



WARRNAMBOOL  
CITY COUNCIL

# Food Premises Information Pack



# **TABLE OF CONTENTS**

## **PAGE**

<b>1.</b>	<b>Introduction.....</b>	<b>3</b>
<b>2.</b>	<b>Starting a Food Business.....</b>	<b>3</b>
2.1	Where do I Start? .....	3
2.2	Who Do I Register With.....	3
2.3	Risk Classification.....	3
<b>3</b>	<b>Registration Requirements: .....</b>	<b>4</b>
1.	External Permits and/or Requirements.....	4
2.	Submission of New Food Premises Application Form.....	4
3.	Additional Food Act Registration Requirements.....	5
4.	Inspections.....	6
5.	Final Inspection and Completing the Registration Process.....	6
<b>4</b>	<b>Structural Requirements.....</b>	<b>7</b>
4.1	Ceilings.....	7
4.2	Cleaners/Chemical Sink.....	7
4.3	Construction Materials.....	7
4.4	Counter, Benches and Shelving.....	7
4.5	Coving .....	8
4.6	Fixtures, Fittings and Equipment.....	8
4.7	Floors.....	9
4.8	Food Preparation Sink and Washing Up Facilities.....	10
4.9	General Construction Requirements.....	11
4.10	Hand Washing Facilities for Food Preparation Area.....	11
4.11	Layout.....	12
4.12	Lighting.....	12
4.13	Pest Proofing.....	13
4.14	Refrigeration.....	13
4.15	Service Fittings.....	13
4.16	Sewage and Wastewater Disposal.....	13
4.17	Greases Traps / Arrester .....	14
4.18	Smoke Free Dining.....	14
4.19	Splashbacks.....	14
4.20	Storage.....	15
4.21	Storage of Garbage and recyclable Matter.....	15
4.22	Toilet Facilities .....	15
4.33	Ventilation.....	16
4.23	Walls.....	17
4.24	Water Supply.....	18
4.25	Windows.....	18
<b>5</b>	<b>Temporary and Mobile Food Premises.....</b>	<b>18</b>
5.1	Mobile Food Premises.....	18
5.2	Temporary Food Premises.....	18
5.3	Registration.....	18
5.4	Community Groups.....	19
5.5	Statements of Trade.....	19
5.6	Vending Machines.....	19
5.7	Water Transport Vehicles.....	20
<b>6</b>	<b>Food Transport Vehicles.....</b>	<b>20</b>
<b>7.</b>	<b>Home Kitchens.....</b>	<b>20</b>
<b>8.</b>	<b>Labelling Packaged Foods.....</b>	<b>20</b>
<b>9.</b>	<b>Street Number.....</b>	<b>20</b>
<b>10.</b>	<b>Further Information.....</b>	<b>20</b>
Appendix 1	Council Departments and External Agencies.....	21
Appendix 2	Food Safety Supervisor Qualifications and Training.....	22
Appendix 3	Example Floor Plan.....	23
Appendix 4	Registration Application Checklist.....	24

## 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.

### 2.2 Who Do I Register With?

If your business.....	Then the food regulator you contact is.....
...is a butcher, or is a meat or chicken processor, or makes smallgoods, or transports meat of fresh chicken, or sells only fresh chicken	PrimeSafe <b>Phone:</b> (03) 9685 7333 <b><a href="http://www.primesafe.vic.gov.au">www.primesafe.vic.gov.au</a></b>
...sells, transports, prepares or processes mainly fish or seafood (such as a fishmonger)	PrimeSafe <b>Phone:</b> (03) 9685 7333 <b><a href="http://www.primesafe.vic.gov.au">www.primesafe.vic.gov.au</a></b>
...is a dairy farm, a dairy manufacturer, a dairy distribution business, or a dairy food carrier (such as a milk tanker)	Dairy Food Safety Victoria <b>Phone</b> (03) 9810 5900 <b><a href="http://www.dairysafe.vic.gov.au">www.dairysafe.vic.gov.au</a></b>
...sells, makes, transports, or prepares other foods or a range of foods	Your local Council
...operates from a temporary or mobile food premises (such as a hot dog or ice-cream van) across several different Council areas, operates a private drinking water carter or owns a food vending machine	Register with Principal Council on the Statewide system Stretrader (allows temporary and mobile food operators, private drinking water carters and food vending machine operators to register or notify Council, renew their registration, and lodge their statements of trade online).

**\*NOTE:** If other services in addition to food are to be provided, such as accommodation, hairdressing, beauty therapy or body piercing procedures, registration with Council under other relevant legislation will be required.

### 2.3 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.

## **3. Registration Requirements**

At Warrnambool City Council, all food premises are registered annually from January 1<sup>st</sup> to December 31<sup>st</sup>. 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. To register, follow these 5 steps:

***\*NOTE: 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.***

### **1. External Permits and/or Requirements**

Prior to making an application to Council's Environmental Health Department, enquires should be made to additional departments and external sources (see Appendix 1) including:

- Council's Statutory Planning Department for requirements of Council's Planning Scheme, such as change of use permits, seating, signage, table service and possible car parking provisions;
- Council's Building Department or a private building surveyor for requirements regarding lighting, ventilation, toilets and disability requirements which are covered by the Building Code of Australia;
- Wannon Water for trade waste agreements and grease trap requirements.

## 2. Submission of New Food Premises Application and Plans

You must arrange a meeting with Council's Environmental Health Officer to discuss your proposed food premises. Complete the Application for a New Food Premises (available online or from Council's City Assist) and submit a detailed floor plan of your proposal drawn to scale of not less than 1:1000 on A4 or A3 size paper (See Appendix 2).

## 3. Additional Food Act Registration Requirements

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

Class	Food Safety Program	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.

**Food Safety Program** - Class 1 and Class 2 food businesses are required to have a Food Safety Program 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.

### Where Can I get a Food Safety Program?

**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.

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](http://www.health.vic.gov.au/foodsafety/bus/auditing.htm)

**Class 2** – You can download the Department of Health's Food Safety Program Template for Class 2 Retail and Food Service Businesses (No.1, Version 3) from <http://www.health.vic.gov.au/foodsafety/bus/templates.htm>. If you are unable to do so please contact the Environmental Health Unit at Council for assistance.

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.

## 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 2.

## 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. Inspections**

You may request the Environmental Health Officer to undertake an on-site inspection any time throughout your premises development. We encourage food business operators and /or builders to work closely with your Environmental Health Officer at all stages of construction.

## **5. Final Inspection and Completing the Registration Process**

A final inspection is mandatory prior to the Certificate of Registration being granted. Approval to operate is dependent on the following items:

- Application for New Food Premises is lodged with Council
- 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 3) is lodged with Council
- Payment of applicable registration fee
- Lodgement/citing of Food Safety Program
- Statement of Attainment for the Food Safety Supervisor is lodged with Council

***\*NOTE: It is unlawful to commence trading without a Certificate of Registration under the Food Act of Victoria 1984***

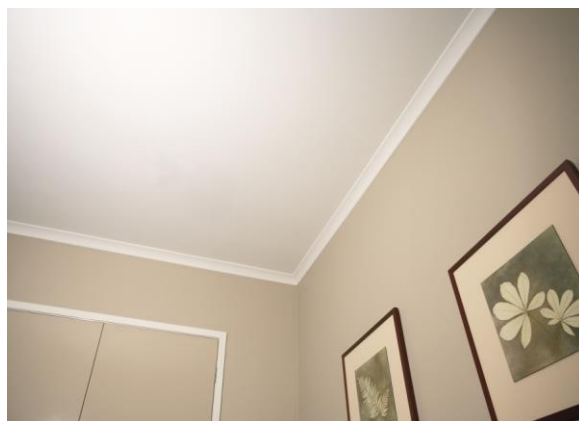


## 4. Structural Requirements

### 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.

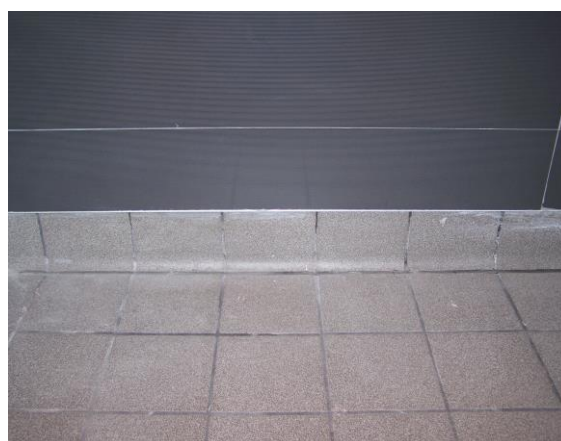
Any unpackaged food that is on display in the retail area must have sneeze guards in place to protect food from contamination by customers.



#### 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 must 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 using concavely rounded coving material. Seal the coving securely to the floor and wall. Where vinyl or similar sheeting is used and the flexible sheeting is laid to form the cove, a solid preformed coving support must be installed beneath the sheeting.

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.

**\*See section 4.5 for coving details.**



**Table 4.7: Suitability of floor finishes for food premises areas**

Finish	Wet Areas	Food Preparation	Vegetable Preparation	Servery	Store Room	Chillers/freezers	Bin Store	Eating Areas	Comments
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.

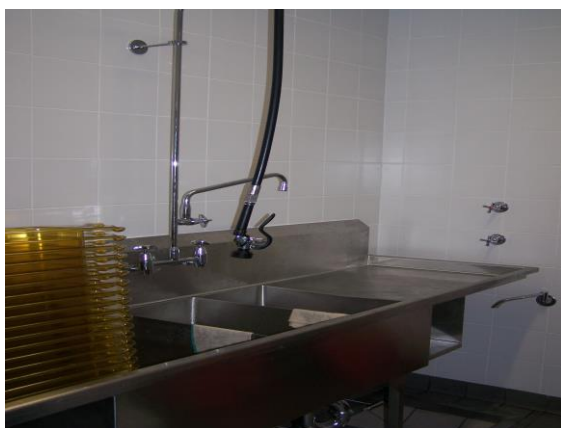
### Washing up Facilities

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/m<sup>2</sup> 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. Hand Washing Facilities for Food Preparation Areas**

**These are to 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).
- within areas where food handlers work if their hands are likely to be a source of contamination of food;
-

### Construction

- Permanent fixtures;
- Supplied with an adequate supply of hot and cold water through a single outlet, and provided with warm running water;
- of a size that allows easy and effective hand washing;
- clearly designated for the sole purpose of washing hands, arms and face;
- **Must** be controlled by a hands free device such as:
  - Food pedal
  - Knee lever
  - Sensor pad or eye
  - Push timer tap
  - Flick mixer tap
- Sealed to a wall and be provided with an impervious splashback
- 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.



### 4.11. Layout

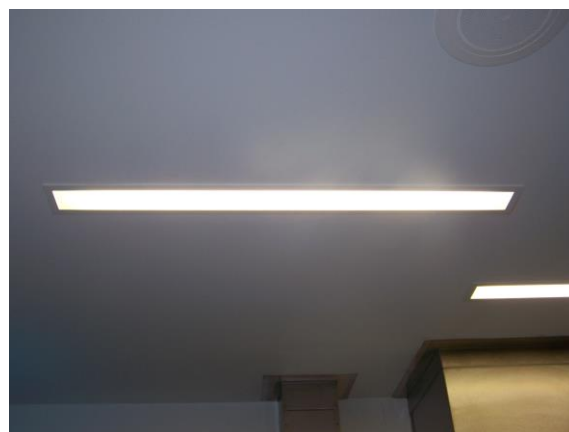
When designing food preparation areas, the food proprietor must ensure that the entry/exit points are located so that non-food handlers do not have to travel through food preparation areas; that there is adequate space for activities to be conducted on the food premises; and that there is enough storage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

### 4.12. 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.





#### 4.13. 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.

#### 4.14. 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 sufficient insulation; and are resistant to damage by moisture. Examples of such materials include aluminium, stainless steel and Colorbond type insulation panels.



#### 4.15. 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.

#### 4.16. 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.

#### 4.17. 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 Wannon Water authority to determine if your food premises require a grease trap.

#### 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.

***No waste water from cleaning the bins is to be disposed of down stormwater drains.***

#### 4.22. Toilet Facilities

Provision of sanitary facilities for staff (and sometimes customers) 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.

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.

#### 4.33 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 such as deep fryers, hot plates, ovens and doughnut machines. A mechanical exhaust system may also be required for commercial dishwashers.

**Generally, cooking appliances exceeding 8kW of electrical power or 29 megajoules of gas are required to be provided with a commercial exhaust ventilation system (refer to appliance ratings or manufacturers specifications).**

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. Where a canopy is unable to be “boxed in”, it must be designed so that it has no right angles (i.e. a 40° maximum angle is taken from the ceiling).

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 [www.saiglobal.com.au](http://www.saiglobal.com.au)

*\*Consideration should be given to the mechanical exhaust ventilation discharge outlet and noise the system will generate to prevent nuisance to adjoining properties.*



#### 4.23. 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	Wet Areas	Food Preparation	Vegetable Preparation	Servery	Store Room	Chillers/freezers	Bin Store	Eating Areas	Comments
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.



#### 4.24. 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).

#### 4.25. 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. Temporary and Mobile Food Premises

#### 5.1 Mobile Food Premises

Mobile Food Premises are vehicles such as vans, trailers or carts used for preparing and selling food 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.

#### 5.2 Temporary Food Premises

Temporary Food Premises are temporary stalls or tents from which food is sold, such as at a market or festival. It can be a structure that is not permanently fixed to a site at both indoor or outdoor events or the occasional use of a hall or pavilion. Covered stalls consist of the roof and three sides being covered with plastic sheeting, vinyl or other approved material. Uncovered stalls consist of tables or trestles and shall only be used for low-risk pre-packaged food.

#### 5.3 Registration

Streatrader is a new website that allows statewide registration and notification of the above food businesses. You no longer need to fill out paperwork for multiple Councils where you operate.



Just apply online with your principal Council - identified where you:

1. Prepare food before trading; or
2. Store food before trading

If you don't do either of these, your principal Council is where you:

1. Store equipment for your stall or tent; or
2. Garage your vehicle

To register, go to the *Streatrader* website – <https://streatrader.health.vic.gov.au>. You will be directed to Business Victoria Online, where you will create your login. Once your login details are complete you will automatically enter the *Streatrader* website

*Streatrader* will guide you through the questions regarding your food handling processes to determine your classification. Once you have completed the form, hit the lodge button. Council will assess your application and issue a registration certificate accordingly.

**\*NOTE** You will need to comply with any roadside trading or planning laws in the Council where you plan to trade.

#### 5.4 Community Groups

The statewide registration also applies for Community Groups and not-for-profit organisations.

If the Temporary Food Application is for a community Group, members of the group are allowed to make food at home and donate that food to the event. They do not need to register at home if they are not getting reimbursement of any part of the profit.

**If you are a not-for-profit group conducting a once only event within the Warrnambool City Council please contact Council's Environmental Health Unit on (03) 5559 4800.**

#### 5.5 Statements of Trade (SOTs)

Once you have received your statewide registration certificate, you must inform all relevant Councils about your trading intentions. At least 5 days before trading, you must lodge a Food Act Statement of Trade (SOT).

This is completed by logging into your *Streatrader* account and clicking on 'Lodge SOT'. Once you have entered the applicable information, *Streatrader* will notify the relevant Council of your intended trading dates.

For more information email [Streatrader@health.vic.gov.au](mailto:Streatrader@health.vic.gov.au) or phone 1300 085 767 or contact Warrnambool City Council's Environmental Health Unit on 5559 4800.

#### 5.6 Vending Machines

A food vending machine is a machine from which there is an automated sale of food without any attention or intervention by the seller at the time of sale. Usually money is paid into the machine. These machines are often located in public places. For further information about your requirements, please contact Council's Environmental Health Department.

## **5.7 Water Transport Vehicles**

Water carters that deliver water for human consumption, or for purposes connected with human consumption, are required to be registered under the Food Act. For further information about your requirements, please contact Council's Environmental Health Department.

## **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 "*Labelling Guidelines Information Pack*".

## **9. Street Number**

In accordance with the Warrnambool City Council Local Laws requirements, street numbers are to be prominently displayed above or near the front door in letters of a contrasting colour and a minimum size of 100mm.

## **10. 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](http://www.foodstandards.gov.au) or by calling 1300 652 166.

## Appendix 1 – Council Departments and External Agencies

LIST OF COUNCIL DEPARTMENTS – ☎ 5559 4800		
Planning	Zoning / Land Use Planning Scheme e.g. <ul style="list-style-type: none"><li>- Change of use permits</li><li>- Seating</li><li>- Signage</li><li>- Table service</li><li>- Possible car parking provisions</li></ul>	
Building	Permits for works Requirements of Building Code of Australia e.g. <ul style="list-style-type: none"><li>- Lighting</li><li>- Ventilation</li><li>- Toilets</li><li>- Disability requirements</li></ul>	
Economic Development	'Starting a business' brochure Referral to government departments Access to demographic / statistical information Small business training & workshops	
Local Laws	Outdoor dining A-frame footpath signs	
Environmental Health	Construction & fit-out of food premises Registration under Food Act 1984	
LIST OF OTHER AGENCIES		
Wannon Water Authority	Grease Traps Trade Waste Agreements	☎ 1300 926 668
Australian Securities and Investments Commission (ASIC)	Business Name Registration	www.asic.gov.au
Victorian Commission for gambling and Liquor Regulation	Liquor Licence Applications	☎ 1300 650 367
LIST OF USEFUL WEBSITES		
Food Safety (Victoria)	www.health.vic.gov.au/foodsafety	
Food Standards Australia New Zealand	www.foodstandards.gov.au	
Department of Health website	www.health.vic.gov.au	
Streatrader	https://streatrader.health.vic.gov.au	
Victorian Legislation	www.legislation.vic.gov.au	

## Appendix 2 - Food Safety Supervisor Qualifications & Training

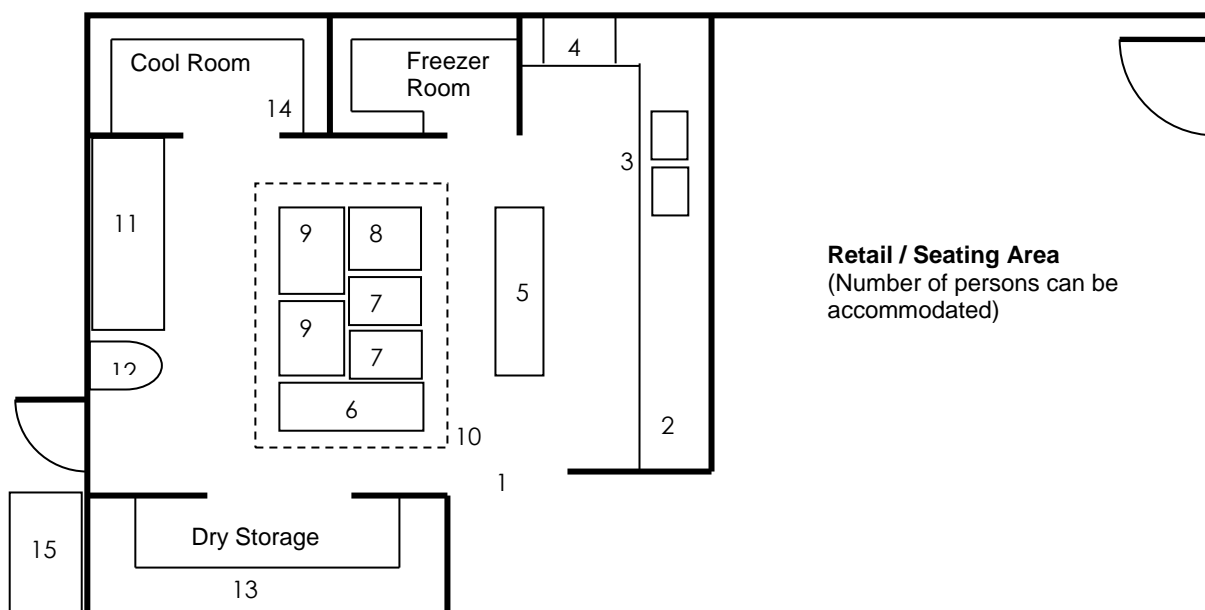
The Food Act define 'Food Safety Competency Standards' as a food safety competency standard approved by a relevant State, National or international statutory or regulatory body. These competency standards are as follows:

Area	Competency Standard
<b>Food Processing</b> Businesses such as food product manufacturers, breweries and wineries.	FDFFS2001A 'Implement the food safety including flour mills, canneries, packers, backers, program and procedures'
<b>Retail</b> Businesses such as supermarkets, convenience stores, grocers and delicatessens. Take away and fast food businesses can be considered either retail or hospitality food businesses.	<b>SIRRFSA001</b> 'Apply retail food safety practices' <b>OR</b> Use both units from the Hospitality Sector below Previous course codes: <b>WRRLP6C</b> 'Apply retail food safety practices'
<b>Hospitality</b> Businesses such as restaurants, cafes and hotels. Take away and fast food businesses can be considered either retail or hospitality food businesses.	<b>SITXFSA001</b> 'Use hygienic practices for food safety; and, <b>SITXFSA002</b> 'Participate in safe food handling practices' Previous course codes: <b>SITXFSA001A</b> 'Implement food safety procedures' <b>SITXOHS002A</b> 'Follow workplace hygiene procedures' Previous course codes: <b>THHGHS01B</b> "Follow workplace hygiene procedures" <b>THHBCC11B</b> 'Implement food safety procedures' <b>OR</b> use the unit from the Retail sector, above.
<b>Health &amp; Community Services</b> Businesses such as hospitals, childcare centres, nursing homes, hostels, and Meals on Wheels services.	<b>HLTFSE001</b> 'Follow basic food safety practices'; and, <b>HLTFSE005</b> 'Apply and monitor food safety requirements'; and, <b>HLTFSE007</b> 'Oversee the day-to-day implementation of food safety in the workplace' Previous course codes: <b>HLTFS7A</b> 'Follow basic food safety practices' <b>HLTFS10A</b> 'Apply and monitor food safety requirements' <b>HLTFS9A</b> '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	Web address
South West Tafe	5564 8911	<a href="http://www.swtafe.edu.au">www.swtafe.edu.au</a>
Australian Vocational Training and Educational Services (AVTES)	1300 764 418	<a href="http://www.avtes.com.au">www.avtes.com.au</a>
Southern Grampians Adult Education (SGAE)	5562 6099	<a href="https://sgae.vic.edu.au/home">https://sgae.vic.edu.au/home</a>
CFT International Pty Ltd	1300 665 633	<a href="http://www.cft.com.au">www.cft.com.au</a>

## Appendix 3 - 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 4 – 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 2 for further information.*
- ☐ Develop site plan of premises, detailing the interior layout of the proposed premises. *See Appendix 3 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  
Warrnambool City Council's Environmental Health Team**

**☎ 5559 4800**

**Fax: 559 4900**

**✉ PO BOX 198 Warrnambool, VIC 3280**

**Website: [www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au)**