

Hindmarsh Shire Council  
**FOOD PREMISES  
DEVELOPMENT GUIDE**





# Introduction.

This guide has been produced to provide guidance for people establishing or altering a food premises within Hindmarsh Shire. Its underlining philosophy is that food will be prepared and/or stored in a premises that is designed to minimise possible food contamination & promotes the safe handling of food.

It has been developed in line with FSANZ Food Safety Standard 3.2.3, Food premises and equipment, fourth edition February 2023. Copies of these standards are available on the Food Standards Australia New Zealand website at [www.foodstandards.gov.au](http://www.foodstandards.gov.au) or by contacting them on (02) 6271 2222.

Existing premises are expected to make satisfactory progress towards upgrading the establishment to these standards.

Contact should also be made with Council's Planning and Building Services to determine whether additional permits are required. For information on outside seating and signs/boards, contact must be made with Council's Local Laws team on (03) 5391 4444.

For further enquires, contact one of Hindmarsh Shire Council's Environmental Health Officers on (03) 5391 4444.

**Note:** *An Australian Standard for the design, construction and fitout of Food Premises (AS4674 – 2004) has been developed by Standards Australia. This Australian Standard provides guidance to food businesses and authorised officers relating to the design, construction and fit-out of food premises. The Australian Building Code Board is considering including specific requirements for food premises in the Building Code of Australia.*







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# Part 1: General Requirements





# Food Act 1984

The **Food Act 1984** (Act) is a piece of legislation in Victoria, Australia, designed to regulate food safety and ensure that food sold in the state is safe for consumption. This Act focuses on the responsibility of food businesses in maintaining food hygiene, food handling practices, and ensuring that food does not pose any health risk to consumers.

Key features of the **Food Act 1984** include:

- 1) **Food Safety Standards:** Establishes the obligation for food businesses to comply with food safety standards, which cover everything from food handling to sanitation and hygiene.
- 2) **Licensing and Registration:** Food businesses in Victoria are required to be registered with their local council, ensuring that food premises meet the required standards before they can operate.
- 3) **Food Safety Programs:** The Act encourages food businesses to implement food safety programs to ensure compliance with hygiene and safety standards.
- 4) **Enforcement and Penalties:** Authorities are empowered to inspect food premises and take corrective actions if businesses are found to be in violation of the food safety regulations. This can include issuing fines or closure orders.

The **Food Act 1984** is specifically focused on regulating food safety at a local level in Victoria and was later amended to align with the broader **Australia New Zealand Food Standards Code** and national food safety laws.

## Food Premises Classification

Class 1	Class 2	Class 3	Class 3A
Handles, processes or serves ready to eat potentially hazardous food to groups, most vulnerable to food related illness (e.g. hospital patients, nursing home residents, children in long day care)	Supplies potentially hazardous unpackaged foods which need correct temperature control throughout the food handling process, including cooking and storage, to keep food safe (e.g. restaurants, take away foods)	Supplies or handles unpackaged low risk foods or pre-packaged potentially hazardous foods which simply need refrigeration to keep them safe (eg milk bars, bread baking) and some community events	Handles, processes or serves ready to eat potentially hazardous food to guests for immediate consumption at an accommodation getaway premises (e.g. B&B) or food that is made using a hot fill process (e.g. chutney, jam etc) is acidic (pH of less than 4.6) and has sugar or salt or any other preservative added.

Prior to the business becoming operative, the proprietor must make an application on the prescribed form to register the premises as a food premises and receive the approval of Council's Environmental Health Services.



# Food Safety Programs

A Food Safety Program (FSP) is a written plan that shows how your business will manage the safety of the food you prepare, serve, manufacture or sell. There are two categories of FSP:

- a Standard Food Safety Program; or
- a Non-standard Food Safety Program.

Under section 19V of the Food Act, proprietors of class 2 food services and retail food premises are exempt from the requirement to have a food safety program for the period of 5 years (from July 2022) except if one or more of the following food handling activities is undertaken at the food premises:

- sous vide cooking, (cooking at less than 75 degrees Celsius) where the food is cooked under controlled temperature and time conditions inside vacuum sealed packages in water baths or steam ovens;
- any potentially hazardous food that does not involve temperature control to minimise the growth of pathogenic or toxigenic organisms as described in Australia and New Zealand Food Standards Code, Standard 3.2.2;
- preparation of acidified/fermented foods or drinks that are ready to eat and have a high level of acidity required to keep food safe, acid may be naturally present or added or;
- produced by the food (due to microbial activity);
- preparation of ready to eat foods containing raw unshelled eggs (unpasteurised);
- preparation of ready to eat raw or rare minced/finely chopped red meats;
- preparation of ready to eat raw and rare poultry and game meats;
- off-site catering where ready to eat potentially hazardous food is prepared or partially prepared in one location, transported to another location, where the food is served at a catering event;
  - pasteurisation/thermal processing, where food is heated to a certain temperature for a specified time, to eliminate pathogenic organisms;
  - packaging food where the oxygen has been removed and/or replaced with other gases for food safety or to increase shelf life of the food;
  - any food processing activity which does not involve the use of temperature control, to minimise the growth of pathogenic or toxigenic organisms in food, as described in Australia and New Zealand Food Standards Code, Standard 3.2.2.



## 1. Standard Food Safety Program

Various Food Industry Groups have developed templates as well as the Department of Health (DH), who have developed templates for Class 2 retail and food service businesses.

Businesses can view and download DH templates at no cost from the following website:  
[www.health.vic.gov.au/food-safety/food-safety-programs](http://www.health.vic.gov.au/food-safety/food-safety-programs)

## 2. Non Standard Food Safety Program

Some businesses (e.g. large food manufacturers, aged and child care facilities) may wish to write their own - or employ someone to write their own - Food Safety Program. These businesses will need to be third party audited.

Furthermore, a **Quality Assurance Food Safety Program** is a program for food premises that has been issued with a certificate by an approved food safety auditor stating that the program has been prepared under a declared system or code, and that it complies with the requirements of the Act. Food premises that have a QA Food Safety Program are exempt from the requirement to have a Food Safety Supervisor (FSS) as they are recognised via their QA system.

## Minimum Records

**Class 3** food businesses proprietors are exempt from the need to keep minimum records under section 19V of the Act, other than a warehouse/distributor food premises that are required to keep suppliers records.



# Food Safety Supervisor – Food Handler Training

Standard 3.2.2A: Food safety management tools came into effect from December 2023. The standard is designed to address the unique risks associated with food service and food retail business that handle unpackaged, potentially hazardous food that is ready to eat. There are three new food safety tools introduced by the standard. They are:

- [Tool 1: food handler training](#)
- [Tool 2: food safety supervisor \(FSS\) training](#)
- [Tool 3: evidence to substantiate food safety management of key processes](#)

Type of food business and class	Requirements for meeting standard 3.2.2A in Victoria
<p>One off fundraising activity – not for profit or charity</p> <p>Class 3 – food service, food retail &amp; caterers</p> <p>Class 4 – food service, food retail &amp; caterers</p>	<ul style="list-style-type: none"> <li>• Exempt from the standard</li> <li>• Organisers must ensure that people handling food know how to do so safely. Should be encourage to use the free food handling program, <a href="#">DoFoodSafely</a> online.</li> </ul>
<p>Class 1 – with a food safety program (FSP)</p> <p>Class 2 – food service, food retail premises &amp; caterers with an FSP</p>	<ul style="list-style-type: none"> <li>• Required to implement Tool 1 and Tool 2.</li> <li>• Exempt from Tool 2 for five years if their FSS was certified prior to 8 December 2023.</li> <li>• Exempt from Tool 3 due to their FSP.</li> </ul>
<p>Class 2 – food service, food retail premises &amp; caterers without an FSP</p>	<ul style="list-style-type: none"> <li>• Required to implement Tool 1, Tool 2 and Tool 3</li> <li>• Exempt from Tool 2 for five years if their FSS was certified prior to 8 December 2023</li> </ul>
<p>Class 3A – home-based business and accommodation getaway premises</p>	<ul style="list-style-type: none"> <li>• Required to implement Tool 2</li> <li>• Exempt from Tool 2 for five years if their FSS was certified prior to 8 December 2023</li> <li>• Exempt from Tool 1 and Tool 3</li> <li>• Proprietors must ensure that people handling food know how to do so safely. Should be encourage to use the free food handling program, <a href="#">DoFoodSafely</a> online</li> </ul>
<p>Manufacturers – all classes</p>	<p>Not effected by the standard</p>



The standard requires extra skills and knowledge, including mandatory training for food handlers and food safety supervisors, as well as additional requirements for substantiating food safety controls when processing potentially hazardous food. For more information please visit [Department of Health – Introducing Standard 3.2.2A: Food safety management tools](#).

All Class 1 and 2 food businesses **must** also have qualified Food Safety Supervisor. This person must have a statement of attainment with the required competencies, from a Registered Training Organisation (RTO).

For a list of required competencies and registered training providers, you can visit: [www.health.vic.gov.au/publications/guide-for-food-businesses-food-safety-supervisors-and-training](http://www.health.vic.gov.au/publications/guide-for-food-businesses-food-safety-supervisors-and-training).

Alternatively, please contact Council's Environmental Health Officers on (03) 5391 4444.



## Do Food Safely – Free Online Food Safety Learning Program

To help maintain safe food handling practices, the Department of Health has also made available for your food premises and staff the 'Do Food Safely' program, a free online food handling learning program. Visit: <http://dofoodsafely.health.vic.gov.au>

You can get further information on the above topics by visiting the Department of Health Food Safety Unit's website: [www.health.vic.gov.au/foodsafety](http://www.health.vic.gov.au/foodsafety)

Alternatively, please contact Council's Environmental Health Officers on (03) 5391 4444.



# Plans and Specifications

Prior to commencing any works on a proposed food premises or making alterations to an existing food premises, it is strongly recommended that plans are submitted for assessment by Council's Environmental Health Services. This will ensure that works undertaken meet the Food Safety Standards and relevant requirements and avoids the need for additional works that maybe required in order for Council to granting Food Act Registration.

**Plans should be submitted with the appropriate application form and fee (if applicable).**

Plans should be drawn accurately to a scale of not less than 1:100.

Please use the following checklist when submitting plans:


- (i) Include details of the proposed layout of the premises showing the position of all benches, appliances, equipment, counter and other fixtures.
- (ii) Include specifications which list all materials to be used, finishes to floors, walls, ceiling, cupboards and work benches and details/descriptions of all equipment to be used including the manufacturer's name and model number where applicable.
- (iii) Include a proposed menu and information relating to the types of food involved, including information of the nature of work to be carried out in each area, and the number of proposed employees (This will assist in determining the Class of premises).
- (iv) Include details regarding the retailing of tobacco or if there is provision of outdoor dining/drinking areas.
- (v) Where mechanical ventilation is required additional plans should include the following:
  - (a) a fully dimensional drawing showing end and front elevation
  - (b) details relating to the filter capacity, rated motor power and provision for make up air
- (vi) Include information relating to the existence of an onsite waste water treatment system (size and type) and if the business uses a private water supply (water tank). You may have to alter these to ensure compliance.

**Note: please contact Environmental Health Services before altering the onsite waste water system.**







A top-down view of various fresh ingredients including salmon fillets, leafy greens, nuts, and fruits on a grey surface. The ingredients are arranged on a dark grey, textured background. On the right, two salmon fillets are placed on a wooden cutting board. To the left, there are several stalks of bok choy, a green apple, and a halved avocado. Scattered around are almonds, pumpkin seeds, and pine nuts. A small white bowl containing red and purple grapes is also visible. Fresh herbs like dill and parsley are scattered near the salmon. The overall composition is vibrant and emphasizes fresh, healthy food.

## Part 2: Structural & General Requirements Registration



# Structural & General Requirements Registration

## FOOD STANDARDS AUSTRALIA NEW ZEALAND

(Section 3 - General requirements)

The design and construction of food premises must:

- a) be appropriate for the activities for which the premises are used;
- b) provide adequate space for the activities to be conducted on the food premises and for the fixtures, fittings and equipment used for those activities;
- c) permit the food premises to be effectively cleaned and, if necessary, sanitised; and
- d) to the extent that is practicable:
  - i) exclude dirt, dust, fumes, smoke and other contaminants;
  - ii) not permit the entry of pests; and
  - iii) not provide harbourage for pests.

The premises must be structurally sound and in a good state of repair throughout.

All premises must be designated so as no area where food is manufactured, prepared or packed is so overcrowded with fixtures or equipment that it would prove difficult to keep properly clean.

Factors that could be considered:

- adequate space to permit a work flow that will separate food handling areas to prevent cross- contamination between food handled in one area and food in another;
- chilled, hot and dry goods storage space for ingredients, raw materials and final products;
- storage space for recalled product and other product kept separate from product for sale;
- need for any additional equipment such as food preparation sinks to be installed to meet the requirements of the standards. To prevent cross-contamination, separate sinks for washing ready- to-eat salads and vegetables should be available;
- Staff numbers and protective clothing requirements – to assess changing room space;
- Cleaning methods – to ensure that there is adequate space to manoeuvre cleaning equipment, to assess areas for cleaning and to store chemicals;
- Quantity and type of garbage and recyclable material produced – to assess garbage storage area requirements;
- Water requirements – to assess any requirements for hot water storage and access to handwashing facilities

# Floors

The requirements for floors, walls and ceilings apply to areas used for food handling, cleaning, sanitising and personal hygiene except dining areas, drinking areas, and other areas to which members of the public usually have access.

## FOOD STANDARDS AUSTRALIA NEW ZEALAND

(Section 10)

- 1) Floors must be designed and constructed in a way that is appropriate for the activities conducted on the food premises.
- 2) Floors must be:-
  - a) be able to be effectively cleaned;
  - b) be unable to absorb grease, food particles or water;
  - c) be laid so that there is no ponding of water; and
  - d) to the extent that is practicable, be unable to provide harbourage for pests.

## Floors

Generally, to be effectively cleaned, floors in kitchens and wash up areas should be smooth, free from cracks and crevices, and resistant to hot water, steam and/or chemicals. The floor material used must be durable enough to resist damage due to the type of operation (eg. the floor beneath cooking appliances must be able to withstand high temperatures). Examples of floors that meet the criteria include glazed tiles with flush epoxy grouting, sheet vinyl and epoxy resin. (Timber floors are not permitted).

Carpets and other absorbent matting which are not capable of being effectively cleaned are not suitable in any food preparation, storage or wet areas.



Finish	Wet washed areas	Food preparation	Vegetable preparation	servery	Store room	Chillers/freezers	Bin store	Eating areas	Comments
Stainless steel non-slip profile	X	X	X	X	X	X	X	X	Welded joints
Ceramic tiles	X	X	X	X	X	X	X	X	Epoxy grout
Quarry tiles	X	X	X	X	X	X	X	X	Sealed
Steel trowel case hardened concrete			X		X	X	X	X	Smooth-sealed finish, no joints
Carpet/carpet tiles								X	
Wooden flooring								X	Sealed
Polyvinyl sheet	X	X	X	X	X	X	X	X	Heat-welded joints (not suitable adjacent hot fat appliances)
Laminated thermosetting plastic sheet	X	X	X	X	X	X	X	X	Heat-welded joints (not suitable adjacent hot fat appliances)
Vinyl tiles					X			X	
Plastic matting				X				X	Should be used for safety reasons only It shall be easily cleaned and laid in sections that can be removable for cleaning
Cork tiles								X	Sealed
Epoxy resins	X	X	X	X	X	X	X	X	Complying with AS3554

## Floor Wastes

Floors flushed with water or hosed down must be graded and a floor waste installed so that the water drains to a drainage system. Floor wastes are required:-

- (i) in large Food Manufacturing Premises,
- (ii) in premises where the large amounts of liquids are used, or
- (iii) in areas where significant wet cleaning is required.

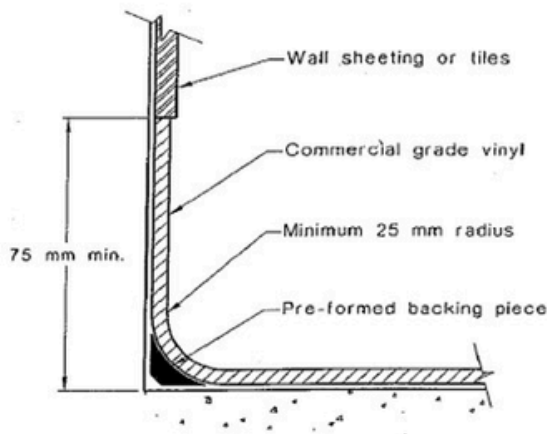
In premises requiring floor wastes, there must be no dips or hollows where water can collect, and must be sufficiently graded towards the floor waste to allow water to drain away.

## Coving

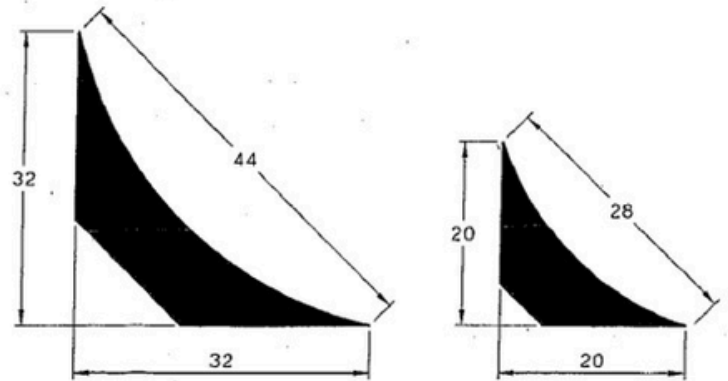
There is no specific requirement for coving at the junction of the floor and wall. However, coving should be provided in new premises in areas where floors are intended to be cleaned by flushing with water. It may also help cleaning where the floor has to be swept frequently. Installing coving at floor-wall junctions behind stoves and food preparation benches may make this difficult-to-access spot easier to keep clean.



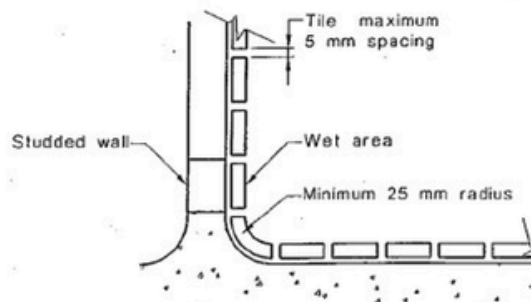
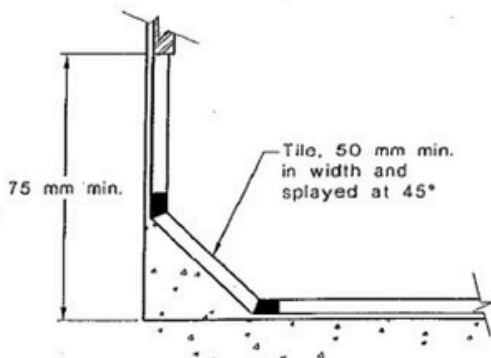
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DIMENSIONS IN MILLIMETRES





# Walls and Ceilings

## FOOD STANDARDS AUSTRALIA NEW ZEALAND

(Section 11)

- 1) Walls and ceilings must be designed and constructed in a way that is appropriate for the activities conducted on the food premises.
- 2) Walls and ceilings must be provided where they are necessary to protect food from contamination.
- 3) Walls and ceilings provided in accordance with subclause (2) must be:
  - a) sealed to prevent the entry of dirt, dust and pests:
  - b) unable to absorb grease, food particles or water; and
  - c) able to be easily and effectively cleaned

### Walls

Walls must be impervious to grease, food particles and water. Wall surfaces in kitchens and other processing areas must be finished with materials such as ceramic tiling, vinyl sheeting or stainless steel. Other materials such as steel-trowelled concrete or cement render, coated or sealed to be impervious, may be appropriate.

Plasterboard and similar absorbent wall surfaces are not suitable unless protected by ceramic tiles or other impervious material in areas that are likely to be splashed by water or be in contact with food.

In dry goods store where food is packaged, block work and faced brickwork painted with unraked joints, are examples of materials that could be suitable.

### Ceilings

Plasterboard ceilings painted with washable paint will provide a surface that is impervious enough to prevent it absorbing any steam. Stippled ceilings, rough plaster ceilings, acoustic tiles, etc, are unsuitable for food preparation areas because they are difficult to clean.

The junction between walls and ceilings must be tightly joined to provide a seal. Ceilings should be continuous construction so that there are no spaces and joints.

Drop-in panel ceilings are not to be installed in food preparation areas.

# Ventilation

## FOOD STANDARDS AUSTRALIA NEW ZEALAND (Section 7)

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

Mechanical exhausts systems are required for most cooking equipment (ie. stoves, deep fryers, ovens rotisseries etc.).

These systems shall be installed in accordance with 'Australian Standard 1668.2 - The use of mechanical ventilation and air-conditioning in buildings Part 2 Mechanical ventilation for acceptable indoor-air quality.

Generally, as per AS1668, a kitchen exhaust hood is required where:

- Any cooking apparatus has - a total maximum electrical power input exceeding 8kW, or - a total gas power input exceeding 29 MJ/h; or
- The total maximum power input to more than one apparatus exceeds - 0.5 kW electrical power or - 1.8 MJ for 1 m<sup>2</sup> of floor area of the room or enclosure, or
- A dishwasher or other washing equipment that vents steam which is likely to cause condensation on walls and ceilings.

Provisions must also be made for adequate make-up air (replacement air for air drawn out by the exhaust system). In cases where inadequate make up air is provided the system will not operate correctly resulting in a vacuum effect which can cause either fume problems and/or doors being drawn in. This will lead to both pest and draft problems.

Food businesses should note that inappropriate siting of flues and vents may result in odour or other problems from extracted air that may cause a nuisance to adjoining premises or to public areas.



# Lighting

## FOOD STANDARDS AUSTRALIA NEW ZEALAND (Section 8)

Food premises must have a lighting system that provides sufficient natural or artificial light for the activities conducted on the food premises.

Lighting must be sufficient to enable food handlers to readily see whether areas and equipment are clean, to detect signs of pests and to clearly see the food and equipment they are handling.

Australian Standard 1680 Part 1 - 2006 *Interior and workplace lighting: General principles and recommendations* and AS/NZ 1680.2.4 1997: Industrial tasks and processes provide comprehensive information on interior lighting. These standards give recommendations for industrial tasks and processes including food preparation.

### Examples of minimum maintenance levels

Activity	Level of illuminance (lux)
Food and equipment storage areas	110-150
Retail, dishwashing, handwashing, toilet areas	200-300
At food preparation surfaces	500

Lights are to be enclosed in unbreakable diffusers. (alternatively, shatter-proof light globes may be used).

The fixtures are to be designed to prevent the accumulation of dust (ie. flush with the ceiling, completely recessed or designed with angled surfaces).

# Water Supply

## FOOD STANDARDS AUSTRALIA NEW ZEALAND (Section 4)

Food premises must have an adequate supply of water if water is to be used at the food premises for any of the activities conducted on the food premises.

*Note:*

*An 'adequate supply of water' means potable water that is available at a volume, pressure and temperature that is adequate for the purposes for which the water is used by the business.*

The intended outcomes are that potable water is available for activities including washing food, cooking, making ice, cleaning, sanitising and personal hygiene, and that non-potable water is used only where it will not affect food safety

The premises must have an adequate supply of water under pressure to facilitate cleaning.

A continuous supply of hot/warm water must be provided for washing equipment and hand washing.

All water must be safe to drink and must not introduce contaminants into food. It must be safe to use for cleaning and sanitising processes.

Premises using a private water supply must comply with the ***Guidelines for private drinking water suppliers for commercial and community facilities*** available on the Victorian Department of Health website here: **[www.health.vic.gov.au/publications/guidelines-for-private-drinking-water-supplies-at-commercial-and-community-facilities](http://www.health.vic.gov.au/publications/guidelines-for-private-drinking-water-supplies-at-commercial-and-community-facilities)**

Potable water must be used for making ice.



# Sewage & Waste Water Disposal

## FOOD STANDARDS AUSTRALIA NEW ZEALAND (Section 5)

Food premises must have a sewage and wastewater disposal system that -

- a) will effectively dispose of all sewage and waste water; and
- b) is constructed and located so that there is no likelihood of the sewage and wastewater polluting the water supply or contaminating food.

All sewage and waste water must be conveyed from all buildings on the site so as not to cause pending or backflow into the building.

Trade waste is *water contaminated* in the process of business operations which cannot be returned to the natural environment without treatment. Trade waste is any industrial waste other than normal domestic sewage. It may contain chemicals, fats or detergents. It is typically wastewater as a result of a washing, cleaning or rinsing process. It may also be liquid food waste.

### **Grease Interceptors / Arrestors (Grease Traps)**

Grease interceptors play an important role in preventing solids and greasy waste from entering the sewerage system. They are designed to intercept and retain silt, sand, oil, grease, sludge and other substances in a waste discharge process. The use of grease traps protect both the internal pipes at a property, as well as the main sewerage infrastructure.

Locating grease interceptors in food preparation areas can result in contamination problems when the arrestors are emptied or in the event of overflow, and should therefore be located outside the food preparation area and preferably outside the building.

Contact should be made with Grampians Wimmera Mallee Water (GWM Water) [www.gwmwater.org.au/connecting-services/wastewater-sewerage-and-trade-waste/about-trade-waste](http://www.gwmwater.org.au/connecting-services/wastewater-sewerage-and-trade-waste/about-trade-waste), call **1300 659 961** or **Council's Environmental Health Services** (for onsite waste water treatment), to determine if a grease interceptor is required.

### **Cleaners Sink**

One of the following facilities is to be provided for dispensing of mop water or similar liquid waste and to enable cleaning of equipment, including mop buckets:-

- A cleaner's sink or sluice trough; or
- Floor waste, additional hot and cold water taps are to be provided to fill the bucket separate from food and equipment sinks; or
- Other similar facility connected to drainage that is not intended for use to prepare food, wash equipment or hand washing.

## **Bin Storage and Wash Facility**

Allowances must be made for the provision of a bin storage area with washing facilities. This facility is required to effectively clean all waste storage containers and to effectively dispose of the waste water. The bin storage and wash facility must be:

- Large enough to store all garbage and waste matter,
- Provided with hot and cold water through a common outlet,
- Graded and drained to silt trap and/or connected to grease trap, if required by Grampians Wimmera Mallee Water or Council's Environmental Health Services,
- Capable of maintaining all waste water as a result of the cleaning process,
- If the floor area of the bin wash facility is greater than 20m<sup>2</sup>, then it must be undercover, &
- Well maintained.

Where the kitchen is located adjacent to or near the bin wash area, the bin wash area and the cleaners sink can be combined.

### **Hindmarsh Shire Council Local Law Division 5.4, states:**

#### *s31.1 Commercial Rubbish*

The occupier of any land other than a residential property must ensure that any receptacle used for the storage of industrial, trade or commercial refuse or other rubbish is:

- i) is constructed of impervious materials as approved by Council;
- ii) is maintained in a clean, inoffensive and sanitary condition and able to be cleaned from time to time as prescribed by Council; and
- iii) fitted with vermin proof close fitting lid and securely closed at all times.



# Fixtures, Fittings and Equipment

## FOOD STANDARDS AUSTRALIA NEW ZEALAND (Section 12)

- 1) Fixtures, fittings and equipment must be :
  - a) adequate for the production of safe and suitable food;
  - b) fit for their intended use; and
- 2) Fixtures and fittings must be designed, constructed, located and installed, and equipment must be designed, constructed, located and, if necessary, installed, so that:
  - a) there is no likelihood that they will cause food contamination;
  - b) they are able to be easily and effectively cleaned;
  - c) adjacent floors, walls, ceilings and other surfaces are able to be easily and effectively cleaned; and
  - d) to the extent that is practicable, they do not provide harbourage for pests.
- 3) The food contact surfaces of fixtures, fittings and equipment must be:
  - a) able to be easily and effectively cleaned and, if necessary, sanitised if there is a likelihood that they will cause food contamination;
  - b) unable to absorb grease, food particles and water if there is a likelihood that they will cause food contamination; and
  - c) made of material that will not contaminate food.
- 4) Eating and drinking utensils must be able to be easily and effectively cleaned and sanitised.



All equipment and surfaces in food preparation and food storage areas are to be constructed of approved impervious and durable materials.

## Food Contact Surfaces

Food contact surfaces should be smooth, free of cracks, chips, crevices, and can be easily cleaned. Surfaces such as stainless steel and laminex are appropriate surfaces.

## Equipment

It is important that equipment etc. can be kept clean. Equipment must be designed, constructed, located and installed so that it can be effectively cleaned.

Factors that make equipment easy to clean include:

- smooth surfaces with rounded edges and no open joints, embossing or other rough surfaces or joints which can trap dirt;
- nozzles or taps that are easy to dismantle;
- if dismantling is necessary for cleaning, it can be done without special tools;
- readily accessible access panels in ducts;
- readily removable grease filters in kitchen extraction hoods;
- mounting shelves 25 mm or more from the wall or other surface they are fixed to so that food cannot lodge at the wall-shelf junction;
- either butting equipment so close together that debris cannot fall between or leaving enough space to reach to clean the sides;
- ensuring safety shields are removable;
- fitting wheels or castors to equipment to enable it to be easily moved, preferably by one person;
- ensuring service wires, pipes or hoses can be connected (or are flexible and long enough to enable the equipment to be moved); and
- designing dust control mats (as used in customer areas of supermarkets) to be cleanable.

Some examples of operations and criteria for judging whether or not adequate equipment provision has been made are listed below:

Type of operation carried out by business	Criteria for judging adequacy
Cooking/processing	Adequate equipment to ensure that the process reaches the temperature or other parameter required to destroy pathogens.
Cooling & refrigerated storage of potentially hazardous foods	Adequate equipment to cool food in accordance with the requirements of FSANZ Standards 3.2.2 (60°C to 21°C in 2 hours and 21°C to 5°C in 4 hours), and hold food under temperature control.  Adequate refrigerated space to cater for large functions.
Displaying potentially hazardous foods	Adequate refrigerated or hot displaycounters to ensure that all displayed food is displayed in accordance with temperature requirements of FSANZ Standard 3.2.2. (5°C or below and 60°C or above) and is protected from contamination.



Transporting chilled potentially hazardous food	Refrigeration equipment, insulated containers or other containers if this equipment is appropriate on the vehicle to ensure food is capable of being maintained at 5°C or below.
Washing fruit & vegetables	Where food handling involves frequent washing of fruit and vegetables a food preparation sink should be installed.
Utensil & equipment washing & sanitising	Double bowl or triple bowl sinks for sanitising and/or dishwashers that sanitise.
Personal washing	All staff has easy access to hand washing facilities.
Floor & general cleaning requirements	Single bowl sink, cleaner's sink, hose connections, curbed drain connected to the sewer or other facility for cleaning the equipment used for cleaning the premises and for disposing of dirty water.

## Coolrooms

In larger premises the installation of coolrooms may be necessary.

Coolrooms are to comply with all relevant construction requirements in this guide (e.g. either effectively sealed to walls and ceilings or placed clear of walls and ceilings to enable easy cleaning, floors shall be coved up the walls etc.)

Temperature displays, alarms and data loggers fitted to coolrooms will assist with maintaining and monitoring the temperature of food.

All condenser units in coolrooms and freezer rooms must be properly drained to sewer.

Storage racks must be corrosion resistant and easily cleaned. Timber frames or finishes should not be used. Shelving shall be designed to allow free movement of air around foods being stored.

## Dry Storage

Dry food storage shall be roomy and of sufficient size to prevent the area from becoming overcrowded and difficult to maintain in a clean and sanitary condition.

Many proprietors make the mistake of not allowing sufficient storage space and are then unable to take advantage of the economics of bulk buying.

## Connections for specific fixtures, fittings and equipment

### FOOD STANDARDS AUSTRALIA NEW ZEALAND

(Section 13)

- 1) Fixtures, fittings and equipment that use water for food handling or other activities and are designed to be connected to a water supply must be connected to an adequate supply of water;
- 2) Fixtures, fittings and equipment that are designed to be connected to a sewage and waste water disposal system and discharge sewage or waste water must be connected to a sewage and waste water disposal system.
- 3) Automatic equipment that uses water to sanitise utensils or other equipment must only operate for the purpose of sanitation when the water is at a temperature that will sanitise the utensils or equipment.

In premises where food is prepared or packed, an area must be set aside purely for the purpose of washing appliances, utensils and equipment.

Proper design is essential to ensure a smooth flow of dishwater that will separate "dirty" and "clean" items and allow a fast, efficient turnaround.

### Sinks & Dishwashers

A double bowl or triple bowl sink is required to effectively sanitise utensils where potentially hazardous foods are handled. Where a mechanical dishwasher is supplied a single bowl sink will suffice, as long as all the food contact equipment will fit in the dishwasher.

Dishwashing arrangements using a double bowled sink shall be roomy and of sufficient size to handle the largest utensils being used. One sink shall be used for washing, the other shall be used for rinsing and sanitising. Where food handling involves frequent washing of fruit and vegetables, a separate food preparation sink should be installed.

### Commercial dishwashers

Commercial dishwashers need to ensure that the dishwasher is able to thoroughly clean and sanitise so that infectious diseases are not transmitted. Dishwashers that meet the "US National Sanitation Foundation Standards NSF 26- 1980 & NSF 3-1996" are considered to meet this requirement.

### Domestic dishwashers

Domestic dishwashers that meet the following criteria can be used:

- (a) dishwashers should have properly functioning temperature-activated sanitising cycles that have to sense a temperature of 65.6°C or higher before the machine advances to the next step; or
- (b) dishwashers with either no sanitising cycle or a time-controlled sanitising cycle and forced airflow drying should only be operated with inlet water temperature above 68°C.

Domestic dishwashers that do not meet the above criteria may also be acceptable if the suppliers or manufacturers of the machines provide evidence as to their efficacy.



# Hand Washing Facilities in Food Areas

## FOOD STANDARDS AUSTRALIA NEW ZEALAND

### Section 14 (1)

Food premises must have hand washing facilities that are located where they can be easily accessed by food handlers –

- a) within areas where food handlers work if their hands are likely to be a source of contamination of food; and
- b) if there are toilets on the food premises - immediately adjacent to the toilets or toilet cubicles.

### Section 14 (2)

Hand washing facilities must be –

- a) permanent fixtures;
- b) connected to, or otherwise provided with, a supply of warm running potable water;
- c) of a size that allows easy and effective hand washing; and
- d) clearly designated for the sole purpose of washing hands, arms and face.

Separate hand washing facilities are required in every area of the premises where exposed food is handled or prepared.

Hand basins are to be located and installed so that they are:

- not obstructed by equipment, walls, partitions or doorways
- are at bench height permanently fixed to the wall, to a supporting frame or set in a benchtop; and
- no further than 5 metres from any place where food handlers are handling food.

In a food business, where food is handled in the servery area in addition to the kitchen, a hand basin is to be installed in both areas. If food premises are divided into separate food handling areas as may occur in a supermarket with a delicatessen, butchery, seafood area and bakery, hand washing facilities must be available in each area.

Each hand basin (including the toilet handbasin) must have:

- a) supply of warm water via a common outlet
- b) sufficient distance under the water spout for food handlers to have room under running water to move their hands about to be able to effectively wash them.



**Wash hand basins must not be used for any purpose other than hand washing. The business might do this by one of the following:**

- installing a conventional handbasin of a design that is easily recognisable as such and providing soap and drying facilities only at the basin(s);
- putting up a sign that states 'For hand washing only' or illustration of hands being washed;
- indicating that the facility is not to be used for food and utensil washing.

Handbasins shall be provided with:-

- (i) a wall mounted paper towel dispenser or;
- (ii) other means of effectively drying hands and arms, which prevents the transfer of pathogenic microorganisms to the hands or arms.

Businesses are not specifically required to install hands-free taps. However, new works in premises provide an opportunity to include hands-free taps at basins.

# Storage Facilities

## FOOD STANDARDS AUSTRALIA NEW ZEALAND

(Section 15)

- 1) Food premises must have adequate storage facilities for the storage of items that are likely to be the source of contamination of food, including chemicals, clothing and personal belongings.
- 2) Storage facilities must be located where there is no likelihood of stored items contaminating food or food contact surfaces.

### Storage of Personal Items

A separate area or cupboard must be provided for the storage of street clothes, handbags and other personal items.

Maintenance equipment (ie. tools, nails etc) are often not clean and should not be in areas where food is manufactured - a separate area must be provided for these items as well.

### Storage of Cleaning Equipment

A room or a cupboard is to be provided for storing pesticides, detergents, sanitisers and cleaning equipment such as mops, brooms and buckets.

If chemicals are in unopened, sealed containers and do not emit odours then a part of a storage area for packaged dry goods can be used. Opened containers should be stored separately from food and food equipment.



# Storage of Garbage & Recyclable Matter

## FOOD STANDARDS AUSTRALIA NEW ZEALAND

(Section 6)

Food premises must have facilities for the storage of garbage and recyclable matter that:

- a) adequately contain the volume and type of garbage and recyclable matter on the food premises;
- b) enclose the garbage or recyclable matter, if this is necessary to keep pests and animals away from it; and
- c) are designed and constructed so that they may be easily and effectively cleaned.

All garbage and recyclable material must be contained in bins, hoppers, wire cages or other containers. Containers that are in the open air storage areas should have tight fitting lids in order to keep flies and other pests away.

If the premises have a garbage area, it should be graded and drained to Grampians Wimmera Mallee Water sewer and bunded (eg. Shower bases are suitable for small rubbish bins). Grampians Wimmera Mallee Water requires that a silt trap be installed in the drain. Hot and cold water with hose connection shall be provided inside or adjacent to the garbage storage area. This will enable the bins and the garbage storage areas to be maintained in a clean and sanitary condition and prevent garbage storage from becoming a nuisance.

# Vermin & Insect Protection

## FOOD STANDARDS AUSTRALIA NEW ZEALAND (Section 3)

The design and construction of food premises must:

- d) to the extent that is practicable:
  - (i) exclude dirt, dust, fumes, smoke and other contaminants
  - (ii) not permit the entry of pests; and
  - (iii) not provide harbourage for pests.

All food premises shall be constructed and maintained to exclude and prevent the harbouring of flies, other insects, rodents, vermin and birds.

The types of pest-proofing measures include:

- Installing flyscreen doors or self-closing doors
- Install mesh screens at opening windows
- Ensure drains, grease traps and ventilation pipes are sealed
- Seal openings where pipes pass through external walls
- Install appropriate flashing to the base of doors

Air curtains, if used, are to cover the whole of the face of the doorway or opening and should have a velocity of not less than 300 metres per minute measured at 1 metre from the floor.

Roller doors and automatic doors should be arranged so that air curtains come into operation immediately after the door begins to open.

Where electric insecticides are used, care should be taken to install them in a suitable area, not located directly over food preparation working areas and away from any exposed food.

Bi-fold or other types of doors that open up the dining area to the outdoors are only permissible if the kitchen and all other food preparation areas are adequately enclosed so they are protected from outdoor contaminants such as insects and dust.

# Toilet Facilities

## FOOD STANDARDS AUSTRALIA NEW ZEALAND (Section 16)

A food business must ensure that adequate toilets are available for the use of food handlers working for the food business.

The following factors are suggested as a guide to the interpretation of 'adequate':

Factor in deciding whether facilities are adequate	Comment
Number of toilets	<p>The VBA under the Building Standards provides guidance on what would be considered to be adequate number of toilets. Reference can also be made to industry guides.</p> <p>Segregating toilets for male and female use is not a food safety issue.</p>
Shared toilets with customers	<p>Separate toilets for food handlers and customers are not required and 'combined' toilets should be considered adequate.</p> <p>A designated 'staff only' toilet may assist a proprietor with his responsibilities to keep the toilet available at all times and clean.</p>
Always accessible	<p>Toilets must be accessible at all times that the business is operating.</p> <p>Toilets that are not on the premises must be accessible at all times when staff is working.</p>
Clean toilets	<p>The toilets must be clean and operating properly whether on or off the premises.</p>
Suitably located	<p>Toilets should not be entered directly off a food preparation area but through a ventilated lobby. There must be no likelihood that droplet-borne contamination will affect the safety of food.</p> <p>The toilets should also be located within a reasonable distance from the food handlers' work area. A 'reasonable distance' is the maximum distance that an ordinary person would be expected to walk in the time available for breaks etc. and takes into account the time needed to negotiate doors, stairs and corridors to reach the toilets.</p> <p>To prevent customers from contaminating food, access to customer toilets should not be through food preparation areas.</p>



Suitable design and construction	<p>Toilets on the premises are part of the premises and must meet this standard.</p> <p>Toilets off-site must also meet the requirements to be considered adequate, for example they should be designed and constructed to be able to be kept clean and should be adequately lit and ventilated.</p>
Adequately equipped	The facilities should be provided with handbasins with a supply of warm potable running water for hand washing, and suitable drying facilities.

There are specific requirements outlined in the Building Code of Australia. Contact should be made with the Building Department by calling 03 5391 4444 or by completing a 'Make a Request' form on Council's website at [www.hindmarsh.vic.gov.au/make-a-request](http://www.hindmarsh.vic.gov.au/make-a-request).

## Food Transport Vehicles

### FOOD STANDARDS AUSTRALIA NEW ZEALAND (Section 17)

The design and construction of food premises must:

- 1) Vehicles used to transport food must be designed and constructed to protect food if there is a likelihood of food being contaminated during transport;
- 2) Vehicles used to transport food must be designed and constructed so that they are able to be effectively cleaned; and
- 3) Food contact surfaces in parts of vehicles used to transport food must be designed and constructed so that food contact surfaces can be effectively cleaned and, if necessary, sanitised.

Vehicles used to transport food must protect food from contamination if there is a risk that the food will be contaminated.

Vehicles used to transport food that is unpackaged, eg. bread & cakes must be designed and constructed to protect the food from airborne dust, dirt, vehicle fumes and rain.

The food compartment should be separate from the driver's compartment or any passenger areas.

Cooked and raw foods may be carried on the same vehicle provided they are adequately separated or packaged so there is no risk of contact.

#### As per FSANZ Standard 3.2.2

# Temperature Measuring Devices

## FOOD STANDARDS AUSTRALIA NEW ZEALAND (Section 22)

A food business must, at food premises where potentially hazardous food is handled, have a temperature measuring device that:

- a) is readily accessible; and
- b) can accurately measure the temperature of potentially hazardous food to  $\pm 1^{\circ}\text{C}$ .



All food businesses that handle potentially hazardous food must have a temperature measuring device (thermometer) at the premises where food is being handled.

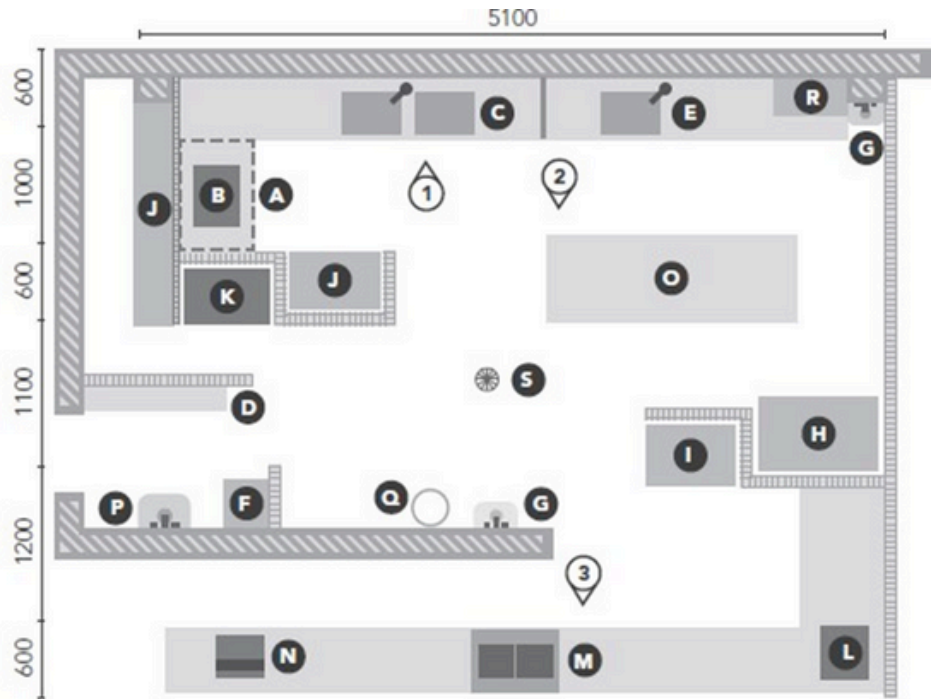
Fixed thermometers that are included with equipment to monitor the temperature of the equipment do not satisfy this requirement. A probe thermometer that is accurate to at least  $\pm 1^{\circ}\text{C}$  is appropriate.

Food businesses are encouraged to purchase thermometers with a narrow temperature range, as these thermometers will provide greater accuracy at a cheaper price. A thermometer that has a range of  $-50^{\circ}\text{C}$  to  $150^{\circ}\text{C}$  is all that is required for measuring the temperature of food.

# Example of a Floor Plan

## Equipment List

- A** Mechanical exhaust ventilation
- B** Deep fryer
- C** Double bowl stainless steel wash sink (both 400mmx500mm)
- D** Staff personal effects storage
- E** Stainless steel food preparation sink
- F** Chemical storage unit
- G** Stainless steel hand wash basin (11L capacity)
- H** Upright commercial refrigeration unit
- I** Upright drinks fridge
- J** Dry goods storage
- K** Commercial pie warmer
- L** Coffee machine
- M** Refrigerated display cabinet
- N** Cash register
- O** Stainless steel food preparation bench
- P** Cleaners' sink
- Q** Waste bin
- R** Storage cupboard
- S** Floor waste drain
- T** 300mm stainless steel splashback



Floor Plan

## Finishes Schedule

Floor and coving:	Ceramic tiles and coving to all walls.
Walls:	Timber framing.
Wall lining:	10mm plasterboard, white gloss enamel finish
Benches:	Stainless steel bench, splashback and frame.
Front counter:	Laminex bench top, beige.
Ceiling:	Sealed plasterboard, white gloss enamel finish.





Further information can be obtained by contacting:

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