



Food Premises Information Guide



Moyne Shire - a safe, vibrant, liveable, and prosperous community

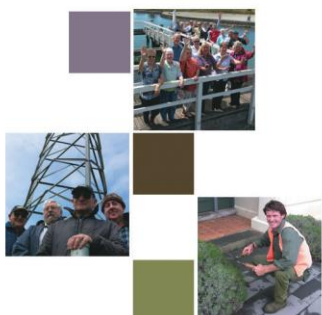


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1. INTRODUCTION

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 includes a fee indirectly as part of another service such as a bed and breakfast.

2.2 Who do I register with?

If your business.....	Then the food regulator you contact is.....
Is a butcher, meat or chicken processor or makes smallgoods or transports meat or fresh chicken or sells only fresh chicken.....	PrimeSafe (03) 96857333 www.primesafe.vic.gov.au
Sells, transports, prepares or processes fish or other seafood.....	PrimeSafe (03) 96857333 www.primesafe.vic.gov.au
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 (03) 98105900 www.dairysafe.vic.gov.au
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 your principal council (area in which the food premise is based) on the Streatrader system (allows temporary and mobile food operators, private water carters, and food vending machine operators to register or notify council, renew their registration, and lodge their statements of trade online).
Note: Other services in addition to food such as accommodation, hairdressing, beauty therapy or body piercing procedures under other relevant legislation are required to be registered with Council.	



2.3 Risk Classification

There are four (4) classes of food premises: Class 1, Class 2, Class3, 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 your level of food classification should be please contact Council's Environmental Health Unit.

Class 1

Are those premises that handle potentially hazardous food that is served to vulnerable groups such as hospitals, aged-care facilities such as nursing homes and hostels, and child-care centres offering long day care. See link: <https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/starting-a-food-business/class-1-food-business>

Class 2

Class 2 premises are those whose main activity is handling unpackaged potentially hazardous food which need correct temperature control during the handling process including cooking, cooling, and storage to keep them safe. This includes most restaurants, fast-food outlets, hotels, caterers, delicatessens, cafes, and most manufacturers. See link: <https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/starting-a-food-business/class-2-food-business>

Class 3

Class 3 premises are those whose main activities involve the sale of foods not normally associated with food poisoning. This includes the supply and handling of un-packaged 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. See link: <https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/starting-a-food-business/class-3-food-business>

Class 4

Class 4 premises are those whose food handling activities pose a low risk to public health. They include premises selling shelf-stable pre-packaged items and whole uncut fruit and vegetables. See link: <https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/starting-a-food-business/class-4-food-business>

For a full list of classifications see the following:

<https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/starting-a-food-business/food-business-classification/food-business-classification-predetermined>
<https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/starting-a-food-business/food-business-classification/food-business-classifications-examples>
<https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/starting-a-food-business/food-business-classification/food-business-classification-tool>
<https://www2.health.vic.gov.au/Api/downloadmedia/%7B021B3E57-0469-4CF8-8572-582F94FE0FB0%7D>



3. REGISTRATION REQUIREMENTS

At Moyne Shire Council all food premises are registered annually from 1 January to 31 December. As part of the registration requirements a member of the Environmental Health Unit will assess your premises on an annual basis to ensure compliance with the relevant standards. To register follow these five steps:

Note: If you are transferring the registration of an established premise you must apply to transfer the Food Act registration before settlement (see link below). This is the responsibility of both parties.

http://www.moyne.vic.gov.au/files/assets/public/documents/our-services/public-health/application_to_transfer_a_food_premises.pdf

3.1 STEP 1 - External Permits and/or Requirements

Prior to making an application to the Environmental Health Unit enquiries should be made to other applicable departments and external agencies (see *Appendix 1*) including:

- Council's Planning Unit 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 Unit 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 and grease trap requirements.

3.2 STEP 2 - Submission of new Food Premise Applications and Plans

You must arrange a meeting with Council's Environmental Health Unit to discuss your proposed food premises. Complete the Application to Register a Food Premises and submit a detailed floor plan of your proposal, and drawn to scale of not less than 1:1000 on A4 or A3 size paper (see *Appendix 2*).

Application to Register a Food Premises (Moyne Shire Council)

http://www.moyne.vic.gov.au/files/assets/public/documents/our-services/public-health/application_to_register_a_food_premises.pdf



3.3 STEP 3 - Additional Food Act Registration Requirements

The table below indicates which 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

Note: The following link provides minimum records requirements for Class 3 premises:

<https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/starting-a-food-business/class-3-food-business>

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

<https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-safety-program>

<https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-safety-program/food-safety-program-templates>

<https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-safety-program/food-safety-program-templates/food-safety-program-template-class-2>

Where can I get a Food Safety Program?

Class 1 – Premises must have a FSP that is tailored specifically for the type of food premise (an independent or non-standard FSP). Your FSP must be independently 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 Victorian Department of Health. If you require an approved Department of Health auditor please visit: <https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-safety-audits-assessment/food-safety-auditors>

Class 2 – The Department of Health's FSP template for Class 2 Retail and Food Service Business (No.1 Version: 3) can be downloaded from: <https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-safety-program/food-safety-program-templates/food-safety-program-template-class-2>

<https://www2.health.vic.gov.au/Api/downloadmedia/%7B14FA7BF6-F842-4D1A-87A8-A948A741B756%7D>



Community Groups

The *Community Group Temporary and Mobile Food Premises template – Class 2* - can be used to create a food safety program only if all of the following requirements apply:

- a community group is selling the food
- the group is operating a temporary food premises or a mobile food premises
- the council has advised that the premises falls within Class 2

[http://docs2.health.vic.gov.au/docs/doc/BFD1A1EFC278F376CA257A35007B3557/\\$FILE/Eng-Vietnamese-Community%20group%20temporary%20and%20mobile%20food%20premises%20template%20-%20class%202.pdf](http://docs2.health.vic.gov.au/docs/doc/BFD1A1EFC278F376CA257A35007B3557/$FILE/Eng-Vietnamese-Community%20group%20temporary%20and%20mobile%20food%20premises%20template%20-%20class%202.pdf)

Community groups can also use *FoodSmart* or the department's food safety program template for class 2 retail and food service businesses to develop their food safety program. See the link: <http://foodsmart.vic.gov.au/FoodSmartWeb/>

Food Safety Supervisor Requirements

Class 1 and Class 2 food premises must have a qualified Food Safety Supervisor within their business. It is important to choose a food safety supervisor who:

- knows how to recognise, prevent and alleviate the hazards associated with food handling at your premises
- has a Statement of Attainment that shows the required food safety competencies from a registered training organisation (RTO); see *Appendix 2*
- has the ability and authority to supervise other people handling food at your premises and ensure that food handling is done safely

<https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-safety-training-skills-knowledge/food-safety-supervisors>

To ensure your Food Safety Supervisor has met an appropriate food safety competency standard see *Appendix 2*.



Figures 1 & 2 – Modern commercial kitchens dominated by stainless steel surfaces.



Food Training for Employees

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

<https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-safety-training-skills-knowledge/food-handler-training>

An online food training program has been developed by the Victorian Department of Health to ensure food handlers have the skills and knowledge regarding responsible food handling.

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

3.4 STEP 4 - Inspections

You may request the Environmental Health Officer to undertake an on-site inspection at any time throughout your food premise development. Food premise owners and/or builders are encouraged to work closely with the Environmental Health Unit at all stages of construction.

3.5 STEP 5 - Final Inspection and Completion of the Registration Process

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

- Application to Register Food Premises is lodged with Council
- Detailed floor plan of the premises drawn to scale of not less than 1:1000 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.



Figure 3 – Effectively planned kitchens enhance food safety risk management practices.



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, dust-proof, 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.



Figures 4 & 5 – Energy efficient and effective lighting improves monitoring of cleaning and sanitising processes.

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 food hygiene and chemical safety.

4.3 Construction Materials

All food contact surfaces are required to be constructed so they will not contaminate food, can be easily and effectively cleaned and sanitised, and need to be 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 and appliances should be constructed of an impervious durable material and be free from cracks and crevices.

Cabinets and/or shelving should be designed so 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 harbour 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.



Figures 6 & 7 – Stainless steel preparation benches and effective sneeze-guards.

4.5 Coving

Coving will greatly assist with cleaning and maintenance of food premises in the long term. Coving covers the intersections of floors and 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*.





Figures 8 & 9 – Coving aids effective cleaning and reducing potential for pathogen accumulation.

4.6 Fixtures, Fittings and Equipment

The term fixtures and fittings applies 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 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 easily moveable (such as stove, *Bain Marie* etc), the floor and walls around these items and 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.



Figure 10 – Appliances on castors aids regular cleaning and sanitising processes.



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 there is no ponding of water
- To the extent that is practical, not suitable harbour for pests
- Smooth, impervious, and free of cracks and crevices
- In the interest of safety, non-slip and non-abrasive
- Where possible light in colour to aid and monitor 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.



Figure 11 – Floors must be smooth, impervious, and free of cracks and crevices.



Table 4.7: Suitability of floor finishes for food premise areas

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



Figures 12-15 – Various flooring options.



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 drying 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 with an adequate supply of hot water (77degC) 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. Alternatively, dishwashers and glass washers can be used to sanitise food contact surfaces and utensils. The washers should be capable of producing a sanitising rinse at 80degC for 2 minutes, or 75degC for 10 minutes, or 70degC 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/sq.m of floor area of the room or enclosure or;
- c. Where the steam is causing condensation on the walls and ceiling.



Figures 16-18 – Separate areas for washing food and washing equipment is required.



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 harbour of pests
- Keep out dust, dirt, fumes, smoke, and other contaminants

4.10 Hand Washing Facilities for Food Preparation Areas

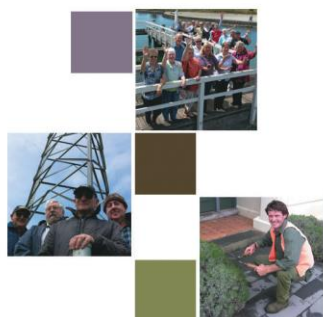
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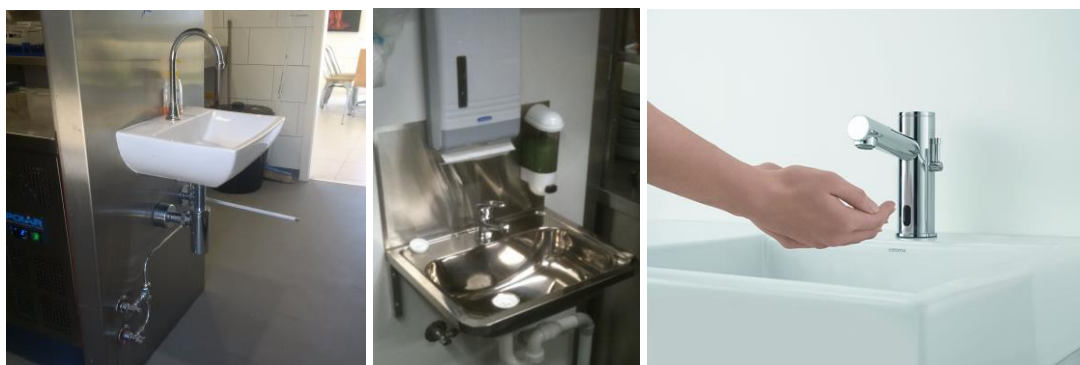
- Where exposed food is handled
- In a position that is easily accessible to staff (i.e. not situated behind doors, walls, and/or obstructed by other equipment/items)
- No further than 5 metres (except for the toilet hand basins) from any place where food handlers are handling food

Construction:

- Permanent fixtures
- Minimum 11 litres capacity with minimum dimensions of 500mm x 400mm
- Supplied with an adequate supply of hot and cold water through a single outlet, and provided with warm running water of around 40degC
- Clearly designated for the sole purpose of washing hands and arms
- Must be controlled by a hands free device such as:
 - Foot pedal
 - Knee lever
 - Sensor pad
 - Push timer tap
 - Flick mixer tap
- Sealed to a wall and 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, hand wash basins shall be free-standing and not incorporated into an existing food preparation sinks used for cleaning utensils.





Figures 19-21 – Hand wash basins must be no further than 5 metres from any place where food handlers are handling food.

4.11 Layout

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

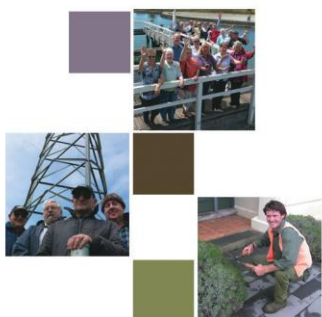
4.12 Lighting

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.



Figures 22-24 – For ease of cleaning, light fixtures should be recessed into the ceiling or fitted flush to the ceiling.



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
- 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 and display cabinets must be able to keep food at or below 5degC and freezers must keep food frozen (<15degC). Accurate calibrated thermometers in the Celsius scale must be provided.

Cool room and/or freezer 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 capable of being effectively cleansed, providing sufficient insulation, and resistant to damage by moisture. Examples of such materials include aluminium, stainless steel, and *Colourbond*-type insulation panels.



Figures 25-26 – Refrigerators and display cabinets must be able to keep food at or below 5degC; freezers must keep food frozen (<15degC).



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 harbour 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 Wannon Water to determine if your food premise requires 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, is required to be smoke free. Smoking is prohibited in licensed premises.

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.

See the link below for a copy of the Smoke Free Guide: Licensed Premises and Outdoor Dining and Drinking Areas.

[Smoke Free Guide: Licensed Premises and Outdoor Dining and Drinking Areas](#)



4.19 Splashbacks

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

Guidelines for Splashback Construction

- Ideally splashbacks should be carried to a height of 450mm above bench tops, hand wash basins, and similar fittings.
- Splashbacks situated behind cooking equipment such as ovens or fryers should be heat resistant. Stainless steel sheet is the preferred splashback 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 heat generated from the cooking process.
- Floor to wall splashbacks are to extend to a height of 1.8m.
- Avoid open joints when attaching sheeting materials to walls.
- Architraves, skirting boards, picture rails etc., 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.



Figures 27-28 – Splashbacks should be carried to a height of 450mm above bench tops, hand wash basins, and similar fittings.

4.20 Storage

Storage areas 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 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 sewer or approved wastewater treatment system. The area should also be provided with hot and cold water supply.

Any external garbage areas are to be adequately fenced and 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 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.

Note: No 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) is 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 (eg. 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 within, or immediately adjacent, or next to the toilet. Disposable paper towel or air hand dryer and liquid soap is to be provided at all times.



Figures 29-31 – Exhaust hoods shall be provided with approved metal washable dry type grease filters.



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 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 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 the canopy is unable to be 'boxed in' it must be designed so that it has no right angles (ie. a 40-degree 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 the Australian Standard 1668.2 can be purchased from www.saiglobal.com.au

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



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 1.8m 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 harbour for pests.

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

Table 4.24: Suitability of Wall Surfaces for Food Premise Areas

Finish	Wet areas	Food preparation	Vegetable preparation	Servery	Store room	Chillers/Freezers	Bin store	Eating areas	Comments
Stainless steel non-slip	X	X	X	X	X	X	X	X	Welded joints, waterproof screw covers
Ceramic tiles	X	X	X	X	X	X	X	X	Epoxy grout
Vinyl sheet	X	X	X	X	X	X	X	X	Heat welded joints
Painted plaster					X		X	X	Smooth finish
Feature brick								X	Painted or sealed
Steel sheet							X		Welded or sealed joints
Aluminium sheet	X	X	X	X	X	X	X	X	Welded or sealed joints
Trowelled cement			X	X	X	X	X	X	Polished surface
Wood panelling								X	Wood sealed
Painted brickwork					X		X	X	Flush joints and solid surfaces
Concrete					X		X	X	Smooth finish, sealed joints
Pre-formed panels	X	X	X	X	X	X	X	X	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 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 (eg. 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 windows that can be opened must be fitted with a fly screen. Louver windows are not permitted.

For more details on Standard 3.2.3 - Food Premises and Equipment

<https://www.comlaw.gov.au/Details/F2012C00774>

<https://www2.health.vic.gov.au/public-health/food-safety>

<http://www.foodstandards.gov.au/code/Pages/default.aspx>

5. TEMPORARY AND MOBILE FOOD PREMISES

5.1 Mobile Food Premises

Mobile Food Premises are vehicles such as vans, trailers and 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 Guide.

Mobile Food Vehicles that are not connected to a reticulated water supply will have to ensure 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 either indoor and 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. Please see the *Temporary Food Premise Guidelines* for further detail and information via the link below.

<http://www.moyne.vic.gov.au/files/assets/public/documents/our-services/public-health/bswr-temporary-food-premises-guideline.pdf>



5.3 Registration

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

Just apply online with your principal Council – identified as 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/public_site

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 area where you intend to trade.*

5.4 Community Groups

The statewide registration also applies for Community Groups and non-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 or any part of the profit.

If you are a non-for-profit conducting a once only event within the Moyne Shire Council, please contact the Environmental Health Unit on ph.55680555.

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 working 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 or phone 1300 085 767.



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 Unit.

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 Unit.

6 FOOD TRANSPORT VEHICLES

Vehicles used to transport food only (eg. 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 specific requirements please see *Section 4 – Structural Requirements* in this guide.

8 LABELLING PRE-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 see the following links.

<http://www.foodstandards.gov.au/consumer/labelling/Pages/default.aspx>

<http://www.foodstandards.gov.au/industry/npc/Pages/Nutrition-Panel-Calculator-introduction.aspx>

9 FURTHER INFORMATION

If you want to know more on how to 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 the following website:

www.foodstandards.gov.au or by calling 1300 652 166.



Food safety standards resources

<http://www.foodstandards.gov.au/consumer/safety/faqsafety/Pages/default.aspx>
<http://www.foodstandards.gov.au/publications/Pages/default.aspx>
http://www.foodstandards.gov.au/consumer/safety/faqsafety/documents/FSSkills_and_know_print_ed.pdf
http://www.foodstandards.gov.au/consumer/safety/faqsafety/documents/FSTemp_control_Edition_for_printing.pdf

Technical information

[Food handling skills and knowledge \(html\)](#) | [\(pdf 65kb\)](#)
[Food business notification requirement \(html\)](#) | [\(pdf 64kb\)](#)
[Health and hygiene: Responsibilities of food handlers \(html\)](#) | [\(pdf 68kb\)](#)
[Health and hygiene: Responsibilities of food businesses \(html\)](#) | [\(pdf 67kb\)](#)
[Receiving food safely \(html\)](#) | [\(pdf 67kb\)](#)
[Food recall systems for unsafe foods \(html\)](#) | [\(pdf 67kb\)](#)
[Thermometers and using them with potentially hazardous food \(html\)](#) | [\(pdf 68kb\)](#)
[Temperature control requirements \(html\)](#) | [\(pdf 66kb\)](#)

Translated technical fact sheets are available [here](#).

Information for charities and community organisations

[An introduction to new Food Safety Standards \(html\)](#) | [\(pdf 142kb\)](#)
[Notification \(html\)](#) | [\(pdf 54kb\)](#)
[Skills and knowledge \(html\)](#) | [\(pdf 61kb\)](#)
[Labelling](#)
[Temperature control \(html\)](#) | [\(pdf 67kb\)](#)
[Sausage sizzles and barbecues \(html\)](#) | [\(pdf 60kb\)](#)
[Preparing and cooking food \(html\)](#) | [\(pdf 69kb\)](#)
[Transporting food \(html\)](#) | [\(pdf 60kb\)](#)
[Camping \(html\)](#) | [\(pdf 65kb\)](#)
[Health and hygiene for food handlers \(html\)](#) | [\(pdf 69kb\)](#)

Essential food safety brochures

[Cool and reheat food safely - to the right temperatures \(pdf 166 kb\)](#)
[Store, display and transport food at the right temperature \(pdf 249 kb\)](#)

More information

Information for industry about the [Food Safety Standards](#) is available in our [industry section](#).



APPENDIX 1 – COUNCIL DEPARTMENTS AND EXTERNAL AGENCIES

LIST OF COUNCIL DEPARTMENTS		
Planning	Zoning – Land Use Planning Scheme: <ul style="list-style-type: none">• Change of use permits• Seating• Signage• Table service• Possible car-parking provisions	
Building	Permits for works Requirements of the Building Code of Australia: <ul style="list-style-type: none">• Lighting• Ventilation• Toilets• Disability requirements	
Economic Development	Referral to government departments Access to demographic / statistical information	
Local Laws	Outdoor dining A-frame footpath signs	
Environmental Health	Construction and fit-out of food premises Registration under the Food Act	
LIST OF OTHER AGENCIES		
Wannon Water	Grease Traps Trade Waste Agreements	1300 926 668 www.wannonwater.com.au http://www.wannonwater.com.au/index.php?option=com_content&task=view&id=48&Itemid=517
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 http://www.vcglr.vic.gov.au/
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 (Victoria)	www.health.vic.gov.au	
Stretrader	https://stretrader.health.vic.gov.au	
Victorian Legislation	www.legislation.vic.gov.au	



APPENDIX 2 – FOOD SAFETY SUPERVISOR QUALIFICATIONS & TRAINING

The Food Act defines '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:

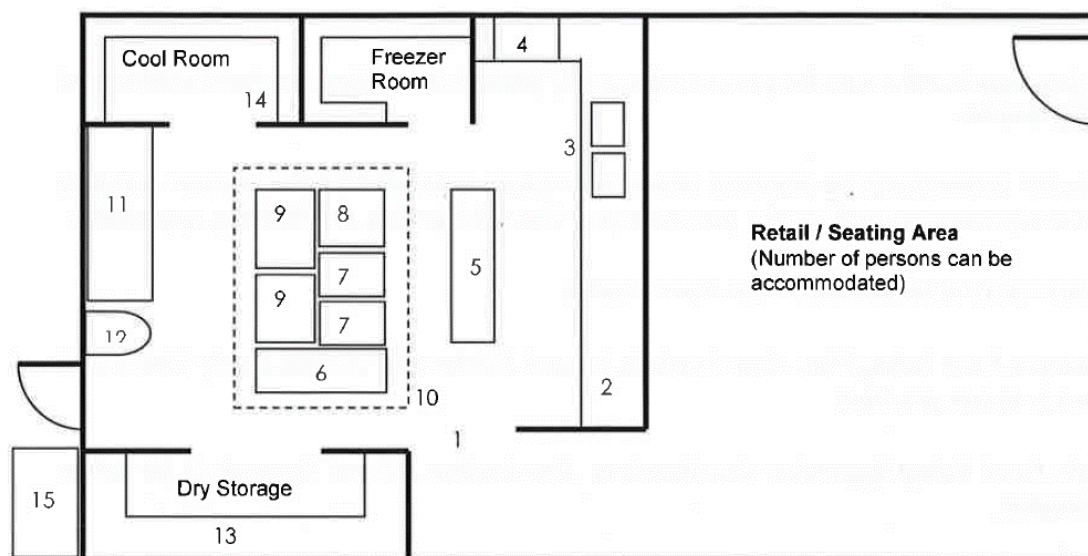
Area	Competency Standard
Food Processing <i>Businesses such as food product manufacturers, breweries and wineries.</i>	FDFCORFSY2A 'Implement the food safety including flour mills, canneries, packers, backers, program and procedures'
Retail <i>Businesses such as supermarkets, convenience stores, grocers, and delicatessens.</i> <i>Take-away and fast-food businesses can be considered either retail or hospitality food businesses.</i>	SIRRFSA001A 'Apply retail food safety practices' OR Use both units from the Hospitality Sector below Previous course codes: WRRLP6C 'Apply Retail Food Safety Practices'
Hospitality <i>Businesses such as restaurants, cafes, and hotels.</i> <i>Take-away and fast-food businesses or hospitality food businesses.</i>	SITXFSA101 'Use hygienic practices for food safety' SITXFSA201 'Participate in safe food handling practices' Previous course codes: SITXFSA001A 'Implement food safety procedures' SITXOHS002A 'Follow workplace hygiene procedures' Previous course codes: THHHSO1B 'Follow workplace hygiene procedures' THHBCC11B 'Implement food safety procedures' OR Use both units from the Retail Sector above.
Health & Community Services <i>Businesses such as hospitals, childcare centres, nursing homes, hostels, and meals-on-wheels services.</i>	HLTFS207B 'Follow basic food safety practices' HLTFS310B 'Apply and monitor food safety requirements' HLTFS309B 'Oversee the day-to-day implementation of food safety in the workplace' Previous course codes: HLTFS7A 'Follow basic food safety practices' HLTFS10A 'Apply and monitor food safety requirements' HLTFS9A 'Oversee the day-to-day implementation of food safety in the workplace'

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

Education Provider	Phone	Web address
South West TAFE	55648911	www.swtafe.vic.edu.au
AVTES	1300 764 418	www.avtes.com.au
SEAL	55626099	www.seal.org.au
CFT International Pty Ltd	1300 665 633	www.cft.com.au



APPENDIX 3 – EXAMPLE OF FLOOR PLAN / INFORMATION REQUIRED



1. Vinyl flooring in all food storage and preparation areas. Coved to all vertical surface (minimum 75mm).
2. Stainless Steel (S.S) bench top with 300mm laminate splashback. Shelf under fixed on legs. Bottom shelf 150mm clear of floor.
3. Double bowl sink with 300mm laminate splashback.
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 splashback. Laminate cupboards under on legs 150mm high.
12. Hand wash basin with 300mm high tiles splashback. 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 (eg. Council Planning and Building approval/s).
- ☐ Obtain a Food Act Registration from Council.
- ☐ Develop a Food Safety Plan. See *Sections 3.1 & 3.2* for what a food safety plan is and where to obtain one.
- ☐ Obtain Food Safety Supervisor qualifications. See *Section 3.3 & Appendix 2* for further information.
- ☐ Develop a Site Plan of the premises detailing the interior layout of the proposed premises. See *Appendix 3* for an example.
- ☐ Develop operational procedures for cleaning and sanitising.
- ☐ 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, the appropriate registration fee, and arrange for an on-site assessment of premises with Council's Environmental Health Unit.

For further information please contact:

Moyne Shire Council's – Environmental Health Unit
Ph. 55680555
Email: moyne@moyne.vic.gov.au
Website: www.moyne.vic.gov.au

Moyne Shire acknowledges the Limestone Gallery (Port Fairy) for allowing images to be captured and used.







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 PO Box 51
 PORT FAIRY VIC 3284



Port Fairy office

Corner Princes and Cox Streets
 PORT FAIRY VIC 3284
 Phone (03) 5568 0555
 Fax (03) 5568 2515

Mortlake office

Jamieson Avenue
 MORTLAKE VIC 3272
 Phone (03) 5558 7888
 Fax (03) 5599 2304

Macarthur office

High Street
 MACARTHUR VIC 3286
 Phone (03) 5552 2222
 Fax (03) 5576 1082

