

# Starting a New Food Business

2022/23

Health Services  
8 Inglesby Road, Camberwell  
Phone: 9278 4444  
Email: [boroondara@boroondara.vic.gov.au](mailto:boroondara@boroondara.vic.gov.au)  
Website: [www.boroondara.vic.gov.au](http://www.boroondara.vic.gov.au)

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Appendix 1 - Allergen and intolerance Fact Sheets for food businesses

Appendix 2 - Food poisoning and how to prevent it

## Welcome to the City of Boroondara

Welcome and thank you for your interest in starting a food business in the City of Boroondara.

The *Food Act 1984* requires that food premises are classified into 4 classes based on the risk category associated with the type of foods served/sold. Other factors may influence the type of classification of your premises.

The classifications are:

- **Class 1** - Food businesses that predominately handle ready-to-eat potentially hazardous food to vulnerable persons as indicated by Food Standards Australia and New Zealand Standards 3.31
- **Class 2** - Food premises handling any potentially hazardous unpackaged food
- **Class 3A** - Food premises preparing food for immediate consumption at accommodation getaways, or domestic food premises preparing hot-fill products such as chutney, relish or similar food
- **Class 3** - Food premises handling unpackaged low risk foods or selling potentially hazardous pre-packaged food, or a warehouse / distributor handling pre-packaged foods
- **Class 4** - Retail food premises and other specific food businesses selling pre-packaged low risk foods.

During the registration process you will be required to provide us with;

- Details of the type of Class of your food business
- A copy of your menu
- A copy of your proposed floorplan (optional)
- A copy of your nominated Food Safety Supervisor training certificate

It's your responsibility to apply for a Planning Permit and/or Building Permit before you can commence works on your new food business. For example, you may need a permit if you intend to renovate or extend the building, or require a liquor licence. Information related to obtaining a planning or building permit are available on our website, [www.boroondara.vic.gov.au/planning-building/difference-between-planning-and-building](http://www.boroondara.vic.gov.au/planning-building/difference-between-planning-and-building) .

Once you are ready, you can submit the "Apply to establish a food business" online form at [www.boroondara.vic.gov.au/business/start-and-run-business/food-businesses](http://www.boroondara.vic.gov.au/business/start-and-run-business/food-businesses) , where you can also attach your plans and menu for assessment, this begins the registration process.

If you have any further questions, please contact City of Boroondara on 9278 4444 or email [boroondara@boroondara.vic.gov.au](mailto:boroondara@boroondara.vic.gov.au)

Kind regards,



Robert Weis  
Team Leader Health Services

# 1 Obtaining Registration under the Food Act

Food premises are classified into 5 classes based on the risk category associated with the type of foods served/sold.

## What are the new food premises classes?

Class	Definition
Class 1	<p>The class 1 service sector includes:</p> <ul style="list-style-type: none"><li>• food businesses that provide meals to patients in hospitals, including<ul style="list-style-type: none"><li>○ a public hospital</li><li>○ a public health service</li><li>○ a denominational hospital</li><li>○ a private hospital</li><li>○ a day procedure centre</li><li>○ a multipurpose service (within the meaning of s. 3 of the <i>Health Services Act 1988</i>)</li></ul></li><li>• food businesses that provide meals to children in child services</li><li>• delivered meal organisations that prepare ready-to-eat meals for delivery to vulnerable persons</li><li>• food businesses located off-site, but whose principal activity is to process food for service to clients of delivered meals organisations</li><li>• food businesses located off-site, but whose principal activity is to process food for service to vulnerable people in care facilities</li><li>• food businesses that provide meals to patients in hospices</li><li>• food businesses that provide meals to residents in nursing homes for the aged, including an aged care service that provides care in a residential facility</li><li>• food businesses that provide meals to aged care establishments<ul style="list-style-type: none"><li>○ at which accommodation is provided to aged persons on a permanent or temporary basis, in conjunction with regular personal care and nursing services</li><li>○ at which rehabilitation or therapeutic services are provided to aged persons</li><li>○ where on-call assistance, including meals, is provided on request to aged residents</li></ul></li><li>• food businesses that provide meals to residents, a majority of who are aged persons, in a support residential service.</li></ul>
Class 2	<p>A food premises at which</p> <ol style="list-style-type: none"><li>a) any unpackaged potentially hazardous food is handled or manufactured, or,</li><li>b) low risk food is manufactured, for which any allergen-free claim is made other than –</li></ol>

Class	Definition
	<ul style="list-style-type: none"> <li>a. a class 1 food premises; or</li> <li>b. a food premises at which the only handling of unpackaged potentially hazardous food is of a kind which renders the premises a class 3 food premises or a class 4 food premises; or</li> <li>c. is a home-based business that produces low-risk packaged or unpackaged foods for which an allergen-free claim is made.</li> </ul>
Class 3A	<p>A food premises at which one or more of the following food handling activities occurs:</p> <ul style="list-style-type: none"> <li>a) preparation and / or cooking of potentially hazardous foods which are served to guests for immediate consumption at an accommodation getaway premises; or</li> <li>b) food made using a hot-fill process resulting in a product such as chutney, relish, salsa, tomato sauce or any other similar food, that: <ul style="list-style-type: none"> <li>a. is made at home-based business or temporary food premises (e.g., a hired kitchen); and</li> <li>b. has been heat treated to a temperature of not less than 85 °C and then filled and sealed hot into its packaging; and</li> <li>c. is acidic (pH of less than 4.6); and</li> <li>d. has salt or sugar or any other preservative added. Food premises not following these prescriptive requirements will remain a class 2.</li> </ul> </li> </ul>
Class 3	<p>A food premises at which one or more of the following food handling activities occurs:</p> <ul style="list-style-type: none"> <li>a) the handling of unpackaged low risk food: or</li> <li>b) the warehousing or distribution of pre-packaged foods; or</li> <li>c) the sale of pre-packaged potentially hazardous food; or</li> <li>d) the sale of shell eggs; or</li> <li>e) offering members of the public a free sample of a potentially hazardous food for immediate consumption if – <ul style="list-style-type: none"> <li>i. that food is, or will be, available for sale at the premises in a packaged form;</li> </ul> </li> <li>f) the sale of ready-to-eat, potentially hazardous food by a community group if – <ul style="list-style-type: none"> <li>i. all of the food is cooked on site with the intention of being served immediately;</li> <li>ii. the majority of persons involved in the handling of the food are volunteers; and</li> <li>iii. this activity takes place at the premises for a maximum of two consecutive days at any one time –</li> </ul> </li> <li>g) making of sweet or savory foods which do not require temperature control for safety, for a minimum period of 24 hours that are: <ul style="list-style-type: none"> <li>i. uncooked and that may or may not contain dry nuts (whole or crushed), seeds, dry fruits, protein powder (or similar supplement), and other low risk ingredients; or</li> </ul> </li> </ul>

Class	Definition
	<ul style="list-style-type: none"> <li>ii. after baking, are a low-risk food, include but not limited to cakes (including fruit cakes), cupcakes (with or without icing), bread, biscuits, crackers, muffins, croissants, and other pastry where all the ingredients are cooked; and</li> <li>iii. have no potentially hazardous foods added to the product after baking (e.g., fresh cream, custard).</li> </ul> <p>But does not include a food premises at which the only handling of food is of a kind which renders the premises a class 4 food premises.</p>
Class 4	<p>A food premises at which the only food handling activities are one or more of the following:</p> <ul style="list-style-type: none"> <li>a) the sale to members of the public of: <ul style="list-style-type: none"> <li>i. pre-packaged low-risk food; or</li> <li>ii. sausages that are cooked and served immediately, with or without onions cooked at the same time, and bread and sauce – when cooked and sold at a temporary food premises or by a non-profit body; or</li> <li>iii. packaged or covered cakes (other than cakes with a cream filling) at a temporary premises by a community group; or</li> <li>iv. biscuits, tea or coffee (with or without milk or soymilk) at a temporary premises by a community group; or</li> </ul> </li> <li>b) a wine tasting for members of the public, which may include the serving of cheese or low risk food that has been prepared and is ready to eat; or</li> <li>c) the sale to members of the public or the wholesale of whole (uncut) fruit or vegetables; or</li> <li>d) the handling of low-risk food or cut fruit or vegetables and the serving of that food to children at an education and care services facility within the meaning of the Education and Care Services National Law, and children's services within the meaning of the Children's Services Act 1996 (Victoria); or</li> <li>e) offering members of the public a free sample of a low-risk food for immediate consumption if that food is, or will be, available for sale at the premises in a packaged form; or</li> <li>f) serving of coffee, tea (with or without milk, soy, almond or any other liquid), alcohol (including the addition of sliced fruit, pasteurised dairy products), water, soft drink (except fermented soft drinks containing a live culture) intended for immediate consumption but does not include unpasteurised processed fruit or vegetables (e.g., fresh juice) or any drink which has any other potentially hazardous food added, such as unpasteurised egg</li> </ul>

It is important to note that the risk classification of your food premises will determine what your requirements are in relation to:

- Food Safety Program requirements

- Food Safety Supervisor requirement
- Applying for annual registration with Council and
- Who will perform the compliance assessment of your food premises (including processes and activities)

*\*For information pertaining to the units of competencies for the role of a Food Safety Supervisor and tertiary qualifications that satisfy the requirements please refer to the website [health.vic.gov.au/food-safety/food-safety-supervisors](http://health.vic.gov.au/food-safety/food-safety-supervisors)*

### Who needs to register?

Food premises in classes 1, 2, 3A & 3 are required to be registered with Council. Registration is valid until 31 December and is renewed each year with Council. You will receive an Application for Renewal of Registration before your registration expires.

### Who does not need to apply?

- Class 4 premises do not need to register but are required to notify Council that they intend to operate.
- Businesses that operate mobile food vehicles/coffee carts already registered with another authority/Council are required to complete and submit a statement of trade form.
- Businesses whose predominant food products are dairy; Contact Dairy Food Safety Victoria on phone: 9810 5900.
- Businesses whose predominant food products are meat, fish or seafood; Contact Prime Safe on phone: 9685 7333.

## 2 Summary of Risk Classifications of Food Premises

The table below demonstrates the requirements for each of the four (4) food premises classes.

✓ The tick denotes you must comply with the specified requirement

✗ The cross denotes you are not required to comply with the specified requirement

Risk Classification	Annual Registration	#Food Safety Supervisor (FSS)	Food Safety Program (FSP)	Compliance Assessment
<b>Class 1</b>	✓	✓	✓ You can select to implement either a Non Standard FSP or Standard FSP	✓ Council will assess and Third Party Auditor will assess
<b>Class 2</b>	✓	✓	✓ You can select to implement either a Non Standard FSP or Standard FSP	✓ Depending on type of FSP; <b>Standard FSP</b> - Council will assess only <b>Non Standard FSP</b> - Third Party



Risk Classification	Annual Registration	#Food Safety Supervisor (FSS)	Food Safety Program (FSP)	Compliance Assessment
				Auditor will assess
<b>Class 3A</b>	✓	✓	✗ No FSP required. However, must maintain simple food safety records	✓ Assessment conducted by Council only
<b>Class 3</b>	✓	✗ No FSS required (Recommend free online training for staff)	✗ No FSP required. However, must maintain simple food safety records	✓ Assessment conducted by Council only
<b>Class 4</b>	✗ No Annual Registration required. Only Notification and Statement of Trade form	✗ No FSS required (Recommend free online training for staff)	✗ No FSP required	✗ No assessment required

### 3 Registration Process

#### 3.1 Discuss your plans with us

If you are thinking of starting a new food business, we strongly recommend that you organise a meeting to discuss your plans. At this meeting, we can give you information about:

- food safety requirements
- permits and inspections
- standards and codes

We can also arrange for you to meet other departments to discuss your requirements and identify what support you need. Connect with our Business Support Service [Start and grow a business | City of Boroondara](#)

#### 3.2 Contact utility providers

You'll also need to contact [Yarra Valley Water](#) to find out your sewerage and waste water requirements, and other utility providers (gas and electricity) to confirm that you meet their codes and standards.

Public Utilities / Responsible Authorities		
Type of Inquiry	Authority	Contact details
Food Safety Programs	Health Services - City of Boroondara	<a href="https://www.boroondara.vic.gov.au/business/start-and-run-business/food-businesses/start-new-food-business">https://www.boroondara.vic.gov.au/business/start-and-run-business/food-businesses/start-new-food-business</a>
Food Safety Supervisor Training	Department of Health	<a href="https://www.health.vic.gov.au/public-health/food-safety">https://www.health.vic.gov.au/public-health/food-safety</a>
	Health Services - City of Boroondara	<a href="https://www.boroondara.vic.gov.au/business/start-and-run-business/food-businesses/start-new-food-business">https://www.boroondara.vic.gov.au/business/start-and-run-business/food-businesses/start-new-food-business</a>
Planning Permits - Change of use - No. toilets required - Disabled access - Mech. exhaust requirements, etc.	Building Services & Statutory Planning - City of Boroondara	<a href="https://www.boroondara.vic.gov.au/planning-building/difference-between-planning-and-building">https://www.boroondara.vic.gov.au/planning-building/difference-between-planning-and-building</a>  Building Services: 9278 4999 Statutory Planning: 9278 4888
Kerbside signage and outdoor trading	Road and Footpath Maintenance Team or Civic Services	<a href="https://www.boroondara.vic.gov.au/">https://www.boroondara.vic.gov.au/</a> Phone: 9278 4444
Waste Water and Sewerage. - eg. Grease traps	Yarra Valley Water	<a href="https://www.yvw.com.au/help-advice/trade-waste/food-business/grease-traps">https://www.yvw.com.au/help-advice/trade-waste/food-business/grease-traps</a> Phone: 13 17 21
Liquor License	Liquor Licensing Commission	<a href="https://www.vcqlr.vic.gov.au/">https://www.vcqlr.vic.gov.au/</a> Phone: 1300 650 367
Commercial waste/recycling services	Listed under Waste Services and Recycling Services in the Yellow Pages	
Registration of dairy food businesses	Diary Food Safety Victoria	<a href="https://www.dairysafe.vic.gov.au/">https://www.dairysafe.vic.gov.au/</a> Phone: 9810 5900
Registration of meat, fish or seafood businesses	Prime Safe	<a href="https://www.primesafe.vic.gov.au/">https://www.primesafe.vic.gov.au/</a> Phone: 9685 7333
Gas appliances/connections	Energy Safe Victoria	<a href="https://esv.vic.gov.au/">https://esv.vic.gov.au/</a> Phone: 9203 9700

### 3.3 Plans and menu submission

Once you've finalised a floor plan, you need to apply to establish a food business. When you apply, we recommend that you submit your plans and specifications to us for assessment. We'll review your plans to check they comply with the requirements of the Food Standards Code.

[Apply to establish a food business online](#)

With your application, you can submit:

- A set of floor plans showing the layout of your new premises including location, method of installation, types of finishes, surfaces, fixtures and equipment
- specifications on mechanical exhaust systems
- your proposed menu.

For more information on structural standards, see [Guidance on structural standards for a food premises](#).

### **3.4 Arrange an interim inspection**

During the refurbishment of your new premises, you can also contact us to arrange an interim inspection. We'll inspect your premises to advise if any changes or improvements are needed.

### **3.5 Develop a food safety program**

**Class 1** - If you are starting a Class 1 food business, you'll need to develop a Food Safety Program and submit it to Council.

This program needs to be audited by an independent third party auditor. For a list of approved food safety auditors, see [Department of Health and Human Services](#).

**Class 2** - If you are starting a Class 2 food business, you'll need a Food Safety Program. You can choose to develop your own, or alternatively, you can use a template developed by the Department of Health - [Food Safety Program template](#).

A Food Safety Program also requires that you appoint a food safety supervisor. Class 1 & 2 food premises, as part of the requirements outlined in your food safety program, must nominate a food safety supervisor who has undertaken approved food safety training to meet the competency standard for the business. These details should be filled out correctly in your food safety program and a copy of the relevant qualifications are to be provided to Council. Free online training is available for other staff and proprietors of class 3 & 4 food businesses. This can be found at <http://dofoodsafely.health.vic.gov.au/>

**Class 3A, 3 or 4** - If you are starting a Class 3, Class 3A or a Class 4 food business you don't need a Food Safety Program, but we recommend you complete the Victorian Government's [Do Food Safely](#) online training.

If you are a Class 3 or Class 3A food business, you're also required to maintain minimum records.

### **3.6 Book a final inspections**

Once your food business premises is complete, you can book a final inspection **at least 1 week prior** to opening.

An Environmental Health Officer will inspect your premises to make sure you have met all the regulations.

### **3.7 Register your food business**

Once we have conducted the final inspection and you have met all the requirements, you will receive an email from us to complete your Application for Registration online.

With your application, you must include:

- your Food Safety Program
- details of a food safety supervisor and proof of competency (class 1 and 2 only)
- payment of the prescribed fee

We will assess your application and let you know if it is successful. If your application is successful, you will receive a Certificate of Registration by email. An inspection will then occur within 1 month of being approved to operate.

Your premises must not open to the public until approval is given by Health Services. Under the Food Act it is an offence to operate a food business without being registered and can lead to Council taking legal action. Some registrations will be conditional on the basis that

the food safety program is implemented and registration may be suspended or revoked at any time if certain conditions are not met.

Registrations are renewed annually and must be paid by 31 December each year. These are emailed to the email address supplied in your Application for Registration. If we do not receive your payment by 31 December each year, you may incur additional costs, such as an infringement notice for trading unregistered, and legal proceedings may be brought against you.

### **Fees and Charges 2022-2023**

*\*Fees subject to change without notice*

<b>Food Premises Classification</b>		<b>Initial Registration Fee (incl. GST)</b>	<b>Renewal of Registration (incl. GST)</b>
Class 1	Food Premises	\$694.00	\$497.00
Class 2	Large Supermarket, 3+ Departments - Standard Food Safety Program	\$2,315.00	\$2,150.00
Class 2	Large Supermarket, 3+ Departments - Non-standard Food Safety Program	\$2,685.00	\$2,510.00
Class 2	Non-standard Food Safety Program	\$1,070.00	\$910.00
Class 2	Standard	\$1,030.00	\$863.00
Class 3A	Standard	\$1,030.00	\$863.00
Class 3	Food Premises	\$577.00	\$492.00

*#Fees are charged on a pro-rata quarterly basis*

## **4 Structural Standards for Food Premises**

The *Food Act 1984* and *The Australia New Zealand Food Standards Code* require the hygienic construction and fitting out of food premises.

The City of Boroondara Guidance on the Structural Standards for Food Premises aims to assist businesses to ensure compliance with the general legislative provisions of the *Food Act 1984* and the *Food Standards Code*.

The guide also provides reference to requirements contained with the Australian Standards AS 4674 Design Construction and Fit out of Food Premises. This Australian Standard will assist food businesses in developing a business that produces safe food and can be used to assist in ensuring that the fit out of the premises meets the requirements of the Food Act and the Food Standards Code.

It must be noted that it is not a mandatory requirement for the design and construction of a food premises to comply with the Australian Standard

Good food premises design will promote good hygiene which will result in the safe preparation of food and presentation of a wholesome food image to the public.

If you would like to discuss any aspect of these specifications, contact your area Environmental Health Officer who will assist with any enquires or queries.

Building Services and Planning Services should also be consulted for further Council requirements. Matters such as lighting, ventilation and toilets are also covered by the Building Code of Australia

This publication does not intend to be a prescriptive document and its role is to provide guidance that may help proprietors through the planning and design stage of new premises or when they are undertaking alterations and repairs to existing food establishments.

It is recognised that alternative techniques or procedures may be available to achieve compliance with the Food Act 1984 and all food business proprietors should make themselves aware of their legal obligations under the Food Act 1984 and the requirements contained within the Food Standards Code to ensure that they are achieving compliance.

#### **4.1 Floor Plans**

Although not a mandatory requirement it is requested that a proprietor submits a copy of floor plans with a scale not less than 1:100 to the Health Services Unit before any work on the construction, renovation or alteration of any premises is carried out.

The plans should include details such as the location and finish of walls, ceilings, floors, fixtures and fittings, and the nature of the work processes to be carried out.

Separate plans are also required, outlining the details of any mechanical exhaust system to be installed.

When developing plans for a new business the following factors should be considered

- Adequate space to permit a workflow that will separate food handling areas to prevent cross contamination between food handled in one area and another
- Chilled, hot and dry goods storage space for ingredients, raw materials and final products
- Storage space for recalled product and other products kept separate from product for sale
- Need for additional equipment such as food preparation sinks to be installed to meet the requirements of the *Food Standards Code*
- Staff numbers and protective clothing requirements to assess changing room space
- Cleaning methods so as to ensure that there is adequate space to manoeuvre cleaning equipment, to access areas for cleaning and to store chemicals.
- Quantity and type of garbage and recyclable materials produced so as to assess garbage storage area requirements.
- Water requirements so as to assess any requirements for hot and cold water.
- Sewage disposal.

This list is not exhaustive but indicates the scope of what is required.

#### **4.2 Food Premises Requirements**

##### **4.2.1 Water Supply**

There must be an adequate supply of potable water for all activities conducted on the food premises. There must be sufficient hot and cold water capacity to enable a food business to carry out all operations even during peak operating times.

#### 4.2.2 Sewage and Waste Water Disposal

Food premises must have a sewage and waste water disposal system that will effectively dispose of all sewage and waste water and be constructed and located so that there is no likelihood of the sewage and waste water polluting the water supply or contaminating food.

Guidance must be sought from Yarra Valley Water as to whether a grease trap is required. If required the location of any grease traps should be shown on the floor plan.

Grease traps should not be installed in a room used for preparation, processing, packing or storing of foods for sale.

#### 4.2.3 Storage of Garbage and Recycled Material

There should be a suitable storage area which contains the volume and type of garbage and recyclable material.

This should be;

- Of a sufficient size to accommodate the number of receptacles to be stored there,
- Properly bonded, graded and drained to a silt trap connected to the sewer in accordance with Water authority requirements and
- Supplied with a **single outlet** hot and cold water hose tap for the washing of receptacles.
- Suitably enclosed if necessary to keep pests and animals away.

#### 4.2.4 Lighting

Adequate lighting by natural or artificial means is essential. The Building Code of Australia and Australian Standard 1680 recommend 300 lux as the minimum lighting level for premises preparing food.

Light fixtures should be flush mounted or recessed into the ceiling to enable effective cleaning of the ceilings.

Consideration should be given to the installation of fully enclosed dust and shatterproof lighting in areas where exposed food is handled or stored so as to prevent the risk of glass contamination.

#### 4.2.5 Floors

The floor surface of each room in an establishment must be able to be effectively cleaned, unable to absorb grease, food particles or water and be laid so that there is no ponding of water.

Examples of such impervious materials include;

- Quarry tiles,
- Ceramic tiles
- Epoxy finishes.

This list is not exhaustive and other materials may also be suitable.

Approved coving material should be fitted to all floor / wall junctions in all food preparation and / or storage areas and a sample of the coving should be submitted to the Public Health Unit prior to installation.

In any room where large amounts of water are required for cleaning, the floor may create potential harbourage for pests and it could also be a source of bacterial contamination.

AS4674 -2004 Design, Construction and Fit out of Food Premises indicates that floors should be evenly graded to at least 1 in 100 so that water falls to the floor waste. Such floor waste should be connected to the sewer in accordance with the Water Authority's requirements.

#### **4.2.6 Walls**

The surface of internal walls must be capable of being readily cleansed. Walls in areas where food is manufactured or handled should be smooth, easy to clean and impervious. Wall surfaces should also be a light colour to assist cleaning.

Examples of suitable materials include;

- Stainless steel,
- Ceramic tiles,
- Vinyl tiles,
- Painted Plaster

This list is not exhaustive and other materials may also be suitable.

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

It is recommended that walls behind cooking equipment should be covered with stainless steel rather than tiles to allow easy cleaning.

AS 46774 indicates that all service pipes should be concealed in the wall or fixed with brackets at least 25mm clear of any wall and not less than 100mm clear of any floor to enable ease of cleaning.

#### **4.2.7 Ceilings**

The ceilings in areas where food is manufactured, prepared, packed or stored other than unopened packages, should be of a rigid, dustproof, non-absorbent material and free from cracks, crevices or openings.

The use of flush jointed plasterboard painted with washable gloss paint is recommended however other materials may also be suitable. This should be discussed with your local Environmental Health Officer.

### **4.3 Premises Protection From Infestation**

The premises should be designed so as to prevent entry of rodents, birds, animals and insects.

#### **4.3.1 Building**

All parts of the food premises should be suitably constructed to prevent access for pests. This will include ensuring that there are no gaps or holes present in the construction of walls, ceilings and floors so preventing pathways for mice and rats or harbourage for crawling insects like cockroaches.

Access should also be provided to spaces above false or suspended ceilings so that the spaces can be inspected for pests.

#### **4.3.2 Windows**

Every window and ventilator opening to the outer air should be covered with an approved fly-wire screen or other suitable method to prevent entry by pests.

#### **4.3.3 Doorways**

Doorways should be provided with either:

- A full door fitted with an efficient heavy duty self-closer; or
- A self-closing commercial flywire door; or
- Heavy duty plastic properly designed and fitted. Strips shall be of a suitable thickness and shall span the entire height and width of the doorway or
- Suitable air curtain that effectively prevent insects entering the premises.

#### **4.3.4 Yards**

All yards and sheds should be maintained in an orderly and sanitary condition so as not to harbour any vermin.

### **4.4 Fixtures, Fittings and Equipment**

Fixtures, fittings and equipment must be designed, constructed, located and installed so that there is no likelihood that they will cause food contamination, they are able to be easily and effectively cleaned and they do not provide harbourage for pests.

The Australian Standard AS4674 Design, Construction and Fit out of Food Premises provide guidance on the installation of equipment, appliances (including stoves, ovens, deep fryers) and fittings used within a food premises.

AS 4674 states that such fixtures and fittings should be:

- placed no closer than 150mm to any wall and on metal legs, or castors, and
- not less than 150mm above the floor unless sealed to the floor or wall in such a manner so as to eliminate any open gap to prevent liquids, food particles, grease or other refuse from collecting.
- All shelving should be kept 25mm clear of the wall and be fixed on metal supports with the lowest shelf not less than 250mm above the floor level.

The surface of all tables, benches, trays, counters, appliances, equipment and fittings should be constructed of rigid, non-toxic, durable impervious material and be free of cracks and crevices as far as practicable.

All bars, counters etc. that display food should be protected from potential contamination by customers. This may include the use of screens, sneeze guards or other suitable method to protect food from contamination.

The surface of shelving including edges should be smooth, durable, non-absorbent, free of cracks and crevices and suitable to the nature of work processes to be carried out, e.g. glass, metal, plastic or laminate.

There must be adequate bench space for food preparation activities and to prevent cross contamination.



In order to protect all food, utensils and equipment from contamination the following must be considered:

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

#### **4.4.1 Cooking Appliances**

All cooking appliances should be installed in a manner that they are able to be effectively cleaned and that there is no likelihood that they will cause food contamination.

Flexible connections are recommended for gas appliances and cooking facilities or if these pieces of equipment cannot be moved, sufficient clearance space (150mm) is provided between the equipment to allow for effective cleaning of the surrounding areas.

Advice should be sought from Energy Safe Victoria [www.esv.vic.gov.au](http://www.esv.vic.gov.au) when installing electrical or gas equipment.

#### **4.4.2 Washing Facilities**

An adequate number of wash hand basins must be provided within close proximity to each food handling and preparation area for all food handlers to wash their hands regularly. Wash hand basins must be used solely for washing hands. Food handler should not have to travel more than 5 metres to the nearest basin.

Each basin must be provided with an adequate supply of hot and cold water delivered through a single outlet and is of a sufficient size that allows easy and effective hand washing.

The *Food Standards Code* states that a basin of 11 litres capacity with minimum dimensions of 500mm by 400mm off the wall will be adequate for most food handlers.

Hands free devices are recommended where high risk foods are handled.

Soap and approved hand drying facilities such as paper towels or hot air drier are to be provided adjacent to the basin.

#### **4.4.3 Sinks & Food Preparation Areas**

An adequate number of stainless steel double bowl sinks are to be provided with an adequate supply of hot (70°C) and cold water and an integral drainer to one side to provide for adequate manual cleaning and sanitising. There must be adequate loading space and draining and/or drying space adjacent to the sink.

Sink facilities must be of adequate size to accommodate the largest pots or equipment to be used.

In addition to cleaning and sanitising sinks, separate sinks are required for food processing.

If required by the relevant Water Authority, sinks should be connected to a grease trap.

All sinks and wash basins should be fitted with an appropriate splash back that is smooth, impervious and capable of being effectively cleaned. It is recommended that such splash backs should be a minimum of 480mm in height.

A suitable area should be provided for the storage of cleaning equipment and materials, and fitted with a cleaner's trough with an adequate supply of hot and cold water. This should not be sited within an area where food is prepared.

#### **4.5 Storage Facilities**

All storage areas must be located so that there is no likelihood of non-food items contaminating food or food contact surfaces. All such storage areas should be provided with sufficient shelving ensuring that food will not be stored on the floor.

It is recommended that shelving is on legs at least 150mm in height to enable access for cleaning.

All such storage areas must be adequately pest proofed to ensure that there is no risk of contamination for animals, vermin or flying insects.

##### **4.5.1 Refrigeration Units, Cool Rooms, Freezer Rooms**

Adequate refrigerated or freezer space equipped with clear and accurate thermometers must be provided for the storage of all perishable foods on the premises. The *Food Standards Code* requires that all high risk food must be stored below 5°C and food that is intended to be stored frozen must be stored in a freezer that is capable of keeping food frozen. All freezers should maintain a temperature of less than -15°C.

These rooms should have internal and external lining surfaces that are capable of being effectively cleaned, provides sufficient insulation and are resistant to damage by moisture.

Example of such materials include;

- Aluminium,
- Stainless steel or
- Colorbond type insulation panels

This list is not exhaustive and other materials may also be suitable.

The cooling unit discharge is required to be connected and drained to the sewer.

Where large amounts of water are required for cleaning, the floors should be graded and drained to the sewer as per the water authority requirements

##### **4.5.2 Dry Goods**

An adequate storage area should to be provided for the separate storage of bulk materials, for example dry ingredients.

Dry ingredients such as flour, rice and the like should be kept in impervious air tight containers with tight-fitting lids on shelves or on castors in approved, designated areas.

##### **4.5.3 Clothing**

Separate facilities should be provided for the storage of employees' outdoor clothing and personal effects, i.e. cupboard or change room.

##### **4.5.4 Chemical Storage**

There must be provision for separate storage of cleaning materials, equipment, detergents etc. so that it does not present a source of contamination for food.

## 4.6 Toilet Facilities

Adequate toilet accommodation and hand washing facilities must be provided for staff and customers in accordance with the sanitary requirements of *the Building Code of Australia*. Therefore the Building Department or private Building Surveyor should also be consulted.

In addition, toilets;

- must be accessible at all times when staff are working
- must be clean and operating properly
- should not be entered directly of a food preparation area but through a ventilated lobby
- should have no likelihood that droplet borne contamination will affect the safety of food
- should be located within a reasonable distance from the food handlers work area
- should be provided with hand basins with a supply of warm potable running water for hand washing and suitable drying facilities.

## 4.7 Ventilation

Food premises must have sufficient natural or mechanical ventilation to effectively remove fumes, smoke, steam and vapours from the food premises.

To determine whether a ventilation system is adequate the following should be considered;

- Do the food operations or other activities such as cleaning produce fumes smoke or any vapours?
- Does the proposed ventilation system remove all steam and fumes?
- Are air intakes and intakes for make-up air located so that they provide fresh air uncontaminated by fumes smoke etc.?
- Does the system draw air into clean preparation rooms from areas of the premises where operations generate dust or airborne microbiological contamination that could cause contamination problems?

Guidance on the design and installation of mechanical ventilation may be found in Australian Standard 1668 Part 1 and 2 *The use of mechanical ventilation and air conditioning in buildings*

Compliance with Australian Standard 1668 Part 1 and 2 will normally ensure compliance with the ventilation requirements of the *Food Standards Code*

In addition, the proprietor of any food premises must (as prescribed), paint or affix, and maintain the name of the proprietor in letters 30 millimetres high that contrast the background on the front of the premises.

## 4.8 Further Information

[Food Act 1984](#)

[Safe Food Australia A Guide to the Food Safety Standards](#)

*Australian Standard AS4674 Design, Construction and Fit out of Food Premises*

*Australian Standard 1668 Part 1 and 2 The use of mechanical ventilation and air conditioning in buildings*

*Building Code of Australia*

## 5 Food Safety Standards

Food safety standards place obligations on Australian food businesses to produce food that is safe and suitable to eat. A food business is any business or activity that involves the handling of any type of food for sale, or the sale of food in Australia.

The standards, which also contain health and hygiene obligations for food handlers, aim to lower the incidence of food-borne illness.

Charity and community groups, temporary events and home-based businesses are exempt from **some** of the requirements in the food safety standards. These groups and businesses can contact their local enforcement authority for further information.

FSANZ has developed separate standards for food businesses in the primary production and processing sectors.

Chapter 3 of the Australia New Zealand Food Standards Code  
(Australia only)

### Contents

Standard 3.1.1	<i>Interpretation and Application</i>
Standard 3.2.2	<i>Food Safety Practices and General Requirements</i>
Standard 3.2.3	<i>Food Premises and Equipment</i>

<http://www.foodstandards.gov.au/industry/safetystandards/pages/default.aspx>

## 6 Temperature Control

Temperature control is important for ensuring the safety and suitability of food. Ensure that you obtain a food grade probe thermometer that can accurately measure internal temperature of food to +/- 1°C.

Remember:

- Cook food to an internal temperature of 75°C without overloading the oven
- Cool food as quickly as possible
- Keep hot food at 60°C or above
- Keep cold food at 5°C or less
- Control temperatures during transportation to and from your home

### **What to look for when buying a thermometer**

All food businesses where potentially hazardous food is handled **MUST** have a temperature measuring device that:

- is readily accessible; and
- can accurately measure the temperature of potentially hazardous hot and cold food to +/- 1°C.

The thermometer must **NOT** be constructed of mercury and glass, due to the danger of it breaking into food. The thermometer must be able to measure the temperature of your freezers, which should be less than -18°C but also be able to measure the temperature of foods you are cooking or re-heating to ensure that bacteria is being killed.

Thermometers with a probe measure the internal temperature of the food. Non-contact thermometers such as infra-red thermometers measure the surface temperature of the food. Care must be taken when measuring the temperature of food to ensure the probe is sanitised. This should be done with a solution of 70% alcohol or contact with hot water at or above 77°C for at least 30 seconds.

This information may be used as a guide to assist you when selecting a thermometer to use in a food premises.

Thermometers For Food Premises		
Business	Address	Phone
Filter Makers	9 Eastspur Court, Kilsyth	1300 555 204
Chef's Hat	131 Cecil Street, South Melbourne	9682 1441
ECE Fast	26 Business Park Drive, Notting Hill	9538 8111
Fildes Food Safety	28-32 George Street, Sandringham	1800 673 644
Floyd Australia	24 Trade Park Drive, Tullamarine	9339 3400
Hanna Instruments	18 Fiveways Boulevard, Keysborough	9769 0666
Heastern Industries	Suite 6/167 Whitehorse Road, Blackburn	9894 1228
HLP Controls	Unit 5, 53 Argyle Street, South Windsor	1800 500 160
Hotel Agencies	298 Nicholson Street, Fitzroy	9411 8888
Pyrosales	Enterprise Way, Bayswater	9729 2100
Ross Brown Sales	36 Hardy Street, Lilydale	9735 4488
Temperature Controls	Unit 8/280 Whitehall Street, Yarraville	9687 0000

You can also refer to the following categories in the Yellow Pages:

- "Catering Equipment, Supplies &/or Service"
- "Hotel, Restaurant and Club Kitchen Equipment"

This list is not a complete list of companies that provide/sell thermometers, nor is Council recommending any individual organisation. This is simply a guide of contacts for some suppliers of thermometers.



# FOOD BUSINESS WASTEWATER MANAGEMENT



## FOOD BUSINESSES

- Wastewater generated by your food handling business is considered Trade Waste.
- To avoid penalties, you must have a Trade Waste agreement and a Grease Trap.
- You may be inspected to confirm that you have an Agreement and a maintained Grease Trap.

Some common food businesses that generate Trade Waste include:

Cafes and Restaurants

Coffee Shops

Take Away Outlets

Function Centres

School Canteens

Nursing Home Kitchens

Food Manufacturers/Processors

Supermarkets

Delicatessens

Butchers

If you're not sure whether or not your business generates Trade Waste, please contact Yarra Valley Water to discuss.

### What must I do?

1

#### Obtain a Trade Waste Agreement

With Yarra Valley Water by calling 9872 1240, by email [tradewaste@yvw.com.au](mailto:tradewaste@yvw.com.au) or visit, [www.yvw.com.au/tradewaste](http://www.yvw.com.au/tradewaste)



2

#### Install a Grease Trap

As specified by Yarra Valley Water within your Trade Waste Agreement.



3

#### Maintain your Grease Trap & keep receipts

Empty and clean your Grease Trap at least every 3 months (unless otherwise specified by Yarra Valley Water) and keep receipts to show this has been done.

### Why is this important to my business?

Loss of business may occur if your Grease Trap is not well maintained

- due to: An unpleasant smell at your food premises
- Overflowing wastewater at your food business
- Your sinks and toilets blocking.

If your Grease Trap is not regularly emptied and cleaned your food wastewater can contribute to fat blockages inside the local sewer pipes – this may lead to sewage spilling out from the sewer pipes onto land and contaminating your local community (e.g. school playgrounds, backyards, streets and parks).

### Who will inspect my business?

Trade Waste Officers from Yarra Valley Water may visit your business. During these visits you may be asked to provide your receipts of Grease Trap maintenance (ie. emptying and cleaning) and officers may check that you are following your Trade Waste Agreement with Yarra Valley Water.



Trade Waste Officer inspecting a food business.



### Why must I do this?

If you discharge your food business wastewater (i.e. Trade Waste) into the Yarra Valley Water sewerage system without or not in accordance with a Trade Waste Agreement it is an offence under the Water Act 1989 and you may incur a penalty of up to \$29,000 and, for a continuing offence, up to an additional \$12,000 for each day on which the offence continues and/or disconnection from the sewerage system.

### More Information

To learn more about Trade Waste or seek further advice, please contact our Trade Waste Team or visit our website.

#### Website:

[www.yvw.com.au/tradewaste](http://www.yvw.com.au/tradewaste)

#### Email:

[tradewaste@yvw.com.au](mailto:tradewaste@yvw.com.au)

#### Phone:

9872 1240

Monday to Friday

9:00am to 4:30pm

#### Translating and Interpreting Service:

13 1450



## 8 Useful Links

Food Safety Rules Poster - A4 & A3

<https://www2.health.vic.gov.au/about/publications/policiesandguidelines/food-safety-rules-posters>

Keep Hands Clean And Food Safe - Hand Hygiene For Food Handles' Poster - A4 & A3

<https://www2.health.vic.gov.au/about/publications/factsheets/keep-hands-clean-and-food-safe-posters>

Prime Safe

<https://www.primesafe.vic.gov.au/>

Diary Food Safety Victoria

<https://www.dairysafe.vic.gov.au/>

Food Safety Auditors List - Department of Health and Human Services

[Food safety auditors \(health.vic.gov.au\)](http://health.vic.gov.au/food-safety/auditors)

Food Safety Program Template - Class 2 businesses

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

Food Safety Guide - Class 3 businesses

[Food safety guide for food businesses - Class 3 \(health.vic.gov.au\)](http://health.vic.gov.au/food-safety/guide-for-food-businesses)

Do Food Safely

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