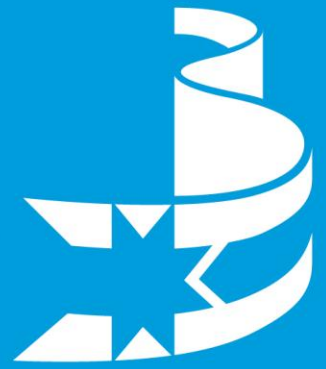


**CITY OF
BALLARAT**



Sustaining growth. Strengthening communities.

FOOD BUSINESS INFORMATION KIT

City of Ballarat
Environmental Health Unit
The Phoenix, 25 Armstrong Street South
Ballarat Vic 3350

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Email: environmentalhealth@ballarat.vic.gov.au

Making and selling food carries certain responsibilities. This guide provides new and existing food premises with a summary of their responsibilities under the Victorian *Food Act 1984*.

To assist in reading, this document is broken into the following sections:

- A. Registration requirements
- B. Community groups
- C. Approval process for new businesses
- D. Existing businesses
- E. Construction and fit out requirements
- F. Mobile and temporary food premises
- G. Food safety program
- H. Food safety supervisor
- I. Tobacco Act

The requirements outlined in this guide are in relation to Council's Environmental Health Unit only.

A. Registration Requirements

Every business that handles, stores or prepares food intended for sale must be registered. The registering authority may vary depending on the type of food you handle or sell.

Type of Food	Registration Authority
Meat (butcher), fish or seafood (fishmonger)	PrimeSafe Ph: (03) 9685 7333 Email: enquiries@primesafe.vic.gov.au
Dairy products	Dairy Food Safety Victoria Ph: (03) 9810 5900 Email: info@dairysafe.vic.gov.au
All other Foods	Ballarat City Council Ph: (03) 5320 5702 Email: environmentalhealth@ballarat.vic.gov.au

Registration with City of Ballarat authorises operation of the premises under the *Food Act 1984*.

It is an offence under the *Food Act 1984* to operate a food business without registration (or notification in the case of class 4 businesses).

Council may issue infringements and/or prosecute any person/company that operates without registration or notification.

A new business registration will commence only after a pre-opening inspection has been completed and Council's Environmental Health Officer is satisfied that you meet all relevant requirements.

Registration must be renewed each year. Proprietors who fail to renew their registration and continue to operate will be committing an offence under the *Food Act 1984*. A

renewal application will be sent to each proprietor at least one month prior to the expiry of the current registration.

Food Act 1984:

The Victorian *Food Act 1984* along with the Food Standards Code and the Food Safety Standards covers all businesses that handle, pack, prepare and sell food.

Therefore all businesses, regardless of their size that are involved with the sale of food must comply with the requirements of the above legislation.

Note: All alcoholic and non-alcoholic drinks are classed as food. Please discuss registration requirements with the Environmental Health Unit.

Food that is provided in conjunction with another service such as accommodation is also covered by the *Food Act 1984*. In some cases this may mean that a business must obtain a dual registration, under the Food Act and the Public Health and Wellbeing Act.

When a business operates at more than one address, registration of each and every site is required.

All food premises are classified according to their risk in four classes, Class 1, 2, 3 and 4. Classification is determined using the Business Classification tool available on the Department of Health website www.health.vic.gov.au/foodsafety/foodclass/index.htm

Class 1

Class 1 food businesses are those that handle potentially hazardous food that is served to vulnerable groups. This includes hospitals, child care centres and aged care facilities such as nursing homes.

Class 1 businesses must:

- Register/Renew registration with Council;
- Be inspected by Council for initial registration or when registration is transferred to a new proprietor;
- Have an independent Food Safety Program;
- Keep a copy of the Food Safety Program onsite;
- Have a qualified Food Safety Supervisor; and
- Undergo two compulsory compliance checks each year
 - An assessment of the premises and Food Safety Program performed by Council; and
 - An audit of the Food Safety Program by an approved 3rd party auditor.

Class 2

Class 2 businesses are those that handle unpackaged potentially hazardous foods which require temperature control. This includes but is not limited to restaurants, fast food outlets, pubs, delicatessens and supermarkets.

Class 2 businesses must:

- Register/Renew registration with Council;
- Be inspected by Council for initial registration or when registration is transferred to a new proprietor;
- Have a Food Safety Program (either template or independent);
- Keep a copy of the Food Safety Program onsite;
- Have a qualified Food Safety Supervisor;
- Register and provide Statements of Trade through Streatrader for all offsite trading; and
- Undergo one compulsory compliance check each year
 - An assessment of the premises and Food Safety Program performed by Council;OR

If you have chosen to use an Independent Food Safety Program

- An assessment of the premises and Food Safety Program performed by Council; and
- An audit of the Food Safety Program by an approved 3rd party auditor;

Class 3

Class 3 businesses are those that handle unpackaged low risk foods, and/or sell pre-packaged potentially hazardous foods. This includes but is not limited to milk bars, convenience stores, green grocers.

Class 3 businesses must:

- Register/Renew registration with Council;
- Be inspected by Council for initial registration or when registration is transferred to a new proprietor;
- Keep minimum records;
- Register and provide Statements of Trade through Streatrader for all offsite trading; and
- Undergo one compulsory compliance check each year
 - A mandatory compliance inspection of the premises and minimum records performed by Council.

Class 4

Class 4 businesses are those where the food handling activities pose a low risk to public health. They include premises that only undertake the following:

- The sale of shelf stable pre-packaged confectionery at newsagents, pharmacies and video stores etc;
- Sale of uncut fruit and vegetables at farmers markets or by greengrocers (whether retail or wholesale);
- Wine tastings;
- Shops and stalls with pre-packaged cakes (excluding cream cakes);
- Sessional kindergartens serving low risk food including cut fruit; and
- Simple sausage sizzles where the sausages are

cooked and served immediately. This includes sausages, sauce, onion and bread, but does not include hamburgers or other high risk foods.

Class 4 businesses must:

- Notify Council of their food operations but are not required to obtain formal registration; and
- Register and provide Statements of Trade through Streatrader for all offsite trading.

Note: Council may at its discretion, inspect a Class 4 premises.

B. Community Groups

Community groups are those that raise funds solely for charity or to provide a service to the community, are not for profit and have food handling activities performed mostly by volunteers.

Community groups include local sporting clubs, senior citizens, churches and school groups.

Community groups may undertake all kinds of activities as long as the legislative requirements of your Class are met.

Class 2: higher risk to public health

Class 2 community groups are those that handle unpackaged potentially hazardous food.

Potentially hazardous food is food that has to be kept under temperature to minimise microbiological growth and prevent the formation of toxins in the food.

Class 2 community groups must:

- Register/Renew registration with Council;
- Be inspected by Council for initial registration;
- Have a Food Safety Program;
- Keep a copy of the Food Safety Program onsite;
- Register and provide Statements of Trade through Streatrader for all offsite trading; and
- Undergo one compulsory compliance check each year
 - An assessment of the premises and Food Safety Program performed by Council.

Note: A Food Safety Supervisor is not required for community groups where food handling is mostly undertaken by volunteers and food activities are for a maximum of two consecutive days at one time.

Class 3: foods not commonly associated with food poisoning

Class 3 community groups are those that handle unpackaged low risk foods, and/or pre-packaged potentially hazardous foods.

Class 3 community groups must:

- Register/Renew registration with Council;
- Be inspected by Council for initial registration;
- Keep minimum records;
- Register and provide Statements of Trade through Stretrader for all offsite trading; and
- Undergo one compulsory compliance check each year
 - A mandatory compliance inspection of the premises and minimum records performed by Council.

Class 4: low risk to public health

Class 4 community groups are those that handle low risk pre-packaged foods and conduct basic sausage sizzles.

Class 4 community groups must:

- Notify Council of their food operations but are not required to obtain formal registration; and
- Register and provide Statements of Trade through Stretrader for all offsite trading.

C. Approval process for New Businesses

Once you have decided to go ahead with your new food business, discuss your business proposal with the Environmental Health Unit.

Contact should be made with the following additional departments and organisations to ensure all other approvals and permits are obtained.

Within Council:

- Statutory Planning for planning requirements including parking and signage,
- Building for building permits and toilet requirements,
- Local Laws for permits and advice in relation to advertising sign, outdoor dining on footpaths and itinerate trading (trading on Council land).
- Rates office for details on the rates and charges that are likely to apply

Phone: 5320 5500

Other Useful Contacts / Resources

Property Owner - If you do not own the property you are proposing to operate your business from, it is your responsibility to seek the approval of your landlord/agent.

Central Highlands Water - for advice on water supply, trade waste agreements and grease traps. You must contact Central Highlands Water in regards to discussing your trade waste agreement.

Contact: Trade Waste Officer
Office: 7 Learmonth Road, Wendouree
Phone: 5320 3143

Consumer Affairs - for advice on Business name registration.

Phone: 1300 588 181

Office: 206-208 Mair Street, Ballarat

Web: www.consumer.vic.gov.au

Australian Securities & Investments Commission (ASIC) – for registering your business name

Phone: 1300 300 630

Internet: www.asic.gov.au/asic/asic.nsf

Victorian Commission for Gambling and Liquor Regulations – to apply for a gambling or liquor licence.

Phone: 1300 182 457

Email: contact@vrglr.vic.gov.au

Web: www.vcqlr.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.

Phone: (03) 9203 9700

Email: info@esv.vic.gov.au

Web: <http://www.esv.vic.gov.au/>

Country Fire Authority – for 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.

Phone: (03) 5329 5510

Office: Grampians Region

19 Learmonth Road, Wendouree

Web: <http://www.cfa.vic.gov.au/index.htm>

Registration Process

An application must be lodged with Council that includes the following:

- A completed 'Application to Register a Food Business' form;
- A detailed floor plan* of the proposed interior layout; and
- Payment of the prescribed fee (pro rata fees apply depending on when you set up and begin trade).

* The floor plan must meet the following requirements:

- Drawn accurately to a scale of not less than 1:100;
- Include the location of equipment, appliances and other fixtures such as cleaning sinks and hand wash basins; and
- Include a checklist detailing the types of finishes in the premises and adequate information to demonstrate that the premise meets the requirements outlined in this guide.

An example of an acceptable floor plan can be found on Page 16 of this guide.

When starting a new business the application fee is initially higher, this takes into account additional statutory

assessments and approval of plans, including inspections and administrative costs associated with the application.

Your application will be processed once all required information and full payment is received. An Environmental Health Officer will assess your plans and respond in writing, detailing proposed alterations and amendments within 5-7 working days.

An approved copy of the plans will be returned for your records. **Please note:** Council is unable to approve plans that fail to provide all necessary information.

Once written plans approval from Council's Environmental Health Unit is provided, you can commence any required work on the premises.

Final Inspection

A final inspection is required before the *Food Act 1984* registration will be issued. Please contact the Environmental Health Unit to arrange a final inspection date and time.

Note:

- All works must be finalised;
 - The premises must be clean and ready to commence trading; and
- If required:
- The Food Safety Program must be ready for use and available on site.

Registration commences once the inspection has been completed and the registration certificate issued.

Tiered Fee System – Registration Renewal

The annual renewal process aims to support businesses as much as possible however the onus for compliance is still with businesses.

The due date for the submission of registration renewal application and payment is approximately two weeks prior to the expiry of registration. The specific date will be outlined within your registration renewal documentation along with instructions on how to complete.

This works in tandem with an incentivised payment system to encourage renewal submission and payment to be completed on time; thus ensuring continuity of registration for your business.

Despite Council's best endeavours, applications submitted on or near the registration expiry date may not be able to be processed to ensure current registration; operation without current registration is an offence.

An appeal process has been established to cater for exceptional circumstances beyond your control however we encourage businesses to observe the due date, pay a lower fee and avoid putting their businesses at risk of operating unregistered.

D. Construction and Fit out Requirements

The following sets out the construction requirements for all **new food** and for all **existing food businesses** undergoing repairs and alterations according to the:

- *Food Act 1984*;
- Australia New Zealand Food Standards Code www.foodstandards.gov.au/foodstandards/foodstandardscode.cfm; and
- Australian Standards (AS 4674) for Design, Construction and Fit-out of Food Premises.

Current legislation including the *Food Act 1984*, the Food Standards Code and the Food Safety Standards all require a food premises to be constructed and to operate in a manner that ensures the safe handling, storage and preparation of food.

General Design Concepts

- Food flow is in one direction:
Receipt → storage → preparation → packaging → serving
- Physical separation of areas used for storing food, chemicals, garbage and recyclable matter, toilets and personal belongings.
- Adequate space for food handlers and other staff to conduct activities depending upon the food operations proposed for the premises.
- Proofing against entry of pests including birds, animals, insects and rodents.
- Layout, design and construction materials shall allow ease of cleaning and sanitising.

Floors

In areas within the establishment which are used for food handling, washing and cleaning of equipment/utensils,

and other personal hygiene areas, flooring must be constructed using approved impervious materials appropriate to the activities conducted.

Floors must be:

- able to be effectively cleaned;
- unable to absorb grease, food particles or water;
- laid so that there is no ponding of water; and
- to the extent that is practicable, be unable to provide harbourage for pests.

Figure 1: Typical Coving Methods

Please see Table 1 on page 7 for suitable floor finishes for food premises.

Coving

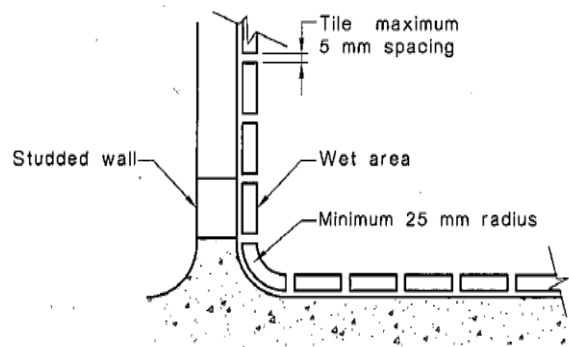
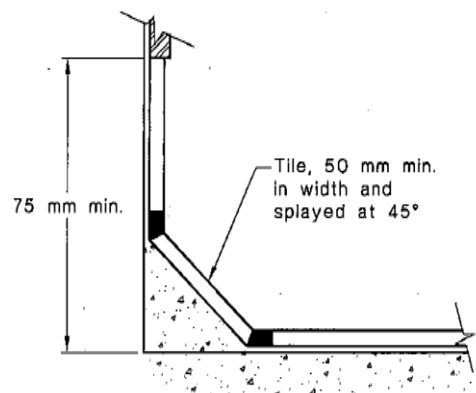
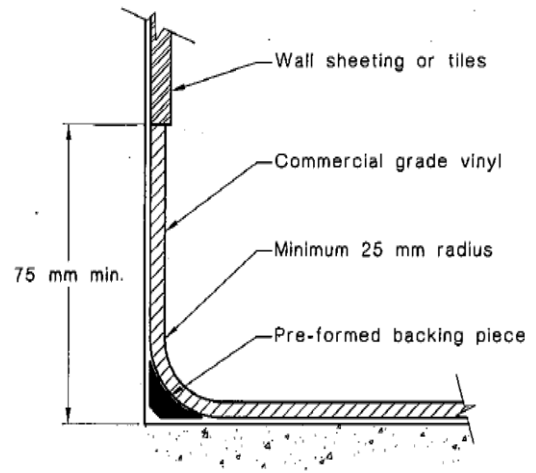
Floor to wall junctions in food preparation, food storage and wash up areas should have an impervious, cleanable, rounded coving material to a height of not less than 75 mm up the wall. Coving must be sealed securely to the floor and wall.

Where vinyl or similar flooring is used and the flexible sheeting is laid to form the cove, a solid preformed coving support must be installed beneath the sheeting.

Please see Figure 1 for coving diagram.

Floor Wastes

Floor waste shall be evenly graded (at least 1:100) so that water falls to the floor waste and is connected to sewer in accordance with Central Highlands Water Authority requirements.



Reference: AS 4674-2004

Table 1: Suitable floor finishes for food premises

Finishes	Wet washed area	Food Preparation	Vegetable Preparation	Servery	Store room	Chillers/Freezers	Bin Storage	Eating Areas	Comments
Stainless steel non-slip profile	•	•	•	•	•	•	•	•	Welded joints
Ceramic tiles	•	•	•	•	•	•	•	•	Epoxy grout
Quarry tiles	•	•	•	•	•	•	•	•	Sealed
Steel trowel case hardened concrete			•		•	•	•	•	Smooth-sealed finish, no joints
Carpet/carpet tiles								•	
Wooden flooring								•	Sealed
Polyvinyl sheet	•	•	•	•	•	•	•	•	Heat welded joints (not suitable adjacent hot fat appliance)
Laminated thermosetting plastic sheet	•	•	•	•	•	•	•	•	Heat welded joints (not suitable adjacent hot fat appliance)
Vinyl tiles					•			•	
Plastic matting				•				•	Should be used for safety reasons only. It shall be easily cleaned and laid in sections that can be removable for cleaning
Cork tiles								•	Sealed
Epoxy resins	•	•	•	•	•	•	•	•	Complying with Australian Standard 3554

Reference: AS 4674-2004

Walls & Ceilings

Walls and ceilings must be provided where they are necessary to protect the food from contamination.

Note: The use of drop-in, removable panel ceilings is not permitted in food preparation areas or over areas where food is displayed or served.

They must be of solid construction and finished with materials appropriate to the activities conducted.

Walls and ceilings must be:

- (a) sealed to prevent the entry of dirt, dust and pests;
- (b) unable to absorb grease, food particles or water (impervious);
- (c) able to be easily and effectively cleaned; and
- (d) to the extent that is practicable, be unable to provide harbourage for pests

Please see next page for Table 2 - suitable wall finishes and Table 3 - suitable ceiling finishes.

Walls in areas where food is prepared or handled must be:

- Smooth and impervious to 1.8 metres above the floor; or
- 450mm above bench tops and then finished above this height with smooth, washable surfaces (i.e. 2 coats of high gloss, light coloured washable paint).

Walls behind cooking equipment should be faced with a smooth and impervious material from floor level to the underside of the mechanical exhaust canopy.

Walls above the splash back in wet areas are recommended to be constructed of water retardant plaster board. As a guide this material should be extended to a height of at least 1.8 meters from the floor.

Finishing materials aim to provide a smooth even surface, free of buckles, ledges, fixing screws, picture rails, open joint spaces, cracks or crevices. Window sills should be splayed at an angle of not less than 45°

Service pipes, conduits and electrical wiring should be concealed in the wall or fixed with approved brackets at least 25mm clear of any wall and not less than 100mm clear of any floor to allow easy cleaning.

Skirting boards, picture rails or any other projections on the walls of kitchens and food preparation areas are not permitted.

Table 2: Suitable wall finishes for food premises

<i>Finishes</i>	Wet washed area	Food Preparation	Vegetable Prep	Servery	Store room	Chillers/Freezers	Bin Storage	Eating Areas	Comments
Stainless steel	•	•	•	•	•	•	•	•	Welded joints Waterproof screw covers
Ceramic tiles	•	•	•	•	•	•	•	•	Epoxy grout
Vinyl Sheet	•	•	•	•	•	•	•	•	Heat welded joints
Painted Plaster					•		•	•	Smooth finish
Feature Brick								•	
Aluminium Sheet	•	•	•	•	•	•	•	•	Welded or sealed joints
Steel Sheet							•		Welded or sealed joints
Trowelled Cement		•	•	•	•	•	•	•	Polished surface
Wood Panelling								•	Wood sealed
Painted Brickwork					•		•	•	Flush joints and solid surfaces
Concrete					•		•	•	Sealed smooth finish
Pre-formed Panels	•	•	•	•	•	•	•	•	H bar joints mastic Sealed. In wet areas/ food preparation shall be integrated into a dwarf wall or set on plinth.

Reference: AS 4674-2004

Table 3: Suitable ceiling finishes for food premises

<i>Finishes</i>	Wet washed area	Vegetable Prep	Servery	Store room	Chillers/Freezers	Bin Storage	Eating Areas	Comments
Painted Plaster	•	•	•	•		•	•	Smooth finish
Steel Sheet	•	•	•	•		•	•	
Trowelled Cement	•	•	•	•		•	•	Polished surface
Wood Panelling							•	Sealed surfaces
Concrete	•	•	•	•		•	•	Sealed smooth finish
Pre-formed Panels	•	•	•	•	•	•	•	
Acoustic Panels							•	Suspended T-bars
Decorative Panels							•	

Reference AS 4674-2004

Lighting

Provide sufficient lighting to allow for the hygienic and safe handling of food in both preparation and storage areas and to enable easy and effective cleaning.

All light fittings shall be recessed into the ceiling or flush mounted, with the edges sealed and must be enclosed in shatterproof covers.

For additional guidance see Australian Standard 1680.

Ventilation

All food premises shall have either natural or mechanical ventilation to minimise the likelihood of airborne contamination of food and provide a safe working environment by effectively removing fumes, smoke, steam and vapours.

All cooking, using equipment such as deep fryers, hot plates, ovens and doughnut machines etc. must take place beneath and within the perimeter of an approved commercial mechanical exhaust system/canopy. The mechanical ventilation must comply with Australian Standard 1668 Parts 1 & 2 in accordance with the Building Code of Australia.

NOTE: Contact Council for more detailed information regarding design and construction of mechanical exhaust systems.

In general terms, cooking appliances exceeding 8kW of electrical power or 29 mega joules of gas are required to be provided with a commercial exhaust ventilation system (refer to appliance ratings or manufacturers specifications). All deep fryers must be located under a commercial exhaust ventilation system regardless of size.

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

Appliances, fixtures, fittings & equipment

All equipment, appliances (including stoves, ovens, and deep fryers) and fittings should be:

- Placed no closer than 150mm to any wall, unless sealed to the wall, and on metal legs or castors;
- not less than 150mm above the floor unless sealed to the floor in such a manner so as to eliminate any open gap to prevent liquids, food particles, grease or other refuse from collecting; and
- Service pipes, conduits and electrical wiring shall be concealed in floors, plinths, walls or ceilings or fixed on approved bracket which provide at least 25mm clearance from walls and 100mm clearance from floor.

Storage facilities

Refrigeration units, cool rooms and freezer rooms must meet the following:

- Refrigeration equipment must operate at a temperature at or below 5°C.
- Freezer equipment must operate at a temperature at or below -15°C.
- Internal and external lining of aluminium, stainless steel or colourbond type insulation panels is required.
- All joints and seams sealed.
- Adequate artificial lighting.
- A smooth impervious floor fitted with an approved coving material.
- Shelving of an approved sealed material in order to prevent deterioration.
- Motors located outside.
- Cooling unit discharge connected to sewer.

Dry goods

An adequate storage area should be provided for the separate storage of bulk materials.

Dry ingredients such as flour, rice, etc. should be stored in impervious air tight, vermin proof containers with tight-fitting lids on shelves or on castors in approved designated areas.

Food Protection

Provide covers, sneeze guards or doors to cabinets to protect any unpackaged food on display or for self-serve.

Provide food grade containers with tight fitting lids for the storage all food.

Provide adequate shelving to ensure food is stored or displayed off the floor including in cool rooms and freezers.

Utensils

In order to protect all food, utensils and equipment from contamination:

- Do not store food, utensils or equipment on the floor;
- Provide adequate drawers for storage of utensils; and
- Provide single serve dispensers for the distribution of straws to customers.

Hand washing facilities

Consideration needs to be given to the following:

Location:

- Within 5 metres of food handling/preparation areas;
- Easily accessible; and
- In line of sight from food preparation areas.

Construction:

- Permanent fixture;

- Supplied with warm running potable water through a single outlet i.e. mixer tap;
- Size which allows easy and effective hand washing. A basin of 11 litres capacity with minimum dimensions of 500mm by 400mm is recommended;
- Clearly designated for the sole purpose of hand washing;
- Be sealed to the wall and be provided with an impervious splashback;
- Provided with single use paper towels; and
- Provided with liquid soap in wall-mounted or single standing dispensers.

NOTE: Hands free hand wash basins are not mandatory. Flick mixers are acceptable.

Equipment for cleaning & sanitising

Sinks – Food Preparation Areas

An adequate number of sinks, with adjacent loading and draining/drying space, is to be provided for manual cleaning and sanitising of utensils and equipment.

Sinks should be of an adequate size to accommodate the largest pots or piece of equipment and have an adequate supply of hot and cold potable water with a splashback to a height of 450mm.

Separate sinks are required for food processing and hand washing.

Dishwashers and Glass washers

Dishwashers or glass washers must be capable of sanitising. Australian Standard 2945 requires that utensils undergo a sanitising rinse, if using heat, at:

- 80°C for 2 mins;
- 75°C for 10 mins;
- 70°C for 15 mins

Preparation Sink

Where foods require washing and in some cases sanitising (e.g. lettuce) a separate designated food preparation sink should be installed for this purpose.

Cleaner's Sink

A cleaner's sink should be provided for the disposal of mop water and similar liquid waste, which is connected to sewer. Disposal of waste water in the stormwater drain or in sinks used for food preparation or cleaning and sanitising of food equipment is not permitted.

NOTE: All equipment should be connected to a draining system and if required by Central Highlands Water Authority, connected to a grease trap.

As a minimum food premises require the following:

- **Double bowl sink; or**
- **Double bowl sink and dishwasher; or**
- **Triple bowl sink.**

Water supply

An adequate supply of potable water (safe for human consumption) must be available for all activities that use water in the food premises.

If your food business has an alternative source of water other than the reticulated town water supply, it must be treated before being used for food handling activities.

Contact the Environmental Health Unit for further information.

Waste Water Disposal

Most food premises are required to install and maintain an adequately sized grease trap. The size depends on the volume of wastewater discharged.

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

You must contact Central Highlands Water (Trade Waste Officer on 5320 3143) to discuss the size and installation of your grease trap.

If a grease trap is not required, you will still need a Trade Waste Agreement with Central Highlands Water.

Refuse Disposal & Storage

Adequate bins are to be located onsite for disposal of all rubbish.

An area of sufficient size is required to accommodate the number of bins required to adequately contain the volume and type of garbage generated.

If garbage containers hold putrescible material, areas should be:

- Provided with a hose tap connected to the water supply;
- Paved with an impervious material;
- Protected from the elements; and
- Graded to a waste disposal system in accordance with the requirements of Central Highlands Water Authority.

In addition, all cleaning chemicals and equipment are to be stored separately to food storage or preparation areas.

Toilet facilities

Provision of sanitary facilities for staff and customers must be installed in accordance with the Building Code of Australia. Council's Building Department is to be consulted in regards to toilets.

Additionally, toilets must be:

- Separated from any room in which food is manufactured, prepared, stored and/or served by an airlock, hallway or other room and fitted with tight-fitting, self-closing doors;
- Provided with either natural or mechanical exhaust ventilation;
- Located such that the public must not go through food preparation areas to reach them; and
- Provided with hand wash basins in the ratio of at least one hand basin for every two toilets.
- The hand wash basin must be provided with liquid soap and disposable paper towel, a supply of hot and cold water through a single outlet and be installed immediately adjacent to the toilet(s).

Note: An existing hand-wash basin in the food preparation area is not sufficient to act as a toilet hand-wash basin.

If the proposed site of the food business is located within a non-sewered area, Council's Environmental Health Unit must be consulted regarding the options for installation of an on-site waste water treatment and disposal system.

Staff Personal Effects and Clothing

Change room facilities must be provided where staff routinely change uniforms/clothes on the premises and storage must be provided for personal belongings.

Where change rooms are not required, clothing and personal belongings can be stored in an enclosed dedicated cupboard located outside the food preparation, processing and storage areas.

Pest proofing

The design and construction of food premises must prevent the entry of pests including rodents, birds, animals and insects.

Provide screens, self-closing doors, air curtains, fly strips or other approved means to all external windows, vents, doorways and other openings.

Holes or gaps around pipework, drains, cables and ducts should be sealed, filled and finished.

Insect killing devices are not to be installed directly over food preparation surfaces, exposed food and clean equipment/utensils.

Proprietors name

In accordance with *Food Act 1984* requirements, the proprietor of a food business must ensure that the proprietor's name is prominently displayed on any food premises used in connection with the food business.

Lettering should be at least 60mm in height and in contrast to the background colour.

Food transport / Delivery vehicles

Vehicles used to transport food should be designed and constructed to protect food from contamination including insects, air borne contaminants, dusts and fumes and be easily cleanable.

Food Vehicles

Under the *Food Act 1984*, food vehicles are defined as a Food Premises.

Food Vehicles are often smaller scale than traditional Food Premises however they need to meet the same construction and registration requirements as a Food Premises.

Design and Construction of Food Vehicles

The following advice is provided specifically for a food vehicle:

- The driving section of the vehicle should be separated from the section where the food is stored or sold;
- Service hatches should be of minimal size to reduce the risk of contamination from flies and dust;
- Provision must be made for the safe storage of all food. This includes adequate refrigeration at or below 5°C for cold foods, and at or below -15°C for frozen foods. Adequate temperature control at or above 60°C must also be provided for hot food;
- An approved mechanical exhaust system is required over all cooking equipment;
- The vehicle must be fitted with a double bowl sink and a separate hand basin with an adequate supply of hot and cold water supplied by means of a hot water service. Single use paper towels and soap must be provided;
- The vehicle must be fitted with a waste water holding tank;
- All fittings and appliances must be positioned in such a manner as to enable easy access for cleaning purposes. Clearances of a minimum 250mm are recommended. Ideally all cupboards should extend to the floor and include coving to eliminate corners and assist in cleaning;
- Food compartments should be designed and constructed so that they are able to be easily and effectively cleaned; and
- Food contact surfaces should be easy to clean and able to be sanitised if necessary.

Operating Sites/Locations

Mobile Trading

Operating on private land: If the land is privately

owned than consent from the land owner must be obtained and the operation must not contravene the City of Ballarat Planning Scheme. Further information regarding Ballarat's Planning Scheme Contact Councils Statutory Planning Department on 03 5320 5500.

Operating on Council land:

An Itinerant Trading Permit for commercial activity on public roads or Council controlled land is required. You will need a Certificate of Currency of a public risk insurance policy. For further information regarding Itinerant Trading Permits contact Local Laws Department on 5320 5500.

<https://www.ballarat.vic.gov.au/business/mobile-trading>

E. Temporary/Mobile Food Premises

If your business sells from:

- A stall;
- A van or trailer;
- Vending machine; or
- Private water carter transporting water intended for human consumption;

You are a temporary or mobile food premises.

All food businesses that operate as temporary or mobile food premises must register online using the state-wide database Streatrader.

Visit the Streatrader website -

<https://streatrader.health.vic.gov.au>

You will be required to create a login (unless you already have one, in which case you simply fill in your username and password). Once your login details are completed you are ready to complete your registration/notification. Streatrader will guide you through the process until you are ready to lodge.

Streatrader allows businesses and community groups that sell food from stalls and vans to apply for registration or notification and lodge Statement of Trades (SOTs) online. This can be done anytime with no need to go to Council.

Once your application has been accepted by your principle Council, and you have lodged your SOTs you can trade anywhere in Victoria.

Note: A Statement of Trade is a statement that lets all relevant Councils know when and where you will be operating your mobile or temporary food premises.

You can lodge SOTs at the same time that you register or notify.

You cannot trade until your premise has been registered/notified on Streatrader and your SOT accepted.

Many event organisers or market operators may ask for evidence that you have sent your SOT to Council. You can select to view the details of the SOT and also print or email the SOT directly from the system.

You should lodge a SOT at least five days prior to trading.

Selling meat at the market

If you are selling pre-packaged meat/chicken from a stall or from a vehicle that is not a licensed meat transport vehicle, then you must register the stall with your principle Council and lodge SOTs.

For Community Groups

When creating your login it is best to use a generic email and password so that it can be passed on to other members depending on who is organising an event.

For further assistance contact Streatrader on

Streatrader@health.vic.gov.au

F. Food Safety Programs

All Class 1 and 2 businesses must have in place a Food Safety Program at the time they commence operating.

It is an offence under the *Food Act 1984* section 19F not to have a Food Safety Program onsite at all times.

Class 1 businesses must use an independent Food Safety Program and engage a 3rd party auditor to audit their plan.

What are my options for developing a Food Safety Program as a Class 2 premises?

You have two options with regards to the development of your Food Safety Program. You can:

- (a) **Independently** develop a plan and engage a 3rd party auditor to audit your plan; OR
- (b) Utilise one of the registered templates.

INDEPENDENT - Developing your own Program

If you would like to develop your own Food Safety Program you will be required to ensure that your plan complies with the requirements under section 19D of the Victorian *Food Act 1984*, the Food Safety Standards (Standards 3.1.1., 3.2.2 and 3.2.3) and Standard 3.2.1 (Food Safety Programs).

The food safety program can only be used when an approved auditor has confirmed that the program has been developed under an approved Quality Assurance (QA) program.

A copy of any independent plan must be submitted to Council.

TEMPLATE - Obtaining a state registered template.

A number of different industry groups along with the government have developed templates for use by food businesses. A full list of approved templates is available at Department of Health website <http://docs.health.vic.gov.au/docs/doc/Department-of-Health-registered-Food-Safety-Program-Templates>

How do I use a Template?

All templates need to be customised. Before you customise your template you should carefully read the entire template.

A section within the template (usually near the start) will provide a list of questions for you to answer. The answers provided by the questions will direct you to the sections of the template that you are to use.

Can I change the Content of the Template?

You are not permitted to remove any technical content from the Food Safety Program template. You are however permitted to add to the content of your plan.

What about Records?

The completed Food Safety Program requires the keeping of certain records. Blank copies of all records are provided in the Template. The frequency of record keeping is documented within the Template.

Reviewing your Food Safety Program Template

You are required to review your Food Safety Program once every 12 months or when you make an alteration to your business' operation.

Notification and Submission of Food Safety Program Template

Notification of your Template number and Food Safety Supervisor details will occur when you first apply for registration and when you renew your registration.

A copy of your Food Safety Program may be required to be submitted to Council's Environmental Health Unit when you first commence operations.

G. Food Safety Supervisor

Everyone who handles food in your business needs to know how to do their job safely, regardless of the level of risk.

All class 1 and 2 businesses are required to appoint a Food Safety Supervisor when they commence operating.

Note: Community groups are exempt from this requirement if you operate for less than 2 consecutive days.

While class 3 and 4 businesses do not need a food safety supervisor, it is recommended all staff complete online food handling training.

A free training resource is available at: <http://dofoodsafely.health.vic.gov.au/>

A food safety supervisor is a person who:

- Has a certificate or statement of attainment against the required competencies from a training provider that is a Registered Training Organisation (RTO);
- Has the ability to supervise food handling in the food premises; and
- Provides directions if unsafe food practices are observed.

Notifying Council

Class 1 and 2 businesses must inform Council who their Food Safety Supervisor will be. That person can be the proprietor or an employee, providing they are able to meet the requirements of a food safety supervisor prescribed in the *Food Act 1984* (as above).

If you are opening a new business or your nominated food safety supervisor suddenly leaves your business, you should speak with Council about agreeing to a suitable period of time for your business to have a new food safety supervisor who meets all the legal requirements.

How can I get the required food safety competency standard?

There are a number of ways of demonstrating competency. The easiest way is to have a certificate or statement of attainment showing that the person named as Food Safety Supervisor has the required competencies. These certificates or statements can only be issued by training providers that are Registered Training Organisations (RTO).

People with appropriate experience, but without formal qualifications, can have their competencies certified through a Recognition of Prior Learning process (RPL). The RTO may recognise the competencies that a person has acquired through experience or other training, but require further training to achieve the balance.

Make sure that whenever you arrange training with an RTO that the organisation provides you with training that meet the appropriate competency standards.

Food Sector	Minimum Competency Standard
Food Processing – Includes businesses such as manufacturers (i.e. flour mills, canneries, packers bakers, wineries & breweries).	FDFFS2001A 'Implement the food safety program and procedures'
Retail – Includes businesses such as supermarkets, convenience stores, grocers & delicatessens.	SIRRFSA001A 'Apply retail food safety practices' OR Use both units from the Hospitality Sector below
Hospitality - Includes businesses such as Restaurants and Hotels	SITXFSA101 'Use hygienic practices for food safety' SITXFSA201 'Participate in safe food handling practices' OR Use unit from the Retail Sector above
Health – Includes businesses such as hospitals.	HLTFS207C 'Follow basic food safety practices' HLTFS310C 'Apply and monitor food safety requirements' HLTFS309C 'Oversee the day-to-day implementation of food safety in the workplace'
Community Services – Including businesses such as childcare centres, nursing homes, hostels & Meals on Wheels services.	Use all three units from the Health sector above.
Transport & Distribution – Including businesses such as warehouses.	Use relevant units from other sectors.

Section 5C of the *Tobacco Act 1987* permits smoking in outdoor dining or drinking areas where there is a roof in place and at least 25% open wall space.

Outdoor dining or drinking areas must be approved by the Environmental Health Unit before use.

Specific publications about the tobacco legislation are available from Council's Environmental Health Unit.

Tobacco Signage

Council is able to supply a number of tobacco related signs to premises. The signs we have available

include:

- The Blue : We don't sell to under 18 sign
- A3 Health Warning Sign
- A4 and A5 'No Smoking' signs
- A4 graphic-health-warning signs

If you would like additional assistance regarding tobacco legislation please contact the Environmental Health Unit.

Training Providers in Ballarat

Federation University (previously University of Ballarat) (TAFE DIVISION) (SMB)

Phone: 03 5327 8000
 Freecall: 1800 333 864
 Email: info@federation.edu.au
 Office: Lydiard Street South, Ballarat

Search for Training courses online

Victoria Skills Gateway

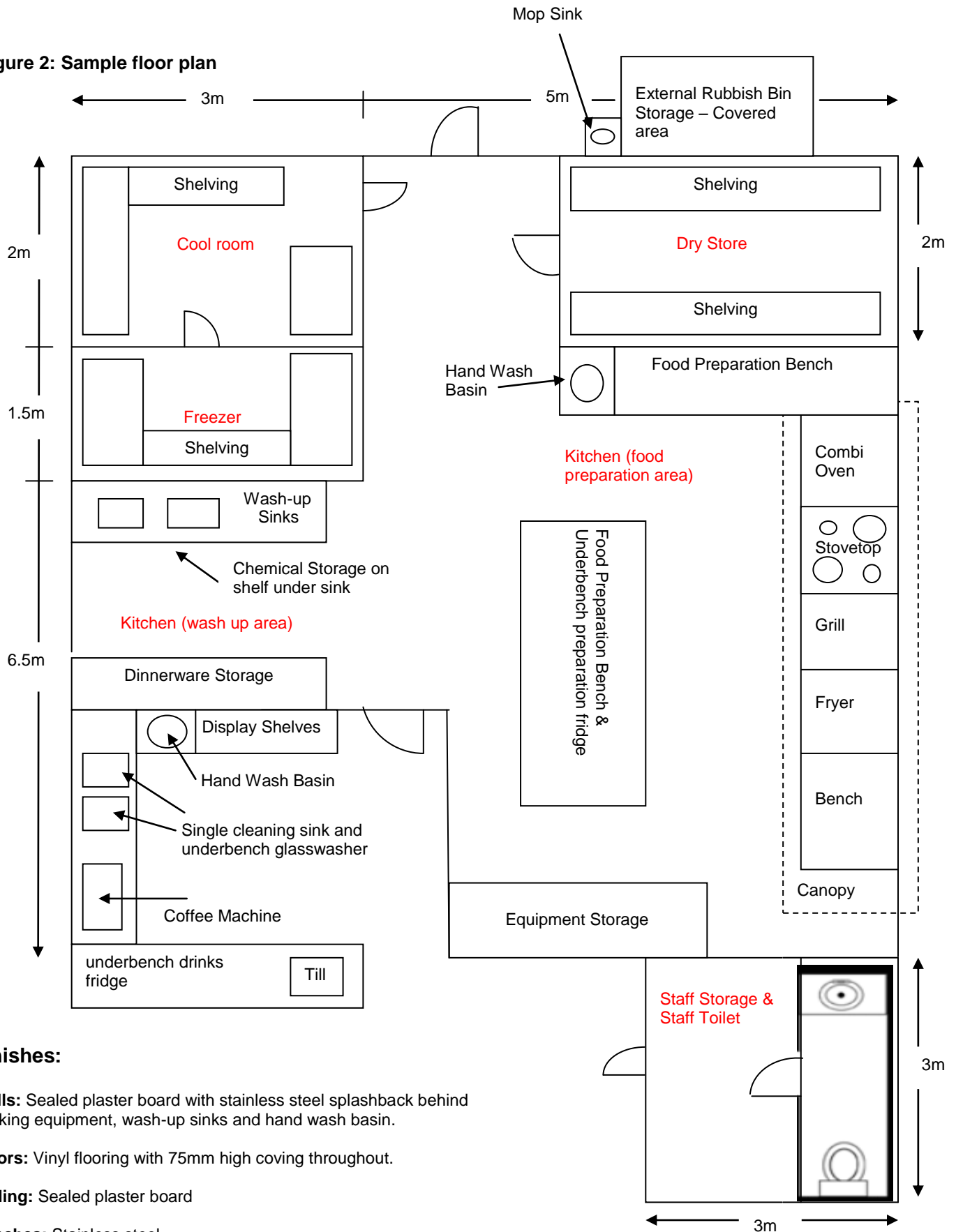
Training.gov.au

H. Tobacco Act

Over the past few years several changes have occurred to the *Tobacco Act 1987*. These changes affect premises that:

- sell tobacco (retail or vending machine);
- have a liquor licence; and
- have an outdoor dining or drinking area.

Figure 2: Sample floor plan



Finishes:

Walls: Sealed plaster board with stainless steel splashback behind cooking equipment, wash-up sinks and hand wash basin.

Floors: Vinyl flooring with 75mm high coving throughout.

Ceiling: Sealed plaster board

Benches: Stainless steel

Hand Wash Basin Tap: Mixer Tap

Shelving: Laminated shelving units for storage

Cool room/Freezer Shelving: Stainless steel wire racks

