



Food Premises Information Pack



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1. Introduction

The following information has been developed to assist you with the necessary information to ensure that your food premises satisfy the structural and legal requirements associated with running a food business.

2. Starting a Food Business

2.1. Where Do I Start?

First you must understand what a food business is. A food business is an enterprise or activity involving the storage, preparation and/or sale of food. Under the Food Act the sale of food also includes those businesses that do not charge a fee directly for the food, but include a fee indirectly as part of another service, for example a Bed and Breakfast.

In Victoria, you cannot operate a food business unless the business is registered with the relevant local Council. A food premises must be registered with Council before food is stored, handled, prepared or sold from that premises. Failure to register your premises is a contravention of the Food Act.

2.2. Risk Classification

There are four classes of food premises – class 1, class 2, class 3 and class 4. This classification system ensures that the regulatory requirements are matched appropriately to the level of food safety risk undertaken at the respective premises. If you are unsure what classification your food premises should be, please contact Councils Environmental Health Team.

Class 1

Class 1 premises are those that predominantly handle potentially hazardous food that is served to vulnerable groups such as hospitals, child care centres providing long day care, and aged care facilities such as nursing homes and hostels.

Class 2

Class 2 premises are those whose main activity is handling unpackaged potentially hazardous foods which need correct temperature control during the food handling process, including cooking and storage, to keep them safe. This includes most restaurants, fast food outlets, pubs, caterers, delicatessens, supermarkets with delicatessens, cafes and most manufacturers.

Class 3

Class 3 premises are those whose main activities involve the sale of foods not commonly associated with food poisoning. This includes the supply or handling of unpackaged low risk foods, or sale of pre-packaged potentially hazardous foods which simply need refrigeration to keep them safe. This includes some convenience stores, fruit stalls selling cut fruit and wholesalers distributing pre-packaged foods.

Class 4

Class 4 premises are those whose food handling activities pose low risk to public health. They include premises selling shelf stable pre packaged items and whole uncut fruit and vegetables. For a full list of Class 4 premises, please contact Council.

2.3. Registration Requirements

In the Glenelg Shire all food premises are registered annually from January 1st to December 31st. As part of the registration requirements a member of the Environmental Health Team will assess your premises on an annual basis to ensure compliance with the relevant standards.

Before opening for business you are required to register with your local Council, the Glenelg Shire. To do so, you will need to lodge the following with Council:

1. Food Act Registration Form;
2. Applicable registration fee;
3. Food Safety Plan (Class 1 & Class 2 premises only);
4. Food Safety Supervisor Certificate (Class 1 & Class 2 premises only); *and*
5. Detailed floor plan of the premises drawn to scale of not less than 1:100 and showing the proposed use of each room (see Appendix 2).

If you are transferring the registration of an established premise, you must apply to transfer the Food Act registration before settlement. This is the responsibility of both parties.

3. Food Safety Plans & Food Safety Supervisor

The table below indicates what Classes require a Food Safety Plan and a Food Safety Supervisor.

Class	Food Safety Plan	Food Safety Supervisor
Class 1	Yes	Yes
Class 2	Yes	Yes
Class 3	No, but minimum records required	No
Class 4	No	No

Council will provide the minimum record information to Class 3 premises when you register with Council.

3.1. What is a Food Safety Plan?

Class 1 and Class 2 food businesses are required to have a Food Safety Plan to assist them in the operational procedures associated with food safety. These Food Premises must have a copy (either hard copy or electronic copy) of their Food Safety Program on premises for assessment. It is an offence not to have a Food Safety Program available on request.

A Food Safety Plan is a written document that:

- Systematically identifies the potential hazards that may be reasonably expected to occur in each food handling operation that is to be conducted at the food premises.
- Identifies where in a food handling operation each hazard identified can be controlled and the means of control.
- Provides for appropriate corrective action when that hazard or each of those hazards has the potential to contaminate the food or food environment.

- Provides for appropriate records to be made and kept by the proprietor of the food premises demonstrating action taken in relation to or in compliance with the Plan.

3.2. Where can I get a Food Safety Plan?

Class 1

Class 1 premises must have a Food Safety Program that is tailored specifically for the food premises (an "independent" or "non-standard" program). Your Food Safety Program must be audited annually by a Third Party Auditor.

For new premises, you must ensure a Third Party Audit of your Food Safety Program is undertaken within the first three months of opening.

All audit reports are required to be lodged with Council 14 days after the audit certificate has been issued. Failure to get a Third Party Food Safety Audit will restrict Councils ability to issue and/or renew your registration.

Audits may only be conducted by auditors certified by the Registrar Accreditation Board Quality Society of Australasia (RABQSA) and who are approved by the Department of Health. If you require an approved Department of Health auditor, please visit www.health.vic.gov.au/foodsafety/bus/auditing.htm

Class 2

Council currently has a limited number of copies of the Department of Health's Food Safety Program Template for Class 2 Retail and Food Service Businesses (No.1, Version 2). On request, Council can provide you with a free template if available.

Alternatively, you can download a free copy of the Department of Health's FoodSmart template by logging onto www.foodsmart.vic.gov.au. This template requires you to complete an on-line questionnaire that makes developing your Food Safety Plan quick and easy.

However, you can choose to tailor your own Food Safety Program (an "independent" or "non-standard" Department of Health template). If you do have a "non-standard" template, your Food Safety Program must be audited annually by a Third Party Auditor. Please see the Class 1 requirements for further information on Third Party Audits.

3.3. Food Safety Supervisor Requirements

Class 1 and Class 2 establishments must have a qualified Food Safety Supervisor within their business.

A Food Safety Supervisor is a person within your food establishment who:

- Knows how to recognise, prevent and alleviate the hazards associated with the handling of food at, or from, that premises;
- Has met an appropriate food safety competency standard for the premises;
- Has the ability and the authority to supervise other people handling food at, or from, the premises and ensure that that handling is done safely.

To ensure your nominated Food Safety Supervisor has met an appropriate food safety competency standard please refer to Appendix 1.

Investigations into food poisoning outbreaks usually reveal that these could have been prevented if the staff handling the food were aware of the hazards associated with the production and storage requirements for their product.

3.4. Food Training for Employees

Proprietors of a food business must ensure that all staff undertaking or supervising food handling operations have the skills and knowledge in food safety and food hygiene for the work they do.

An on-line food training program has been developed by the Department of Health to ensure that food handlers have the skills and knowledge of responsible food handling.

To undertake the free course, please visit <http://dofoodsafely.health.vic.gov.au>

4. Structural Requirements

4.1. Ceilings

Ceilings should be designed and constructed in a way that is appropriate for the activities conducted on the food premises. The ceilings in areas where food is stored, prepared, manufactured or packed should be of a rigid, dustproof, non-absorbent material and free from any cracks or openings. Ceilings should be smooth and finished in a light coloured washable paint.

Access should be provided to spaces above false or suspended ceilings so that the spaces can be inspected for signs of pests. However, manholes, suspended panel ceilings or drop-in panel ceilings should not be installed in food preparation areas, as they can be very difficult to seal.



4.2. Cleaners/Chemical Sink

A cleaners/chemical sink provided to dispose of sullage water, needs to be installed and supplied with hot and cold water. The sink should be placed at an appropriate height for its intended use. The sink must not be placed in an area where it may compromise chemical safety.

4.3. Construction Materials

All food contact surfaces are required to be constructed so that they will not contaminate food, can be easily and effectively cleaned and sanitised, and that they are impervious to grease, food particles or water. The material/s used should be made of durable, non-toxic material and must be smooth, impervious and easy to clean.

Materials that are not suitable for food preparation areas include lead in ceramic, china and crystal utensils, solder, flux and pewter; galvanised metal in contact with acidic foods; and copper and copper alloys in contact with acidic foods.

4.4. Counters, Benches and Shelving

All food preparation areas such as tables, benches, shelves, trays, fittings or appliances should be constructed of an impervious durable material and be free from cracks and crevices.

Cabinets and/or shelving should be designed so that they are capable of being readily cleansed. Suitable surfaces include stainless steel; timber sealed with an approved sealant; and other approved materials such as laminex.

It is recommended that benches and shelving are located a sufficient distance from the walls unless they are sealed/joined to the wall. Shelving should be kept approximately 150mm clear of the wall and be fixed on metal supports with the lowest shelf not less than 150mm above the floor to allow for cleaning underneath.

Avoid cavities, false bottoms and similar hollow spaces in the construction of fittings and equipment. These spaces provide harbourage for mice and cockroaches.

Any unpackaged food that is on display in the retail area must have sneeze guards in place to protect food from contamination by customers.



4.5. Coving

Coving will greatly assist you in the cleaning and maintenance of your premises in the long term. Coving covers the intersections of floors with walls and exposed plinths. Coving should be installed in wet areas and all food preparation areas. The coving material should be extended up the wall or portioned to a height of not less than 70mm.

Cool room and/or freezer room floors must be coved and finished with an appropriate floor material as specified in Table 4.7.



4.6. Fixtures, Fittings and Equipment

The term fixtures and fittings apply to items such as benches, shelves, sinks, washbasins, cupboards, light fittings, garbage chutes, and ventilation ducts. Equipment refers to those items used in the preparation, manufacture and sale of food.

Before you purchase any equipment that is to be used in the processing, manufacturing or storage of food, ensure it is of a food grade quality. It is important to consider that the equipment is hard wearing, non-toxic, water resistant, corrosion resistant, has smooth and impervious surfaces, constructed such that joints are effectively sealed, easy to clean, and where possible, finished in a light colour to assist in monitoring cleansing.

All surfaces, including the floors and walls around equipment and fittings as well as the surfaces of the equipment and fittings need to be smooth, impervious and capable of being readily cleansed.

This means wherever possible appliances and equipment should be made moveable. Where appliances and equipment are not made easily moveable (such as a stove, Bain Marie etc) the floor and walls around these items and the surfaces of the equipment itself must be capable of being cleaned. Large food storage bins and mixing bowls that are not easy to move should be fitted with castors to make cleaning easy. These heavy items should be at least 150mm from any walls, unless sealed to the wall with a flexible material; on legs of at least 150mm in height or sealed to the floor on which it stands.



4.7. Floors

Floors within the food preparation area should be:

- Suitable for the processes to be undertaken in the premises.
- Able to be effectively cleansed.
- Unable to absorb grease, oil, food particles or water.
- Laid so that there is no ponding of water.
- To the extent that is practical does not provide harbourage for pests.
- Smooth, impervious and free of cracks and crevices.
- In the interest of safety they should be non-slip and non-abrasive.
- Where possible, floors should be light in colour to aid cleaning.

In any room, where liquid is likely to be spilled or where, due to the nature and volume of the work carried out, large amounts of water are required for cleaning, the floor may need to be graded and drained to an outlet in accordance with building and plumbing regulations.

Table 4.7: Suitability of floor finishes for food premises areas

Finish									Comments
	Wet Areas	Food Preparation	Vegetable Preparation	Servery	Store Room	Chillers/freezers	Bin Store	Eating Areas	
Stainless steel non-slip profile	✓	✓	✓	✓	✓	✓	✓	✓	Welded joints
Ceramic tiles	✓	✓	✓	✓	✓	✓	✓	✓	Epoxy grout
Quarry tiles	✓	✓	✓	✓	✓	✓	✓	✓	Sealed
Steel trowel case hardened concrete			✓		✓	✓	✓	✓	Smooth sealed finish, no joints
Carpet/Carpet tiles								✓	
Wooden flooring								✓	Sealed
Commercial- grade Poly vinyl sheet	✓	✓	✓	✓	✓	✓	✓	✓	Heat welded joints (not suitable adjacent hot fat appliance)
Commercial- grade Vinyl tiles			✓	✓	✓	✓	✓	✓	Laid over a solid impervious base or an approved underlay is acceptable providing they are laid strictly in accordance with the manufacturer's specifications.
Epoxy resins	✓	✓	✓	✓	✓	✓	✓	✓	



4.8. Food Preparation Sink and Washing up Facilities

It is advisable to separate areas for washing food from washing equipment. For example, where foodstuffs need to be prepared by immersion in water a separate sink should be installed. Adequate space is also required for the drying of items after washing. For example, the placement of draining boards or drying racks. The washing facilities must be supplied with a continuous supply of potable hot and cold water through a single outlet.

Food Preparation Sink

A food preparation sink will be required to be installed if processes in your premises include the frequent washing of fresh products such as fruit and vegetables. This sink is to be supplied with hot and cold water.

Washing up Facilities

A designated wash area should be provided for the cleaning of appliances and equipment. Products such as steam, splashes from waste water and cleaning chemicals used during the cleaning process are all potential food contaminants.

A minimum of one stainless steel double bowl sink that has an adequate supply of hot water (77°C) and cold water through a single outlet is required. One of these sinks must be large enough for washing the largest bowl, saucepan or pot that will be used in the premises. Or alternatively, dishwashers and glass washers can be used to sanitise food contact surfaces and utensils. They shall be capable to undergo a sanitising rinse at 80°C for 2 minutes or 75°C for 10 minutes or 70°C for 15 minutes.

If you install a commercial dishwasher a mechanical exhaust system may be required over the dishwasher when:

- a. The apparatus has:
 - A total maximum electrical power input of 8kW; or
 - A total gas input exceeding 20MJ/h; or
- b. The total maximum power input to more than one apparatus exceeds:
 - 0.5kW electrical power; or
 - 1.8MJ gas/m² of floor area of the room or enclosure; or
- c. Where the steam is causing condensation on the walls and ceiling.



4.9. General Construction Requirements

A well designed and built food premises will potentially reduce the risk of food contamination. It will improve the ability for effective cleaning and sanitising and future maintenance to be undertaken.

All food premises are required to be designed and constructed to meet the following criteria:

- Appropriate for the purposes for which it is to be used.
- Provide sufficient space for food production and storage of equipment.
- Promote ease of cleaning, sanitising and maintenance.
- Prevent access by and the harbourage of pests.
- Keep out dust, dirt fumes, smoke and other contaminants.

4.10. Grease Traps / Arresters

A grease trap/arrester is a device designed to collect fat, oils and food scraps and prevent this material going down the sewer and blocking drains. Grease traps require cleaning on a regular basis.

The grease trap should be situated outside the building so that cleaning and maintenance can be provided without entering the building. Access to grease traps for emptying should not be through areas where exposed food is handled or stored or where food contact equipment and packaging materials are handled or stored to prevent contamination.

Contact your local water authority to determine if your food premises require a grease trap.

4.11. Hand Washing Facilities for Food Preparation Areas

Hand wash basins must be located and installed in the immediate area of food preparation (including serving areas). These basins should be located in a position that is easily accessible to staff (i.e. not situated behind doors, walls and/or obstructed by other equipment/items). They should be no further than 5 metres (except for the toilet hand basins) from any place where food handlers are handling open food.

The basins size should be no smaller than 11 Litres capacity with minimum dimensions of 500mm x 400mm. They must be provided with an adequate supply of hot and cold water through a single outlet, and provided with warm running water of around 40°C.

They **must** be controlled by a hands free device. Suitable devices are:

- Foot pedal
- Knee lever
- Sensor pad or eye
- Push timer tap

They must be supplied with dispensable soap and single use paper towels or other suitable hand drying equipment.

Note: unless otherwise permitted, wash hand basins shall be free standing and not incorporated into an existing food preparation sink or sink used for cleaning utensils.



4.12. Layout

When designing food preparation areas, the food proprietor must ensure that the entry/exit points are located so that non-food handlers do not have to travel through food preparation areas; that there is adequate space for activities to be conducted on the food premises; and that there is enough storage space.

4.13. Lighting

The Building Code of Australia requires lighting (natural or artificial) to be in accordance with Australian Standard 1680. This means that for health, safety and cleaning purposes all areas including storage rooms, freezers and cool rooms must have adequate light.

For ease of cleaning light fixtures should be recessed into the ceiling or fitted flush to the ceiling. They should be covered with approved shatterproof diffuser covers or sleeves to prevent light globe breakages from contaminating any food products with glass fragments.



4.14. Pest Proofing

Premises must be designed so as to prevent the entry and/or harbourage of rodents, birds, animals and insects.

Gaps under doors and around service pipes are to be eliminated. Doorways must be provided with either:

- A full door fitted with heavy duty self-closer;
- Air curtain;
- A self closing commercial flywire door; or
- Heavy duty plastic strips properly fitted. Strips shall be of a suitable thickness and must span the entire height and width of the doorway.

4.15. Refrigeration

Adequate refrigeration and/or freezer space must be provided for the storage of all perishable food on the premises. Refrigerators/display cabinets need to be able to keep the food at or below 5°C and freezers must keep their food frozen (less than -15°C). Accurate calibrated thermometers in the Celsius scale must be provided.

Cool room and/or freezer room floors must be coved and finished with an appropriate floor material as specified in Table 4.7. They should have internal and external lining surfaces that are capable of being effectively cleansed; provides



4.16. Service Fittings

For easy cleaning and to avoid providing hiding places for pests, all service fittings such as pipes or electrical conduits should either be concealed in walls or fixed on brackets to provide approximately 25mm clearance between the pipe and adjacent vertical surface and 100mm between the pipe and adjacent horizontal surface.

All gaps around service pipes entering or exiting the food preparation area are to be sealed to prevent the entry of pests and vermin. Avoid boxing in exposed pipes as this area provides excellent harbourage for cockroaches and mice.

4.17. Sewage and Wastewater Disposal

All wastewater from the premises (including dishwashers) must be drained directly to the sewer and/or an approved onsite wastewater treatment system.

4.18. Smoke Free Dining

Outdoor dining or drinking areas where there is a roof in place and walls that cover more than 75% of the total notional wall area are required to be smoke free.

Smoking is prohibited in enclosed licensed premises.

Owners of enclosed license premises or an outdoor dining or drinking area must display acceptable "No Smoking" signs to clearly indicate smoke free premises or area.

Note: Please contact Councils Environmental Health Team for a copy of the Smoke Free Guide: Licensed Premises and Outdoor Dining and Drinking Areas and smoke free dining stickers.

4.19. Splashbacks

Splashbacks should adhere directly to the wall so that there is no gaps where cockroaches or other pests could hide or where liquids or food particles etc. could collect. There should not be any fixing screws, cracks or crevices.

Guidelines for Splashback Construction:

- Ideally, splash backs should be carried to a height of 450mm above the bench tops, wash hand basins and similar fittings.
- Splash backs situated behind cooking equipment, such as ovens or fryers should be heat resistant. Stainless steel sheet is the preferred splash back behind commercial cooking equipment laid from the floor junction to canopy, as it is heat resistant and easy to clean. Tiles for example, may fall off due to the heat generated from the cooking process.
- Floor to wall splashbacks are to extend to a height of 1.8 metres.
- Avoid open joints when attaching sheeting materials to walls.
- Architraves, skirting boards, picture rails should be avoided in food preparation areas as they collect dust and add to cleaning duties.
- Suitable Splashback finishes include stainless steel, laminated plastics (Formica, laminex etc) and glazed tiles.



4.20. Storage

Storage areas for the nature of the business must be provided for dry goods, packaging and wrapping materials, and crockery and equipment. All food storage areas must be located so that there is no likelihood of non food items contaminating food or food contact surfaces. All such storage areas should be provided with sufficient shelving ensuring that food will not be stored on the floor.

All food storage areas must be adequately pest proofed to ensure that there is no risk of contamination by pests. This would include ensuring that all dry ingredients are kept in impervious air-tight containers with tight fitting lids on shelves or on castors. Dry goods and/or bulk storage not in impervious containers must be stored at least 250mm above the floor.

Storage facilities for chemicals/cleaning products and equipment, staff personal effects, office supplies and wastes should be kept separate from food storage and preparation areas.

4.21. Storage of garbage and recyclable matter

A separate area with a bin wash facility is to be provided for the storage of rubbish bins and recycling materials.

The storage area is to be paved, graded and drained to the sewer or approved wastewater treatment system. The area should also be provided with a hot and cold water supply.

Any external garbage areas are to be adequately fenced or secured. Facilities for the storage of garbage and recyclable matter must be of an appropriate size to store garbage and recyclable matter on the food premises.

Store the garbage in a sealed receptacle that is impervious and is supplied with a close fitting lid. All storage bins must be capable of being effectively cleaned.

4.22. Toilet facilities

It is recommended that separate toilet facilities are provided for staff and customers, if possible. Where toilets are not provided in the food premises, food handlers **must** have access to toilet facilities.

Hand wash facilities, with hot and cold running water through a single outlet, must be located immediately adjacent or next to the toilet. Disposable paper towel or air hand dryer and liquid hand soap is to be provided at all times.

Toilets are to be constructed in accordance with the Building Code of Australia. The Building Code of Australia provides guidance on what is considered to be an adequate number of toilets and toilet type (e.g. disabled access toilets). For further assistance please seek advice from Council's Building Department.

4.23. Ventilation

Food premises must have adequate mechanical ventilation to effectively remove fumes, smoke, steams and vapours from food premises.

The Building Code of Australia requires equipment to be provided in accordance with Australian Standard 1668.2 for the collection, conveyance and discharge of fumes or vapour from all cooking or food heating appliances and from washing appliances.

A mechanical exhaust system that complies with Australian Standard 1668.2 must be provided for all cooking equipment. A mechanical exhaust system may also be required for commercial dishwashers.

Exhaust hoods shall be provided with approved metal washable dry type grease filters in accordance with Appendix E of Australian Standard 1668.2 – 1991.

Canopies are required to be "boxed in" to the ceiling, so that no ledges or voids between the canopy hood and the ceiling are created.

To determine whether a ventilation system is adequate the following should be considered:

- Does food preparation or other activities (such as cleaning) produce fumes, smoke, steam or any vapours?
- Does the ventilation system remove ALL steam and fumes?
- Are air intakes for 'make-up air' located so they enable 'fresh' air to enter the food preparation area?
- Does the system draw air into 'clean' preparation rooms from areas of the premises where operations generate dust or airborne microbiological contaminants that could cause contamination problems?

If you answered yes to any of the above, mechanical ventilation may be needed. A copy of Australian Standard 1668.2 can be purchased from



4.24. Walls

Walls should be designed and constructed in a way that is appropriate for the activities conducted on the food premises. All walls in food preparation areas are to be of an impervious material to a height of at least 1.8 metres from floor level.

All wall surfaces, including doors and their surrounding fittings in the food preparation, handling and storage areas are required to be smooth, impervious, hard wearing and capable of being readily cleansed. Any intersections between walls and ceilings are to be tightly joined, sealed and dustproof. They must be unable to provide harbourage for pests.

In areas where wall damage is likely to occur, such as behind cooking appliances, food preparation benches and water fixtures; a hardwearing, impact resistant surface such as stainless steel splashback is essential (see section 4.19).

Table 4.24: Suitability of wall surfaces for food premises areas

Finish									Comments
	Wet Areas	Food Preparation	Vegetable Preparation	Servery	Store Room	Chillers/freezers	Bin Store	Eating Areas	
Stainless steel non-slip	✓	✓	✓	✓	✓	✓	✓	✓	Welded joints. Waterproof screw covers
Ceramic tiles	✓	✓	✓	✓	✓	✓	✓	✓	Epoxy grout
Vinyl Sheet	✓	✓	✓	✓	✓	✓	✓	✓	Heat welded joints
Painted Plaster					✓		✓	✓	Smooth finish
Feature brick								✓	
Steel sheet							✓		Welded or sealed joints
Aluminium sheet	✓	✓	✓	✓	✓	✓	✓	✓	Welded or sealed joints
Towelled cement			✓	✓	✓	✓	✓	✓	Polished surface
Wood panelling								✓	Wood sealed
Painted brickwork					✓		✓	✓	Flush joints and solid surfaces
Concrete					✓		✓	✓	Smooth finish, sealed joints
Pre-formed panels	✓	✓	✓	✓	✓	✓	✓	✓	H bar joints mastic sealed. In wet areas/food preparation must be integrated into a dwarf wall or set on plinth.



4.25. Water Supply

There must be an adequate supply of potable water for all activities conducted on the food premises. Where the water source comes from a rainwater tank the proprietor must ensure that the water meets Australian Standards.

Provide an adequate supply of hot and cold water that is sufficient in capacity to enable the business to carry out its operation even during peak operating times (e.g. appropriate volume, temperature and pressure).

4.26. Windows

Windows should be situated away from the food preparation area, as windowsills are capable of gathering dust. Any window that can be opened must be fitted with a fly screen. Louver windows are not permitted.

5. Mobile Food Premises

Vehicles that are used for preparing or selling food are defined as a food premises and must comply with the requirements of a food premises. For the requirements, please see Section 4 - Structural Requirements in this Information Pack.

Mobile Food Vehicles that are not connected to a reticulated water supply will have to ensure that the vehicles are supplied with a potable water source and equipped with water storage tanks that have sufficient capacity for the period of trading. The vehicle should also be fitted with a waste water tank external to the vehicle (capacity of at least 50 Litres). All wastewater must be disposed of at an approved wastewater disposal facility.

Operating permits may be required in certain locations. Please contact Council's Local Laws department for further information.

6. Food Transport Vehicles

Vehicles used to transport food only (e.g. food delivery), must be designed and constructed to protect food from potential contaminants.

7. Home Kitchens

Home kitchens are defined as a food premises and must comply with the requirements of a food premises. For the specific requirements, please see Section 4 – Structural Requirements in this Information Pack.

8. Labelling Packaged Foods

For information on labelling requirements for packaged foods that you may handle and/or prepare such as slices, cakes, jams, preservatives etc, please contact Council's Environmental Health Team for a copy of the "*Home Kitchens / Labelling Guidelines*."

9. Further Information

If you want to know more on how you can comply with the skills and knowledge requirements of the Food Safety Standards, Food Standards Australia New Zealand (FSANZ) has developed a document '*Food Safety: Guidance on skills and knowledge for food businesses - Advice for food businesses on the skills and knowledge requirement of Food Safety Standard 3.2.2*' which can be obtained from their website - www.foodstandards.gov.au or by calling 1300 652 166.

For Further Information Please Contact

Glenelg Shire Council's Environmental Health Team

☎ 5522 2229 or 5522 2246

Email: gandrews@glenelg.vic.gov.au or bporter@glenelg.vic.gov.au

Appendix 1 - Food Safety Supervisor Qualifications & Training

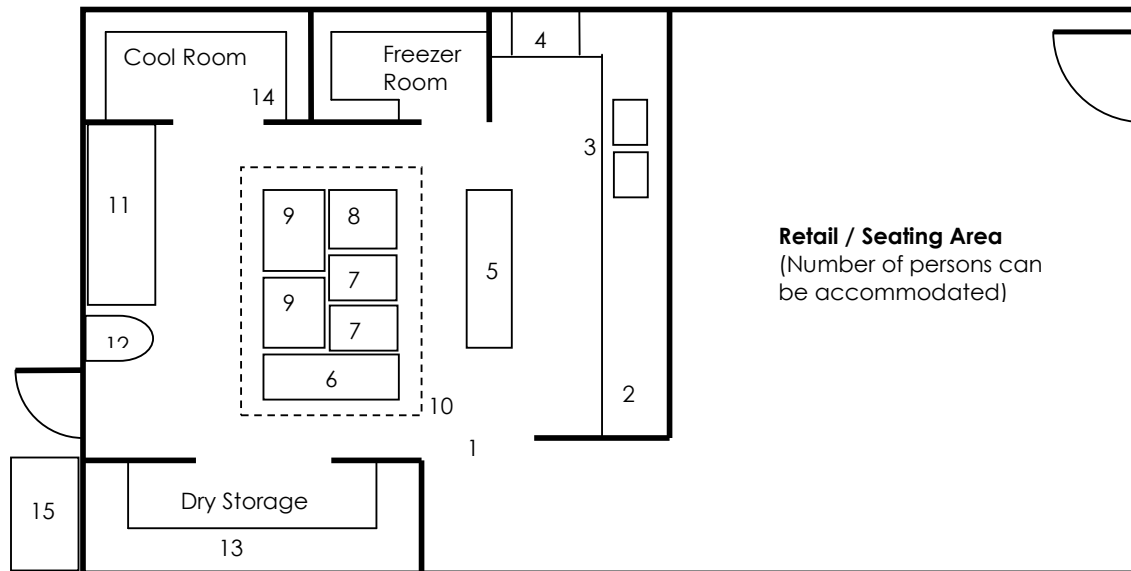
The Food Act define 'Food Safety Competency Standards' as a food safety competency standard approved by a relevant State, National or international statutory or regulatory body. These competency standards are as follows:

Area	Competency Standard
Food Processing Industry	FDFCORFSYA - Follow Work Procedures to Maintain Food Safety & FDFCORFSY2A - Implement the Food Safety Program and procedures
Retail	SIRRFSA001A - Apply Retail Food Safety Practices
Hospitality	SITXOHS002A - Follow Workplace Hygiene Procedures & SITXFSA001A - Implement Food Safety Procedures
Community & Health Services Industry	HLTFS207B - Follow Basic Food Safety Practices & HLTFS310B - Apply and Monitor Food Safety Requirements & HLTS309B - Oversee the Day-to-Day Implementation of Food Safety in the Workplace

The following courses aim to give all Food Handlers access to good quality training and are suitable for any person involved in food preparation.

Education Provider	Phone Number	Email / Web address
South West Tafe	5564 8967	shortcourses@swtafe.vic.edu.au
Westvic Work Force	5521 0700	portland@westvic.org.au
Workskills Portland	5523 1645	admin@workskillsemployment.com.au
CFT International Pty Ltd	1300 665 633	www.cft.com.au

Appendix 2 - Example Floor Plan



1. Vinyl flooring in all food storage and preparation areas. Coved to all vertical surface (min 75mm).
2. Stainless Steel (S.S.) bench top with 300mm laminate splash back. Shelf under fixed on legs. Bottom shelf 150mm clear of floor.
3. Double bowl sink with 300mm laminate splash back.
4. Dish Washer.
5. S.S. bench and shelf under on casters.
6. S.S. bench fixed on legs. Bottom shelf 150mm clear of floor.
7. Double deep fryer on wheels.
8. Grill on legs 150mm high.
9. Stove on legs 150mm high.
10. Exhaust canopy – 150mm clearance from internal edge of grease gutter to external edge of all cooking equipment (must comply with AS 1668). The void between the top of the canopy and the ceiling has been covered / boxed in by stainless steel.
11. S.S. bench top with 300mm splash back. Laminate cupboards under on legs 150mm high.
12. Hand wash basin with 300mm high tiled splash back. Hot and cold water supplied through a common outlet.
13. Laminated shelving 25mm clear of wall.
14. S.S. shelving 25mm clear of wall.
15. Waste Storage / Disposal.

Appendix 3 – Registration Application Checklist

To ensure your application can be processed quickly please check that you have addressed the following issues.


- If you are constructing the premises ensure you obtain approval from the relevant authority prior to commencing work on the premises (e.g. Council Planning and Building approval/s).
- Obtain Food Act Registration Form from Council.
- Develop a Food Safety Plan. See Sections 3.1 and 3.2 for what a Food Safety Plan is and where to obtain one from.
- Obtain Food Safety Supervisor Qualifications. See Section 3.3 and Appendix 1 for further information.
- Develop site plan of premises, detailing the interior layout of the proposed premises. See Appendix 2 for an example floor plan.
- Develop operational procedures for cleaning and sanitising.
- Contact the Business License Centre for information.
- Contact Small Business Victoria for business advice and information.
- Contact the appropriate industry association for advice.

Finally,

- Submit application form, together with a detailed floor plan, Food Safety Plan, Food Safety Supervisor Competency Units, operational procedures for cleaning and sanitising, and the appropriate registration fee and arrange for on-site assessment of premises with Councils Environmental Health Officer.


For Further Information Please Contact

Glenelg Shire Council's Environmental Health Team

 5522 2229 or 5522 2246

Fax: 5522 2290

Email: gandrews@glenelg.vic.gov.au or bporter@glenelg.vic.gov.au

 PO Box 152, Portland 3305

Appendix 4 – Food Premises Construction Policy

1. Purpose

The purpose of this policy is to provide the framework for policy development, planning and resources to be directed at ensuring that food sold by businesses in the Shire is safe and suitable for human consumption.

The Principles underpinning this policy are:

- Consistency and Fairness
 - enforcement of the legislation in an objective, consistent and fair manner;
- Legislative Compliance
 - food businesses will comply with the Food Act and Food Standards Code through implementation of this policy;
- Transparency
 - enforcement activities are open to scrutiny by food businesses and consumers;
- Accountability
 - food safety activities will be undertaken in accordance with this policy and reported on an annual basis to the Victorian Department of Health and the public;
- Risk Based
 - enforcement priorities will be based on the level of risk posed by food businesses and consequences to the consumer;
- Evidence Based Decision Making
 - decisions relating to applications and enforcement action will be based on the assessment of risk and consequences; *and*
- The Precautionary Principle which is based on the understanding that the lack of full scientific certainty should not be used as a reason for postponing measures to prevent threats to consumer health.

2. Objectives

The objectives of this policy are to:

- Ensure that food sold within the Shire complies with the Food Standards Code and is safe for consumption by residents and visitors to the Shire;
- Provide clear and consistent food safety construction guidelines for food proprietors; and
- Assist food business proprietors comply with the relevant legislative requirements.

3. Scope

This policy supports Council's legislative obligations under the Food Act 1984 (as amended) and it applies to all businesses and enterprises that sell food within the Shire regardless of the origin of food's manufacture. 'Sell' is defined by the legislation to include barter, offer, supply, display for sale, transport for sale, prepare, store, deliver, and give away for the purposes of advertisement.

4. Construction – Fixtures and Fittings

4.1. Ceilings

- 4.1.1. Ceilings in food preparation areas must be:
 - Smooth and dust proof
 - Finished with a light coloured, washable paint
- 4.1.2. Acoustic tiles, or drop in panels are **NOT** acceptable over the food preparation and storage areas.

4.2. Drainage

- 4.2.1. All wastewater must be drained to the sewer and/or an approved wastewater treatment system.
- 4.2.2. Wannon Water may need to be contacted to determine if your food premises requires a grease trap. The contact details for Wannon Water are as follows:
Wannon Water
Phone: 1300 926 666 or 1300 WANNON
Fax: 03 5564 7650
Post: PO Box 1158, Warrnambool VIC 3280
Email: info@wannonwater.com.au
- 4.2.3. Grease traps shall not be located in areas where food preparation is undertaken.
- 4.2.4. Access to grease traps for emptying shall not be through areas where exposed food is handled or stored or where food contact equipment and packaging materials are handled or stored.

4.3. Fixtures, Fittings and Equipment

- 4.3.1. Counters, Benches and Shelving
 - 4.3.1.1. To be finished with smooth impervious surfaces free of cracks and crevices and capable of being easily cleansed.
 - 4.3.1.2. If free standing, are to be either easily moved or sited in a fixed position with a minimum horizontal clearance of 150mm to any wall or other fixture or alternatively sealed to the wall or other fixture with a flexible sealing material.
- 4.3.2. Food Preparation Sink
 - 4.3.2.1. A food preparation sink will be required to be installed if processes in your proposed premises include the frequent washing of fresh products such as fruits and vegetables. The sink is to be supplied with hot and cold water.
- 4.3.3. Food storage and display units
 - 4.3.3.1. Raw foods must be kept separate to cooked or ready to eat foods.
 - 4.3.3.2. Sneeze guards must be put in place to protect food from contamination from customers.

- 4.3.3.3. Display cabinets holding foods must be capable of maintaining temperatures as specified in the FSANZ Food Safety Standards.
- 4.3.3.4. Dry goods and/or bulk storage not in impervious containers must be stored at least 250mm above the floor.
- 4.3.4. Hand wash basins must be located and installed so that they are:
 - 4.3.4.1. In the immediate area of food preparation (including serving area). These basins should be located in a position that is easily accessible to staff.
 - 4.3.4.2. Have a basin size no smaller than 11 Litres capacity with minimum dimensions of 500mm x 400mm.
 - 4.3.4.3. Provided with an adequate supply of hot and cold water through a single outlet.
 - 4.3.4.4. Provided with warm running water of around 40°C.
 - 4.3.4.5. Controlled by a hands free device. Suitable devices are:
 - a. Foot pedal
 - b. Knee lever
 - c. Sensor pad or eye
 - d. Push timer tap
 - 4.3.4.6. Not obstructed at any time.
 - 4.3.4.7. Accessible and no further than 5 metres (except for the toilet hand basins) from any place where food handlers are handling open food.
 - 4.3.4.8. Provided with soap and paper towels (single use) or other hand drying equipment.

Note: unless otherwise permitted, wash hand basins shall be free standing and not incorporated into an existing food preparation sink or sink used for cleaning utensils.
- 4.3.5. Refrigeration
 - 4.3.5.1. There must be a sufficient number of refrigeration/freezer units to maintain all perishable foods at temperatures specified in the FSANZ Food Safety Standards.
 - 4.3.5.2. All refrigeration units and freezers should be provided with an efficient thermometer calibrated in the Celsius scale, which is to be externally mounted, together with sufficient lighting.
- 4.3.6. Stoves, Bain-maries, refrigerators, and the like, which cannot be easily moved, need to be:
 - 4.3.6.1. At least 150mm from any wall, unless sealed to the wall with a flexible sealing material.
 - 4.3.6.2. On legs of at least 150mm in height or sealed to the floor on which it stands.
 - 4.3.6.3. Placed as to permit any space above, below, at the sides or behind to be readily accessible for the purpose of inspection and cleaning.
- 4.3.7. Washing up facilities
 - 4.3.7.1. A minimum of one stainless steel **double** bowl sink that has an adequate supply of hot water (77°C) and cold water through a single outlet is required.

- 4.3.7.2. One of these sinks must be large enough for washing the largest bowl, saucepan or pot that will be used in the premises.
- OR ALTERNATIVELY**
- 4.3.7.3. Dishwashers and glass washers can be used to sanitise food contact surfaces and utensils. They shall be capable to undergo a sanitising rinse at 80°C for 2 minutes or 75°C for 10 minutes or 70°C for 15 minutes.
- 4.3.7.4. If you install a commercial dishwasher a mechanical exhaust system may be required over the dishwasher when:
- The apparatus has:
 - A total maximum electrical power input exceeding 8kW; or
 - A total gas input exceeding 20MJ/h; or
 - The total maximum power input to more than one apparatus exceeds:
 - 0.5kW electrical power; or
 - 1.8MJ gas/m² of floor area of the room or enclosure
 - Where the steam is causing condensation on the walls and ceiling.
- 4.3.7.5. A cleaner's sink provided to dispose of sullage water, needs to be installed and supplied with hot and cold water. The cleaner's sink should be placed at an appropriate height for its intended use.
- 4.3.7.6. The cleaner's sink must not be placed in an area where it may compromise food safety.

4.4. Floors

- 4.4.1. Floors in food preparation and storage areas must be smooth, durable and impervious to water, grease, oil, and capable of being effectively cleansed.
- 4.4.2. Coving at floor/wall junctions is required in wet areas and all food preparation areas. The coving material should be extended up the wall or portioned to a height of not less than 70mm.
- 4.4.3. Suitable finishes are:
- Polyvinyl sheeting with welded seams
 - Sealed quarry tiles
 - Ceramic tiles
 - Epoxy resin
 - Steel towelled case hardened concrete
 - Commercial grade vinyl tile
- 4.4.4. Cool room and/or freezer room floors must be coved and finished with an appropriate floor material as per 4.2.3.
- 4.4.5. In any room, where liquid is likely to be spilled or where, due to the nature and volume of the work carried out, large amounts of water are required for cleaning, the floor may need to be graded and drained to an outlet in accordance with building and plumbing regulations.

4.5. Food Vehicles

- 4.5.1. Food vehicles must comply with the FSANZ "Safe Food Australia" Standard 3.2.3.

4.6. Garbage Provision

- 4.6.1. A separate storage area with bin wash facility is to be provided for the storage of garbage bins and recycling materials.
- 4.6.2. The storage area is to be:
 - Paved, graded and drained to the sewer or approved wastewater treatment system; *and*
 - Provided with a hot and cold water supply.
- 4.6.3. Any external garbage areas are to be adequately fenced or secured.

4.7. General

- 4.7.1. The construction and finishing of all surfaces and fittings must be completed in a professional, workman-like manner.
- 4.7.2. The premises are to be designed and constructed so as to eliminate inaccessible spaces and ensure that the premises can be effectively cleansed.
- 4.7.3. All equipment must be designed, constructed, and if fixed, installed in such a manner that cleaning can take place effectively using normal or routine cleaning methods.
- 4.7.4. The premises must be designed and/or constructed to ensure that the premises do not afford harbourage to insects, birds or vermin.
- 4.7.5. The premises is to be designed to avoid the use of skirting boards, cornices, picture-rails or any other unnecessary sills or ledges which attract dust and hinder cleaning.
- 4.7.6. Grouting to any tiled areas must be brought up flush to the surface of the tile.

4.8. Lighting

- 4.8.1. Adequate natural or artificial light sufficient to carry out the processes conducted must be provided to comply with Australian Standard 1680.
- 4.8.2. Shatterproof diffuser covers or sleeves are required for all light fittings, to prevent contamination of foodstuffs in the event of breakage.

4.9. Pest Proofing

- 4.9.1. Premises must be designed so as to prevent the entry and/or harbourage of rodents, birds, animals and insects.
- 4.9.2. Gaps under doors and around service pipes are to be eliminated.
- 4.9.3. Doorways must be provided with either:
 - A full door fitted with heavy duty self-closer;
 - Air curtain;
 - A self closing commercial flywire door; or
 - Heavy duty plastic strips properly fitted. Strips shall be of a suitable thickness and must span the entire height and width of the doorway.

4.10. Service Pipes

4.10.1. Service pipes, conduits and electrical wiring shall be concealed in floors, walls or ceilings or fixed on brackets so as to provide at least 25mm clearance between the pipe and adjacent vertical surface and 100mm between the pipe and adjacent horizontal surfaces.

4.11. Smoke free Dining

4.11.1. Outdoor dining or drinking areas where there is a roof in place and walls that cover more than 75% of the total notional wall area are required to be smoke free.

4.11.2. Smoking is prohibited in enclosed licensed premises.

4.11.3. Owners of enclosed licensed premises or an outdoor dining or drinking area must display acceptable "No Smoking" signs to clearly indicate smoke free premises or areas.

Note: Please contact Councils Environmental Health Team for a copy of the Smoke free guide: licensed premises and outdoor dining and drinking areas and smoke free dining stickers.

4.12. Storage

4.12.1. Storage areas adequate for the nature of the business must be provided for:

- Dry goods;
- Packaging and wrapping materials; *and*
- Crockery and equipment.

4.12.2. Storage areas separate from food must be provided for:

- Cleaning products and equipment;
- Staff clothing and personal items;
- Office supplies; *and*
- Wastes.

4.13. Toilet Facilities

4.13.1. It is recommended that separate toilet facilities are provided for staff and customers, if possible.

4.13.2. Hand washing facilities with hot and cold water through a single outlet, soap and suitable drying facilities must be provided in the immediate vicinity of the toilet.

4.13.3. Where toilets are not provided within the food premises (such as in a shopping centre), food handlers **must** have access to toilet facilities that meet the above requirement.

4.13.4. Refer to the Building Code of Australia (BCA) for guidance on appropriate ratios of toilets to staff and customers.

4.14. Ventilation

- 4.14.1. Adequate mechanical ventilation for the nature of the business must be provided.
- 4.14.2. A mechanical exhaust system that complies with Australian Standard 1668, the use of Mechanical Ventilation and Air Conditioning in Buildings must be provided for all cooking equipment.
- 4.14.3. Exhaust hoods shall be provided with approved metal washable dry type grease filters in accordance with Appendix E of Australian Standard 1668.2 1991.
- 4.14.4. A mechanical exhaust system may also be required for commercial dishwashers.
- 4.14.5. Canopies are required to be "boxed in" to the ceiling, so that no ledges or voids between the canopy hood and the ceiling are created.

4.15. Walls

- 4.15.1. Walls in food preparation areas, wet areas and areas where unpackaged food is stored, must be smooth, durable, impervious to water or grease and readily washable.
- 4.15.2. Suitable finishes are:
 - Ceramic tiles
 - Stainless steel sheeting
 - Smooth finished laminates
- 4.15.3. Other food storage areas must have finishes that are smooth, non-absorbent and able to be readily cleansed.
- 4.15.4. Food preparation areas are to be durable and surfaced with an imperious material to a height of about 1.8 meters from the floor level.

4.16. Water Supply

- 4.16.1. Potable water (water that is acceptable for human consumption) must be provided to a food premises. Water must be provided at the appropriate volume, temperature and pressure to meet the needs of the establishment.

5. Records Management

All Council records created and managed as a result of implementing this policy will be managed in accordance with the Council's Records Management Policy.

The Records Management Policy assigns responsibilities for records management to employees, supervisors, volunteers and other specific positions.

No Council records are to be destroyed without consideration of the requirements of the Act(s) that govern the functions relevant to this policy. Prior to destruction, advice must be sought from the Records Management Unit, with consideration to the requirements of the appropriate Retention and Disposal Authority (RDA).