

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

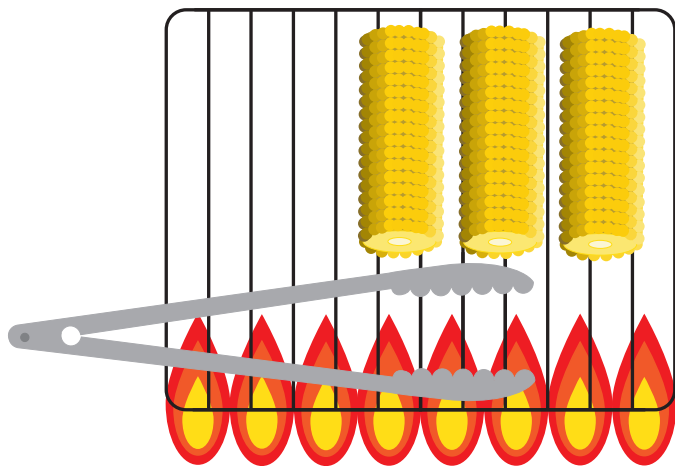
Community food events can include holding fairs, fêtes, dinners, cake stalls, sausage sizzles, and a range of other activities to raise funds.

At these events, 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.

Under the Food Act, you must let your local council environmental health officer know about the food activities your group plans to run.



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 4 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, such as sandwiches containing cheese, smallgoods, sliced vegetables or salad – or any other potentially hazardous foods – fall into class 2.

'Cook and hold before serving' events – class 2

Community groups selling unpackaged, high-risk foods are generally class 2 if the process involves:

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

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

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

- use the existing *Food safety program template: food events* to develop a food safety program, or
- use any other suitable registered food safety program template.

You should also check with your council for advice about any local arrangements.

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.

Contact your council for more information about class 2 requirements, and see also the Department of Health Food Safety website.

'Cook and serve' events – 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' event 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 4.



You must contact your council for approval to run this type of food event. Council will advise how to obtain the relevant form.

Class 3 community groups 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 your 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 events. 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.

For more help contact

Your council environmental health officer is your best source of advice on running a safe community food event.

Local 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

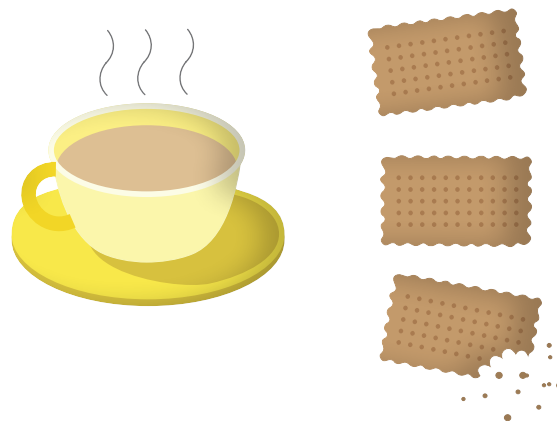
www.health.vic.gov.au/foodsafety

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



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 at an event of 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 	