

➤ Food Safety

Fact Sheet

Everybody loves food, but it can make your customers sick if it's not handled correctly. That's why there are certain safety regulations you must adhere to when running a food business.

FIRST, CONTACT YOUR COUNCIL

In Victoria, you cannot sell food to the public unless you register or notify as a food business with your local Council. A small number of businesses do not need to register. However, they are still required to notify Council of their intended food business activities. Some types of food businesses are regulated by other authorities – your Council will let you know if this is the case.

YOU MAY ALSO NEED A LICENCE FROM REGULATORY BODIES

If your business processes, stores, sells and or transports meat, poultry or seafood, you must be registered with PrimeSafe, the Statutory Authority responsible for regulating meat, poultry, seafood and pet food in Victoria.

If your business primarily wholesales, makes, transports or prepares dairy products (such as milk or cheese products) then you must be registered with Dairy Food Safety Victoria, the dairy food regulator.

KNOW YOUR FOOD CLASSIFICATION

Food businesses are classified to food safety risk. Some businesses have a predetermined classification.

Your business may be classified as Class 1, Class 2, Class 3/3A or Class 4. For details on the classifications, visit the Department of Health website: www.health.vic.gov.au/food-safety/food-business-classification



FOOD SAFETY SUPERVISORS

All Class 1, 2 and 3A businesses must have a nominated Food Safety Supervisor. A Food Safety Supervisor is someone who has:

- The skills and knowledge to recognise, prevent and alleviate hazards associated with the handling of food within the business;
- The ability and authority to supervise other people that handle food within the business to ensure it is done safely;
- Met an appropriate food safety competency standard appropriate to the type of food business by undertaking formal training from a Registered Training Authority, and obtained a Statement of Attainment.

The Rural City of Wangaratta will require a copy of your nominated Food Safety Supervisor's training qualifications with your Application to Register a Food Business.

For more information about food safety supervisors, visit: **[Food safety supervisors and training \(health.vic.gov.au\)](http://health.vic.gov.au)**.

FOOD SAFETY PROGRAMS

In Victoria, all Class 1 and 2 food businesses carrying out below listed high risk activities must have a food safety program. Class 2 food business that do not carry out these high-risk processes are not required to have food safety program.

A food safety program is a written plan that describes how a food business will control, monitor and manage food to ensure it is safe to consume. Records, such as temperature records, must also be maintained.

Class 1 food businesses and manufacturers must use an independent (non-standard) Food Safety Program and receive annual audits from Council, as well as a food safety auditor.

FOOD SAFETY PROGRAMS

The table below outlines the food safety program and food safety supervisor requirements for each food business class.

| Food business class | Food safety supervisor required? | Food safety program required? |
|---------------------|----------------------------------|--|
| Class 1 | Yes | Yes, independent (non-standard) Food Safety Program. |
| Class 2 | Yes | No, unless carrying out one or more of the listed high-risk food handling activities, or if you are registered as a food manufacturer. |
| Class 3 | No | No |
| Class 3A | Yes | No |
| Class 4 | No | No |

FOOD SAFETY PROGRAMS

Class 2 food businesses carrying out one or more of the following high-risk activities must have a food safety program in place:

- sous vide cooking below 75 °C
- handling of potentially hazardous foods without temperature control as described in the **Australia New Zealand Food Standards Code**
- acidified or fermented foods/drinks
- preparing ready-to-eat foods containing raw eggs, raw or rare minced or chopped meats, or raw or rare poultry or game meats
- off-site catering
- any complex food process activity that does not use temperature control as described in the **Australia New Zealand Food Standards Code**.

Most businesses choose to use the Department of Health's registered Food Safety Program template for Class 2 retail and food service businesses. This template can be accessed through **FoodSmart**.

For more information, visit Food safety programs (health.vic.gov.au)

FITTING OUT A FOOD PREMISES

The construction and fit out of a food premises must comply with the following standards appropriate to the activities proposed to be conducted at the food business:

- Food Standards Australia and New Zealand (FSANZ) Food Safety Standards chapter 3: www.foodstandards.gov.au/code
- Australian Standards (AS) 4674 – 2004: Design, Construction and Fit-out of Food Premises.

The Rural City of Wangaratta may request floor plans to demonstrate compliance with the construction and fit-out of a premises, that clearly show:

- a layout of the proposed business
- dimensions and details of fixtures and fittings, including location and elevation
- details of the materials to be used on surfaces and finishes.

TAKING OVER AN EXISTING FOOD BUSINESS

When you purchase an existing food business, you must apply to register the business under your name or company's name. The current registration cannot be transferred from the previous business owner to you.

For Class 1 and Class 2 premises, you must provide a new food safety program and nominate a food safety supervisor as part of the change of business ownership. Class 1, 2, and 3A food businesses must nominate a food safety supervisor.

Once the Rural City of Wangaratta approves the new registration, you will be legally responsible for making sure the business meets the rules set out in the Food Act 1984.



TAKING OVER AN EXISTING FOOD BUSINESS

The easiest way to gather information about a food business prior to purchase is to request a copy of the most recent food premises inspection report issued by the Council. This must be requested from the current food premises proprietor.

Environmental Health Officers can undertake a pre-purchase inspection of a food premises if requested; however, a fee is charged for this additional inspection, and it will only be undertaken if the current proprietor agrees.

FEES

Registration Fees

Each Council sets their own registration fees. Fee schedules are available on Council web sites.

Pre-purchase Inspection Fees

Each Council will also have their pre-purchase inspection fee (where Council provide this service).

Change of Class Fees

Operators should also be aware that Council may also have their own change of class fees.

OTHER INFORMATION

The State Government Health Department and Councils have other important information for a food business. These include:

Foodtrader - temporary and mobile food premises must apply online to their local Council using the Department of Health's new online registration portal for food businesses, community and not-for-profit groups. Details are provided at www.foodtrader.health.vic.gov.au

Food labelling - any food that is sold in a package must be labelled according to Part 1.2 of the Australia New Zealand Food Standards Code.

Food allergen resources - Food allergies can be life threatening. For this reason, food products must have a label that identifies any allergen ingredients, however small in quantity or used as part of an ingredient (such as choc chip bits) contained within the food.

Shelf Life Product Testing - Part of the information to be stated on the food label is a "Use by" or "Best Before" date. This guides the consumer on how long food can be kept before it begins to deteriorate or may become unsafe to eat.

Food Recall Plan - there are times where the food may need to be recalled from sale, and any customer/retailer contacted to be informed that the food they may have purchased is not safe to eat.

No Smoking or vaping at Outdoor Dining Areas - changes to the Tobacco Act now mean there is no smoking:

- in outdoor dining areas, where food is eaten
- if the event is a general market, there is no smoking within 10m of a food stall
- if the event is a Food Festival, there is no smoking or vaping at all within the event boundary.

