The first step in determining the level of registration required is to determine which class of premises is relevant to your sporting club activities.

The class of your food business will determine which requirements you will need to meet. Refer to *what class is my food business* fact sheet for further information.

Requirements

Food premises that meet the requirements of Class 2 or 3 businesses must register with council prior to commencing trade. (*Fees may apply*)

Food premises that meet the requirements of Class 4 food businesses are required to submit a **notification** to the City of Greater Bendigo prior to commencing trade. Further information and application forms can be found on council's website:

http://www.bendigo.vic.gov.au/Business/Food_businesses

Food Safety Standards

All businesses preparing and selling food to the public must ensure that the premises comply with the requirements set out in the Food Standards Code. Council's Environmental Health Officers conduct annual inspections of all our registered food businesses, including our local sporting clubs to ensure compliance with the Food Act 1984 and the Food Standards Code. Environmental Health and Local Laws have developed structural guidelines to assist businesses and organisations to determine if their kitchen facilities will meet the minimum requirements to sell safe and suitable food. Refer to *Guidelines for the construction and fit out of a food premise*

Food Safety Supervisor Requirements

All class 2 food businesses must nominate a suitably qualified food safety supervisor.

A food safety supervisor is a person who:

- Knows how to recognise, prevent and alleviate hazards associated with the handling of food.
- Has the ability and the authority to supervise other people handling food to ensure it is safe.
- A current copy of your food safety supervisor certificate must be supplied to the City of Greater Bendigo.

Refer to *Food Safety Supervisor Competencies* and *Local Training Providers* fact sheet for more information.

Although Class 3 food businesses are not required to nominate a food safety supervisor, it is considered best practice to ensure staff or volunteers are appropriately trained in food handling and food safety.

Food Safety Program Requirements

All class 2 food businesses are legally required to implement and maintain a Food Safety Program.

A food safety program is simply a written plan that shows what a business does to ensure that the food it sells is safe for human consumption. It is an important tool to assist businesses that handle, process or sell potentially hazardous foods to maintain safe food handling practices and protect public health.

The Department of Health have developed two generic templates for food service and retail businesses to eliminate the burden for small food businesses from having to write their own program.

- A hard copy format is available from the City of Greater Bendigo, Hopetoun Mill office for \$55.00. This program can also be downloaded free of charge at <http://www.health.vic.gov.au/foodsafety/bus/templates.htm>
- An online version called **FoodSmart** is available at www.foodsmart.vic.gov.au. This is an internet based program where the user is able to log in and out to update the program at any time. Once the program has been completed or updated, a printout should remain on site at the premises.
- Class 3 food businesses are not required to maintain a food safety program, however they are required to maintain the declared minimum records. These records are available from council or alternatively they can be downloaded from <http://www.health.vic.gov.au/foodsafety/bus/class.htm>



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