

Hepburn

SHIRE COUNCIL

Setting up a
Food Business
in Hepburn
Shire

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1 INTRODUCTION

The objective of these specifications is to ensure that the layout and construction of food premises, minimises opportunities for food contamination. Food businesses are required to ensure that their food premises, fixtures, fittings, equipment and transport vehicles are designed and constructed to be cleaned and, where necessary, sanitised.

Businesses must ensure that the premises are provided with the necessary services, waste disposal, light, ventilation, cleaning and personal hygiene facilities, storage space and access to toilets.

These specifications are based on the Australia New Zealand Food Standards Code, in particular, Chapter 3.

Existing premises that do not comply with these Specifications will be required to upgrade in situations where *the cleanliness conditions of the food premises* are not being maintained.

These specifications do not apply to domestic kitchens, bed & breakfasts or temporary food stalls, but can be applied to mobile food vending vehicles.

If you have any queries please do not hesitate to contact :

Environmental Health Department

Cnr. Duke and Albert Streets
Daylesford VIC 3460

Telephone: (03) 5348 2306

Facsimile: (03) 5348 2911

Email: shire@hepburn.vic.gov.au

Website: www.hepburnshire.vic.gov.au

2 ADMINISTRATIVE PROCEDURE

2.1 *Planning Permit and/or Building Permit.*

Prior to making an application to Council's Environmental Health Department, make an enquiry about your proposal to Council's Planning Liaison Officer (ph. 5321 6463) and Building Departments (ph. 5321 6414).

If a Planning and/or Building permit is required, do not commence any work on the food premises until you have received the required Permit/s. It is recommended to have all applications submitted simultaneously.

If you proceed with the works and commence operating without the required permit/s, you will be required to stop operating your business until you have the necessary permit/s.

2.2 *On-site inspection*

On-site inspections can be arranged by completing a request form for inspection application and forwarding it to the Hepburn Shire's Environmental Health Department with the prescribed fees. The Environmental Health Office will then contact you upon receipt of this request to organise to meet on-site to discuss your proposal.

2.3 *Plans Submission and Approval*

From your discussions, draw a plan of your proposal showing the following items:-

- the use of each area of the premises;
- the location of all fittings, hand basins, sinks and equipment;
- location of the floor waste drain/s, cleaners sink and grease trap;
- details of floors, walls, ceilings, fittings and their finishes;
- water supply details, if on tank water; and
- provide specifications on the Mechanical Exhaust System.

Submit a copy of the plans to the Hepburn Shire's Environmental Health Department with a copy of your Planning Permit and a copy of the Building Permit.

2.4 *Food Safety Supervisor (FSS)*

Your business must name someone to be the FSS. The FSS must ensure that all staff who handle food in the business have the skills and knowledge appropriate to their duties. Generally the FSS is the owner/manager of the business.

<https://www.health.vic.gov.au/food-safety/food-safety-supervisors>

The FSS is required to undertake formal training which entails completing a Level 1 & 2 Food Safety Supervisor course. Contact the Hepburn Shire's Environmental Health Department or Neighbourhood House for local course dates and times.

The FSS must complete the course prior to the business opening and submit a copy of the Statement of Attainment (Course Certificate) at the Final Inspection.

2.5 *Food Safety Program (FSP)*

At the final inspection you must lodge a FSP with the Environmental Health Officer. A FSP is a written program which shows how a business monitors all procedures involved in safe food handling. You can obtain a FSP from your Environmental Health Officer or you can download, at no charge, a computerised FSP by visiting the Department Of Health website. <https://www.health.vic.gov.au/food-safety/food-safety-program-templates>

2.6 *Pre- Final Inspection/s*

Contact your Environmental Health Officer for inspections to be made during construction. We encourage food business operators and/or builders to work closely with your Environmental Health Officer at all stages of construction.

2.7 *Final Inspection and Application For Registration*

Once the premises has been given final approval to operate, the Environmental Health Officer will provide you with an Application for Food Act registration form. At the final inspection the Environmental Health Officer will require the following items:-

- a completed Application for Food Act registration form;
- registration fee;
- lodgement of the Food Safety Program; and
- Statement of Attainment for the Food Safety Supervisor.

The Certificate of Registration will be posted out to you within two weeks.

3 DESIGN AND CONSTRUCTION OF FOOD PREMISES

3.1 General Requirements

OBJECTIVE – *The food premises is designed so that it is easy to maintain in a clean and sanitary condition and food is able to be handled without the risk of cross-contamination.*

3.1.1 Size of the Food Premises

All food preparation, walk-in cool rooms, walk-in freezer rooms and dry food storage areas must be of sufficient size to ensure that such areas do not become overcrowded with fittings, appliances, food and staff. Overcrowded areas will be difficult to keep clean. This may cause food spoilage because food cannot be properly rotated, and create breeding areas for vermin and pests and associated work safety issues.

3.1.2 Layout of Food Production

Layout the premises so that food flows from raw to ready-to-eat, without going back and forth across the food preparation areas. To do this, the design should separate the preparation and serving areas from contaminable areas, such as raw food receivals, those areas receiving used glasses, cutlery and crockery, the wash-up area and cleaning equipment.

Where possible, access to office/staff facilities should be located so that staff do not have to cross food preparation areas.

3.1.3 Standards of workmanship

Standards of workmanship must be high in food premises/vehicles. Examples of poor workmanship include: rough grouting between tiles, tiles laid unevenly, or roughly finished rendering and exposed timber surfaces.

3.2 Water Supply

Provide the premises with an adequate supply of clean (potable) water for the safe preparation of food and for the effective cleaning and sanitising of equipment and the food premises generally.

All businesses and community groups that rely on a private water supply for drinking (potable) water must take all reasonable precautions to ensure the water is safe for human consumption. Private water supplies – including water pumped from rivers, creeks, bores, dams and rainwater tanks – can contain a wide range of disease causing microorganisms and harmful chemicals if the water is not treated correctly.

Businesses supplied with treated town water can usually assume that the supply is potable and need not take any additional precautions, unless the water supply authority (Central Highlands Water or Coliban Water) has issued recommendations to treat the water, or a higher standard of water quality is needed to produce the food, for example bottled mineral water.

Link to the Guidelines for Private Drinking Water Supplies at Commercial and Community Facilities is provided for your information below.

<https://www.health.vic.gov.au/publications/guidelines-for-private-drinking-water-supplies-at-commercial-and-community-facilities>

3.2.1 *Tank Water or Non-reticulated Water Supplies*

When assessing the potability of water supplies, the *Australian Drinking Water Guidelines 2004* can provide guidance.

Storage tanks for potable water must be adequately designed and constructed to prevent contamination. The materials used in constructing tanks, and the roofs or other surfaces that collect the water, may contaminate the water. Animals and birds may gain access if the tank is not covered and inlets, outlets and overflows are not screened. Measures should also be taken to keep out leaves, dust, animal and bird droppings, and insects.

For information on the maintenance, water quality, disinfection, sizing, construction material and installation of water storage tanks, see the Guidance on use of Rainwater Tanks at <https://www.health.vic.gov.au/water/rainwater>

3.3 *Sewage and Waste Water Disposal*

OBJECTIVE:- *Sewage and wastewater are disposed of effectively and there must be no contamination of food or the water supply from the waste water disposal system.*

3.3.1 *On-site Waste Water Disposal Systems*

Siting, construction and disposal must be in accordance with the current *Code of Practice – Onsite Wastewater Management* which can be downloaded from the Environmental Protection Authority's website <https://www.epa.vic.gov.au/for-community/environmental-information/water> contact the Hepburn Shire's Environmental Health Department for further information.

A permit is required for any installation / alteration to a system.

Systems treating more than 5,000 litres of wastewater per day are subject to individual regulation via the Environmental Protection Authority (EPA) works approval/licence process. Contact the EPA Bendigo Office on Tel: (03) 5442 4393 for details.

3.3.2 *Grease Traps*

If the premises is on the reticulated sewer system, a trade waste agreement may be required to be entered into with the relevant sewer authority (Coliban Water or Central Highlands Water).

If possible, grease traps should not be located in a food preparation or storage area, to prevent offensive odours, cross-contamination and difficulty in keeping the area around the grease trap clean. However, where fitted inside the premises and above the floor, allow enough distance between the grease trap and wall/s so that those areas can be cleaned.

Contact Central Highlands Water (03) 5320 3100 or Coliban Water Authority 1300 363 200 to determine whether or not a grease trap is required for your premises.

3.4 *Storage of Garbage and Recyclable Material*

OBJECTIVE:- *To ensure that garbage storage does not contaminate food or attract pests, rodents and animals.*

The garbage area must be paved and of sufficient size to hold all garbage and recyclable storage containers. Oil drums should be stored off the ground to allow proper cleaning underneath.

A bin washing facility may be required in garbage storage areas where wastes are predominantly wet and continually foul the bins. The area must be provided with a :-

- hose tap connected to the water supply; and
- graded and drained to a floor waste drain connected to sewerage.

3.5 *Ventilation*

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

Mechanical ventilation systems should be installed above cooking equipment and commercial dishwashers.

3.5.1 *Design and Installation*

Guidance on the design and installation of Mechanical Ventilation systems maybe found in Australian Standard 1668 Part 1 *The use of Mechanical Ventilation and Air Conditioning in Buildings* and Part 2 *Mechanical Ventilation for acceptable indoor-air quality.*

3.5.2 *Affecting the Amenity of the Area*

Beware of siting exhaust ducts, vents and fan motors near neighbour's windows and public places, as noise and odour could affect neighbours or the public. Discuss this issue with your Environmental Health Officer.

Also, enquire with the Council Building Department for their requirements on fire safety measures for the Mechanical Exhaust System.

3.6 *Lighting*

Light fixtures must be flush mounted or recessed into the ceiling. Where unpackaged food is handled, light globes/tubes should be enclosed within dustproof diffusers, in plastic sleeves or be shatter-proof to reduce a food contamination hazard should they break.

Light fittings in food preparation and wash-up areas must be provided at about one fluorescent light per 10 square metres of ceiling space, or positioned so that shadows are not cast upon working surfaces and not create an area which is difficult to clean, eg. "T" shaped fittings are not recommended as dirt, dust and grease can build up on the flat surfaces.

Note:- Do not use down lights with ventilation slots as these cannot be sealed against pests entering the premises through the ceiling.

4 FLOORS, WALLS AND CEILINGS

4.1 Floors

Floors in wet areas and where unpackaged food is prepared, stored and served must be:

- made of a non-slip material that does not absorb cooking grease, food liquids or water eg. Stainless steel (non-slip profile), ceramic tiles, quarry tiles, welded vinyl sheeting, epoxy resins (complying with AS 3554 – Adhesives- Epoxy-For raised pavement marker installations). *NOT vinyl tiles or smooth sealed concrete*;
- able to be effectively cleaned; and
- able to resist damage due to the type of operation on top e.g. no vinyl near cooking appliances, no heavy equipment on vinyl sheeting, no ceramic tiles behind cookers.

SUITABILITY OF FLOOR FINISHES FOR FOOD PREMISES AREAS

Finish	Wet washed areas	Food Preparation	Vegetable Preparation	Servery	Store room	Coolroom/Freezer	Bin store	Eating	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 appliances)
Laminated thermosetting plastic sheet	•	•	•	•	•	•	•	•	Heat-welded joints (not suitable adjacent hot fat appliances)
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 AS 3554

Note: Coolrooms/freezers flooring must comply with the requirements for food preparation areas if they are frequently entered from food preparation areas and/or grease from floors is walked inside.

Coving should be installed in areas where:-

- *it is difficult to keep clean such as beneath cooking appliances, fixed equipment and storage shelves;*
- *there are gaps between the floor and walls; and*
- *the floor becomes very wet and/or dirty or where floors are hosed with water.*

Note: Do not use the black plastic coving with the small radius also known as 'feather edge skirting'. This is for dining areas only.

Floors in food premises where the floor becomes very wet and/or dirty, or where floors are hosed down, must have coving and have floor drains installed that are connected to sewerage. The floor must be properly graded so that all water flows to the drains and does not pond.

Hot and cold water taps fitted with hose connections should be installed close by the floor drain/s and at least 600 mm above the floor.

Where a floor waste drain is not installed, a cleaner's sink must be installed in or next to the food preparation area.(refer section 5.1.3)

4.2 *Walls and Ceilings*

Walls and ceilings must be:

- sealed to prevent the entry of dirt, dust and pests;
- constructed of a smooth even material, able to be easily cleaned; and
- to the extent that is practicable, be unable to provide harbourage for pests.

Walls in food preparation, cooking and wash-up areas that are splashed with water or food residues or affected by cooking grease, must be finished with a durable surface (eg. stainless steel, ceramic tiles, vinyl sheeting, glass) which prevents those liquids being absorbed into it, to a height sufficient to protect the wall..

NOT painted plasterboard or brickwork.

All partitioned walls must finish not less than 150mm above floor level and must be capped at the top at an angle of 45°.

Ceilings must be constructed of a smooth, dustproof, non-porous approved material, eg. painted plaster board, coolroom sandwich panel, and melamine.

Suspended and/or drop in panel ceilings are not to be used in Food Preparation areas or over areas where unpackaged food is displayed or served.

SUITABILITY OF WALL FINISHES FOR FOOD PREMISES AREAS

Finish	Wet washed areas	Food Preparation	Vegetable Preparation	Servery	Store room	Coolroom/Freezer	Bin store	Eating	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 bars joints mastic sealed. In wet areas/food preparation shall be integrated into a dwarf wall or set on plinth

5 FIXTURES, FITTINGS AND EQUIPMENT

5.1 *Equipment for Cleaning and Sanitising.*

5.1.1 *Cleansing Of Equipment, Eating and Drinking Utensils*

A double bowl sink must be provided in wash-up areas for the cleansing of all equipment, utensils and appliances. The sinks must be big enough to handle the largest utensils, pots or appliances that need to be cleaned. The wall surface at the rear of each sink must be flashed with 450mm of ceramic tiles or stainless steel extending 100mm from each side of the sinks.

A single bowl sink together with a dishwashing/glass washing machine is a suitable alternative in some situations e.g. bars, canteens.

Storage and draining racks for air-drying of cleaned equipment, utensils and appliances should be made from materials that prevent the absorption of water or food liquids e.g. laminated metal.

5.1.2 *A Sink for the Preparation of Food.*

It is recommended that where raw foods need to be washed or soaked or frozen foods thawed, a separate sink used only for this purpose be installed. Using wash-up sinks to wash or thaw food could contaminate these foods with detergents and/or bacteria and viruses from used glasses, utensils and crockery.

5.1.3 *Cleaners Sink*

A cleaner's sink must be equipped with hot and cold water. If possible, construct a cupboard in the food preparation area which contains both the cleaner's sink and cleaning equipment.

Floor washings should be emptied into the cleaners sink and not the wash-up or food preparation sinks or hand basin.

5.2 *Design and Construction of Fixtures, Fittings and Equipment.*

All tables, benches, shelves, trays, counters, appliances, equipment and fittings must be made of materials that are durable, non-corrosive, free of cracks and crevices and easy to thoroughly clean.

Surfaces that are in contact with food must be smooth, constructed to prevent absorption of water, food, liquids and cooking grease. Surfaces must be non-toxic, eg. stainless steel, melamine, and where necessary must be capable of being completely dismantled for the purpose of thorough cleaning and sanitising.

5.2.1 *Walk-in Cool rooms and Freezer Rooms*

All the above floor, wall and ceiling specifications apply to walk-in cool rooms and freezer-rooms. Storage racks in these rooms must be open to allow circulation of cold air. Adequate provision must be made for the disposal of condensate from the refrigeration system into sewerage (not into a bucket/container). Each room must be provided with an external thermometer gauge.

If the top of the cool room or freezer room is built in such a position that an inaccessible cavity or void is formed between the top of the cool room/freezer room and the ceiling, this cavity or void must be sealed with either plasterboard, painted with a washable paint or other cleanable surface.

For safety reasons, install an internal push-rod device to unlock the door from the inside.

5.2.2 *Dry Storage Room*

Should be an area of adequate size, to prevent the area from becoming overcrowded and difficult to keep clean and tidy. The shelves must be constructed of a material that is unable to absorb food liquids or water eg. laminated wood, steel, vinyl (Plastic Contact on bare wood is not suitable) and be free of cracks and crevices.

Pallets must not be used as shelving as it is difficult to clean the floor underneath.

5.2.3 *Cold Display Cabinets including Self-Serve*

Unpackaged foods on display must be protected from customer contamination by the use of glass shields or plastic lids.

Where displays of food are self-serve, separate utensils for each food type must be provided that allow customers to obtain ready-to-eat food without using their hands, or the food must be dispensed in a way that prevents contamination of other food in the display. The utensils must be capable of being stored so that their handles do not contaminate food.

5.3 *Installation of Fixtures, Fittings and Equipment.*

All equipment, appliances and fittings that are *not easily moved* must be installed so that the areas under, behind and at the sides can be easily cleaned by providing clearances of at least 150mm. Where it is not practicable to raise fittings etc. above the floor, away from walls, then it should be sealed with coving.

Any gaps or crevices created in the installation of equipment must be sealed or filled in to eliminate breeding areas for rodents and other pests, e.g. cavities, false bottoms and similar hollow spaces should not be formed in the construction of cupboards and must be filled with concrete or the cupboards should be supported on legs.

Silicone is not suitable to seal around or between cookers. Metal flashing must be used.

Shelving that cannot be sealed to the wall must be kept 25mm clear of the wall and be fixed on metal supports with the lowest shelf not less than 150mm above the floor level.

5.4 Hand Washing Facilities

5.4.1 Location

Hand basins must be provided in all areas of the premises where:–

- unpackaged food is handled;
- utensils and equipment are washed; and
- the toilet cubicles, or immediately adjacent to toilets.

Please Note: Hand basins should be located at the entrance used by staff returning to the unpackaged food handling area.

Hand basins should be installed so that they are accessible and no further than 5 metres from any area where food handlers are handling unpackaged food.

In a take-away, if unpackaged food is handled in a servery area as well as a rear food preparation/cooking area, then a hand basin must be installed in both these areas.

5.4.2 Set-up of Hand Basin

Each hand basin must be provided with:
a sufficient supply of hot and cold water discharged through a single outlet;

- soap;
- nail brush; and
- disposable paper towels.

The size of the basin should allow easy and effective hand washing e.g. 11 litres capacity with minimum dimensions of 500mm by 400mm 'off the wall'. It is recommended that hand basins be hands-free, either foot or thigh operated or electronically operated.

The wall surface at the rear of each hand basin is to be flashed with 450mm of ceramic tiles or stainless steel extending 100mm from each side of the sinks. Hand basins must be clearly designated only for washing hands, arms and face.

Electric air dryers installed as the sole means of drying hands are not permitted.

6 STORAGE, TOILETS AND FOOD TRANSPORT VEHICLES

6.1 *Storage Facilities for Staff*

A separate room, locker or cupboard must be provided to store outdoor clothing, footwear and personal items of staff in order to prevent contamination of food. This facility should be located near the entrance that staff use to enter the premises, in order to avoid staff walking across food preparation areas to access their storage area.

6.2 *Storage Facilities for Cleaning Equipment*

A separate room or cupboard must be provided for storing detergents, sanitisers and cleaning equipment to ensure they cannot contaminate food. A suggestion would be to combine this area with the cleaner's sink cupboard.

6.3 *Storage Facilities for Cleaned Utensils, Appliances and Equipment*

Provide adequate facilities to store cleaned utensils, appliances and other equipment in a way that protects them from contamination.

6.4 *Toilets*

Toilet facilities for the use of staff should be available either on the premises or within a reasonable distance from the premises. Toilets for public or customer use must not be located where the public must go through food preparation areas to reach them. The toilets should be adequately lit and accessible at all times when staff are working.

Where toilets are provided on the food premises, the toilet cubicle/s must be:

- constructed of a smooth material that cannot absorb water eg. tiles;
- separated from food preparation areas by a ventilated room (air-lock) fitted with self-closing doors; or
- provided with a self-closing door and a mechanical exhaust fan which operates when the toilet is in use.

Although not a requirement, it is recommended that a 'staff only' toilet be designated, this will assist in maintaining a clean toilet which is always available for staff.

The number of toilets for customers / guests is set by the Building Code of Australia. Enquiries about disabled and numbers of toilets should be directed to Council's Building Department.

6.4 *Food Transport Vehicles*

The driving section of the vehicle must be effectively sealed off from the area where unpackaged food is stored or, unpackaged food must be transported in sealed containers e.g. eskies

The internal surfaces of the vehicle or food containers must be smooth, (not able to absorb food liquids or water) and be easy to clean.

If transporting perishable foods and transport times are 2 hours or longer, the vehicle must be provided with an effective heating and/or refrigeration system in order to maintain perishable food at safe or required temperatures (that is, hot food at or above 60°C, cold food at or below 5°C and frozen food at or below minus 15°C)

7 General

7.1 Pest Control

All areas of a food premises must be sealed against the entry of pests, rodents and animals.

Any gaps or holes in walls, floors, ceilings, inside cupboards, benches, shelving and around service pipes where they pass through walls, floors, ceilings and benches must be effectively sealed.

Electronic zapper units, if installed, should be suitably located so as not to contaminate unpackaged food or food contact surfaces. Every window and ventilator opening to the outer air must be fitted with insect screens.

Every doorway opening to the outer air must be provided with a self-closing, fly-proof door or heavy-duty commercial quality plastic door strips that are properly fitted and span the entire height and width of the doorway, or air curtains.

7.2 Fire fighting equipment

It is strongly recommended that a fire extinguisher and fire blanket be situated next to the cooking appliances.

7.3 Smoke free dining

Tobacco Act Reforms have introduced smoke free cafes and restaurants, if you require advice or signage, contact us at the Environmental Health Office (5348 2306). Find out more at <https://www.health.vic.gov.au/tobacco-reform/outdoor-dining-smoke-free>.

REFERENCES

Safe Food Australia, 2nd Edition January 2001, *A guide to the Food Safety Standards*.

National Food Safety Standards 3.2.2 – Food Safety Practices; and National Food Safety Standards 3.2.3 – Food Premises and Equipment;

You can view and download these Standards at <https://www.foodstandards.gov.au/>

AS 4674-2004 Design, Construction & Fit-out of Food Premises.

To obtain a copy of this standard contact SAI Global on 131 242 or order online <http://infostore.saiglobal.com/store/details.aspx?ProductID=317053>
