



Food Safety Policy for Vendors

Purpose

The purpose of this Food Safety Policy is to ensure that all food and beverage vendors operating at events held by Catalyst Events, comply with Victorian food safety legislation and relevant local Council requirements. This policy outlines the standards and responsibilities vendors must follow to prevent food-borne illness and maintain safe food handling practices.

Scope

This policy applies to all food vendors, market stalls, mobile food vehicles, and temporary food premises preparing, cooking, storing, handling, or serving food at the event.

Legislative Requirements

All vendors must comply with the Food Act 1984 (VIC), Australia New Zealand Food Standards Code, relevant Local Council Temporary Food Premises Guidelines, and Street trader registration requirements. Evidence of registration must be submitted 14 days prior to the event.

Vendor Responsibilities

Vendors must ensure staff are trained in safe food handling, maintain hygiene, prevent cross-contamination, use gloves/utensils for ready-to-eat foods, and keep raw and cooked foods separate. A trained Food Safety Supervisor must be present at all times.

Temperature Control

Hot food must be kept above 60°C. Cold food must be kept below 5°C. Frozen food must remain frozen at -18°C or below.

The 2 hour/4 hour rule must be followed for food in the danger zone (5°C and 60°C)

- Less than 2 hours, the food can be refrigerated and used later.
- Between 2 and 4 hours, the food can be used immediately, but cannot be put back in the fridge
- More than 4 hours, the food must be thrown out

Vendors must have working thermometers onsite. Temperature checks must be completed every 2 hours and logged.

Food Storage

Food must be covered, labelled, stored off the ground, and protected from contamination. Chemicals must be stored separately from food.

Allergen Management

Vendors must label allergens clearly, prevent cross-contact, use separate utensils where needed, and provide accurate allergen information. If uncertain, vendors must advise customers that allergen status cannot be confirmed.

Cleaning and Sanitising

Surfaces and utensils must be cleaned and sanitised regularly. Vendors must provide handwashing facilities with warm water, soap, and paper towel. Wastewater disposal must follow council guidelines.

Personal Hygiene

Food handlers must wear clean clothing, have hair secured or covered, avoid eating or smoking in food areas, and must not handle food when ill.

Equipment and Infrastructure Requirements

Vendors must provide food-grade equipment, refrigeration, hot holding equipment, rubbish bins with lids, safe electrical equipment, and appropriate fire safety equipment for cooking operations.

Waste and Environmental Requirements

Vendors must sort waste correctly, use compostable or recyclable serve ware, store oils in sealed containers, and maintain a litter-free stall area. No single-use plastics or polystyrene are permitted.

Water, Wastewater, and Utilities

All water must be potable. Ice must come from approved suppliers. Wastewater must be disposed of in designated greywater points. Electrical cables must be protected to avoid hazards.

Incident Reporting

Vendors must immediately report suspected contamination, allergic reactions, equipment failure, or illness among food-handling staff to the Event Manager.

Enforcement and Compliance

Non-compliance may result in verbal warnings, written warnings, suspension of food service, removal from the event, or notification to council authorities for serious breaches.

Vendor Acknowledgement

All vendors must sign a Food Safety Compliance Declaration confirming they have read, understood, and agreed to comply with this policy.

Name:			
Business Name:			
Signature:		Date:	