



FUNCTION FOOD HANDLING POLICY

Introduction

There are many responsibilities that the law expects when it comes to the handling of food and the St Albans Sports Club takes these responsibilities very seriously when it comes to allowing food to be brought on to the premises from an external source that has been bought or prepared, cooked and transported to the venue by its' members, visitors or external organisations.

Conferencing and Function Policy

This policy allows for members, visitors and external organisation to bring pre-packaged items such as chips, nuts, biscuits and birthday cakes etc. on to the premises for the purposes of a conference, meeting or private function where a receipt can be provided for the purchase of such items and only with prior approval of the St Albans Sports Club Management team and provided that such items are only consumed by the guests attending such function and not being re-sold.

All other items of food prepared, cooked and transported from an external source is not allowed to be brought on to the premises for private functions due to the complexities in the rules and regulation as set out by the Brimbank City Council Health Department and State Government Health Regulatory Authorities with regards to the preparation, storage and transporting of foods from an external source.

Sporting Club Event and Function Policy

This section of the policy allows for the St Albans Sports Club internal and external sporting clubs and other community organisations sponsored or associated with the club to bring food on to the premises for the purposes of carrying out sporting events and associated activities, fundraising events, BBQ's and Sausage Sizzles and other community activities that require food to be brought on to the club's licensed premises or supplied and cooked by the members of each group.

To promote safe food practices and comply with St Albans Sports Club Food Handling Policies and the guidelines associated with Brimbank Council Health Department and the State Health Department the following rules must be adhered to at all times:

- The St Albans Football and Cricket Clubs must submit the names of 2 persons from both the senior and junior clubs who have completed the "Do Food Safely Course" at the commencement of each season who will be responsible to ensure that the rules and guidelines are being strictly adhered to.

- The St Albans Angling, Golf and Netball Clubs must submit annually, a representative for each of the clubs, who has completed the "Do Food Safely Course" who will be responsible to ensure that the rules and guidelines are being strictly adhered to.
- All other external sponsored Sporting Clubs and community groups must seek in writing, approval to bring food onto the licensed premises for the purposes of running the event, nominate the name of the person responsible for food safety at the event as well as having completed the "Do Food Safely Course" to ensure the rules and guidelines are being strictly adhered to.

Below is a link which takes you to the information associated with Class 3 guidelines- as set out by the state government. It is imperative that the nominated person/persons from each group meet the standards as per the guidelines, complete the "Do Food Safely Training" and provide a copy of proof of completion prior to season commencing or the individual event whichever is appropriate to the Club's General Manager.

- <http://communityfood.health.vic.gov.au/wordpress/>

It is also important that the nominated person/persons who has completed the on-line "Do Food Safely Training" ensures that any persons assisting with the function can demonstrate 'skills' that show 'knowledge' of food safety and hygiene measures in the key areas listed below:

- Food preparation, storage and transportation
- Temperature control during food preparation
- The 2 hour / 4 hour guidelines
- General hygiene for all food handling
- Sausage Sizzles and BBQ's

The guidelines for each of these measures can be obtained upon request to enable others to understand what is expected of them during the function or event. These guidelines are also displayed near the outdoor BBQ area.

Function Food Safety Record

This form should be completed each time an internal or external Sporting club or community group holds an event where food is supplied and cooked from an external source other than the St Albans Sports Club.

Club Name: _____ Date of Event: _____ Type of Event:

_____ Location of

Event: _____

Tick this box to indicate that each person who has provided food for this event has been given a copy of their responsibilities and has agreed to follow the guidelines as set out in the St Albans Sports Club Function Food Handling Policy

Register of food items for this event

Food prepared

Name of person who provided it

By signing this document, I acknowledge that I have read the St Albans Sports Club Function Food Handling Policy and Guidelines and agree to be responsible to ensure the rules and regulations are strictly adhered to during the scheduled function.

Sporting Club or Community Group: _____

Responsible Person: _____

Contact Phone Number: _____

Email Address: _____

Signature: _____