

## The Food Product

- Raw and cooked foods will rapidly deteriorate.
  - Hot food to be kept over 60°C.
  - Chilled food below 5°C.
  - Frozen food at -18°C.
- Do not keep prepared food too long!
- Check food on receipt and monitor temperatures straight away.
- Is the transport vehicle licensed with the Food Authority?
- Return damaged stock.
- Monitor “use by dates”.
- Look for labelling, manufacturer, country of origin and products.
- Certain foods to have allergy reactions stated on labels.
- Raw foods (meats, etc.) can contaminate salad and cooked foods, if left to drip or come in contact.
- Some foods can be high risk to children, infirm, HIV infected, and expectant mothers, e.g. salami, cheese.
- Do not over-stock, temperature limits in open refrigerator/freezer may be affected.

## Your Knowledge and Training

- Are you accredited or trained?
- Have you an OH&S Risk assessment and Audit/Management plan?
- Have staff been instructed?

- Does very hot water equipment or taps have a scalding warning sign?
- Do you have a food hazard management plan (HACCP)?
- Do you have a cleaning schedule?
- Can you handle food if you are sick or have an injury? (Who will run your shop?)
- No smoking rules apply in food preparation and cooking areas.
- You can be inspected by the Council, NSW Food Authority, and/or NSW Workcover Authority for compliance with various legislations.
- “On the spot” fines or court summons can be issued for breaches
- You have to register Food Businesses and even a temporary stall with the NSW Food Authority ([www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)) or ([www.foodnotify.nsw.gov.au](http://www.foodnotify.nsw.gov.au)).
- This registration will give you access to food recall notifications (by fax).
- Primary Production and Food Businesses require an operational licence from the NSW Food Authority.
- Inspections by the Council and Food Authority have user pay charges and accounts payable.

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### Contact:

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## Retailing of Food Preparation of Food & Food Stalls

These guidelines are to assist with a summary of measures and steps involved with complying with Council Approvals and Food Standards.

## What is Involved in Opening Up a Business?

- If you are taking over an existing food shop with few modifications, a Complying Development Certificate is issued by the Council for any work or external signage.
- If you intend to fit out a shop for food sales and preparation, a Development Consent is required from the Council and plans have to be submitted for a Construction Certificate to be issued. (These forms are on the Council Website.)
- Sales of alcohol with meals will also require a Licensing Court permit. Contact with the Police Licensing Officer is required.
- The erection or display of external advertising is required to have Council approval.
- The placement of tables, seats or “sandwich boards” on the footpath or road requires Council approval. There are limits where these items may be placed to prevent obstruction. A public risk insurance policy cover of \$10 million is necessary to extend over footpath activities.



## What is Needed in a Food Shop?

This is determined by the product and type of activities. If products are being cooked and prepared in the building, various installations and equipment will be required.

- Commercial exhaust fan for vertical discharge to the atmosphere.
- Collection canopy extending 150mm beyond any cooking equipment, fitted with removable grease filters.
- Light refreshments and bain maries/pie warmers are exempt from the exhaust canopy – a Rotisserie and Doner Kebab spits are not.
- An accessible grease trap (usually 1500l capacity) to trap fats, oils and solids from entering the sewer main. These have to be pumped out to a collection vehicle.
- Equipment that has temperature monitoring, and is capable of being easily cleaned or dismantled for cleaning.
- Storage areas, including refrigeration or freezers.
- Fly control measures.
- A separate toilet.
- A separate hand-washing basin in the preparation area and a double bowl wash-up sink.
- Hot water.
- Durable and waterproof building construction.
- An outside waste storage area (vermin and animal proof).

## Food Standards

One set of standards covers all of Australia and New Zealand.

- Floors to be durable, waterproof and smooth with curved intersections to walls. Floor drain required where regular cleaning is necessary. Tap down low for cleaning.
- Walls smooth, flat and durable surfaces, without gaps where cockroaches and mice could access.
- Ceiling flat and smooth over preparation and customer serving areas.
- Castors under heavy equipment, raised plinths (50mm) or 150mm clearances under cooking or heavy equipment for cleaning and to prevent vermin nests.
- Work benches that flow for storage preparation, cooking, serving and wash-up/waste, and that do not overlap for potential contamination.
- Chemical storage and disinfectants that are separate and will not contaminate food or food containers.
- Sneeze barriers or handling barriers to prevent customer contamination.