



Guidelines for new food businesses



Contents	4
Introduction	4
Registering a new business	5
<i>Planning and Building</i>	5
<i>Inspection of the proposed premises</i>	5
<i>Domestic premises</i>	5
<i>New food business submission</i>	5
<i>Manufacturing or wholesale businesses</i>	6
<i>Approval of new food business submission</i>	6
<i>Final inspection</i>	6
<i>Application for registration</i>	7
<i>Registration of your food business</i>	7
<i>Setting up a new food premises flow chart</i>	8
Buying an existing food premises	9
<i>Contacting Council</i>	9
<i>Pre-purchase inspection</i>	9
<i>Registration</i>	9
Construction guidelines for food business	10
<i>Design and construction</i>	10
<i>Design and materials</i>	10
<i>Standard of workmanship</i>	10
<i>Water supply</i>	10
<i>Sewage and waste water disposal</i>	10
<i>Storage of garbage and recyclable matter</i>	11
<i>Garbage bin wash area</i>	11
<i>Ventilation</i>	11
<i>Lighting</i>	11
<i>Floors</i>	12
<i>Walls</i>	13
<i>Ceilings</i>	14
<i>Fixtures, fittings and equipment</i>	14
<i>Cleaners' sink</i>	15
<i>Cleaning and sanitising of equipment, eating and drinking utensils</i>	15
<i>Food preparation sink</i>	15
<i>Toilets</i>	15
<i>Hand wash basins</i>	16
<i>Food storage</i>	16
<i>Chemical storage</i>	16
<i>Staff/personal storage</i>	16
<i>Pest control</i>	17
<i>Smoke free dining</i>	17
Food Act Requirements	18
<i>Food Safety Risk Classifications</i>	18

<i>Food Safety Program</i>	20
<i>Food Safety Supervisor</i>	21
Food recalls	22
Food labeling requirements	22
Trade Waste Agreement	23
Council departments	24
<i>Building Department</i>	24
<i>Regulatory Services Department</i>	24
<i>Planning Department</i>	24
Government Agencies	25
<i>Other useful contacts and resources</i>	25
Appendix one - Example plans	26
Appendix two - New food premises submission form	27

Introduction

In Victoria, all food businesses that prepare, store and handle food for sale require registration or notification with their local Council under the provisions of the Food Act 1984.

All new food businesses must be granted registration by Council before they can begin trading. When purchasing an existing food business, the existing business registration will be cancelled and a new registration application must be submitted to the name of the purchaser.

These Guidelines have been designed to provide information that will assist you in understanding and meeting the requirements for Swan Hill Rural City Council to approve or transfer the registration of your food business under the provisions of the Food Act 1984.

If you are starting a new food business, go to page 5.

If you are buying an existing food business, go to page 9.

For food business construction guidelines, go to page 10.

For the registration and operational requirements that affect all food businesses, go to page 18.

Note

Operating an unregistered food business is an offence under the Food Act 1984 and a person found guilty of the offence is liable to a fine of up to 120 penalty units.

This penalty applies to both new business without registration, as well as existing business that have failed to registration into the new proprietor's name.

This information has been prepared as guidance material to assist local businesses in complying with the Food Act 1984 and national food safety standards. It is recommended that the Food Act 1984 and national food safety standards are used in conjunction with this guide

Registering a new business

To ensure your proposed food business complies with the Food Act 1984, the following process should be adhered to.

It is best to initially discuss your proposal with a Council Environmental Health Officer (EHO). They are able to provide you with accurate information on the requirements of a new food business.

Planning and Building

Contact Council's planning and building departments early in the planning process for advice on necessary approvals and permits.

For further information on Council departments, go to page 24.

Inspection of the proposed premises

You are encouraged to request a site assessment to ensure the property is suitable for the operation of the proposed food business. This site assessment should be conducted prior to purchasing a property or signing a lease agreement.

Please contact the Public Health Unit on 5036 2591 to arrange a site inspection with an Environmental Health Officer.

Domestic premises

If you are planning to operate your food business from a domestic kitchen, you are still required to be registered with Council.

Please complete the New Food Premises Submission form.

For further information regarding this process or if you wish to discuss your application, contact Council's Public Health Unit on 5036 2591.

New food business submission

Prior to commencing any works to a food business, you should meet with a Council Environmental Health Officer to discuss your proposal.

You are required to submit to our office a new food premises submission form including a copy of your proposed floor plan and schedule of finishes, prior to commencing construction work.

The business proposal should outline all of the activities occurring at the business, including;

- type of food business;
- type(s) of food prepared and stored for sale (include menu if applicable);
- type(s) of food processes and activities to be conducted;
- who the food will be sold to (e.g. general public, other food businesses);
- quantity of food prepared and stored for sale;
- method and hours of operation; and
- details of food transportation (if applicable).

An Environmental Health Officer will either approve your plans in writing or contact you regarding alterations and amendments within 5-7 working days.

Construction and/or alteration of the food business must not commence until you have received written

approval from the Public Health Unit.

Floor plan

A detailed floor plan, drawn to scale of not less than 1:100 is to be submitted with the new food business submission. The plans must include the internal and external areas of the food business and clearly indicate:

- the type and location of all proposed fittings and fixtures; and
- the finishes to all floors, walls and ceilings.

Schedule of finishes

A schedule of finishes is to be submitted with the New Food Business Submission detailing the following information:

- description of all finishes to all internal surfaces in the business (coving details, flooring type; and food contact surface materials);
- description of all light fittings; and
- description of how equipment is intended to be installed (on castors, fitted to the floor).

An example of floor plans and schedule of finishes can be found in appendix one.

Manufacturing or wholesale businesses

Businesses that intend to manufacture foods, or produce food for wholesale should submit the following information, in addition to the floor plans and the schedule of finishes:

- list of proposed suppliers/distributors;
- method of distribution;
- packaging information; and
- labelling information.

Food must be labelled in accordance with the National Food Safety Standards.

Manufacturing and wholesale food businesses may also require a planning permit from Swan Hill Rural City Council's planning department.

For further information on Council departments, go to page 24.

Approval of new food business submission

When you have submitted the completed new food premises submission form, an Environmental Health Officer will assess the submission in accordance with the Food Standards Code.

Council will advise you in writing of the approval of your submission, or alternatively, if any additional items are required.

Final inspection

Once construction is completed, an inspection must be arranged with an Environmental Health Officer. This is to verify all works have been completed in accordance with the Food Act 1984, associated food safety standards and the approved Food Premises Plan.

Please contact the Public Health Unit on 5036 2591 to arrange a final inspection with an Environmental Health Officer.

Application for registration

Once the final inspection has been completed and approved by an Environmental Health Officer, an application for registration will be provided to you.

This must be submitted to Council with the prescribed fee and additional documents outlined on the application for Food Premises Registration form.

It is recommended that you complete this form with the assistance of an Environmental Health Officer.

All applications for registration are required to be accompanied with a copy of the food business Trade Waste Agreement.

For more information on Trade Waste Agreements, go to page 23.

Council is unable to approve new food business applications without the required documentation.

Registration of your food business

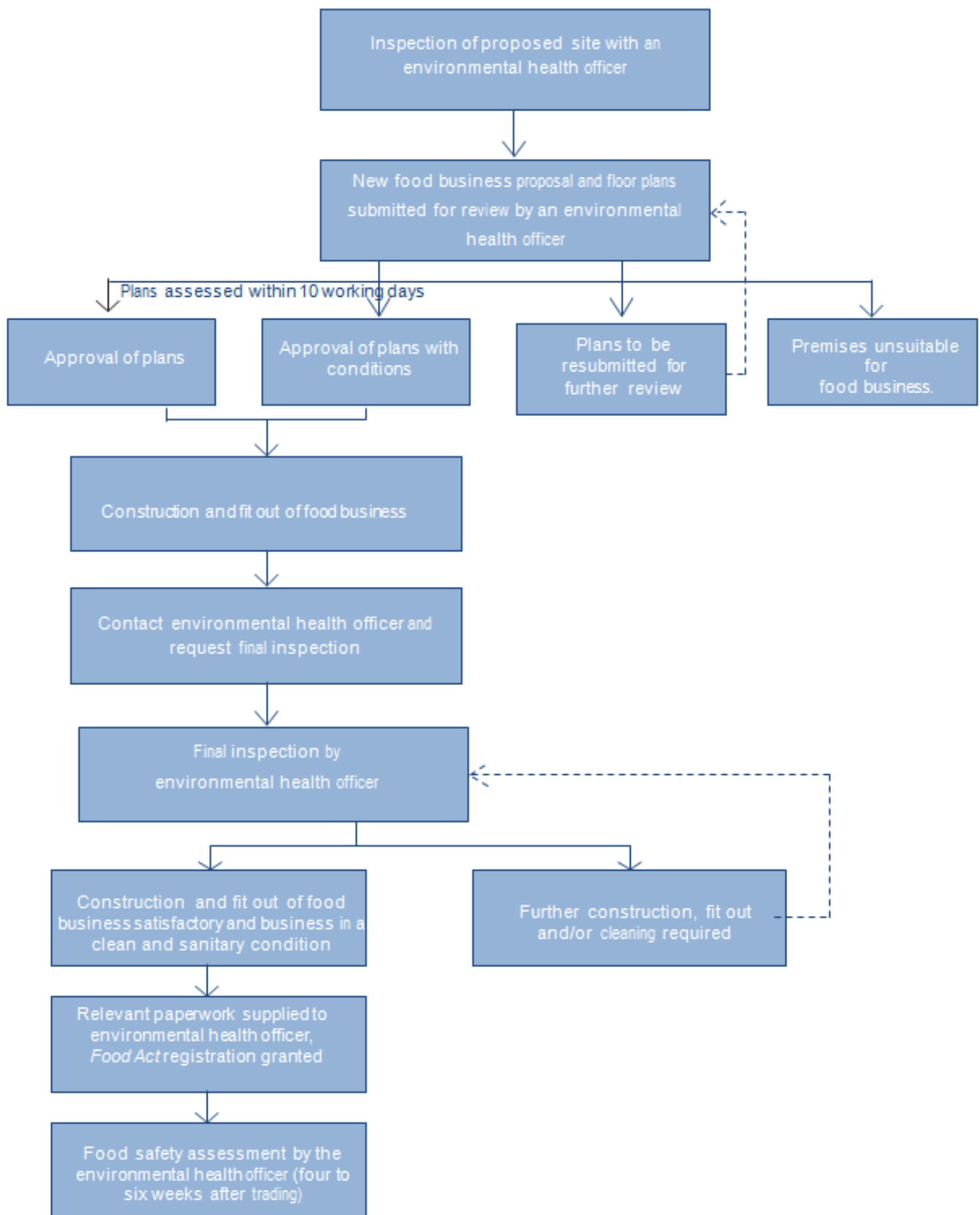
When Council has granted your business a Food Act registration, the business will be supplied with a Certificate of Registration.

This certification must be displayed at the business at all times.

Registration of your business will be required annually and the registration period is from the 31 December of each year.

You are able to commence trading upon receipt of the Certificate of Registration.

Setting up a new food premises flow chart



Buying an existing food premises

Contacting Council

Before you purchase a food business you should:

- check with Council's Public Health Unit to determine if the business has current Food Act registration with Council; and
- request a pre-transfer inspection of the business (seven working days notice is required).
- If you wish to make any structural changes to the food premises, you need to submit a new food premises submission form to the Public Health Unit for approval prior to the commencement of any works.

Pre-purchase inspection

A pre-transfer inspection of an existing food business must occur before any lease agreement or business contract is signed.

Once a Council Environmental Health Officer has conducted the inspection, they will issue you with a report that will identify any works required to ensure the business fit to the purpose and complies with national food safety standards. The current proprietors will also be provided with a copy of the inspection report.

Items identified in the pre-purchase inspection should be completed prior to the submission of a new registration form. The current proprietor and purchaser can negotiate who will take responsibility for undertaking necessary works.

Registration

Once the food business has been purchased, a new application form must be completed and returned to the Public Health Unit, accompanied by the following:

- Trade Waste Agreement;
- and the prescribed fee.

For more information on Trade Waste Agreements, go to page 23.

Council is unable to approve registration applications without the required documentation.

Once an application has been successfully processed, Council will issue a Certificate of Registration in the name of the purchaser and you may commence trading.

A Council Environmental Health Officer will facilitate a food safety assessment four to six weeks after the new proprietor has commenced trading.

Construction guidelines for food business

The purpose of these Guidelines is to provide information on food business design and construction.

A well planned business that follows the applicable standards will be easy to clean, sanitise and maintain, and be suitable for the preparation, storage and sale of safe food. This information has been summarised from Standards 3.2.3 of the Australia New Zealand Food Standards Code and Australian Standard 4674 – 2004 – Design and fit-out of food business.

This information is a summary only. For more information, it is recommended full documents are perused.

Design and construction

The food business must provide adequate space to allow for food production and accommodate equipment without overcrowding. Overcrowded businesses are often difficult to keep adequately clean and can provide harbourage for pests.

Design and materials

To prevent contamination the food business should be designed so that food flow is in a logical order from receipt to storage, to preparation, to the packaging/serving of food.

The design and construction of a food premises must:

- Be appropriate for the activities for which the premises are used.
- Provide adequate space for the activities to be conducted on the food premises and for the fixtures, fittings and equipment used for those activities.
- Permit the food premises to be effectively cleaned and, if necessary, sanitised.
- Exclude dirt, dust, fumes, smoke and other contaminants.
- Not permit the entry or harbourage of pests.
- Areas that may be contaminated, for example washing up and garbage disposal areas, should be separated from food preparation areas.

The business should be designed so that it can be effectively cleaned and sanitised.

The materials used in the business must be smooth, impervious (waterproof) and durable and able to withstand the regular application of cleaning chemicals and equipment.

Standard of workmanship

The standard of workmanship must be high in the food business. For example, uneven tiles, rough grouting and unfinished surfaces are not acceptable.

Poor quality fixtures and fittings are difficult to keep clean and may end up costing the business more in the long-term through repairs and replacement.

Water supply

Food premises must have a continuous supply of sufficient hot and cold running potable water available at all times, including during times of peak demand. Hot water must be of a sufficient temperature to effectively clean equipment.

Sewage and waste water disposal

All waste water generated by the business must be drained to the sewer. Waste water from a food business must never be disposed of into a stormwater drain.

In many cases, installation and maintenance of a grease trap may be required. The grease trap must be

located outside of the food business to prevent contamination. For more information on Trade Waste Agreements, go to page 23.

Storage of garbage and recyclable matter

The bins used by the business must be of a suitable size to contain the volume of garbage and recyclable matter generated daily.

Overflowing and uncontained garbage can generate odours and attract pests that may become established within the premises.

Garbage bin wash area

It is recommended a bin wash facility is provided outside of the food premises for the purpose of cleaning garbage bins. This area must be paved, graded and drained to the sewer. The bin wash area must be provided with hot and cold running water supplied through a single outlet with a hose connector.



Garbage contained within appropriate

Ventilation

Food businesses that produce fumes, smoke, steam or vapours require a mechanical ventilation system. The Building Code of Australia requires equipment to be provided in accordance with Australian Standard 1668.2 for the collection, conveyance and discharge of fumes or vapour from all cooking or food heating appliances and from washing appliances.

This includes above commercial dishwashers, where steam can quickly cause damage to ceilings and walls. Care should be taken when considering the location for the exhaust outlet, so as not to affect the amenity of the surrounding area with offensive noise or odour.

For further information on locating the exhaust outlet, contact Council's building department on 5036 2396.



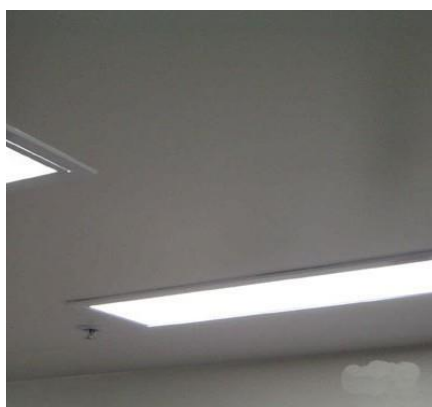
Mechanical exhaust system above cooking appliances

Lighting

The lighting system must provide adequate light for the activities conducted on the food business. Dimmer lighting may be acceptable in dining areas.

Lights in areas where unpackaged food is handled or stored must be fitted with shatterproof covers to prevent potential contamination of food in the event of breakage.

Light fittings must also be free from any features that would harbour dirt, dust or insects or make the fitting difficult to clean



Recessed lights with shatterproof cover



Fluorescent light with shatterproof cover

Floors

Floors in food preparation and storage areas must be constructed of a material that is smooth, durable, impervious and able to be effectively cleaned.

Coving is required at the floor-wall junction of all food preparation and wet areas.

It must form a continuous surface from the floor up to the wall. This makes the floor-wall junction area easier to clean and helps to prevent the build-up of dirt and food matter.

Floors that are hosed down for cleaning or are regularly wet must be provided with floor drains that are connected to the sewer. The floor must be appropriately graded so that the water flows to the floor drains and does not pool.



Vinyl sheeting with coving

The following table outlines the finishes that can be used on the floor in various areas of a food business.

FINISH	Wet washed areas	Food preparation	Vegetable preparation	Servery	Store room	Chiller/freezer	Bin store	Eating areas	COMMENTS
Stainless steel	○	○	○	○	○	○	○	○	Welded joints
Ceramic tiles	○	○	○	○	○	○	○	○	Epoxy grout
Quarry tiles	○	○	○	○	○	○	○	○	Sealed
Case hardened concrete			○		○	○	○	○	Smooth-sealed finish, no joints
Carpet (tiles)								○	
Wooden flooring								○	Sealed
Polyvinyl sheet	○	○	○	○	○	○	○	○	Heat-welded joints
Laminated thermosetting plastic sheet	○	○	○	○	○	○	○	○	Heat-welded joints
Vinyl tiles					○			○	
Cork tiles								○	Sealed
Epoxy resins	○	○	○	○	○	○	○	○	Complying with AS 3554

Walls

Walls in food preparation and storage areas must be constructed of a material that is smooth, durable, impervious and able to be effectively cleaned. Wall surfaces should be sealed to prevent entry of dirt, dust and pests.

Walls adjacent to food preparation benches, cooking equipment and washing up areas should be finished with a splashback consisting of a durable material (stainless steel sheeting, glass, glazed tiles) adhered directly to the wall.

The following table outlines the finishes that can be used on the walls in various areas of a food business.



FINISH	Wet washed areas	Food preparation	Vegetable preparation	Servery	Store room	Chiller/freezer	Bin store	Eating areas	COMMENTS
Stainless steel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Welded joints
Ceramic tiles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Epoxy grout
Vinyl tiles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Heat-welded joints
Painted plaster					<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	Light coloured, washable paint
Feature brick								<input type="radio"/>	
Aluminum sheeting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Welded or sealed joints
Steel sheet							<input type="radio"/>		Welded or sealed
Trowelled cement		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Polished surface
Wooden paneling								<input type="radio"/>	Sealed
Painted brickwork					<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	Flush joints and solid surfaces
Pre-formed panels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Concrete					<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	Smooth-sealed finish

Ceilings

Ceilings must be designed and constructed in a way that is appropriate for the activities conducted on the food premises. They must be:

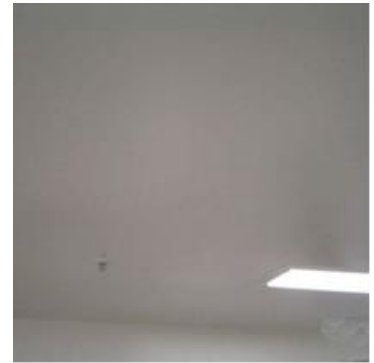
- Sealed to prevent entry of dirt, dust and pests.
- Unable to absorb grease, food particles or water.
- Able to be easily and effectively cleaned.

Ceilings in areas where food is prepared, stored, manufactured or packed should be of a rigid, dustproof, non-absorbent material and free from any cracks and opening. They should be finished with a material that is washable and non-absorbent.

Approved materials include:

- fibrous plaster;
- plasterboard;
- fibrous cement; and
- cement render.

Removable drop-in or suspended ceiling panels are not suitable for use in food preparation and storage areas.



Gloss painted plaster ceiling



Equipment on castors

Fixtures, fittings and equipment

All fixtures, fittings and equipment in the business must be made of materials that are smooth, durable, impervious and able to be effectively cleaned.

All fixtures must be either:

- fixed to the floor;
- 150 millimetres off the floor; or
- on castors to allow movement.

All pipes, conduits and electrical wiring must be either:

- concealed in the floor, walls or ceiling; or
- fixed on brackets to provide at least 25 millimetres clearance between the pipe and the adjacent vertical surface.



Fixed pipes on brackets

This assists in preventing dirt and grease accumulating along these hard to access areas and facilitate effective cleaning.

Cleaners' sink

A cleaners' sink is required for the disposal of mop water and the filling of buckets.

It must be equipped with hot and cold running water and connected to the sewer.

Mop water must not be disposed of into the wash-up sink, food preparation sink or the stormwater system.



Cleaners sink

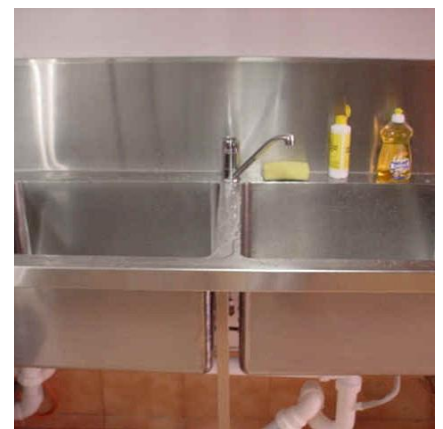
Cleaning and sanitising of equipment, eating and drinking utensils

A double bowl sink must be provided for the cleaning and sanitising of utensils and equipment. Adequate loading and drying space must be provided adjacent to both ends of the double bowl sink.

Alternatively, a commercial dishwasher may be used for cleaning and sanitising in addition to a single bowl sink.

Commercial dishwashers must be designed to operate so that the temperature of water used in the sanitising rinse cycle reaches a minimum of 80°C. Adequate loading and drying space must be provided adjacent to both ends of the single bowl sink.

All sinks must be fitted with hot and cold water and must be large enough to immerse the largest equipment used within the business.



Double bowl sink with stainless steel splashback

Food preparation sink

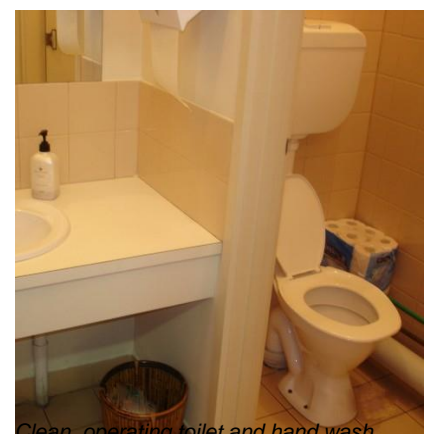
A separate sink must be provided where food preparation involves the washing of food, such as raw fruit and vegetables. It must not be used for other purposes such as the cleaning of equipment, as this can lead to chemical or bacterial contamination.

The food preparation sink must be provided with hot and cold running water supplied through a single outlet.

Toilets

In order to prevent the contamination of food preparation areas, toilets must be separated from areas where open food is handled, displayed or stored by an intervening ventilated space fitted with self-closing doors.

The toilets must be kept clean and operating correctly at all times.



Clean, operating toilet and hand wash facilities

Hand wash basins

Location of hand wash basins

Hand wash basins must be located where they are easily accessible to food handlers. This should be no further than five metres from areas where unpackaged food is handled, to encourage regular use by food handlers.

There should be no doors between a handwash basin and an area where unpackaged food is handled. If there are toilet facilities in the business, a hand wash basin must be located within the toilet cubicle or immediately adjacent.

Setup of hand wash basins

Hand washing facilities must be:

- Permanent fixtures.
- Connected to, or otherwise provided with, a supply of warm running potable water.
- Of a size that allows easy and effective hand washing.
- Clearly designated for the sole purpose of washing hands, arms and face.

It is recommended the hand wash basin is controlled by a hands free device such as a flick mixer tap or knee/foot mechanism. They must be clearly designated for hand washing only, and be provided with a supply of liquid soap and disposable paper towel in fixed dispensers. Air-dryers are not acceptable as the sole means of hand drying.



Hands-free hand wash basin

Food storage

Storage areas must be large enough to adequately store the volume of food required by the business.

Floors, walls and shelving in storage areas are to be constructed of a material that is smooth, durable and impervious to facilitate effective cleaning.

All food must be stored on shelving, at a minimum of 150 millimetres off the floor.

Opened food must be stored in such a way that it is pest proof — generally in food grade containers with tight fitting lids.

This assists to prevent contamination and facilitate effective cleaning of the area. These requirements apply to both dry storage and cold storage/freezers.



Food stored off the floor on shelving

Chemical storage

Chemicals used for cleaning and pest control are often toxic if ingested and have the potential to contaminate food and food contact surfaces.

Cleaning chemicals, cleaning equipment, pest control chemicals and pest control equipment must be stored in a designated room or cupboard, located away from food preparation and storage areas.



Staff/personal storage

Personal belongings may carry dirt, hair and other foreign material that can contaminate food.

Staff clothing and personal belongings must be stored in a designated room or cupboard located outside of

food preparation and storage areas.

Pest control

If left unchecked, pests can quickly become a serious problem in a food business. For this reason, the business should be designed in a way to prevent the entry of pests including rodents, birds, animals and insects.

Windows should be fitted with tight fitting mesh screens or permanently fixed closed. Exterior doors should be solid, tight fitting and self closing with a pest strip at the base.

Where the doors are open for day trade, doorways must be fitted with plastic strip curtains or air curtains that effectively exclude flying insects.

All holes, gaps and spaces in walls, floors and ceilings must be sealed to prevent the entry and harbourage of pests. This includes areas where pipes and conduits pass through walls, ceilings and floors.

Insect control devices must not be located directly over food preparation or storage areas due to the risk of physical contamination by dead insects.



Pest strip fitted on external door



External flyscreen door fitted with self-closer

Smoke free dining

Smoking is banned:

- in outdoor areas at hospitality and food venues used for eating food. This includes footpath dining areas, courtyards and beer gardens during times food is being eaten, or is available to be eaten
- in all outdoor areas at food fairs. A food fair is an event where the principal activity is the supply of food for consumption at the event
- within 10 metres of a food stall or food vendor at organised outdoor event (other than a food fair).

To complement smoke-free outdoor dining, smoking is banned in an outdoor drinking area if any part of that area is within 4 metres of an outdoor dining area, unless separated by a wall of at least 2.1 metres high. This means the two areas can be separated by either:

- a 4 metre buffer zone; or
- a wall of at least 2.1 metres high.



Smoke free dining signage

If the separation requirement is not met, smoking is banned in an outdoor drinking area.

This law applies to the same venue as well as to neighbouring venues.

For further information, contact the Public Health Unit or visit the Tobacco Reforms website www.health.vic.gov.au/tobaccoreforms/

Food Act Requirements

Food Safety Risk Classifications

Under the Food Act, all food premises (new and existing) belong to one of four classes; Class 1, Class 2, Class 3A, Class 3, and Class 4.

The classification system means that regulatory requirements are matched to the level of food safety risk associated with the food handling activities at the different classes of food businesses.

The table below outlines the food business classification and the legislative requirements

Class category	Description	Requirement
Class 1 premises	Hospitals, child care centres, and aged care services that serve high-risk food	<ul style="list-style-type: none"> • Council registration • Annual council inspection • Annual 3rd Party Audit • Food Safety Supervisor • Food Safety Program
Class 2 premises	All other sites that handle high-risk unpackaged foods or Low-risk food is manufactured for which any allergen-free claim is made	<ul style="list-style-type: none"> • Council registration • Annual council inspection • Food Safety Supervisor • Food Safety Program¹
Class 3A premises	This includes sites <ul style="list-style-type: none"> • Accommodation getaway premises that prepare and/or cook potentially hazardous foods which are served to guests for immediate consumption • Home-based or temporary food premises at which food is made using a hot-fill process resulting in a product such as chutney, relish, salsa, tomato sauce or any other similar food 	<ul style="list-style-type: none"> • Council registration • Annual council inspection • Food Safety Supervisor
Class 3 premises	Sites that handle <ul style="list-style-type: none"> • Unpackaged low-risk foods • Prepackaged high-risk foods • Warehouses and distributors 	<ul style="list-style-type: none"> • Council registration • Annual council inspection • Minimum records²
Class 4 premises	This site includes the sale of <ul style="list-style-type: none"> • pre-packaged low-risk food • sausages that are cooked and served immediately (sausages, onion, bread & sauce) • supply of low-risk food at a kindergarten session • packaged or covered cakes • A wine tasting for members of the public • whole (uncut) fruit or vegetables. • The offering to members of the public a free sample of a low-risk food for immediate consumption • The serving of biscuits, coffee, tea, alcohol, water, soft drink 	<ul style="list-style-type: none"> • Notify council

¹ Refer to the table below

² Warehouses and distribution centres are required to keep a food suppliers record only; no other minimum records are required

Food services and retail food premises that conduct one or more high-risk food handling processes are required to have a **food safety program**. The high-risk food handling processes are:

- sous vide cooking below 75 °C
- handling of potentially hazardous foods without temperature control as described in the Australia New Zealand Food Standards Code (the Code)
- acidified or fermented foods/drinks
- preparing ready-to-eat foods containing raw eggs
- preparing ready to eat raw or rare minced or chopped meats
- preparing ready to eat raw or rare poultry or game meats
- off-site catering
- any complex food process activity that does not use temperature control as described in the Code.

Food Safety Program

A food safety program is a written plan that shows what a business does to ensure that the food it sells is safe for human consumption. It is an important tool for helping businesses that handle, process or sell potentially hazardous foods maintain safe food handling practices and protect public health.

When you register your food business, or notify Council about your food activities, Council will determine your classification based on the risk of your food handling activities. You will only need a food safety program if your business is Class 1 or Class 2¹. Proprietors of class 2 food services and retail food premises are exempt from the requirement to have a food safety program for the period of five years except if one or more of the high-risk food handling activities listed is undertaken at the food premises. Business that are required to have a food safety program must implement all relevant sections of the program.

Class 1 food businesses must have an independent food safety program that is tailored to take into account the food handling activities at the business. An annual audit from a Department of Health and Human Services approved auditor is required to determine adequacy and compliance.

Only class 2 food businesses that handle high-risk foods listed must have a food safety program that is either:

- a Department of Health and Human Services program template (this can be downloaded for free at www.dhhs.vic.gov.au;
- a Foodsmart template (this can be accessed for free at <http://foodsmart.vic.gov.au>/ FoodSmartWeb/; or
- an independent (non-standard) program that is developed specifically for the business.

Class 2 food businesses that choose to operate with an independent (non-standard) food safety program annually must have the program audited by a Department of Health and Human Services approved auditor.

Class 3A and class 3 food businesses do not need a food safety program, due to the low risk food handling activities at these businesses. However Class 3 warehouses and distributors are required to keep a food suppliers record only; no other minimum records are required.

Class 4 food businesses are not required to have a food safety program or complete minimum records.

For further information regarding food safety programs, contact Food Safety Victoria on 1300 364 352 or email foodsafety@health.vic.gov.au.

Food Safety Supervisor

Under section 19C of the Act, all class 1, most class 2, and class 3A food premises must have a food safety supervisor. All class 2 community groups are exempt from this requirement if the 'proprietor' is a community group, they trade for no more than two consecutive days at a time and most of the 'staff' are volunteers. The training requirements for the Supervisor have been developed by the Department of Human Services.

It is important to choose your food safety supervisor carefully. Your food safety supervisor can be the owner, an employee or a person external to the business, providing they are able to meet the requirements of a food safety supervisor prescribed in the Food Act 1984.

A food safety supervisor (FSS) must be a person who has recognised, formal certification as a FSS, obtained in the past 5 years. They should have recent, relevant skills and knowledge to handle food safely, particularly high-risk food.

The food safety supervisor does not have to be at the business at all times. However they must be able to know how food is being handled when they are not at the business.

Food businesses must ensure all food handlers have completed a food safety training course, or have appropriate skills and knowledge, before they start handling high-risk foods.

Class 3 and Class 4 food businesses do not need a food safety supervisor. They must however ensure that staff members have the skills and knowledge they need to safely handle food in their work roles.

For further information regarding food safety supervisors, contact Food Safety Victoria on 1300 364 352 or visit www.health.vic.gov.au/foodsafety

To obtain a full list of registered training organisations visit the Training.gov.au website at <http://training.gov.au/>

The table below outlines the food safety competency standards set by the Department of Health and Human Services.

1. Food Processing - Includes businesses such as manufacturers (i.e. flour mills, canneries, packers bakers, wineries & breweries).			
FBPFSY2002	Apply food safety procedures	Current	
2. Retail - Includes businesses such as supermarkets, convenience stores, grocers & delicatessens.			
SIRRFSA001	Handle food safely in a retail environment	Current	
3. Hospitality - Includes businesses such as Restaurants, cafes, and Hotels			
SITXFSA005	Use hygienic practices for food safety	Current	Prerequisite
SITXFSA006	Participate in safe food handling practices	Current	
4. Health - (Businesses such as hospitals, childcare service centres, nursing homes, hostels and Meals on Wheels services)			
HLTFSE001	Follow basic food safety practices	Current	
HLTFSE005	Apply and monitor food safety requirements	Current	
HLTFSE007	Oversee the day-to-day implementation of food safety in the workplace	Current	
5. Community Services – Including businesses such as childcare centres, nursing homes, hostels and Meals on Wheels services.			
	Use all three units from the Health sector above.		
6. Transport and Distribution – Including businesses such as warehouses.			
	Use relevant units from other sectors.		

Food recalls

Every food business must be able to remove any food product and/or ingredient that has been declared unsafe or unsuitable from sale or stock.

A supplier, food manufacturer or Council may notify you that a particular food is unsafe. If you store that food you are required by legislation to remove it from sale and dispose of it as advised. This is a food recall.

If your food business supplies food or ingredients to other businesses you should obtain a copy of the Food Standards Australia New Zealand Food Industry Recall Protocol by telephoning Food Standards Australia New Zealand on (02) 6271 2222 or visit www.foodstandards.gov.au.

Food service businesses and food retail businesses will not often need to recall food, but they need to have a procedure in place to deal with food or ingredients that have been recalled. For this to occur you should:

- know the name and address of the supplier of food (this should be in the approved suppliers record of your Food Safety Program); and
- retain invoices or delivery dockets that contain a name or description of the food, batch numbers or date markers or other identifiers.

Food labeling requirements

Pre-packaged food must be labelled in accordance with the National Food Safety Standards, developed by Food Standards Australia and New Zealand.

All foods sold for retail sale or sold for catering purposes must be labelled, except for the following:

- food not in a package;
- food in an inner package not designed for sale and where the outer packaging shows the required information;
- food made and packaged on the business from where it is sold;
- food packaged in the presence of the purchaser;
- whole or cut fresh fruit and vegetables in packaging that does not obscure the nature or quality (does not include sprouted seeds or similar products);
- food delivered packaged at the express order of the purchaser; and
- food sold at fundraising events.

Where a packaged food is exempt from the general labelling requirements, information may still need to be displayed in connection with the food or provided to the purchaser on request.

The following information **MUST** appear on the food label and be in English:

1. The name of the food.
2. Business and lot identification.
3. The name and business address.
4. Mandatory warning and advisory information.
5. Ingredient labelling.
6. Date mark.
7. Health and safety advice for consumers.
8. Nutrition information panel.
9. Characterising ingredient declaration (percentage labelling).
10. The country of origin.

Further information can be obtained from Food Safety Victoria and from Food Standards Australia and New Zealand visit www.foodstandards.gov.au.

Food Allergens

Declaring the presence of allergens on the label of packaged food allows people with allergies to make informed and safe choices about the food they buy.

For unpackaged food that is not required to bear a label, such as meals from a café or restaurant, allergen advisory statements and declarations must be stated in labelling that is displayed in connection with the display of the food or provided to the purchaser on request.

The Code also states that food businesses must take reasonable measures to ensure they do not compromise the safety and suitability of food. For example, by keeping preparation areas and equipment separate, and ensuring equipment is properly cleaned so that non-allergenic food is not mixed in with allergenic food.

Further information can be obtained from the Food Safety Victoria and from Food Standards Australia and New Zealand.

Visit: www.health.vic.gov.au/public-health/food-safety/food-allergen-awareness or www.foodstandards.gov.au

Trade Waste Agreement

Many food businesses may be required to install a grease trap and have it maintained on a regular basis. Lower Murray Water or Grampians Wimmera Mallee Water are the responsible agencies in making the decision as to whether you will require a grease trap.

It is recommended that you contact your water corporation to discuss your responsibilities regarding trade waste and to obtain a trade waste agreement/exemption.

If your business requires a grease trap, this must be installed outside of the food premises. This is to ensure that food does not become contaminated when the grease trap is emptied.

You are required to provide Council with proof that you have entered into a Trade Waste Agreement with your water corporation, or that it has allowed an exemption for your food business.

For contact details, go to page 25.



Grease trap

Council departments

In the process of establishing a new food business, it may be necessary to consult with other Council departments to obtain the necessary approvals and permits.

Listed below are some of the common matters that are addressed with various departments.

Building Department

Further information and consultation can be provided in relation to:

Building permits

A building permit is required when constructing a building and may be required when renovating/ altering an existing building. Contact Council's Building Department to determine what is needed for your situation.

Toilets

Details on the number of toilets, urinals and hand wash basins required in a business.

Fire safety

Details on emergency lighting, emergency exits, number, type and location of fire extinguishers/fire fighting equipment. Contact Council's Building Department on 5036 2396.

Regulatory Services Department

A permit from Regulatory Services is required to place the following on the footpath:

- a-frame signs;
- tables;
- chairs;
- barriers;
- windbreaks;
- displays; and
- waste skips.

For further information and an application form, contact Council's Regulatory Services Department on 5036 2346.

Planning Department

Further information and consultation can be obtained in regard to:

- signage (apart from a-frame signs on the footpath);
- businesses wishing to increase its seating capacity;
- obtaining a permit for any proposed building works;
- obtaining a permit for manufacturing/wholesale food businesses;
- obtaining a permit for a proposed use of building/ area; and
- if you are wishing to sell liquor.

Contact Council's Planning Department on 5036 2333.

Government Agencies

The following government agencies can be contacted to provide further information in regard to topics summarised in this guide.

Food Safety Victoria

For information regarding food safety program templates, food safety supervisors and other food handling information contact Food Safety Victoria, Department of Health and Human Services on 1300 364 352 or visit www.health.vic.gov.au/foodsafety/

Food Standards Australia and New Zealand (FSANZ)

For information regarding the National Food Safety Standards, fact sheets and labelling information visit www.foodstandards.gov.au.

Training.gov.au

To obtain a list of registered training organisations which provide food safety supervisor training, visit <http://training.gov.au/>

Other useful contacts and resources

Lower Murray Water

Advice on water supply, trade waste agreements and grease traps. You must contact Lower Murray Water in regards to discussing your trade waste agreement. Contact (03) 5036 2150 or visit www.lmw.vic.gov.au.

Grampians Wimmera Mallee Water

Advice on water supply, trade waste agreements and grease traps in Ultima, Manangatang and surrounding districts. You must contact Grampians Wimmera Mallee Water in regards to discussing your trade waste agreement. Contact 1300 659 961 or visit www.gwmwater.org.au.

Consumer Affairs

Advice on Business name registration, liquor license etc. Contact 1300 588 181 or visit www.consumer.vic.gov.au.

Energy Safe Victoria

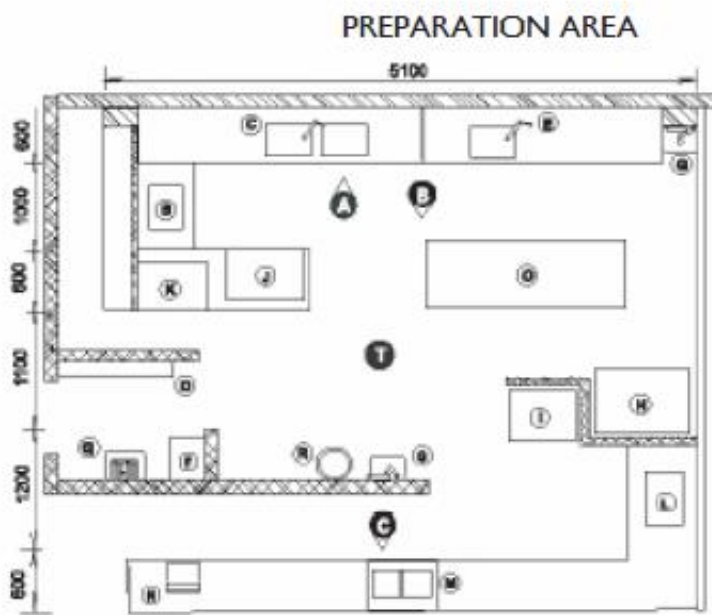
Victoria's electricity and gas regulator. Ensure your gas and electricity is installed and connected by a licensed tradesperson. Contact (03) 9203 9700, email info@esv.vic.gov.au or visit www.esv.vic.gov.au/.

Country Fire Authority

Regulations on fire safety equipment and inspections. The CFA provide fire safety inspections for business premises.

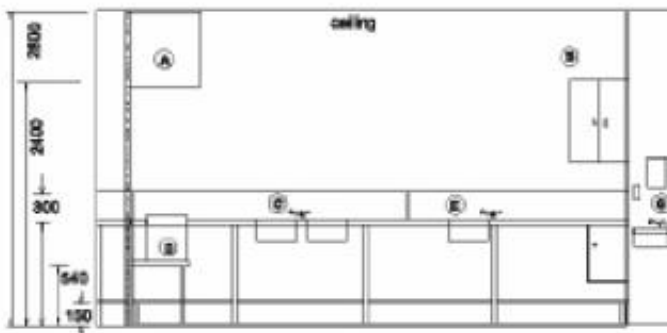
Premises are inspected and guidelines are given for improving the fire safety of a workplace. Applications for Fire Safety Inspections can be found on the CFA website at <http://www.cfa.vic.gov.au/index.htm>

Appendix one - Example plans



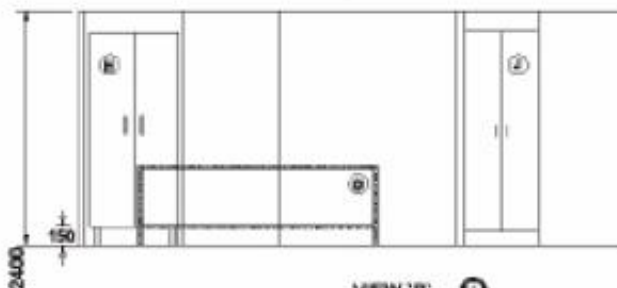
FLOOR PLAN

- A** Mechanical exhaust
- B** Fryer
- C** Stainless steel
- D** Staff personal effects storage
- E** Stainless food preparation sink
- F** Chemical storage unit
- G** Stainless steel hand wash basin 400mm by 500mm
- H** Upright scope commercial refrigeration unit
- I** Scope upright drinks fridge
- J** Dry goods pantry
- K** Commercial pie warmer
- L** Coffee
- M** Refrigerated display cabinet
- N** Cash register
- O** Stainless steel food preparation bench
- P** General waste bin
- Q** Cleaners sink
- R** Waste bin
- S** Storage cupboard
- T** Floor waste drain



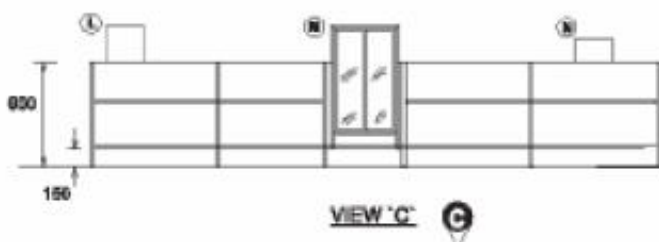
VIEW 'A'

- FLOOR** Ceramic tiles and coving to all walls.
- WALLS** Timber framing.
- WALL LINING** 10mm plasterboard gloss enamel finish.
- BENCHES** Stainless steel bench and frame.
- FRONT COUNTER** Lamirex bench top.
- CEILING** Sealed plasterboard tiles gloss enamel finish.



VIEW 'B'

- PLUMBING** ss basin, knee operated mixer tepid & cold water ss sinks, lever mixer tap, hot and cold water.



VIEW 'C'

- BACKFLOW PREVENTION** Air gap to all tapware. Dual check valve to coffee machine.

Appendix two - New food premises submission form

Applicant details		
Applicant name		
Mailing address		
Contact	Phone:	Mobile:
	Email:	

Proposed proprietor details <i>(write 'as above' if applicant shown above is proposed proprietor)</i>		
Proprietor name		
Trading as		
Contact	Phone:	Mobile:
	Email:	

Food premises address			
Street address			
Suburb		Postcode	

Business Proposal <i>Type of food premises (please tick)</i>		
<input type="checkbox"/> Aged care facility	<input type="checkbox"/> Bakery	<input type="checkbox"/> Bar / pub
<input type="checkbox"/> Café / restaurant	<input type="checkbox"/> Canteen	<input type="checkbox"/> Catering
<input type="checkbox"/> Convenience store	<input type="checkbox"/> Child care facility	<input type="checkbox"/> Delicatessen
<input type="checkbox"/> Green grocer	<input type="checkbox"/> Hospital	<input type="checkbox"/> Manufacturer
<input type="checkbox"/> Reception centre	<input type="checkbox"/> Supermarket	<input type="checkbox"/> Takeaway foods / fast foods
<input type="checkbox"/> Warehouse	<input type="checkbox"/> Other (please specify):	

Types of food prepared <i>Please list</i>

Types of processes to be conducted <i>Eg. repackaging, sous-vide, cook/chill, homemade mayonnaise, etc</i>

Quantity of food sold and prepared <i>Eg. Approximate customer base, amount of food to be manufactured, etc</i>

Method and hours of operation and food transportation <i>If applicable</i>

Other information <i>If required</i>

Classification checklist

The following checklist will assist you in determining the classification of your food premises.

Please note: This checklist is a guide only and further information may be required to adequately determine the classification of your food premises.

<p>1. Are you a wholesaler/distributor of pre-packaged food? If YES, is this the only food handling activity at your premises? If YES, you are classified as a Class 3 If NO, proceed to question 2.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>2. Is the food prepared or served exclusively for people or patients in an aged care service, hospital or meals on wheels service? If YES, you are classified as a Class 1 If NO, proceed to question 3.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>3. Is the food prepared and served exclusively for children at a childcare centre? If NO, proceed to question 4. If YES, is the food high risk? If YES, you are classified as a Class 1 If NO, proceed to question 5.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>4. Are you a greengrocer that only sells fruit, vegetables and/or packaged food? If NO, proceed to question 5. If YES, do you prepare fruit salad, fruit juice or salads? If YES, you are classified as a Class 2 If NO, do you cut/slice fruits and vegetables? If YES, you are classified as a Class 3 If NO, you are classified as a Class 4. You do not require Food Act registration. You only need to notify Council of your operations.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>5. Are you low-risk food manufacturer, for which any allergen-free claim is made, other If yes, you are classified as a Class 2 If no, you are classified as a Class 3</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>6. Are you preparing and/or cooking of potentially hazardous foods which are served to only guests for immediate consumption at an accommodation getaway premises? If yes, you are classified as a Class 3A If no, you are classified as a Class 2</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If none of the above applies to your premises, the classification of your premises will depend upon the risk associated with your food handling activities, such as refrigeration and cooking.</p> <p>Please answer the following questions to assist Council in determining whether your food premise is a Class 2 or 3.</p>	
<p>7. Do you handle any food that does not require refrigeration? Is any of the food pre-packaged? Is any of the food being prepared/made and sold directly to the public? Is any of the food being manufactured on the premises to be sold to retail shops/wholesale/distributor? Is any of the food being repackaged?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>8. Do you refrigerate, cook and/or reheat food? Is any of the food pre-packaged? Is any of the food not packaged?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Is any of the food being sold prepared and sold directly to the public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is any of the food being manufactured and sold to retail shops/wholesale/distributors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Schedule of finishes

Two copies, please attach

A schedule of finishes is required to be submitted with the Plan Submission Form detailing the following information:

- Description of specification for all finishes and claddings adhered to all internal surfaces in the premises (flooring type including coving details, wall and ceiling materials, paint types);
- Description of countertops, cupboards, benches and shelving (stainless steel, tiles, laminate);
- Description of all light fittings (including covers);
- Description of how equipment is intended to be installed (on casters, fitted to floor).

Floor plans

Two copies, please attach

A detailed floor plan, drawn to scale of not less than 1:100, must be submitted to the EHO. The plan must clearly indicate the type and location of all proposed fittings and fixtures, as well as detailing the finishes to all floors, walls and ceilings. Separate plans must be submitted for all proposed mechanical ventilation systems.

Premises floor plans must clearly show the following;

- Countertops, cupboards and benches;
- Equipment;
- Walls, doors and windows;
- Yards and paved areas, and;
- Sinks, troughs, gully traps, bin wash areas, floor wastes, drains and other plumbing fixtures.

Works program

Construction and/or alteration of the food business must not commence until you have received written approval from the Public Health Unit.

Proposed date that works commence: _____

Proposed date that works will be completed: _____

What type of food safety program will your business use:

DH approved template

Independent food safety program

Name of food safety supervisor: _____

Has the food safety supervisor completed training: Yes No

I/we acknowledge that my application cannot be assessed without all the necessary information listed on this form.

Signature: _____

Date: _____

Please return this form to:

Swan Hill Rural City Council,
45 Splatt Street
PO Box 488
Swan Hill, VIC, 3585

Or email:

health@swanhill.vic.gov.au