

FOOD BUSINESS INFORMATION KIT

City of Ballarat
Environmental Health Unit
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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:

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Note: The requirements outlined in this guide relate to Council's Environmental Health Unit only.

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.

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 five classes, Class 1, 2, 3, 3A and 4. Further information on business classification can be found at <https://www.health.vic.gov.au/food-safety/food-business-classification>

Class 1

Class 1 food businesses are those that handle potentially hazardous food that is served to vulnerable groups. This includes hospitals, childcare 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.
- ensure all food handlers who handle high-risk foods have either completed a food safety training course or can show they have appropriate skills and knowledge.
- 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 premises that handle or manufacture:

- unpackaged potentially hazardous foods (those that require temperature control); or
- low risk food for which any allergen free claim is made.

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 business has a change of proprietor.
- have a qualified Food Safety Supervisor.
- ensure all food handlers who handle high-risk foods have either completed a food safety training course or can show they have appropriate skills and knowledge.
- be able to substantiate their critical food safety controls (temperature control, food processing, and cleaning and sanitising) to Council authorised officers.
- undergo one compulsory compliance check performed by Council each year.
- register and provide Statements of Trade through FoodTrader for all offsite trading.

Some Class 2 businesses who conduct 'high risk' food handling processes will be required to have a Food Safety Program and keep a copy of this on site. This may be either a standard template or an Independent Food Safety Program. If a business uses an independent Food Safety Program, it must 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 3A

Class 3A businesses are those premises which:

- prepare and cook food served to guests for immediate consumption at an accommodation getaway premises; or
- prepare food using a hot fill process resulting in products such as chutney, relish, salsa, sauce.

This includes but is not limited to motels, B&Bs and some home-based businesses.

Class 3A businesses must:

- register/renew registration with Council.
- be inspected by Council for initial registration or when business has a change of proprietor.
- have a qualified Food Safety Supervisor.
- undergo one compulsory compliance check performed by Council each year.
- register and provide Statements of Trade through

FoodTrader for all offsite trading.

Class 3

Class 3 businesses are those premises which:

- handle unpackaged low risk food;
- warehouse or distribute pre-packaged food;
- sell pre-packaged potentially hazardous food;
- sell shell eggs; or
- make sweet or savory foods which do not require temperature control for a minimum of 24 hours.

This includes but is not limited to milk bars, convenience stores, green grocers and some home-based businesses.

Class 3 businesses must:

- register/renew registration with Council.
- be inspected by Council for initial registration or when business has a change of proprietor.
- keep minimum records.
- ensure that people handling food know how to do so safely.
- undergo one compulsory compliance check performed by Council each year.
- register and provide Statements of Trade through FoodTrader for all offsite trading.

Class 4

Class 4 businesses are those premises which:

- sell pre-packaged low-risk food;
- serve coffee, tea (with or without milk, soy, almond); water, soft drink (except fermented soft drinks containing live culture) for immediate consumption;
- serve alcohol (including the addition of sliced fruit, pasteurised dairy products);
- sell whole (uncut) fruit and vegetables;
- provide free samples of low risk food; or
- are education facilities (e.g. kindergartens) offering cut fruit and vegetables; or
- offer simple sausage sizzles where the sausages are cooked and served immediately.

This includes but is not limited to newsagents, pharmacies, bottle shops, coffee vans and bars.

Class 4 businesses must:

- notify Council of their food operations but are not required to obtain formal registration;
- ensure that people handling food know how to do so safely; and
- register and provide Statements of Trade through FoodTrader for all offsite trading.

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

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

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

Food handlers are encouraged to complete free online food training at <https://dofoodsafely.health.vic.gov.au/index.php/en/>

Class 2 Community Group

A Class 2 community group sells or handles high risk foods, most people handling the food are volunteers and the group operates for up to two consecutive days.

This includes but is not limited to preparation of sandwiches, curries, scones with jam and cream and cakes with cream fillings.

Class 2 community groups must:

- register/renew registration with Council;
- be inspected by Council for initial registration;
- register and provide Statements of Trade through FoodTrader for all offsite trading; and
- undergo one compulsory compliance check performed by Council each year.

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 & 3A Community Group

Class 3 community groups are those that handle:

- unpackaged low risk foods; and/or
- pre-packaged potentially hazardous foods.

Class 3A community groups prepare food using a hot fill process resulting in products such as chutney, relish, salsa, sauce.

Class 3 community groups must:

- register/renew registration with Council;
- be inspected by Council for initial registration;
- register and provide Statements of Trade through FoodTrader for all offsite trading; and
- undergo one compulsory compliance check performed by Council each year.

Class 4 Community Group

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

This includes but is not limited to sale of:

- sausages in bread;
- packaged/covered cakes (without a cream filling); and
- biscuits, tea and coffee.

Class 4 community groups must:

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

Approval Process for New Businesses

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 requirement
- **Local Laws**
For permits and advice in relation to advertising signs, 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

For all departments call City of Ballarat on 5320 5500.

External to Council:

- **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.
Contact: Trade Waste Officer
Office: 7 Learmonth Road, Wendouree
Phone: 5320 3143
- **Consumer Affairs**
For information regarding Consumer Law and small businesses.
Phone: 1300 588 181
Office: 206-208 Mair Street, Ballarat
Web: www.consumer.vic.gov.au

- **Australian Securities & Investments Commission (ASIC)**
To register a 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@vrqlr.vic.gov.au
Web: www.vcglr.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/>
- **Fire Rescue Victoria**
For regulations on fire safety equipment and inspections. FRV provide fire safety inspections for business premises.
Phone: (03) 5329 5510
Office: Grampians Region
19 Learmonth Road, Wendouree
Web: <https://www.frv.vic.gov.au/fire-safety-reports-and-audits>

Registration Process

An application must be lodged with Council and should include the following:

- A completed 'Application to Register a Food Business' form (or complete the online application form at <https://forms.ballarat.vic.gov.au/RegisterFoodPremises>)
- 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 washbasins; 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 12 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 assessed copy of the plans will be returned for your records. **Please note:** Council is unable to assess plans that fail to provide all necessary information.

Once you have received your assessed plan from Council's Environmental Health Unit, 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.

Registration Renewal

The annual registration renewal process aims to support businesses as much as possible, however the onus for renewing your registration rests with the proprietor. Proprietors must make application to renew their *Food Act 1984* registration.

Renewal paperwork will be sent to the licensee prior to the expiration of their current registration certificate. The Environmental Health Unit request that proprietors make application to renew their registration approximately two weeks prior to the expiration of their current registration as this allows the Unit to process your renewal prior to certificates expiring.

Temporary and Mobile Food Premises

You are a temporary or 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.

FoodTrader

All food businesses that operate as temporary or mobile food premises must register online using the state-wide database FoodTrader <https://foodtrader.health.vic.gov.au>

When you first register you will be required to create a login. Once your login details are completed you can complete an application to register/notify your business.

Note 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.

FoodTrader allows users to:

- apply for Food Act registration/notification with a registering council.
- manage updates to a registration or notification.
- renew registrations annually.
- apply for Statements of Trade when intending to trade at Victorian events (note this cannot be done until your premises has been registered/notified).

You cannot trade until your premise has been registered/notified on Foodtrader and your Statement of Trade accepted.

For further assistance in accessing the website, contact Foodtrader on foodtrader@health.vic.gov.au

Statement of Trade (SOT)

A SOT lets all relevant Councils know when and where you will be operating your mobile or temporary food premises.

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 on FoodTrader 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 a 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 on FoodTrader and lodge SOTs.

Food Safety Programs

All class 1 and most class 2 food premises need a Food Safety Program.

If your business needs a Food Safety Program, you must have it 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:

1. Independently develop a plan and engage a 3rd party auditor to audit your plan; or
2. Utilise one of the registered templates.

Independent – Developing your own Food Safety Program

This type of program is written by a business to cover all their food processes and its adequacy is determined by a food safety auditor.

Independent programs must comply 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).

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

Template - Obtaining a state registered template

The Department of Health has created and registered a standard FSP template for use by food retail and food service businesses. The template covers the most common high-risk and potentially hazardous food processes, and is available, if suitable to the business' activities, to use for free. The template is available from <https://www.health.vic.gov.au/food-safety/foodsmart>

Food Safety Training, Skills and Knowledge

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

Food Safety Supervisor

Class 1, class 2 and class 3A businesses are required to appoint a Food Safety Supervisor. The food safety supervisor must have the minimum competencies for the food sector they work in and have a Statement of Attainment to be a food safety supervisor in their sector.

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.

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

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.

For further information and links to RTOs go to <https://www.health.vic.gov.au/food-safety/food-safety-supervisors>

Notifying Council

Class 1, 2 & 3A 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 food safety supervisor who meets all the legal requirements.

Food Safety Training

Under Food Safety Standard 3.2.2a food handlers who handle high-risk foods (including volunteers) must complete a food safety training course in, or be able to show they understand safe handling of food, food contamination, cleaning and sanitising equipment, and personal hygiene.

Food safety training courses or a business' in-house training must teach the following food safety topics:

- Safe food handling including temperature control measures for potentially hazardous food and the temperature danger zone.
- Food contamination including ways to keep food

from becoming contaminated, and food allergen management.

- Cleaning and sanitising food contact surfaces and equipment including correct procedures, using food-grade chemicals, and sanitising using heat.
- Personal hygiene including obligations for sick employees, handwashing, uniforms and grooming of hair, nails, and skin.

Note: All food handlers, regardless of their food handling activities, need to have food safety skills and knowledge in line with the work that they do.

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

Food Allergens

Under clause 4 of standard 1.2.3 of the Australia New Zealand Food Standards Code (the Code), eleven foods or substances are identified as requiring mandatory declaration on the label of packaged foods for sale in Australia.

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 is available at <https://www.health.vic.gov.au/food-safety/food-allergen-awareness>

A free online training resource focussing on food allergens is available at: <https://foodallergytraining.org.au/>

Tobacco Act

Outdoor dining and drinking

Smoke-free and vape-free areas are important to protect the community. Smoke-free and vape-free areas include outdoor dining areas.

Smoking and vaping is banned in outdoor drinking areas when:

- An area has a roof in place; and
- The total actual area of wall surfaces exceeds 75% of the total notional wall area.

There must be 4 metres separating outdoor drinking and dining areas unless they are separated by a wall of at least 2.1 metres high.

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

Further information can be found at <https://www.health.vic.gov.au/tobacco-reform/smoke-free-and-vape-free-areas>

Selling tobacco

Tobacco Act 1987 regulates all e-cigarettes in the same way as tobacco products.

The retailer's guide to tobacco is available at <https://www.health.vic.gov.au/tobacco-reform/retailers-guide-to-tobacco>

Tobacco Signage

Council can supply a number of tobacco related signs to premises. The signs we have available include:

- A4 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.

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 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.

Please see Table 1 – suitable floor finishes (page 14).

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 2 – typical coving methods (page 13)

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.

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

Walls and ceilings must be:

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

Please see Table 2 - suitable wall finishes (page 15) and Table 3 - suitable ceiling finishes (page 16).

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

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. Windowsills 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.

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 AS1680.

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 wirings 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 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.

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.

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

As a minimum food premises require the following for cleaning and sanitising:

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

Note: Additional, separate sinks are required for food preparation (if applicable), general cleaning and hand washing.

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.

Hand Wash Sink

Hand washing sinks must be provided where they can be easily accessed by food handlers. Hand washing sinks must be:

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

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

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 regard 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 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.

Food transport / Delivery 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.

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 (this must be able to be filled and emptied externally).
- 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.
- Food contact surfaces should be easy to clean and able to be sanitised if necessary.

Operating Sites/Locations

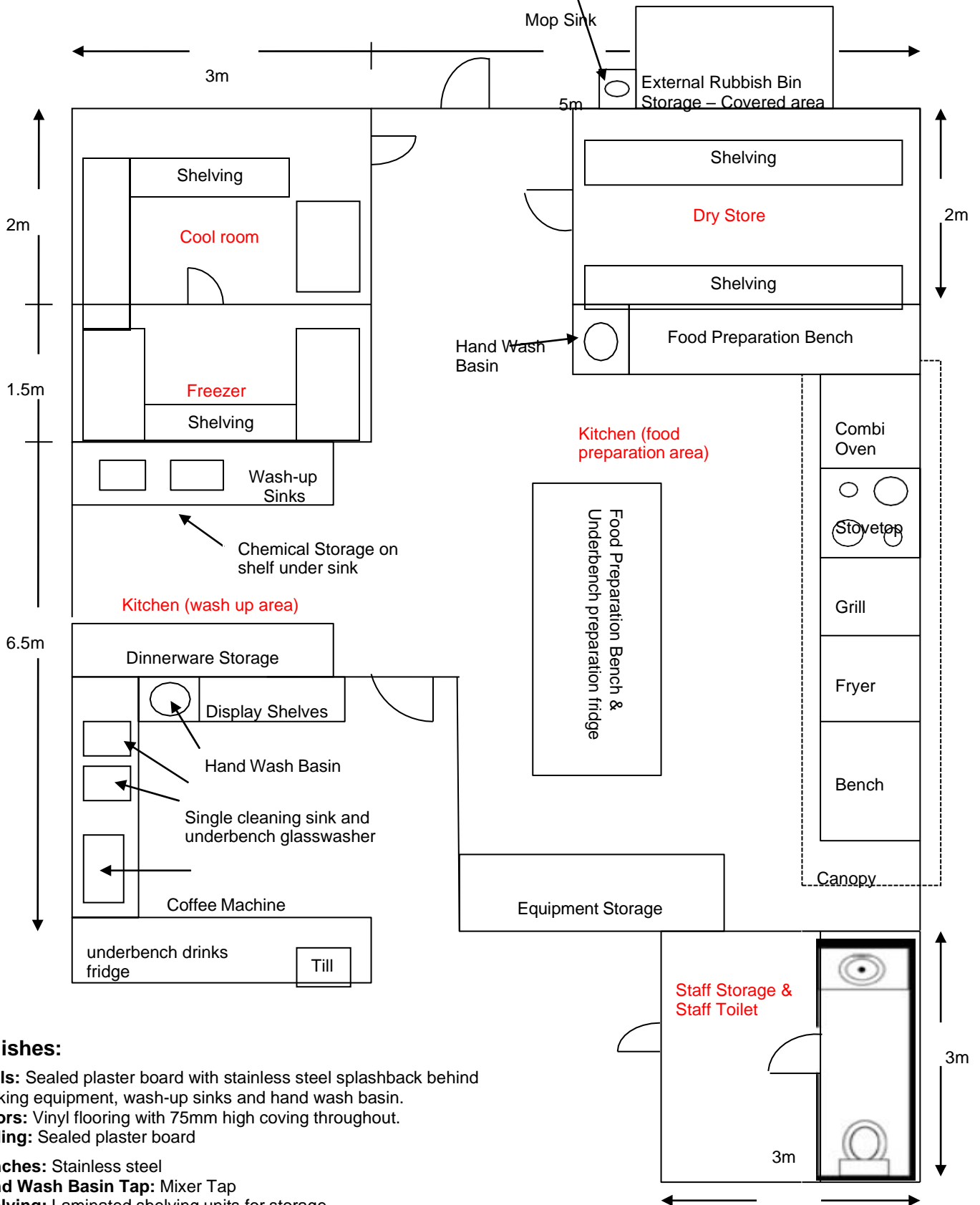
Mobile Trading

Operating on private land: If the land is privately owned then 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>

Figure 1: 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

Figure 2 Typical Coving Methods
Reference: AS 4674-2004

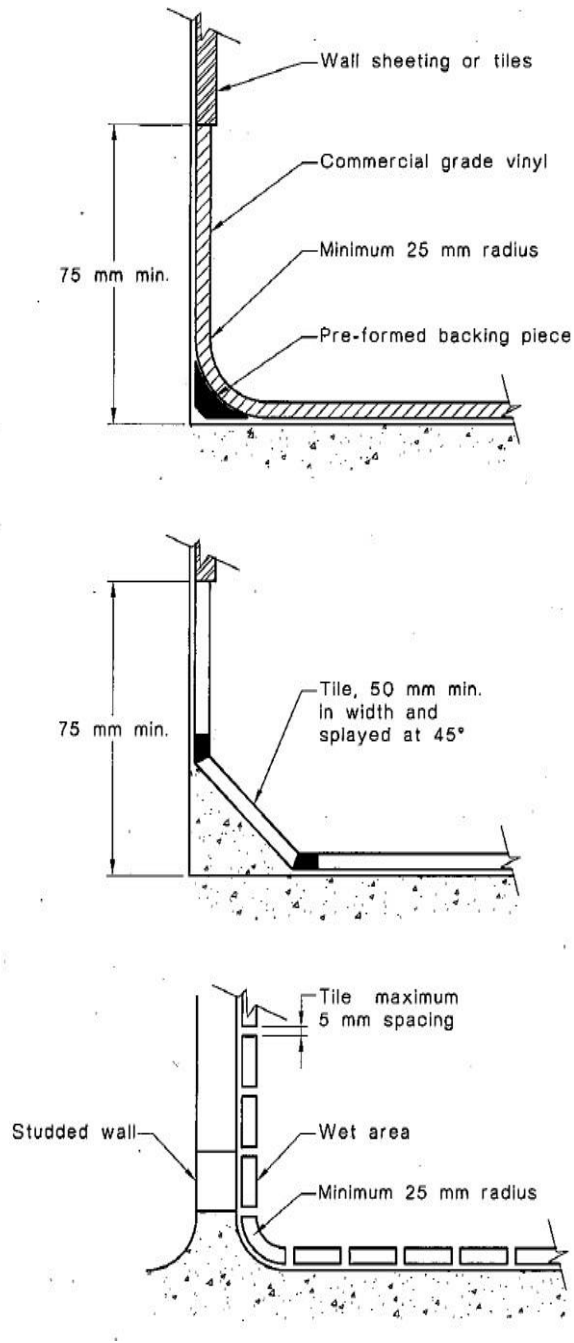


Table 1: Suitable floor finishes for food premises

Reference: AS 4674-2004

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

Table 2: Suitable wall finishes for food premises
Reference: AS 4674-2004

Finishes	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.

Table 3: Suitable ceiling finishes for food premises
Reference: AS 4674-2004

Finishes	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							•	