

# Food Premises Guidelines



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Version 2.0

# Introduction

Food Businesses are required to register or notify their premises with the local council under the *Food Act 1984* when they sell food or handle food for sale. Premises must comply with both the *Food Act 1984* and Australia and New Zealand Food Standards Code.

This booklet has been developed to assist new and existing food businesses to meet the requirements for obtaining *Food Act 1984* registration with Council and operating a food business.

Specific information for businesses can be found in the appendices based on risk classification and type of business.

Starting a new food business in the City of Greater Dandenong may also require permits, licences or registrations across council departments or from other organisations.

Our Business Team can help you through the Greater Dandenong City Council permit application process from the beginning.

- The best way to start is by completing the pre-application check list on Council's website at <https://forms.greaterdandenong.vic.gov.au/public-forms/small-business-pre-application-checklist> . This information will help us to understand your business idea and how we can best help you.
- If you need help filling in the pre-application checklist, please email [businesspermits@cgd.vic.gov.au](mailto:businesspermits@cgd.vic.gov.au) or phone [8571 1550](tel:85711550).

## Permit requirements

### *Building Permit*

Before the commencement of any structural building works please contact either;

Greater Dandenong City Council Building Department - 8571 1529

or

Private Consultant Building Surveyor

### *Planning Permit*

It is important for applicants to contact Council's Town Planning Department prior to seeking approval from Public Health.

Contact Council's Planning Department on 8571 1575 or visit the Planning counter on level 3, 225 Lonsdale Street, Dandenong.

### *Liquor Licence*

If you intend to sell or provide alcohol, you must apply for a licence from the Victorian Government Liquor Control Victoria.

For further information, please contact Liquor Control Victoria on 1300 182 457 or visit the website at [www.vic.gov.au/liquor-licensing](http://www.vic.gov.au/liquor-licensing) .

## Trade Waste

South East Water is responsible for managing and treating commercial trade waste to prevent: sewer blockages, spills and damage; health hazards to sewer workers; and threats to the environment. They work with food businesses to ensure the sewerage system is protected.

Commercial trade waste is liquid waste discharged to the sewer from food businesses. It is generated from washing and sanitising utensils, containers, floors, benches and bins. If your business has been classified as Class 1, 2, 3A or 3 and discharges commercial trade waste, you will need a Trade Waste Agreement that may include the installation of a food and oil interceptor also known as a grease trap.

For further information regarding food and oil interceptors, please go to <https://southeastwater.com.au/Business/Pages/FoodOilInterceptorService.aspx>

To contact South East Water phone 9552 3662 or 1300 760 306 or visit <https://southeastwater.com.au/business/trade-waste/>

## Tobacco Legislation

### Outdoor Dining

The *Tobacco Act 1987* bans smoking in outdoor dining areas, including e-cigarettes and shisha tobacco.

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

Smoking is prohibited in enclosed licensed premises.

You must display acceptable “No Smoking” signs to clearly indicate smoke free premises or areas in enclosed licensed premises or an outdoor dining or drinking area.

For further information, including information guides regarding the Tobacco Act requirements, please refer to the Department of Health website at [www.health.vic.gov.au/tobaccoreforms](http://www.health.vic.gov.au/tobaccoreforms)

### Tobacco Retailers

You do not currently need a licence to sell tobacco products in Victoria, but you must comply with all laws concerning the sale of tobacco products at all times.

Further information can be found in the Tobacco Retailer Guide at <https://www.health.vic.gov.au/publications/tobacco-retailer-guide>

## Food Business Legislation and Standards

All food businesses must comply with the *Food Act 1984* and Australia and New Zealand Food Standards Code to ensure that they are providing safe and suitable food, including:

- registration or notification under the *Food Act 1984*
- premises is suitably designed and constructed, including fixtures, fittings, equipment and food transport vehicles
- safe food handling controls relating to the receipt, storage, processing, display, packaging, transportation, disposal and recall of food
- appropriate skills and knowledge of food handlers and their supervisors, including the health and hygiene of food handlers, and the cleaning, sanitising and maintenance of food premises and equipment.

### Registration or Notification requirements

Class 1, 2, 3 and 3A food premises are required to be registered with Council under the Food Act 1984. Class 4 premises are required to notify Council.

The following table summarises the requirements for each class of premises:

	Annual Council registration	Annual Council inspection	Standard FSP	Independent FSP & Annual third party audit	Food Safety Supervisor
Class 1	✓	✓	✗	✓	✓
Class 2 Retail *	✓	✓	✓	✓	✓
Class 2 Manufacturer	✓	✓	✗	✓	✓
Class 2 Community Group *	✓	✓	N/A		If trading more than 2 consecutive days
Class 3	✓	✓	N/A	N/A	N/A
Class 3 Community Group	✓	✓	N/A	N/A	N/A
Class 3A	✓	✓	N/A	N/A	✓
Class 4	Once off Notification	N/A	N/A	N/A	N/A

\* Class 2 premises that undertake one or more of the identified 8 High Risk activities must implement a Food Safety Program.



## **Food Safety Program**

A food safety program is a written document that:

1. Systematically identifies the food safety hazards (opportunities for food to become contaminated, or for harmful bacteria to grow in food) that could occur while food is being stored or prepared
2. Explains what the business does to prevent or reduce the chance of the hazard happening (these are control measures)
3. Explains what checks are conducted to prove that the control measures are working, how often these checks are performed, who will do the checks and what records will be kept.
4. Explains what action will be taken if the checks show that the control measures have either not been conducted or have not worked.
5. Provides for the regular review of the program by the proprietor of the food premises.

A proprietor of a food premises who is required to have a food safety program must:

- make sure there is a food safety program for the premises that meets the requirements of s.19D of the *Food Act 1984*
- the food safety program is of the type permitted according to the class of food premises to which it relates
- is making sure that all employees are following that food safety program and demonstrate that they are keeping their food products safe to eat
- if requested to do so by the council, provide a copy of the food safety program for the premises within the time specified in the request.

The proprietor is also required to ensure that the food safety program is kept at that premises. It is an offence to fail to comply with this requirement.

Some food businesses use a registered food safety program template, and some may use an independent, audited food safety program.

### ***Food Safety Program Templates***

Some food safety programs are registered as templates by the Victorian Department of Health for use by food businesses.

If a registered food safety program template is used by a proprietor to create a food safety program, a third party audit is not required.

To be able to use a food safety program template, the proprietor must ensure the program is suitable for the practices undertaken in the food business.

A class 2 food business that retails food to the public and is a food service business at which food handling activities include the service of food that is ready for immediate consumption (such as cafes and restaurants) may choose to use a food safety program developed by the Department.

The Department's FSP template for use by food retail and food service businesses is available from [www.foodsmart.vic.gov.au](http://www.foodsmart.vic.gov.au)

Class 2 food services and retail food premises are now exempt from the requirement to have a food safety program, unless they are undertaking any of the following eight high-risk food handling activities:

1. Sous vide cooking, (cooking at less than 75 °C) where the food is cooked under controlled temperature and time conditions inside vacuum sealed packages in water baths or steam ovens.
2. Any potentially hazardous food that does not involve temperature control to minimise the growth of pathogenic or toxigenic organisms as described in Australia and New Zealand Food Standards Code, Standard 3.2.2.
3. Preparation of acidified/fermented foods or drinks that are ready to eat and have a high level of acidity required to keep food safe, acid may be naturally present or added or produced by the food (due to microbial activity).
4. Preparation of foods containing raw unshelled eggs (unpasteurised).
5. Preparation of ready-to-eat raw or rare minced/finely chopped red meats.
6. Preparation of ready-to-eat raw and rare poultry and game meats.
7. Off-site catering where ready-to-eat potentially hazardous food is prepared or partially prepared in one location, transported to another location, where the food is served at a catering event.
8. Any other complex food process activity such as:
  - Pasteurisation/thermal processing, where food is heated to a certain temperature for a specified time, to eliminate pathogenic organisms.
  - Packaging food where the oxygen has been removed and/or replaced with other gases for food safety or to increase shelf life of the food.
  - Any food processing activity which does not involve the use of temperature control, to minimise the growth of pathogenic or toxigenic organisms in food, as described in Australia and New Zealand Food Standards Code, Standard 3.2.2.

### ***Independent or Non-standard Food Safety Programs***

Businesses that require a food safety program and are not able to use a template must develop their own food safety program which is referred to as an independent or non-standard food safety program.

Under the *Food Act 1984*, businesses that use an independent or non-standard food safety program must be audited annually. This third party audit must be conducted by an independent food safety auditor who is approved by the Victorian Department of Health. A list of approved food safety auditors can be found at <https://www.health.vic.gov.au/food-safety/food-safety-audits-and-assessments>

Once the auditor is satisfied that the business has an adequate food safety program that meets the requirement of food law, and that the business is complying with the requirements of the food safety program, they will issue the business a *Certificate of adequacy and compliance* (Form 1) under the Act.

Businesses that use an independent food safety program must provide an Auditor's Statement of Adequacy (Form 4) for their Food Safety Program prior to registration. Council will then issue a Conditional Registration to allow for an initial audit to take place within three months of beginning operation.

## **Food Handling Skills and Knowledge**

Under the Food Standards Code 3.2.2 - *Food Safety Practices and General Requirements*, you must make sure the people who handle food, and their supervisors, have the skills and knowledge to keep food safe and suitable to eat.

This includes all people involved in manufacturing, processing, preparing, delivering and transporting, packing and cleaning.

### ***Food Safety Supervisor***

A food safety supervisor is required for Class 1, Class 2 and Class 3A food businesses. To obtain a list of registered training organisations, please visit the *myskills* website at <https://www.myskills.gov.au/>

More information about these requirements can be found on the Victorian Department of Health website, and in the department's publication 'Guide for food businesses: Food safety supervisors and training' available at <https://www.health.vic.gov.au/food-safety/food-safety-supervisors>

Business that are required to have a food safety supervisor must ensure that the person has completed the correct training and that a copy of the training certificates are provided to Council prior to applying for registration.

The food safety supervisor must have the minimum competencies for the food sector they work and have a Statement of Attainment before they can work as a food safety supervisor in their sector.

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 they have the required food safety competencies from a registered training organisation (RTO)
- has the ability and authority to supervise other people handling food at your premises and ensure that food handling is done safely.



## ***Training staff***

It is important that you discuss food safety and hygiene with your team, including who is responsible for which tasks and how they manage things to keep food safe.

- Provide clear instructions and operating procedures.
- Remind your team about food safety often and provide refresher training to keep them up to date.
- Keep records of who has received what training and when.
- If you have new staff or new practices (eg new recipe or equipment), make sure everyone involved knows what to do and how to do it.

**Dofoodsafely** is a free, online, food handlers' learning program for people working with food, translated in a range of languages. DoFoodSafely is not an accredited course.

The program provides information about safe food handling, personal hygiene, food contamination, allergens and other important information for handling food safely. To access the program, please visit <https://dofoodsafely.health.vic.gov.au/index.php/en/>

**All about Allergens** is a free online training tool about allergens. All about Allergens is not an accredited course. To access the tool, please visit <https://foodallergytraining.org.au/>

## **Food Allergens**

Some foods and food ingredients or their components can cause severe or mild to moderate allergic reactions in people who suffer from food allergies. Anaphylaxis is the most severe form of allergic reaction which can result in death.

The most common foods that can cause allergic reactions in Australia and New Zealand are:

- |             |          |             |         |
|-------------|----------|-------------|---------|
| • Peanuts   | • Eggs   | • Fish      | • Lupin |
| • Tree Nuts | • Sesame | • Shellfish | • Wheat |
| • Milk      | • seeds  | • Soy       |         |

The Australia and New Zealand Food Standards Code requires suppliers to declare these foods on labels whenever they are present as:

- Ingredients
- Components of food additives
- Components of processing aids

If the food is not in packaging or does not need to have a label, the information must be displayed with the food or can be requested from the supplier. For example, by asking about allergens in food prepared and sold from a takeaway shop.

## **Food Labelling**

Food labels can provide a wide range of information to help consumers make food choices. Food labels also help to protect public health and safety by displaying information such as use by dates, ingredients, certain allergens, instructions for storage and preparation, and advisory and warning statements.

The Australia and New Zealand Food Standards Code Part 1.2 specifies the requirements for labelling food.

All packaged food products must bear labels displaying the name, best before/use by date, ingredients, name and address of manufacturer, nutritional panel and mandatory declarations of any allergens.

Further information on food labelling can be found on the Australia and New Zealand Food Standards website at

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

## **Food Recall**

Food businesses are required have a system in plans to ensure that unsafe or unsuitable food is not sold or used. To understand how to recall an unsafe food product or respond to a food recall visit

<https://www.foodstandards.gov.au/industry/foodrecalls/conduct/Pages/HowToRecallFood.aspx>

## **Importing Food to Australia**

The Australian Government Department of Agriculture, Water and the Environment regulates food imports to ensure food importers import food that is safe and compliant with Australia's food standards and biosecurity import conditions.

If you are importing food to Australia, it is your responsibility to comply with the department's import conditions when importing into Australia.

To help you comply with your biosecurity obligations, the department has established a team to answer your questions about import conditions and permits. You can contact the team by phone 1800 900 090 or online by visiting <https://www.awe.gov.au/about/contact>

## Food Business Classification

Councils are responsible for classifying every food premises within their municipal district under the *Food Act 1984*. The classification system is risk based, so that regulation is matched to the food safety risk posed to public health.

Council will consider the following when classifying your food premises:

- the food handling activities
- the nature of the food business
- who your customers are.

The following table provides a description of each classification, however it is best to speak with an Environmental Health Officer to determine which risk category you fall under.

Class 1	Class 2	Class 3	Class 3A	Class 4
Food Premises that predominantly handle potentially hazardous food that is served to vulnerable people.  eg Hospitals, child-care centres providing long day care, aged care facilities such as nursing homes and manufacturers where end customers are predominantly vulnerable people.	Food premises that handle unpackaged potentially hazardous foods.  eg Restaurants, supermarkets, cafés and most manufacturers.	Food premises whose main activities include handling unpackaged low risk foods, pre-packaged potentially hazardous foods or baked and unbaked sweet and savoury foods.  eg Greengrocers selling cut fruit, wholesalers distributing pre-packaged foods, milk bars, convenience stores and some home-based businesses.	Home based or temporary businesses that make chutney type products and some accommodation getaways.	Food premises that handle low risk pre-packaged foods, food tastings or low risk drinks.  eg newsagents, pharmacies, video stores, bottle shops and greengrocers selling whole uncut fruit.

Further information regarding the classification of food premises can be found at [www.health.vic.gov.au/food-safety/food-business-classification](http://www.health.vic.gov.au/food-safety/food-business-classification)

### Class 1 Premises

Class 1 food businesses must have a food safety program. This is usually a tailored, independent food safety program that considers the food handling activities at the premises. Class 1 businesses must also have a nominated Food Safety Supervisor.

Class 1 food premises must keep a copy of their food safety program on-site at the business premises and be annually audited by a food safety auditor approved by the Victorian Department of Health.

Class 1 businesses must provide a Certificate of Adequacy (Form 4) for their Food Safety Program prior to registration. Council will then issue a Conditional Registration to allow for an initial audit to take place within three months of beginning operation.

Further information on auditing requirements for Class 1 premises and approved auditors can be found on the Victorian Department of Health website at <https://www.health.vic.gov.au/food-safety/food-safety-auditors>

### **Class 2 Retail and Hospitality Premises**

Class 2 premises are required to have a Food Safety Program if they are undertaking any of the eight high-risk food handling activities. To be able to use a food safety program template, the proprietor must ensure the program is suitable for the practices undertaken in the food business

Class 2 businesses must have a nominated Food Safety Supervisor.

### **Class 2 Manufacturing Premises**

Class 2 Manufacturing businesses must have a food safety program. This is a tailored, independent food safety program that considers the food handling activities at the premises. Class 2 businesses must also have a nominated Food Safety Supervisor.

Class 2 Manufacturing food premises must keep a copy of their food safety program on-site at the business premises.

The proprietor must have annual audits conducted by any auditor approved by the Victorian Department of Health.

Class 2 Manufacturing businesses must provide a Certificate of Adequacy (Form 4) for their Food Safety Program prior to registration. Council will then issue a Conditional Registration to allow for an initial audit to take place within three months of beginning operation.

Further information on auditing requirements and approved auditors can be found on the Victorian Department of Health website at <https://www.health.vic.gov.au/food-safety/food-safety-auditors>

### **Class 3A Premises**

Class 3A Premises must have a nominated Food Safety Supervisor.

## **Class 3 Warehousing Premises**

Class 3 Warehousing premises are required to maintain an approved suppliers list.

## **Home Based Businesses**

If you're a home-based food business, you need to meet the same food safety requirements as other food businesses—regardless of the size of your business or how often you sell food.

Home-based businesses must comply with relevant parts of the Food Standards Code, including:

- Standard 3.2.2 - Food Safety Practices and General Requirements
- Standard 3.2.3 Food Premises and Equipment
- Part 1.2 - Labelling and Other Information Requirements

Further information for home-based food businesses, including a fact sheet can be found on the Food Standards, Australia New Zealand website at

<https://www.foodstandards.gov.au/foodsafety/standards/Pages/Home-based-food-businesses.aspx>

## **Food Act 1984 Registration Process**

The *Food Act 1984* requires all businesses that handle, prepare, package, store, serve, supply and repackage food to be registered or notified with their local council. The registration process is outlined below. Further information can also be found on Council's website at <https://www.greaterdandenong.vic.gov.au/trading-greater-dandenong/register-food-business>

### ***1. Submit your Pre-registration assessment application***

Once you have completed the Business permit checklist, you will be provided with a pre-registration assessment application. <https://forms.greaterdandenong.vic.gov.au/public-forms/small-business-pre-application-checklist>

If you have not received a link to the pre-registration assessment application, please contact Business Permits Support Service on 8571 1000 or [businesspermits@cgd.vic.gov.au](mailto:businesspermits@cgd.vic.gov.au).

You will receive a Pre-registration assessment invoice which includes assessment of your application, including plans if submitted, and all inspections conducted prior to registration.

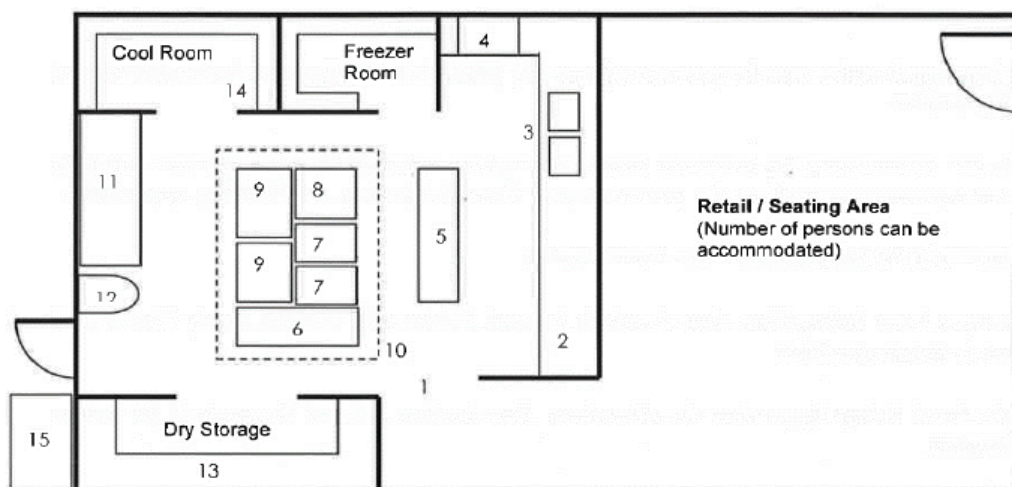
We recommend that you submit a copy of the proposed floor plan before constructing or altering your food premises. This allows us to provide valuable feedback to ensure your premises meets legal requirements and can prevent costly changes and delays.



The floor plans should show

- the layout of the premises, including all fittings and equipment in the premises
- location of hand washing facilities, food preparation sinks, dishwashing sinks, dishwasher (if provided)
- a description of the materials to be used for the surface finishes of floors, walls, ceilings, shelves and benchtops etc.
- location of the waste disposal area, grease trap, bin wash area, storage areas, toilets and cleaners sink

Example of Floor plan and details 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.

An Environmental Health Officer will contact you to discuss your application.

Once Council has received payment of the Pre-registration assessment invoice we will provide you with a report, based on the information provided in the application, with recommendations, if any, to be considered during construction.

## 2. On-site progress inspection

During construction you can arrange for an on-site inspection. At the inspection, an Environmental Health Officer will advise you of any outstanding works to complete before you schedule the final inspection.

## 3. Final Inspection

Once the fit out is completed you will need to arrange for a final inspection. At the final inspection, the Environmental Health Officer will check your food premises meets the requirements of the *Food Act 1984* and Australia New Zealand Food Standards Code. They will also request to see a copy of your Food Safety Program and Food Safety Supervisor's Certificate if they haven't already been provided.

Once your food business is compliant, you will be provided with an Application for Registration. The application form must be returned to Council along with the relevant fee before you begin operating.

You will be provided with a Certificate of Registration once the application and payment has been received which means you can start operating.

### **To prepare for the final inspection, please ensure that:**

- all construction works are finished
- the premises is clean and ready to commence trade
- electrical power, gas and hot water are connected
- refrigerators and freezers are operating at the correct temperature
- the name of the proprietor is displayed prominently on the premises.

### **You will also need to provide:**

- an appropriate food grade sanitiser
- a digital probe thermometer calibrated to  $\pm 1^{\circ}\text{C}$ , that reads  $-50^{\circ}\text{C}$  to  $+150^{\circ}\text{C}$
- copy of the Compliance Certificate for the plumbing works
- copy of the Compliance Certificate for any gas work
- copy of the Certificate of Electrical Safety for the electrical installation work
- confirmation of a Trade Waste Agreement from South East Water.

### **If you are a Class 1 or Class 2 food premises, you will need:**

- a Food Safety Program on the premises, if required, and
- a copy of your Food Safety Supervisor's Statement of Attainment.

## Food Act 1984 Notification Process

Class 4 businesses require notification only. This is a once off application and doesn't require renewal each year.

### *1. Submit your Pre-registration assessment application*

Once you have completed the Business permit checklist, you will be provided with a pre-registration assessment application. <https://forms.greaterdandenong.vic.gov.au/public-forms/small-business-pre-application-checklist>

If you have not received a link to the pre-registration assessment application, please contact Business Permits Support Service on 8571 1000 or [businesspermits@cgd.vic.gov.au](mailto:businesspermits@cgd.vic.gov.au).

Once the Environmental Health Officer has discussed your pre-assessment application with you and is satisfied you will be classified as a Class 4 business, you will be provided with a notification form. The Environmental Health Officer may conduct a site visit prior to providing the notification form. Once provided, the form should be completed and returned to Council. You will then be provided with a Certificate of Notification.

## General Food Business Requirements

### Identification of the proprietor

In accordance with the *Food Act 1984*, the name of the proprietor must be clearly displayed at the front of the premises.

## Structural Requirements for Food Businesses

### Design, Construction and Layout

Your food premises needs to be designed and constructed according to the type of food activities that will be performed. The correct design and layout can help streamline work practices, reduce cleaning and maintenance, and prevent cross contamination.

The premises must comply with Chapter 3 of the Australia and New Zealand Food Standards Code Standard 3.2.3 - Food Premises and Equipment. Further information, including access to the code can be found on the Australia and New Zealand Food Standards website at [www.foodstandards.gov.au](http://www.foodstandards.gov.au)

### Pest proofing

Premises must be constructed and designed to prevent the entry of pests by ensuring:

- All holes are sealed, including gaps to all floors, walls, ceilings and service pipes where they pass through floors, walls and ceilings
- All external doors are provided with self-closing doors, properly fitted heavy duty plastic strips or air curtains
- Screens are provided to all windows and openings.

### Water Supply

An adequate supply of potable water must be provided at a volume, pressure and temperature that is adequate for the purposes for which the water is used.

A hot water system with sufficient capacity for peak operating times is required for the cleaning and sanitising of the food premises and equipment.

### Sewage and waste-water disposal

All waste-water must be drained to the sewer. The waste-water disposal system must be constructed and located so that there is no likelihood of the sewage and waste-water polluting the water supply or contaminating food.







The relevant water authority will need to be contacted to determine if your business requires a grease trap.

Businesses that do not require a grease trap will need to provide Council a copy of the correspondence from South East Water documenting that the business is exempt from requiring a grease trap.

Grease traps should not be located in areas where food, equipment or packaging materials are handled or stored.

Access to grease traps for emptying should not be through areas where open food is handled or stored or where food contact equipment and packaging materials are handled or stored.

### *Floors*

Floors must be designed and constructed in a manner that is appropriate for the activities conducted in the food premises.

Floors must be smooth, durable and unable to absorb water, grease and oil, capable of being effectively cleaned and laid so there is no ponding of water.

Grouting to any tiled areas must be brought up flush to the surface of the tile.

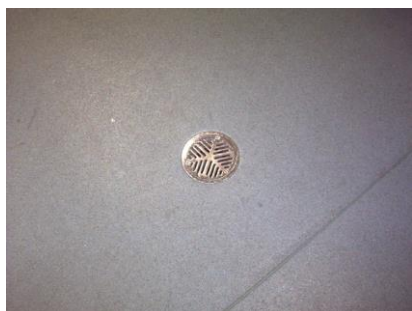
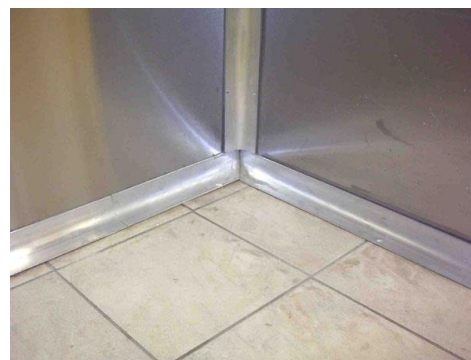
Examples of suitable finishes include:

- polyvinyl sheeting with welded seams
- sealed quarry tiles
- ceramic tiles
- epoxy resin
- steel towel case hardened concrete.

### **Coving**

Coving at floor/wall junctions is recommended in all wet areas and food preparation areas. The coving material should be extended up the wall to facilitate the ease of cleaning.

Floors to cool rooms and freezer rooms must be finished with coving and appropriate floor covering the same as food preparation areas.



### **Floor Waste Drain**

Floor waste drains must be installed in large food manufacturing premises, premises where large amounts of liquids are used or in areas where floors are flushed with water or hosed down. Floors must be significantly graded towards the floor waste.



### *Walls and Ceilings*

Ceiling surfaces must be continuous construction so that there are no spaces and joints. The junction between the walls and ceiling must be tightly joined to provide a seal.

The ceiling surface must be:

- smooth
- dust proof
- finished with a washable paint.

Acoustic tiles or drop in panels are not recommended over the food preparation areas.

Walls in other food storage areas must have finishes that are smooth, non-absorbent and readily cleanable.

The premises is to be designed to avoid the use of skirting boards, cornices, picture- rails or any other unnecessary sills or ledges which attract dust and hinder cleaning.

### **Service pipes**

Service pipes, conduits and electrical wiring must be concealed in floors, walls or ceilings or fixed on brackets to provide clearance between the pipe and adjacent vertical surface and between the pipe and adjacent horizontal surface.



so as

### *Fixtures, Fittings and Equipment*

Ensure all fixtures and fittings are:

- fit for their intended use
- designed, constructed, located and installed so there is no likelihood of food contamination
- be easily and effectively cleaned
- located so that adjacent floors, walls, ceilings and other surfaces are able to be easily and effectively cleaned
- do not harbour pests.

All free-standing equipment must be easily moved or sited in a fixed position with a minimum clearance to facilitate cleaning. Alternatively, they may be sealed to wall or other fixture with a flexible sealing material.

### **Counters, benches and shelving**

Ensure counters, benches and shelving are finished with smooth impervious surfaces, free of cracks and crevices and capable of being easily cleaned.

## **Stoves, bain-maries and storage units**

Stoves, bain-maries, refrigerators, and the like, which cannot be easily moved, need to be:

- at least 150mm from any wall, unless sealed to the wall with a flexible sealing material
- on legs of at least 150mm in height or sealed to the floor on which it stands
- placed as to permit any space above, below, at the sides or behind to be readily accessible for the purpose of inspection and cleaning.

## **Refrigeration**

### **Coolrooms/freezer rooms**

There must be a sufficient number of refrigeration/freezer units to maintain all perishable foods under temperature control and capable of maintaining a temperature of 5°C/-15°C.

Coolrooms and freezer rooms must be constructed so they are either effectively sealed to walls and ceilings or placed clear of walls and ceilings to enable easy cleaning.

Coolrooms and freezer rooms must contain adequate shelving to ensure food is not stored on the ground. Shelving units must be corrosion resistant and easily cleanable.

All condenser units in coolrooms and freezer rooms must be properly drained to sewer.



### **Display Units**

Sneeze guards should be installed to protect food from contamination

Refrigerated display cabinets should be capable of maintaining the temperature of the food below 5°C.

## **Sinks and Dishwashers**

### **Equipment sinks**

Sinks installed for washing and sanitising of equipment should generally be:

- A minimum of one stainless steel double bowl sink
- Of an adequate size to fully submerge the largest piece of equipment to be cleaned
- Supplied with hot and cold water through a single outlet
- Provided with adjacent loading and drying space





#### Dishwasher

- Dishwashers and glass washers installed for washing and sanitising must be capable of a sanitising rinse at 80°C for 2 minutes or 75°C for 10 minutes or 70°C for 15 minutes.
- Provide a mechanical exhaust canopy for the dishwasher if:
  - the total maximum electrical power input exceeding 8kW, or
  - the total maximum power input to more than one apparatus exceeds 0.5kW electrical power, or
  - vents steam that is likely to cause condensation on walls.
- Provide an additional sink for rinsing equipment and for general cleaning purposes, in addition to the dishwasher.

#### Food Preparation sink

Provide an additional sink for the washing of fresh products such as fruits and vegetables.

Ensure the sink is of a size large enough to effectively wash food items, be sufficiently separated from other sinks and supplied with hot and cold water.

#### Hand wash basins

Ensure all hand wash basin are:

- connected to a supply of warm running water, with adequate water pressure through a single outlet
- of a size that allows easy and effective hand washing (as a guide the dimensions of 500mm by 400mm off the wall will be adequate for most food handlers)
- supplied with liquid soap and paper towel and dispensers
- Preferred devices for hand wash basins are
  - foot pedal
  - knee lever
  - push timer tap
  - mixer tap with elongated arm



Provide a hand wash basin that is in the immediate area where exposed foods are handled. The hand wash basin is to be located where it can be easily accessed by food handlers.

#### Bar Area

Provide a separate rinsing sink for equipment and for general cleaning purposes, in addition to the hand basin and dishwasher/glass washer.



### Cleaner's sink

Provide an onsite cleaner's sink within the premises, fitted with an adequate supply of hot and cold water connected to the sewer for the cleaning of mops and the disposal of wastewater.

The cleaners sink should be placed at an appropriate height for its intended use and not where it may compromise food safety.



### *Ventilation*



Provide adequate ventilation to effectively remove fumes, smoke, steam and vapours from the premises.

Provide a mechanical exhaust canopy where:

- any cooking equipment has a total maximum electrical power input exceeding 8kW, or a total gas power input exceeding 29MJ/h, or
- the total maximum power input into to more than one unit exceeds 0.5kW electrical power or 1.8MJ for 1m<sup>2</sup> of floor area of the room or enclosure.

Ensure the mechanical exhaust canopy complies with Australian Standards 1668.1 part 1 and 2 and is provided with approved metal washable dry type grease filters in accordance with Appendix E of AS 1668.2 1991.

Ensure the junction between the canopy and adjoining walls and ceiling are tightly joined to provide a seal so that there are no spaces.

### *Lighting*

Provide lighting sufficient for food handlers to see whether areas and equipment are clean, to detect signs of pests and to see the food and equipment they are handling.

Lighting to be provided at the following minimum luminance levels (lux):

- Food and equipment storage areas 110-150 lux
- Retail, dishwashing, handwashing and toilet areas 200-300 lux
- At food preparation surfaces 500 lux

All ceiling or wall mounted light fittings, including in the coolroom and freezer rooms are to be constructed to prevent the accumulation of dust, for example recessed or flush fixed.



### *Storage facilities*

#### **Dry storage**

Provide adequate storage for

- dry goods
- packaging and wrapping materials
- crockery and equipment.

#### **Personal belongings**

Provide a separate room or locker for the storage of outdoor clothing, soiled uniforms, footwear and other personal effects of staff.

A designated cupboard should be provided if storage outside a food preparation area cannot be provided.

#### **Office supplies**

Provide a designated area for the storage of office supplies.



## *Cleaning*

### **Cleaning equipment and chemicals**

Provide a cleaner's cupboard for the storage of mops, cleaning chemicals and cleaning equipment.

Chemicals and cleaning equipment must be stored separate to food items.

You must provide a suitable Food Grade Sanitiser for sanitising food equipment and food contact surfaces.



### **Cleaning vs sanitising**

Cleaning is removing general dirt, grease and food waste. Sanitising destroys microorganisms.

You need to clean items before you sanitise them.

#### **Cleaning:**

- pre-clean utensils by scraping or wiping food scraps off surfaces and rinse with water
- wash with hot water and detergent to remove grease and food residue (soak if needed)
- rinse off the detergent.

#### **Sanitising:**

- soak items in very hot water (77°C for 30 sec) or in diluted bleach, or
- saturate items with 70% alcohol, or
- use a commercial food grade sanitiser and follow the manufacturer's instructions, or
- use a dishwasher that can sanitise (usually the longest hottest setting)
- air-drying is best
- where you can, remove parts like stab mixer sticks and slicer blades to sanitise.

### *Storage of Garbage and Recyclable Matter*

Provide a separate storage area for the storage of garbage bins and recycling materials. The external garbage area is to be adequately fenced or secured.

Provide adequate facilities for the storage of garbage and recyclable matter. The facilities must be designed and constructed so that:

- They are adequate to contain the volume and type of waste onsite
- They are vermin proof
- They can be easily and effectively cleaned.

Provide an external bin wash area supplied with hot and cold water, bunded and graded and drained to sewer.

### *Toilet facilities*

Ensure that there are adequate toilets available for the use of food handlers. It is recommended that separate toilet facilities are provided for staff and customers, if possible.

All toilets must be provided with handwash basins.

Provide an airlock between the toilet and food preparation area. Toilets are not to be entered directly off a food preparation area unless there is sufficient ventilation to ensure there is no likelihood that droplet borne contamination will affect the safety of the food.

Toilet doors should be provided with a self-closing mechanism.

Where toilets are not provided within the food premises (such as in a shopping centre), food handlers **must** have access to toilet facilities at all times when the business is operating.



### *Food Transport Vehicles*

All vehicles used to transport food and ingredients are to be designed and constructed to protect food if there is any likelihood of food being contaminated during transport.

The vehicle must also be maintained in a clean condition.

## Mobile and Temporary Food Premises

Registration of mobile and temporary premises are managed through the Victorian Government Foodtrader website. Applications should be submitted using the Foodtrader website at <https://foodtrader.vic.gov.au/>

Further information including a stall set up guide, can be found in Appendix 9 of Safe Food Australia – A guide to the Food Safety Standards on the Australia and New Zealand Food Standards website at

<https://www.foodstandards.gov.au/publications/Pages/safefoodaustralia3rd16.aspx>

### *Mobile Food Premises*

Mobile food premises are vehicles such as vans, trailers or carts from which food is sold.

These premises must follow the same construction requirements to that of a fixed premises.

### *Temporary Food Premises*

Temporary food premises are temporary stalls or tents from which food is sold, such as at a market or festival.

## Food Premises Final Approval Checklist

Once the fit out is completed you will need to arrange for a final inspection. At the final inspection, the Environmental Health Officer will check your food premises meets the requirements of the *Food Act 1984* and Australia New Zealand Food Standards Code. They will also request to see a copy of your Food Safety Program and Food Safety Supervisor's Certificate if they haven't already been provided.

The following table will assist in identifying whether the premises is ready for a final inspection:

ITEM	
The name of the proprietor is displayed prominently on the premises	
All construction works are finished to an acceptable standard.	
The premises is clean and ready to commence trade	
Electrical power, gas and hot water are connected	
Refrigerators and freezers are operating at the correct temperature	
<b>You have:</b> <ul style="list-style-type: none"> <li>• an appropriate food grade sanitiser</li> <li>• a digital probe thermometer calibrated to <math>\pm 1^{\circ}\text{C}</math>, that reads <math>-50^{\circ}\text{C}</math> to <math>+150^{\circ}\text{C}</math></li> <li>• copy of the Compliance Certificate for the plumbing works</li> <li>• copy of the Compliance Certificate for any gas work</li> <li>• copy of the Certificate of Electrical Safety for the electrical installation work</li> <li>• confirmation of a Trade Waste Agreement from South East Water</li> <li>• copy of Building Occupancy permit (if applicable)</li> <li>• copy of Planning permit (if applicable)</li> </ul>	
Food Safety Program on the premises	
Third Party Auditor Statement of Adequacy – Form 4 (if required - Independent Food Safety Program)	
A copy of your Food Safety Supervisor's Statement of Attainment (if not provided already)	

## Useful Resources

### Australia and New Zealand Food Standards Code

Food Standards Code set out the legal requirements for labelling, composition, safety, handling, and processing of food in Australia <https://www.health.vic.gov.au/food-safety/australia-new-zealand-food-standards-code>

Safe Food Australia is a guide to help with the interpretation of the standards apply to all food businesses and set out requirements for all aspects of food handling and for food handlers <https://www.foodstandards.gov.au/publications/Pages/safefoodaustralia3rd16.aspx>

InfoBites on the Australia and New Zealand Food Standards website provide key information on the food safety standards in the Code and practical tips to reduce food safety risks.

<https://www.foodstandards.gov.au/foodsafety/standards/Pages/Food-safety-requirements.aspx>

### Food Safety Training

Dofoodsafely is a Department of Health free online non-accredited training that is designed to help food handlers understand how to safely work with, and handle, food in a food business. The program is available in different languages

<http://dofoodsafely.health.vic.gov.au>

Guide for food businesses: Food safety supervisors and training available at <https://www.health.vic.gov.au/food-safety/food-safety-supervisors>

Registered training organisations available at *myskills* website at <https://www.myskills.gov.au/>.

### Food Safety Programs and Auditors

Department's *Foodsmart* Food Safety program is available at [www.foodsmart.vic.gov.au](http://www.foodsmart.vic.gov.au)

Approved Food Safety Auditors can be found on the Victorian Department of Health website at <https://www.health.vic.gov.au/food-safety/food-safety-auditors> .

### Food Recalls

To understand how to recall an unsafe food product or respond to a food recall visit <https://www.foodstandards.gov.au/industry/foodrecalls/conduct/Pages/HowToRecallFood.aspx>

FSANZ Food Recall Protocol available at <https://www.foodstandards.gov.au/publications/Documents/FSANZFoodRecallProtocol2014.pdf>



## Labelling

FSANZ Labelling information

<https://www.foodstandards.gov.au/industry/labelling/Pages/default.aspx>

FSANZ Nutritional Panel Calculator used to help calculate the nutritional information panel

<https://www.foodstandards.gov.au/industry/npc/Pages/nutrition-panel-calculator.aspx>

NSW Food Authority Labelling information <https://www.foodauthority.nsw.gov.au/food-labelling>

## Allergens

All About Allergens is a free online training tool about allergens. All about allergens is not an accredited course. To access the tool, please visit <https://foodallergytraining.org.au/>

Food allergen management for small manufacturers webinar is designed for small manufacturers to understand and manage the risks associated with allergens

<https://youtu.be/ZnPftG8xWhY>

Food Industry Guide to Allergen Management and Labelling

<https://www.afgc.org.au/industry-resources/food-labelling-and-allergen-guide>

## City of Greater Dandenong - Economic Development Team

Council's Economic Development Team can support your new business through a range of services including:

- plan, start and grow your business
- providing business mentoring
- business grants and assistance

To contact the Economic Development Team, please phone 8571 1550 or email

[business@cgd.vic.gov.au](mailto:business@cgd.vic.gov.au)

 (03) 8571 1000	 council@cgd.vic.gov.au	 greaterdandenong.vic.gov.au	 TTY: 133 677 Speak and listen: 1300 555 727 Online: relayservice.gov.au	 Follow us:
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