

## Class 3 minimum records – Sheet C

### Community group one or two day events

A proprietor of a food business operating a class 3 food premises is required under the Food Act 1984 to:

- maintain the declared class 3 minimum records and keep them at the premises;
- retain the records for one year from receipt or creation;
- provide the council with a copy of the records if requested to do so by the council.<sup>1</sup>

This record sheet is only to be used by a community group (or a not for profit body) where –

- the majority of persons involved in the handling of the food are volunteers; **and**
- the food handling activity takes place at the premises for a maximum of two consecutive days at any one time.<sup>2</sup>

A **community group** is:

- (a) a not for profit body; or
- (b) a person or unincorporated group of persons undertaking a food handling activity solely for the purposes of raising funds for charitable purposes or for a not for profit body.

The following are examples of community groups:

Local sporting clubs, senior citizens groups, church groups, and fundraising activities for charities or other not for profit bodies.

This record sheet applies regardless of where the community group conducts its event- it can be at a market stall, a food van, or at a building that it owns, leases or which it has permission to use from time to time (such as a community hall). It applies whether the one or two day event is infrequent or regular.

Pre-packaged food is food that has been sealed within a package prior to entering the business, and remains in that package until sale.

A range of food handling activities may be conducted at a class 3 food premises to which this sheet applies.<sup>3</sup> These activities can include:

- the handling of low risk food (including cake stalls, tea/coffee & biscuit stalls); and
- the sale of *pre-packaged* potentially hazardous (high risk) food, such as:
  - a barbeque involving sausages, hamburgers or other meat, or eggs, which are all cooked and served immediately;
  - the cooking onsite and serving immediately of other meals such as soup;
  - the sale of pre-packaged meals such as lasagne or fresh pasta;
  - the sale of pre-packaged cakes containing cream;
  - the sale pre-packaged desserts such as cheesecakes and custard tarts;
  - the sale of pre-packaged fruit salads;
  - the sale of pre-packaged sandwiches;
  - sale of shell eggs; or
  - the sale of pre-packaged pies or sausage rolls- - including heating them before sale.

If this sheet does not apply to your food premises, read the checklist on class 3 minimum records to decide which record sheet applies, or check with your council.

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<sup>1</sup>Section 19CB and .clause 5 of the declaration on minimum records ("the declaration"). The declaration is available at <http://www.gazette.vic.gov.au/gazette/Gazettes2010/GG2010S241.pdf>

<sup>3</sup> A food premises is classified under the Act according to the highest risk activity undertaken at the premises. Many of the activities listed in this record sheet make a premises a "class 3 food premises". However, a class 3 food premises can also engage in lower risk activities (that apply to class 4 premises). In such a case the premises falls within class 3- not 4.  
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The specific records on this document are those that have been declared as the minimum records that must be kept to demonstrate compliance with some essential food safety practices, taking into account the type of activities that will be conducted at your community event.

There are 3 records on the following sheet. Record 1 always applies. The introduction to each other record describes whether you need to complete that record. Different records apply to different activities.

The following page also contains some tips for how to make the most of the random checks of food temperature and cooking processes.

There are also other aspects of food safety that you may need to consider. All food businesses and community groups are required by law to ensure that food that is sold is safe to eat.

For further advice about how to complete the records or about food safety please contact your council.

The Department of Health also makes available a free online food handler learning program, 'Do Food Safely', which is designed to improve basic knowledge of food safety. It is another tool that you can use to maintain safe food handling practices at your events. It is available at:

<http://dofoodsafely.health.vic.gov.au/>

## Supplies Record 1

Please make copies for future events if required

You **must** keep the following records about the supply of **all food** to the food premises.<sup>4</sup>

### Record of food suppliers

- You must keep all receipts and invoices that are received from a supplier. Usually this will be purchases made for food to be sold at the community group's premises. It also includes any deliveries to the group's food premises;<sup>5</sup>
- It is optional to complete the COMMENTS section below to record where these receipts are stored. However by writing this down it will assist you if you need to show the receipts, if the council requests them.

COMMENTS

<sup>4</sup> Clause 1 of the declaration, and clauses 1(d) and 2 of schedule 1 of that declaration.

<sup>5</sup> Supply" means the supply of food *to* a food premises *from* another *food premises or another person*. It does not include the supply of food-

- to a temporary food premises (such as a stall or occasional use of a hall) or a mobile food premises (such as a food van)
- from another food premises (of whatever kind)
- if the supplying *and* the receiving premises are both operated by the same proprietor/community group.

## Cooking Record 2

Please make copies for future events if required

This record must only be kept if **potentially hazardous food is cooked on site with the intention of being served immediately**. This record does not apply to the heating of food such as packaged pies or sausage rolls.<sup>6</sup>

### Instruction:

- The **mandatory** requirement is to record the results of a random check has been done once during the event to verify whether potentially hazardous food is thoroughly cooked. It is also recommended that this random check be conducted early on the first day to ensure that should any corrective action be required it is undertaken early in the event.

Verification that food is thoroughly cooked	YES	Corrective Action If food is not fully cooked record what corrective action was taken to make sure it is fully cooked before being sold to consumers (such as continued cooking or when food is rechecked)
<b>Mandatory</b> random check that the food is fully cooked.	<input type="checkbox"/>	
Recommended additional random check that food is fully cooked.	<input type="checkbox"/>	

### Tips:

- Class 3 community groups are encouraged to use the additional **recommended** random check section of this record if the event runs for 2 days (use second check on day 2) or if there is a changeover of volunteers. This provides additional verification that the cooking procedure used is ensuring that the food sold is thoroughly cooked.
- The **recommended** method of checking food is thoroughly cooked is to cut a burger patty or steak in half and make sure there is no pink meat. For soups use a probe thermometer to check that the temperature exceeds 75°C or bring to boil.
- It may be useful to record the name of the person who has checked cooked food in the 'corrective action' section above in case verification is required.

<sup>6</sup> Clause 4 of the declaration, and clause 2 of schedule 3 of that declaration.  
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# Overnight Cold Storage Record 3

Please make additional copies if required

This record must only be kept if **potentially hazardous food is to be kept in cold storage overnight**, before the second day of a 2 day event. It applies whether the food is to be -

- (a) sold in packaging; or
- (b) cooked & served immediately.<sup>7</sup>

<b>Temperature rules</b>			
<ul style="list-style-type: none"><li>• Frozen foods should always be delivered and kept frozen hard (unless being defrosted)</li><li>• For food kept in cold storage, maintain the temperature at 5°C or below</li></ul>			
<b>Date</b>	<b>Description of each Cold Storage Unit</b> For example, fridge at Bruce Jones' place.	<b>Temperature of food item chosen</b> Randomly select an item of food stored overnight (for the second day) and measure the temperature	<b>Corrective Action</b> If selected food item does not meet the above temperature rules what did you do to ensure it complies? For example change fridge settings, or move food to another fridge or discard food.

<sup>7</sup> Clause 4 of the declaration, and clause 1 of schedule 3 of that declaration.  
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