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FOOD BUSINESS GUIDELINES

Published by:
City of Darebin - Health Protection
Edition 9 – 2024

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

These specifications are based on the FSANZ Guide to Food Safety Standards, and it is a requirement of the Food Act to comply with these standards.

These specifications are a guide for registering a fixed premises that sell food direct to the public, therefore do not apply for temporary food stalls or mobile food vans, although some areas can be applied to mobile food trucks and domestic kitchens.

If you have any queries, please contact us:

Health Protection Unit

274 Gower Street Preston 3072

Phone: (03) 8470 8658

Email: health@darebin.vic.gov.au

Website: www.darebin.vic.gov.au

2. Registration Procedure

Before applying for a Food Act Registration it is important that you confirm whether you need to obtain permits from other Council departments.

2.1 Planning Permit and/or Building Permit

With all commercial works it is advisable that you check with Council's Statutory Planning and Building services to determine whether your intended proposal requires permit/s.

More information is available by completing a [Property information request | City of Darebin](#)

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.

Planning :

- Fixed Signage (excluding A-frame signs on the footpath)
- Premises wishing to increase their seating capacity.
- Obtaining a permit for any proposed building works
- Obtaining a permit for a proposed use of a building/area.
- If you are wishing to sell/serve liquor.
- Obtaining a permit for change of existing use of a building/area.

Building :

- **Building Permits:** A building permit is required when constructing a building and may be required when renovating/ altering an existing building.
- **Building Classification:** A building permit may be required to change the existing use of a building.
- **Mechanical Exhaust System:** A permit may be required for installation.
- **Toilets:** Details regarding the number of toilets, urinals, and hand wash basins and whether disabled toilet access is required.
- **Fire Safety/Essential Services:** Details on emergency lighting, emergency exits, firefighting equipment/extinguisher types.
- **Compliance with Disability Access Requirements** All buildings should be accessible to and provide facilities for all members of the public, including people with a disability. The Building Code of Australia sets the minimum requirements which should be assessed by your Building Surveyor as part of the Building Permit process.
- Engage a [VBA approved building practitioner or plumber](#)

2.2 Floor plan advice (optional)

Floor plans that are drawn to scale or endorsed plans can be submitted to the Health Protection Unit for review. The reviewing officer will require a list of menu items including food processing details so can they provide a detailed response.

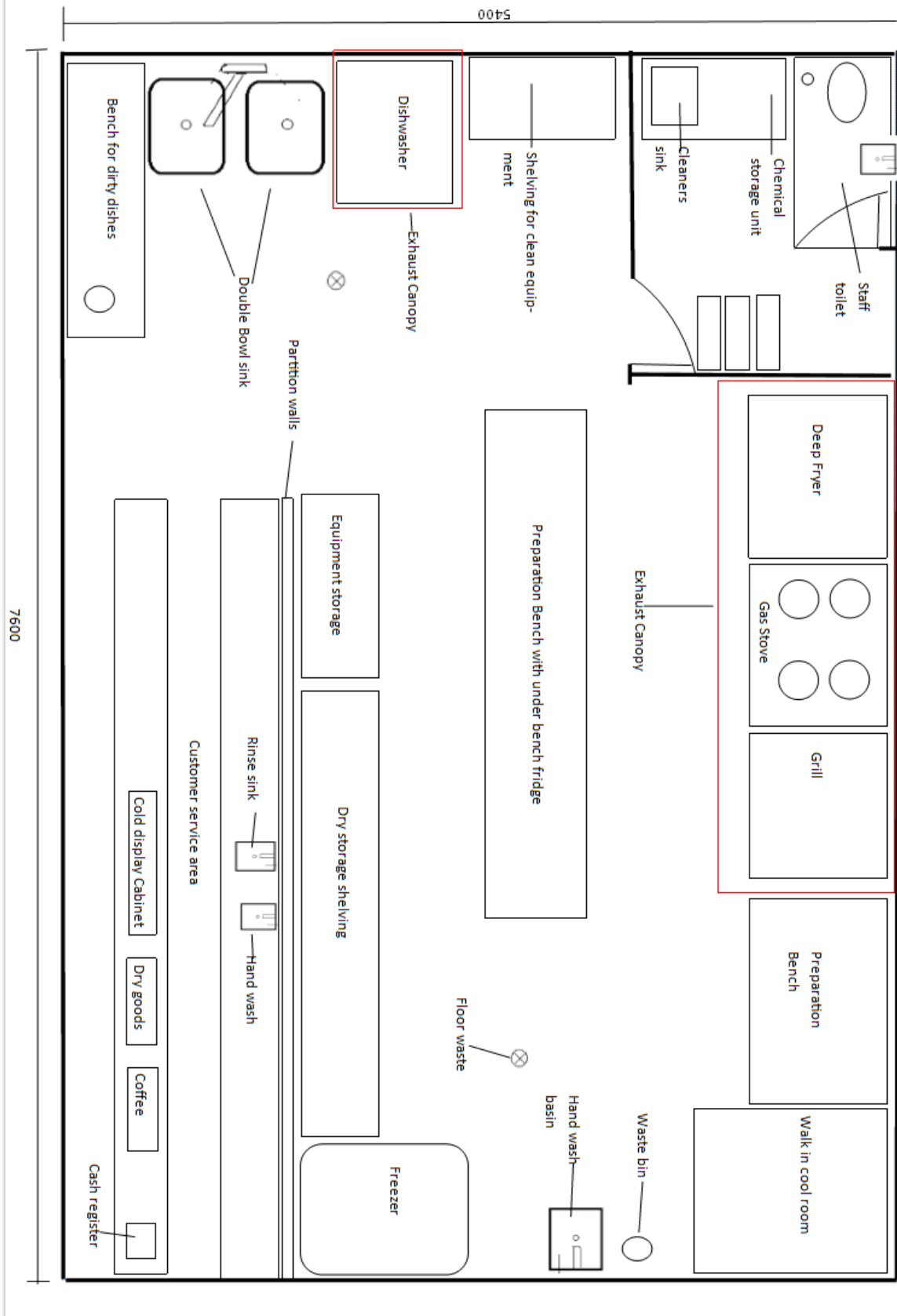
The floor plan should include all areas of the food business, this should include:

- the location of all fittings including cooking equipment, sinks, dishwasher, cool rooms, freezers, and other equipment.
- location of the floor waste drain/s if relevant or cleaner's sink.
- grease trap.
- provide specifications on the mechanical exhaust system.
- the use of each room within the property; and
- Waste storage areas and rear yard bin storage areas.

Floor plans including specific items such as surfaces and fittings along with a list of menu items can be submitted to Health Protection Unit for recommendations before construction commences.

Please allow at least 10 business days for response.

2.3 Example of the Food Premises Floor Plan



2.4 Food Safety Supervisor (FSS)

All **Class 1, Class 2 and Class 3A** food premises must have a competent Food Safety Supervisor (FSS). Changes to the Food Standards Code on 8 December 2023 have introduced a requirement to renew FSS qualifications every 5 years.

The FSS's role is to supervise all staff who handle food in the business have the skills and knowledge appropriate to their duties.

The FSS must submit the Food Safety Supervisor's Statement of Attainment with any new application for Food Act Registration. The FSS must be able to demonstrate that they have the right skills or knowledge to oversee the food handlers at the Final Inspection.

For more information about Food Safety Supervisor requirements visit <https://www.health.vic.gov.au/food-safety/food-safety-supervisors>.

Class 3 and **Class 4** food premises do not require a Food Safety Supervisor.

Please note: An exemption applies to class 2 community groups if the 'proprietor' is a community group run by volunteers, that trades for no more than two consecutive days at a time and most of the 'staff' are volunteers.

All food handlers in the business require basic food handler training regardless of their food handling activities, they must understand:

- Safe food handling including temperature control measures for potentially hazardous food and the temperature danger zone.
- Food contamination including ways to keep food from becoming contaminated, and food allergen management.
- Cleaning and sanitising food contact surfaces and equipment including correct procedures, using food-grade chemicals, and sanitising using heat.
- Personal hygiene including obligations for sick employees, handwashing, uniforms and grooming of hair, nails, and skin.

The food handler can complete free online training through the following link and business owners should maintain a list of staff who have completed training.

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

2.5 Food Safety Program (FSP)

An FSP is a written program that helps guide staff to ensuring they are providing safe food to the public.

There are two types of FSP:

- **Non-standard (independent) food safety program:** This type of FSP is specifically written to cover all the businesses food processes These are assessed by an

approved food safety auditor (for more information go to the [Food safety audits](#) page).

- **Standard (registered) food safety program:** This type of FSP is approved by the State Department of Health. This includes [FoodSmart](#) which was created for applicable businesses who require an FSP.

Class 1 and some Class 2 food businesses that are [undertaking high risk food handling activities](#) require an FSP, refer to <https://www.health.vic.gov.au/food-safety/food-safety-programs> for more information.

2.6 Final Inspection and Application for Registration

You are required to apply for registration before selling food to the public. To begin the registration process you must submit a completed Food Act Application form to health@darebin.vic.gov.au.

The application should include:

- A completed Application for Food Act registration form; and
- Copy of the Food Safety Supervisor's Statement of Attainment for Class 1,2, and 3A food businesses.

After you submit your application, you will receive confirmation of receipt to your nominated email address. This email includes the invoice for the food business registration, the fee will be calculated based on the food business classification type. A final inspection can be scheduled once payment is complete. This process may take up to 10 days.

Refer to the [final inspection checklist](#) to understand the final inspection requirements. After the final inspection has been completed, a Health Officer will advise if your registration has been:

1. Granted,
2. Granted with minor items to be completed, or
3. Refused due to non-compliance with food standards.

Please note: the Certificate for Food Act registration will only be sent via email when the business is compliant.

Food Act Registrations are an annual fee. The registration period is from 1 January to 31 December every year. The renewal registration invoice will be emailed to the registered proprietor in November every year. Please ensure contact details are up to date.

3. Design and Construction of Food Premises

3.1 General Requirements

OBJECTIVE - The food premises should be designed so that it is easy to maintain in a clean and sanitary condition and food is protected and 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 large enough to avoid overcrowding from fittings, appliances, food, and staff.

Overcrowded areas are difficult to keep clean and may create further problems, such as, food spoilage due to the inability to adequately rotate stock, and harbourage for pests and vermin.

3.1.2 Layout of Food Production

When designing the kitchen layout, it is important that the food flows in one direction from receipt/storage to food preparation, to cooking, to service then finally cleaning.

To do this, the design should separate the food handling areas and serving areas from areas where contamination can occur, such as raw meat and vegetable food receivals, those areas receiving used glasses, cutlery and crockery, wash-up areas and cleaning equipment. Where possible, provide separate storage facilities for office items, cleaning equipment and personal belongings.

3.1.3 Standards of Shop Fittings

Standards of construction must be high in food premises to ensure surfaces are durable and can be easily cleaned. For example, rough grouting between tiles, tiles laid unevenly, unfinished rendering, exposed timber or brick surfaces may not be fit for purpose in many areas of a food premises.

All construction and fit-out must follow relevant construction codes and relevant Australian Standards.

3.2 Water Supply - FSANZ Standard 3.2.3 Div 2 (4)

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

3.3 Sewage and Wastewater Disposal - FSANZ Standard 3.2.3 Div 2 (5)

All sewage and wastewater must be connected to a legal point of discharge as required by Yarra Valley Water. All plumbing work must be installed by a licensed plumber, they should provide a copy of the Certificate of compliance to relevant Australian Standards for all installations.

You'll also need to contact Yarra Valley Water about your sewerage and wastewater requirements and other utility providers (gas and electricity) to confirm that you meet their codes and standards.

Grease traps

Yarra Valley Water requires commercial food businesses to complete a [trade waste agreement](#) that may include the installation of a [grease trap](#).

If possible, grease traps should not be in a food preparation or storage area. Otherwise, issues of offensive odours, cross-contamination, and difficulty in keeping the area around the grease trap clean, may arise. 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.

For assistance with completing your Trade Waste Application please contact the Trade Waste team on [1300 771 865](tel:1300771865) or email commercialcustomercare@yvw.com.au.

If a trade waste agreement is not provided to Council, the matter will be referred to Yarra Valley Water's Trade Waste Unit for further consideration.

3.4 Storage of Garbage and Recyclable Material - FSANZ - Standard 3.2.3 Div 2 (6)

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

Garbage and refuse should be contained in a durable and impervious receptacle that has a sealed lid.

The garbage area must be constructed with a washable surface, such as concrete. It should be large enough to hold all garbage and recyclable storage containers, including oil.

A bin washing area may be required in the waste storage areas especially where waste is predominantly wet and produces odour.



This area should be provided with a:

- Hot and cold water supply connected to a hose.
- Constructed of a suitable surface; and
- Graded and drained area with floor waste drain connected to sewerage.

Where keeping Oil drums these should be stored off the ground to allow proper cleaning underneath and contain all liquids to avoid environmental contamination.

When organising waste collections with your supplier, you must ensure that collections only occur at times allowed in a planning permit or as per [State Noise Control Guidelines](#) for Industrial Waste Collection.

3.5 Ventilation - FSANZ - Standard 3.2.3 Div 2 (7)

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 may be 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**.

A copy of the Certificate of Compliance should be requested from a suitably qualified installer.

3.5.2 Affecting the Amenity of the Area

Please Note: Beware of siting exhaust ducts, cool rooms, vents and any other motors near neighbour's windows and public places, as noise and odour could be to the detriment of the neighbours, the public and the general amenity of the area.

3.6 Lighting

OBJECTIVE - Food premises must have a lighting system that provides sufficient natural or artificial light for the activities conducted on the food premises. Light fixtures in food preparation areas 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.

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

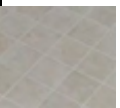


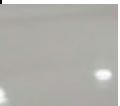


4.1 Floors - FSANZ - Standard 3.2.3 DIV 3 (10)



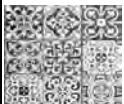

OBJECTIVE - Floors throughout the business should be constructed of materials that durable and allow cleaning. In wet areas and where unpackaged food is prepared, stored, and served the floor must be:


- Appropriate for the area.

- Able to be effectively cleaned.
- Non-absorbent; and
- Laid according to the relevant standard so that there is no ponding of water and/or harbouring of pests.

4.1.1 SUITABILITY OF FLOOR FINISHES FOR FOOD PREMISES AREAS

Suitable for								
Example	Finish	Food Preparation areas	Servery	Dry store	Fridge/ freezer	Bin storage area	Eating areas	Comments
	Ceramic or porcelain non-slip tiles	ü	ü	ü	ü	ü	ü	Epoxy grout is required to achieve non-porous joins.
	Quarry tiles	ü	ü	ü	ü	ü	ü	
	Commercial-grade vinyl	ü	ü	ü	ü	ü	ü	Highly durable, low maintenance.
	Epoxy				ü	ü	ü	Surface must be smooth and easy to clean. A minimum of three coats of epoxy sealant is required to achieve sufficient durability
	Polished, sealed concrete	ü	ü	ü		ü	ü	
	Timber-look vinyl planks	ü	ü	ü	ü	ü	ü	Unlike other timber and timber-look planks, vinyl

								timber planks are waterproof.
	Non-slip stainless steel				ü	ü	ü	Some non-slip stainless steel has intricate raised patterns which makes cleaning very difficult. We recommend that simpler patterns are used in food storage areas.
	Natural stone tiles (including marble, granite, slate and travertine)	ü	Refer to comment			ü	ü	These tiles are porous and require sealing at least every 12 months depending on foot traffic.
		ü	Refer to comment				ü	
	Timber, engineered timber and timber-look laminate						ü	Timber finishes should be sealed.

	Carpet or carpet tiles							ü	
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Note: Cool rooms/freezers flooring must comply with the requirements of food preparation if they are frequently entered from food preparation areas and grease from floors is walked in.

Coving

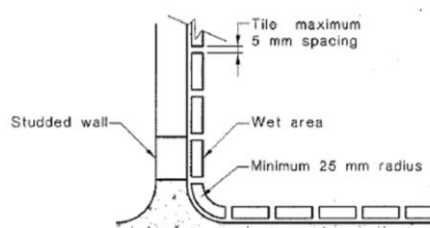
Coving should be installed in the following areas where:

- 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 gets wet and/or dirty or where floors are hosed with water.

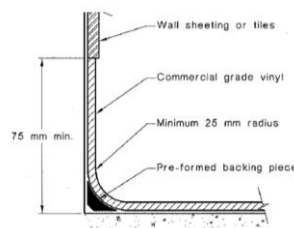
Kick boards are to be an integral part of the floor, constructed of solid material like the flooring material and should be:

- At least 75 millimetres high
- Finished level to smooth even surface.
- Recessed under fittings to provide a space not more than 50 millimetres.
- Rounded at exposed edges; and
- Coved at the intersection with the floor and exposed walls. The use of feather edged skirting is not permitted.

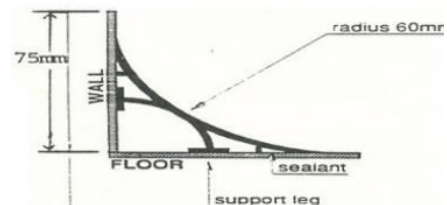
Examples of coving shown below



Coving tile



Fillet cove



Aluminium Coving

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 gets very wet and/or dirty or where floors are hosed down must be properly graded so that all water flows to the drains and does not leave puddles.

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

4.2 Walls and Ceilings - FSANZ - Standard 3.2.3 Div 3 (11)

OBJECTIVE - Walls and ceilings must be:

- provided where they are necessary to protect food from contamination.
- unable to absorb grease, food particles or water.
- 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 which prevents those liquids being absorbed into it. For example, stainless steel, ceramic tiles, vinyl sheeting, glass.

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


Suspended, and/or drop in panel ceilings.



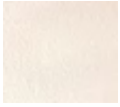





Suspended and/or drop in panel ceilings, as pictured, are not to be used in food handling areas or over areas where unpackaged food is displayed or served.

If used within a food business the area between each panel, and the junction between ceiling and walls must be tightly sealed to prevent pests, dirt and dust accessing food area.



4.2.1 SUITABILITY OF WALL FINISHES FOR FOOD PREMISES AREAS

Suitable for								
Example	Finish	Food Preparation	Servery	Dry store	Fridge/ freezers	Bin storage area	Eating areas	Comments
	Ceramic or porcelain	ü	ü	ü	ü	ü	ü	Epoxy grout is required to achieve non-porous

	tiles							joins.
	Stainless steel	ü	ü	ü	ü	ü	ü	Welded joints and waterproof screw covers should be used.
	Vinyl wall sheeting	ü	ü	ü	ü	ü	ü	Commercial grade vinyl is highly durable, low maintenance.
	Painted plaster	ü	ü	ü		ü	ü	Plaster must be smooth. Paint must be washable. Adequate splash backs will need to be provided above sinks and basins.
	Sealed concrete	ü	ü	ü		ü	ü	A minimum of three coats of epoxy sealant is required to achieve sufficient durability.
	Natural stone panels and tiles (including marble, granite, slate, travertine)		Refer to comments			ü	ü	These tiles are porous and require sealing at least every 12 months depending on foot traffic.
	Feature brick		Refer to comments				ü	Brick is generally unsuitable for food handling areas. In some instances, brick walls with unraked joints and treated with an epoxy sealant may be approved.
	Concrete bricks						ü	
	Timber, engineered timber and timber-look laminate		ü				ü	Timber finishes must be connected with a 'tongue and groove' joint with a smooth and sealed finish.

	Cement (encaustic) tiles		Refer to comments				ü	These tiles are porous and require sealing at least every 12 months depending on the location.
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4.2.2 Pipes, Conduits and Electrical Wiring

Service pipes, conduits and electrical wiring shall either be:

- a) concealed in floors, plinths, walls, or ceilings; or
- b) fixed on brackets to provide at least 25mm clearance between the pipe and adjacent vertical surface and 100mm between the pipe or conduit and adjacent horizontal surfaces.

It is recommended that where electrical appliances are used on island benches electrical cords and plugs shall emanate from the ceiling.

5. Fixtures, Fittings and Equipment

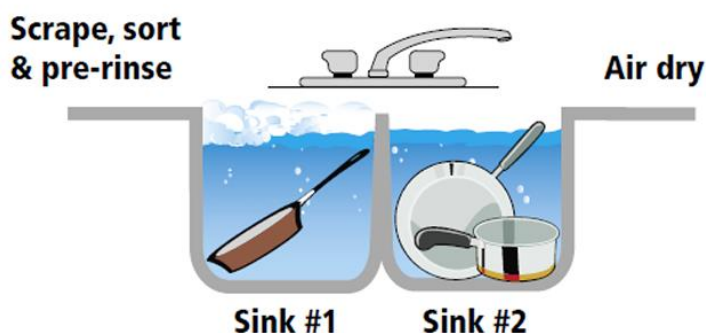
5.1 Sinks for Cleaning and Sanitising

Eating and drinking utensils must be able to be easily and effectively cleaned and sanitised.

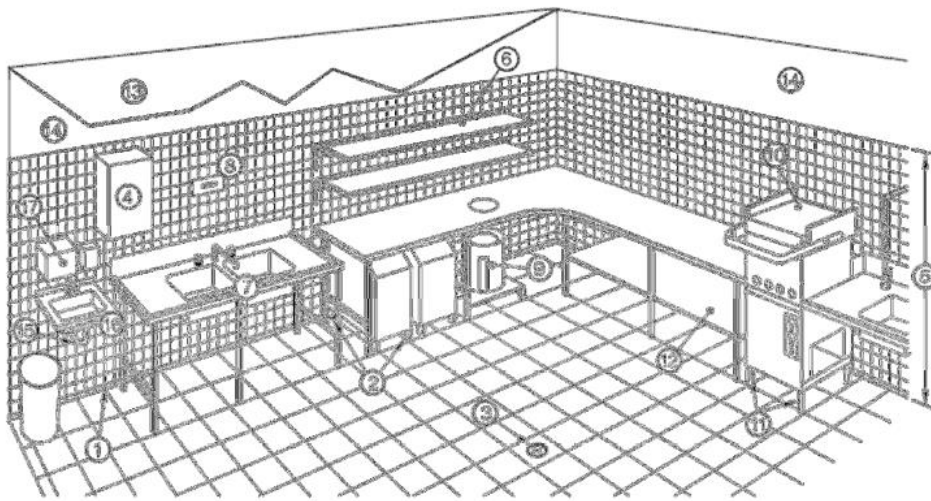
5.1.1 Cleansing Of Equipment, Eating and Drinking Utensils - FSANZ - Standard 3.2.3 Div 4 (12).

Sinks should be provided with a continuous supply of warm running water to ensure that cleaning and sanitising can be achieved. All sinks shall be provided with an area to place dirty items, one sink to wash and rinse and another to soak equipment in sanitiser with a designated area for drying clean equipment.

The double bowl sink for cleaning and sanitising all equipment, utensils and appliances must be big enough to clean and sanitise the largest utensils, pots, or appliances. See image below



5.1.1a Example of a Wash up area



Legend:

- | | |
|--|---|
| 1. Floor/wall coving | 11. Legs 150mm min. |
| 2. Castors to under bench storage | 12. Underside of support bracket
150mm to the finished floor surface |
| 3. Impervious floor graded and drained | |
| 4. Hot water heater sealed to wall | 13. Painted plasterboard ceiling |
| 5. Walls tiled | 14. Smooth cement rendering |
| 6. Shelving 25mm clear of wall | 15. Water drainage pipes concealed into
walls |
| 7. Sink unit on metal frame | 16. Hand basin, hot and cold water
mixing set |
| 8. Thermometer | 17. Soap and towel dispenser |
| 9. Garbage receptacle | |
| 10. Dishwasher with temperature
indicating device | |

Wash up facilities for kitchens where unpackaged food is handled:

Type of premises	Need:	
All food premises that handle unpackaged food	<p>Double bowl sink for cleaning and sanitising all equipment, utensils, and appliances.</p> <p>OR</p> <p>Dishwasher / glasswasher and single bowl sink (only where ALL food contact equipment will fit in the dishwasher). e.g. bars, canteens.</p>	<p>5.1.3 Cleaners sink equipped with hot and cold water.</p>
	<p>Storage and draining racks for air-drying of cleaned equipment, utensils and appliances should be made from materials that are unable to absorb water or food liquids e.g. laminated metal.</p>	
Food Premises where uncooked foods are washed or rinsed or soaked in water i.e. salads, fruit, vegetable etc.	<p>In addition to above sinks - Designated food preparation sink is recommended</p> <div data-bbox="868 1099 1066 1352" data-label="Image"> </div>	
Premises approved to clean floors and / or equipment using a hose	<p>Hose connections with hot / cold water and graded floor waste drain. Please note: Kitchen using hoses should not have open/exposed shelving or food storage that can be contaminated by overspray.</p>	

All fittings, fixtures and equipment shall be designed and constructed to be capable of being easily and effectively cleaned.

Dishwashers

Dishwasher should be capable of washing and rinsing at high temperature in one continuous operation. If using dishwasher / glasswasher and single bowl sink in your kitchen, all food contact equipment must fit within the dishwasher.



The rinse cycle should reach high temperature:

- 80°C for 2 minutes; or
- 75°C for 10 minutes; or
- 70°C for 15 minutes.

5.1.3 Cleaners Sink

A cleaner's sink equipped with hot and cold water located away from food preparation areas is recommended. If possible, it should be in a separate room that contains other cleaning equipment/products.



All mop water and contaminated water should be emptied into the cleaner's sink or gully trap, 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 and equipment that are in contact with food must be washable, smooth, non-toxic, and constructed so as to prevent water, food liquids and cooking grease being absorbed.

For example, stainless steel or melamine.

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 collection and disposal of condensate from the evaporative units into a drainage system located outside the cool room or through a tundish (not into a bucket/container).

5.2.2 Dry Storage Room

The dry storage area should be designed to be large enough to prevent overcrowding and allow for cleaning and pest control. The shelves must be constructed of a material that is

washable, unable to absorb food liquids or water and be free of cracks and crevices. For example, Laminex or melamine with edging to seal exposed timber, stainless steel or vinyl wrap shelving.

Pallets and crates must not be used as shelving as it is difficult to keep the floor underneath clean and may introduce contaminants to kitchen.

5.2.3 Cold Display Cabinets including Self-Serve

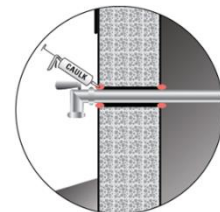
Unpackaged foods on display must be in area that the staff can supervise. Foods must be protected from customer contamination using display cases, shields, or plastic lids.

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 plumbing or equipment must be sealed or filled-in to eliminate breeding areas for rodents and other pests. See image of gap filling around pipework to prevent pest entry.



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 FSANZ - Standard 3.2.3 Div 4 (14)

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 up.
- food handlers hands are likely to be a source of contamination of food; and
- the toilet cubicles are or immediately adjacent to toilets.



Handwash basins must be easily accessible and unobstructed to encourage the frequent washing of hands by food handlers. Obstructions include fittings such as benches, partitions, and other staff where walkways are narrow. In these situations, you will be required to

reconsider the kitchen layout or install additional hand wash facilities. As a guide they should be considered every 5 metres throughout preparation areas.

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

The hand basin must be a permanent fixture that is provided solely for the purpose of handwashing, it must have:

- a sufficient supply of hot and cold potable water running through a single outlet.
- liquid soap from dispenser; 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. It is recommended that hand basins be hands-free including foot or thigh operated or electronic sensor 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.

Electric air dryers are not permitted in kitchens.

6. Storage and Food Transport Vehicles

6.1 Storage Facilities- Standard 3.2.3 Div 4 (15)

6.1.1 Staff

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

6.1.2 Cleaning Equipment

A separate room or cupboard should be provided to store detergents, sanitisers, and cleaning equipment to ensure they do not contaminate food. A suggestion would be to combine this area with the cleaner's sink cupboard.

6.1.3 Cleaned Utensils, Appliances and Equipment

Provide a suitable area to store cleaned utensils, appliances, and other equipment. All clean equipment should be stored in a manner that protects them from contamination.

6.4 Toilets - FSANZ - Standard 3.2.3 Div 5 (16)

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

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

- constructed of a smooth material that cannot absorb water e.g. tiles;
- separated from food preparation areas and storage areas by a ventilated room (airlock) fitted with self-closing doors; or
- provided with a self-closing door and adequate ventilation, e.g. a mechanical exhaust fan, which operates when the toilet is in use.
- provided with a hand wash basin in the immediate area, with a supply of warm water through a single outlet, soap, and paper towel.

Although not a requirement it is recommended that a 'staff only' toilet be designated, this will assist in maintaining a clean toilet and its availability for staff.

6.5 Food Transport Vehicles - FSANZ - Standard 3.2.3 Div 5 (17)

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. Food contact surfaces in parts of vehicles used to transport food must be designed and constructed to be effectively cleaned and, if necessary, sanitised

If transporting perishable foods and transport times are 2 hours or longer, the vehicle must be provided with an effective heating or refrigeration system to maintain perishable food at safe or required temperatures.

Please note hot food must be kept at or above 60°C, cold food must be kept at or below 5°C and frozen food must be kept at or below minus 15°C).

7. General

7.1 Food allergens

Food allergies can be life threatening, and all food businesses are required to ensure their final product is safe for consumption. If you cannot guarantee that a meal or food has not been cross contaminated during production or preparation when requested, you must tell the customer.

Food allergen management can be difficult. Food businesses who make allergen claims must demonstrate that their kitchen is free of allergens and must ensure that their products do not contain the allergens during all processing and storage steps.

All food businesses should be aware of food allergens to protect their customers.

Currently there are several recognised food allergens which cause 80% of allergies in people. Food allergens information must be available for customers. The recognised Food Allergens include:

1. **Gluten** Cereals containing gluten including barley, oats, rye, and hybridised strains of these products.
2. **Wheat** (including its hybridised strain) irrespective of whether it contains gluten.
3. **Peanuts.**
4. **Soy** - including soy, soya, or soybeans.
5. **Milk.**
6. **Egg.**
7. **Tree Nuts** Almond, Brazil Nut, cashew, hazelnut, macadamia, pecan, pine nut, pistachio, walnut.
8. **Crustacea.**
9. **Mollusc.**
10. **Fish,**
11. **Sesame** sesame seeds.
12. **Sulphites** added sulphites in concentrations of 10 mg/kg or more.
13. **Lupin**

Please note: These new requirements also mean that individual tree nuts, molluscs and individual cereals must all be declared separately. Barley, oats, and rye must be declared if they contain gluten.

More information is available at the Department of Health website [Food allergen awareness \(health.vic.gov.au\)](http://www.health.vic.gov.au/foodallergenawareness)

If unsure, there is free online training courses available at <https://foodallergytraining.org.au/>

7.2 Food Labelling

All packaged foods sold in Australia must comply with the labelling requirements stated within the National Food Standards Code.

This 'Code' states that food businesses must advise customers of allergens in food, either on the packaging of food or upon request by the customer.

More information on [Labelling](#) can be found at the Food Standards website.

7.3 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 insect zapper units, if installed, should be 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 should be provided with a self-closing, fly-proof door, air curtains or heavy-duty commercial quality plastic door strips that are properly fitted and span the entire height and width of the doorway.

7.2 Smoke Free Requirements

Smoke free requirements are available on the Tobacco Act Reforms website:

www.health.vic.gov.au/tobaccoreforms.

7.3 Sustainable business

Darebin offers a range of programs to support business, more information is available at [Sustainable business](#)

8. References

[Safe Food Australia](#), 4th Edition February 2023, **A guide to the Food Safety Standards.**

Australian Standards 4674-2004 **Design, construction & fit-out of food premises.**

[National Food Safety Standards 3.2.2](#) – **Food Safety Practices;** and

[National Food Safety Standards 3.2.3](#) – **Food Premises and Equipment.**

[National Food Safety Standards 3.2.2A](#) - **Introducing Food safety management tools.**