



WARRNAMBOOL  
CITY COUNCIL

# Labelling Guidelines Information Pack



# Table of Contents

Page

<b>1. Introduction</b> .....	3
<b>2. Labelling Compliance</b> .....	3
<b>3. Nutritional Information Requirements and Exemptions</b> .....	4
<b>4. General Labelling Requirements</b> .....	4
4.1 Name of Food.....	4
4.2 Lot Identification .....	4
4.3 Name & business address in Australia (or New Zealand) of the supplier .....	5
4.4 Mandatory warning and advisory statements and declarations .....	5
4.5 Ingredient listing .....	5
4.6 Date marking .....	5
4.7 Directions for use or storage.....	6
4.8 Nutritional Information Panel .....	6
4.9 Percentage Labelling (characterising ingredient/s and component/s) .....	7
4.10 Country of origin .....	7
4.11 Legibility Requirements .....	7
<b>5. Small Package Labelling Requirements</b> .....	7
5.1 Name of Food.....	7
5.2 Nutritional Claims .....	7
5.3 Mandatory warning and advisory statements and declarations .....	7
5.4 Legibility Requirements .....	8
<b>6. Storage Jars where the products are not made on the premises</b> .....	8
<b>7. How to Sterilize Bottles / Jars and Utensils</b> .....	8
<b>8. Packaged Ice</b> .....	9
<b>9. Egg Sales</b> .....	9
9.1. When to label? .....	9
9.2. Egg Cartons .....	10
<b>10. Further Information</b> .....	10
<b>Appendix A – Advisory Statements</b> .....	11
<b>Appendix B – Labelling Requirements</b> .....	12
<b>Appendix C – Labelling Requirements for Packaged Ice</b> .....	13
<b>Appendix D – Egg Labelling</b> .....	14

## 1. Introduction

In Australia, all food labels must conform to the Australia New Zealand Food Standards Code. Food labels provide information to customers with basic information about what is in the food they eat and how to best handle it. They allow customers to make safe and healthier choices by informing of:

- Which nutrients, in what amounts, are in a product;
- If a food contains food allergens;
- If the food is fresh or out of date;
- How to store, prepare or cook the food;
- What product ingredients are in the food; *and*
- Where the food was produced and by which company.

This following information explains the labelling requirements for food for retail sale and food for catering purposes.

Food for retail sale means food for sale to the public and food for catering purposes means those foods for use in restaurants, canteens, schools, caterers or self catering institutions, where food is prepared or offered for immediate consumption.

Packaged foods that are for retail sale or for catering purposes are required to have a label that sets out all the relevant information that is required by the code.

This guide provides a brief summary of the general labelling requirements. You must also read the Food Standards Australia New Zealand (FSANZ) user guide for an overview of food labelling, available on the FSANZ website for more detailed information on general labelling requirements.

## 2. Labelling Compliance

Council's Environmental Health Officer will assess whether you are meeting the FSANZ labelling requirements as part of the regular visits to your food premises.

The Food Standards Code states that all food labels must identify the following information:

- Name and description of the food
- Identification of the lot number (food recall information)
- Name and Australian street address of the supplier of food (food recall Information)
- List of ingredients
- Date mark
- Nutrition information panel (NIP)
- Country of origin of the food
- Warning and advisory statements

Under the *Food Act 1984*, it is an offence not to meet the labelling requirements.

### 3. Nutritional Information Requirements and Exemptions

The label on a package of food must include a nutritional information panel except where the food is:

- The food is other than in a package (for example in a display cabinet);
- The food in an inner package not designed for sale without an out packaged that shows the required information;
- The food is made and packaged on the premises from which it is sold (for example, a sandwich made and packaged on the premises);
- The food is in a package with a surface area of less than 100cm<sup>2</sup> (providing there are no nutritional claims);
- food is packaged in the presence of the purchaser (for example, hot chips or pies);
- The food is whole or cut fresh fruit and vegetables in packages that do not obscure the nature or quality of the fruit or vegetables;
- The food is delivered, packaged and ready for consumption, at the express order of the purchaser; *and*
- The food is sold at a fund raising event.

Where these general exceptions apply to *genetically modified foods, irradiated food, fermented communicated manufactured, and processed meats, kava, royal jelly or foods containing offal* then written information defined in the Code must be shown on the label.

It is important to note that a combination of exempt foods is not exempt from the requirement to carry a panel. For example, a package of meat coated with herbs and spices would be required to carry a panel. These exemptions only apply when the food is present on its own.

All other packaged of food products must adhere to the requirements in Section 4.

**\*NOTE** *Even though a food may be exempt from bearing a label, the proprietor is still required to be able to provide relevant information if requested to do so.*

### 4. General Labelling Requirements

The label on a package of food for retail sale or for catering purposes generally **MUST** include the following essential information:

#### 4.1 Name of Food

The label on a package of food must include a name or a description of the food in order to be able to identify the food in question in accordance with Standard 1.2.2. The name or description chosen should be specific enough to differentiate it from other foods and should represent the true nature of the food. Labels must tell the truth and not be misleading.

#### 4.2 Lot Identification

In the event of a food recall, labels must have a lot mark that can identify the batch from which the food was manufactured. It should be able to identify the premises where the food was packed and/or prepared.

### 4.3 Name & business address in Australia (or New Zealand) of the supplier

A supplier's name and their **full** business address in Australia or New Zealand are required on the label on a package of food. The term 'supplier' includes the packer, manufacturer, vendor or importer of the food. A business address means the location of the premises from which a business is being operated, and includes the street number, the street name, the town or suburb and, in Australia, the state or territory. A post office box address is not sufficient.

### 4.4 Mandatory warning and advisory statements and declarations

Mandatory advisory statements and declarations must be displayed when certain foods or foods containing certain substances are used. Warning statements must be typed in a size no less than 3mm. Please refer to Appendix A to view the list of foods (column 1) that are required to have a Mandatory advisory statement and declaration (column 2).

The presence of any of the following substances must be declared:

- Cereals containing gluten and their products namely wheat, rye, barley, Oats and spelt and their hybridised strains other than where these substances are present in beer and spirits.
- Crustacea and their products.
- Egg and egg products.
- Fish and fish products.
- Milk and milk products.
- Tree-nuts and sesame seeds and their products.
- Peanuts and soybeans, and their products.
- Added Sulphites in concentration of 10mg/Kg or more.

### 4.5 Ingredient listing

The label of a food package must list all the ingredients and compound ingredients used in the manufacture of the food, unless specifically exempted. They must be listed according to their common name and must be listed from greatest to smallest order of ingoing weight. For guidance on the labelling of ingredients see Standard 1.2.4 - [www.foodstandards.gov.au](http://www.foodstandards.gov.au)

### 4.6 Date marking

Food must be date marked. The label on a package must include:

- Its use-by date, where the food should be consumed before a certain date – must use the words '**Use By**'; *or*
- Its best-before date – must use the words '**Best Before**'.

A '**Use By**' date is the last date on which the food may be consumed safely, provided that has been stored in accordance with any stated storage conditions. After this date, the food should not be consumed because of health or safety reasons. Food date-marked with a 'Use By' date cannot be sold after this date, as the food may no longer be safe. There are few foods that will be required to be labelled with 'Use By' date.

A 'Best Before' date is the last date on which a food can be expected to retain all of its quality attributes (taste, colour, texture and flavour) provided that it has been stored in accordance with any stated storage conditions. A food that has passed its 'Best Before' date for up to 2 years may still be perfectly safe to consume, but its quality may have diminished. Food date marked with a 'Best Before' date can be sold after this date, provided the food is not damaged, deteriorated or perished. The best-before date and use-by date must consist at least of:

- The day and the month for products with a best-before or use-by date of not more than 3 months (e.g. 3 Oct or 3 10; 3 10 13 or 3 Oct 13); *or*
- The month and the year for products with a best-before date or use-by date of more than 3 months (e.g. Oct 13 or 10 13; 3 10 13 or 3 Oct 13).

**NOTE:** It is an offence under New Zealand and Australian State and Territory Food Acts to sell food that is damaged, deteriorated or perished at any time regardless of whether the food is within its specified date mark or not.

#### 4.7 Directions for use or storage

The label on a packaged food must include directions for the use or storage of the food, where the food is of a nature as to warrant such directions for reasons of health and safety. For example: "Refrigerate after opening". This information is required for the food product to remain safe until its 'Use-by' or 'Best Before' date.

#### 4.8 Nutritional Information Panel

A nutritional information panel must be displayed in a certain format. It should include the energy, protein, fat, saturated fat, carbohydrates, sugars and sodium content in the food. The average energy content and average, minimum or maximum quantities of nutrients and biologically active substances must be expressed in the panel to not more than three significant figures. Below is an example of the appropriate format (unless otherwise prescribed in the *Food Standards Code Standard 1.2.8*):

NUTRITION INFORMATION		
Servings per package: (insert number of servings)		
Serving size: g (or mL or other units as appropriate)		
	Quantity per Serving	Quantity per 100g (or 100mL)
Energy	kJ (Cal)	kJ (Cal)
Protein	g	G
Fat, total	g	g
– saturated	g	g
Carbohydrate	g	g
sugars	g	g
Sodium	mg (mmol)	mg (mmol)
(insert any other nutrient or biologically active substance to be declared)	g, mg, µg (or other units as appropriate)	g, mg, µg (or other units as appropriate)

Food Standards Australia New Zealand have developed a Nutritional Panel Calculator to provide food manufacturers with the ability to readily calculate the average nutrient content of their foods and to prepare a nutritional information panel as required by the Code. The Nutritional Panel calculator can be found at: <http://www.foodstandards.gov.au/industry/npc/Pages/Nutrition-Panel-Calculator-introduction.aspx>

#### 4.9 Percentage Labelling (characterising ingredient/s and component/s)

The label on packaged food must also include the percentages of the main or key ingredients of the food product i.e. the amount of banana in a banana cake, or the amount of meat in a meat pie.

#### 4.10 Country of origin

A label on a package of food must include a statement that identifies the country in which the food was made or produced or that the product is made from local and/or imported ingredients. It is not sufficient to simply list the country in the manufacturer's address on the label.

#### 4.11 Legibility Requirements

Manufacturers and retailers can choose any type style or type size provided that the information displayed is in English. It must be legible and prominent so as to be in distinct contrast to the background. The one exception to this is where warning statements are required. Warning statements must be in a type size no less than 3 mm.

### 5. Small Package Labelling Requirements

Small packages are defined as packages with a surface area of less than 100cm<sup>2</sup> (i.e. 10cm x 10cm) and could include small, individual confectionery items, single serve cheeses, sauces and condiments, beverage whiteners or sugars and sweeteners. Packages of this size are exempt from some information and labelling requirements. However the label for such packaging generally **MUST** still include the following essential information:

#### 5.1 Name of food

The label on a package of food must include a name or a description of the food in order to be able to identify the food in question in accordance with Standard 1.2.2. The name or description chosen should be specific enough to differentiate it from other foods and should represent the true nature of the food. Labels must tell the truth and not be misleading.

#### 5.2 Nutritional claims

Where a nutritional claim is made, a nutritional information panel is required (see 4.8).

#### 5.3 Mandatory warning and advisory statements and declarations

Mandatory advisory statements and declarations must be displayed when certain foods or foods containing certain substances are used. Warning statements must be typed in a size no less than 1.5mm. Please refer to Appendix A to view the list of foods (column 1) that are required to have a Mandatory advisory statement and declaration (column 2).

The presence of any of the following substances must be declared:

- Cereals containing gluten and their products namely wheat, rye, barley, Oats and spelt and their hybridised strains other than where these substances are present in beer and spirits.
- Crustacea and their products.
- Egg and egg products.
- Fish and fish products.
- Milk and milk products.
- Tree-nuts and sesame seeds and their products.
- Peanuts and soybeans, and their products.
- Added Sulphites in concentration of 10mg/Kg or more.

#### 5.4 Legibility Requirements

Manufacturers and retailers can choose any type style or type size provided that the information displayed is in English. It must be legible and prominent so as to be in distinct contrast to the background. The one exception to this is where warning statements are required. Warning statements must be in a type size no less than 1.5mm.

#### 6. Storage Jars where the products are not made on the premises

Storage Jars that are self serve or where the customer is served in their presence are not required to follow labelling requirements as it is deemed that as the proprietor, you can answer questions posed by the customer.

However, if the product has been transferred into the jar from a bulk order then as the proprietor you are required to provide a label (see Section 4 for requirements).

#### 7. How to Sterilize Bottles / Jars and Utensils

Before you can transfer any food into bottles / jars, you must sterilize the articles to ensure that cooked foods do not spoil. *Before* sterilizing bottles / jars and utensils:

1. Thoroughly wash hands with soap and warm running water. Dry with a single use disposable paper towel
2. Rinse the bottles and utensils in cold water
3. Wash the bottles inside and out with warm soapy water using a bottle brush. Remember to go around the grooves in the neck of the bottle
4. Rinse and air dry

There are two methods of sterilization:

- Boiling
- Oven

##### Boiling

1. Choose a saucepan with a large lid enough to hold the items in which need sterilizing.
2. Place all articles in the saucepan and add sufficient water to completely submerge all articles.



3. Bring the water to boil and boil for at least ten minutes. It is important not to allow it to boil dry.
4. Remove the saucepan from the heat and allow to cool. Remove items with clean hands, drain and store in a clean place.

### Oven

1. Preheat oven to a minimum of 110°C.
2. Once oven is heated, put all articles in the oven to be sterilized for 10 minutes.
3. Turn heat off after 10 minutes, and keep articles in the oven until need so they stay warm.

Once the sterilized warm jar is filled and lids are applied, turn the lid as far as it will go. After the contents have cooled, a jar is properly sealed if the lid is curved down and remains so when pressed. This may take up to 24 hours.

## **8. Packaged Ice**

'Packaged Ice' means ice for human consumption which has been packaged for sale.

The ice must be labelled with the prescribed name, manufacturer's details (name, business address and country of origin); date marking, storage conditions, weight labelling and the lot identification code. See Appendix C for a labelling example.

## **9. Egg Sales**

Unless specifically exempted, eggs or egg products for retail sale or for catering purposes must include the following information legibly printed on the package:

- Food name or description of the food
- Lot identification
- Name and business address of the supplier
- Mandatory warning and advisory statements and declarations
- Date marking
- Directions for use or storage
- Nutrition information panel
- Other specific labelling requirements

Eggs must also be compliant with Standards 4.2.5 and 2.2.2.

As of 25 November 2014, new egg standards require eggs to be marked with the unique identification of the producer or the processor.

### **9.1. When to label?**

Eggs should be labelled in all circumstances except where:

- Eggs sold individually without any form of packaging (such as a tray or carton)
- Eggs sold when the customer selects the eggs from a tray and the shop keeper places the eggs in a suitable container

## 9.2. Egg Cartons

All eggs shall be packed in clean, new, single use trays or cartons and sold under a 'best before' date of a period of six weeks or less from the date of pack on the understanding that the eggs are continually kept under optimal temperature conditions. Eggs should be marketed as soon a possible from the date of lay.

No egg seller has the right to sell eggs in another egg farmer's carton that still identifies the original owner. This activity gives a false line of traceability for the product and potentially influences the integrity and marketability of an egg farmers brand if quality or safety concerns arise.

For further information on Egg labelling and requirements, please read the Australian Egg Labelling Guide <http://www.aecl.org/resources/egg-labelling> or visit the Department of Health website for updates [www.health.vic.gov.au](http://www.health.vic.gov.au).

## 10. Further Information

If you would like to know more information on how you can comply with the labelling requirements of the Food Standards Code, please visit Food Standards Australia New Zealand web site - [www.foodstandards.gov.au](http://www.foodstandards.gov.au).

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**For Further Information Please Contact  
Warrnambool City Council's Environmental Health Team**  
☎ 5559 4800  
Fax: 5559 4900  
✉ PO BOX 198, Warrnambool VIC 3280  
Website: [www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au)

## Appendix A – Advisory Statements

FOOD	ADVISORY STATEMENT
Bee pollen	Statement to the effect that the product contains bee pollen which can cause severe allergic reactions.
Evaporated milks, dried milks and equivalent products made from soy or rice, where these foods contain no more than 2.5% m/m fat as reconstituted according to directions for direct consumption.	Statement to the effect that the product is not suitable as a complete milk food for children under the age of two years.
Food containing aspartame	Statement to the effect that the product contains phenylalanine.
Food containing quinine	Statement to the effect that the product contains quinine
Food containing guarana or extracts of guarana.	Statement to the effect that the product contains caffeine.
Food regulated in Standard 2.4.2 containing phytosterol esters.	Statements to the effect that – 1. The product should be consumed in moderation as part of a diet low in saturated fats and high in fruit and vegetables; 2. The product is not recommended for infants, children and pregnant or lactating women unless under medical supervision; and 3. Consumers on cholesterol-lowering medication should seek medical advice on the use of this product in conjunction with their medication.
Food regulated in Standard 2.4.2 containing tall oil phytosterols.	Statements to the effect that – 1. The product should be consumed in moderation as part of a diet low in saturated fats and high in fruit and vegetables; 2. The product is not recommended for infants, children and pregnant or lactating women unless under medical supervision; and 3. Consumers on cholesterol-lowering medication should seek medical advice on the use of this product in conjunction with their medication.
Cola beverages containing added caffeine.	Statement to the effect that the product contains caffeine.
Milk and beverages made from soy or rice, where these foods contain no more than 2.5% m/m fat.	Statement to the effect that the product is not suitable as a complete milk food for children under the age of two years.
Propolis	Statement to the effect that the product contains propolis which can cause severe allergic reactions.
Unpasteurised egg products	Statement to the effect that the product is unpasteurised.
Unpasteurised milk and unpasteurised liquid milk products	Statement to the effect that the product has not been pasteurised.
Royal jelly when presented as a food; or  Food containing royal jelly as an ingredient as defined in Standard 1.2.4	This product contains royal jelly which has been reported to cause severe allergic reactions and in rare cases, fatalities, especially in asthma and allergy sufferers

## Appendix B – Labelling Requirements

**Meat Pies**

**BEST BEFORE** 9 DEC 06  
STORE AT OR BELOW -18°C

**SERVING SUGGESTION**

**NUTRITION INFORMATION**  
SERVINGS PER PACKAGE – 4  
SERVING SIZE - 175g

	QUANTITY PER 175g SERVING	QUANTITY PER 100g
ENERGY	1615kJ	923kJ
PROTEIN	25.9g	14.8g
FAT - Total	20.6g	11.8g
- Saturated	10.0g	5.76g
CARBOHYDRATE	23.6g	13.5g
- Sugars	1.2g	0.7g
SODIUM	471mg	269mg

All values are average quantities

**INGREDIENTS**  
WHEAT FLOUR, MEAT (MINIMUM 25%), WATER, ANIMAL AND VEGETABLE FAT, ONION POWDER, HYDROLYSED VEGETABLE PROTEIN, EGG, THICKENER (410), SUGAR, MINERAL SALT (450), SALT, COLOUR (150a), HERBS, PRESERVATIVE (223).

FINEFOOD CO,  
20 MAIN ST,  
ADELAIDE,  
SOUTH AUSTRALIA.

PRODUCT OF AUSTRALIA **700g**

**Date Mark and storage conditions**

**Name of the food**

Where a food is packed using variable weights or volumes the number of servings per package can be replaced with servings per kilogram or other appropriate unit

The word serving may be replaced with the word slice, pack, or package or other common unit of measure including metric cup or metric tablespoon

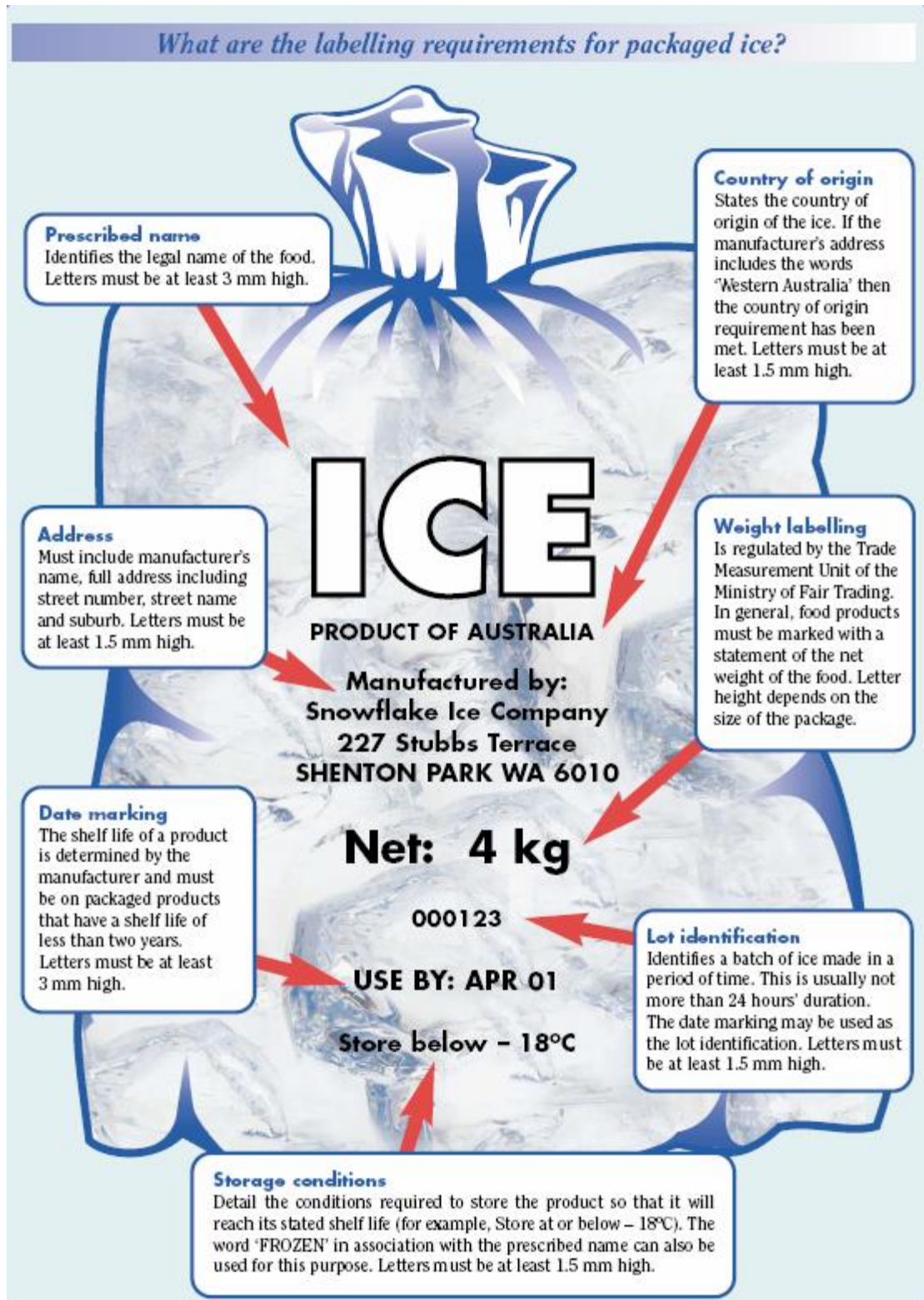
A statement of ingredients in descending order of ingoing weight showing the percentage of the characterising ingredient

The nutrition information panel information must clearly indicate that the values are average quantities or if some are minimum or maximum quantities indicate those values that are minimum or maximum quantities

Name and business address in Australia or New Zealand and the Country of origin statement

**Weights and measures**

## Appendix C – Labelling Requirements for Packaged Ice



## Appendix D – Egg Labelling Guide

**BACK**

You **must** provide a NIP on pack

You **must** state the Country of Origin as being Product of Australia

You **must** provide a web site, telephone helpline or postal address for consumers to obtain full definition of each production system

You **must** provide the supplier name and street address on pack to ensure traceability of product

There **must** be a form of Lot Identification to enable traceability and for recall purposes

All egg cartons and trays for retail sale **must** be date marked for sale

The words 'BEST BEFORE' **must** be used with the date mark

If you are an ESA licensed business, there **must** be traceability to source of product through use of the logo with your unique ID number. If egg stamping is legislated in your State, you **must** stamp every shell egg

You **must** seek approval from AECL for any artwork bearing the ESA or Heart Foundation 'Tick' Trade Mark logos

You **must** include the Tick CTM mandatory trademark statement on the packaging if you are a registered sub-licencee with AECL

You **must** display the 'minimum total mass' or 'minimum total weight' on pack

The name 'EGGS' **must** appear on pack

You **must** display the method of production being CAGE, BARN or FREE RANGE on front of pack, in Arial font bold, 6mm or greater in height. The method of production on pack **must** be legible and of a distinct contrast in colour to the background

You **must** state the number of eggs in pack

Fair trading laws and food laws in Australia require that labels do not misinform through false, misleading or deceptive representations. For example, any image used must reflect the actual origin of the packs contents.

**TOP**

**FRONT**

**12 CAGE EGGS**

**700g**  
minimum total weight

**Best Before Use By Date**

**ES**

**Heart Foundation**

**Nutritional information**  
PER 100g EDIBLE PORTION

	PER 100g EDIBLE PORTION	PER 12 EGGS
ENERGY	49 kJ	588 kJ
PROTEIN	12.7g	152g
FAAT TOTAL	10.8g	130g
UNSATURATED FAT	2.4g	29g
CARBOHYDRATE	1.4g	17g
SUGARS	0.2g	2g
SODIUM	0.1mg	1.2mg

Produced by:  
The Egg Company of Australia  
Lot 15, Long Gert Road,  
Outback NSW 2345  
Customer information service:  
1300 888 888 or  
www.egg.org.au

Commercial re-use of this carton is prohibited.