



***Hello and welcome to the new look  
Latrobe City Council Health Services  
Newsletter for food proprietors, food  
handlers and those that work in a food  
business!***

## **Altering your food premises**

If you are thinking of altering your premises or extending the layout of your premises where food is prepared or stored then approval from Council's Health Services Team must be obtained.

In the early stages of planning your renovation, you should talk to an Environmental Health Officer; this may involve getting them on site to discuss your ideas.

In addition, the Health Services Team can provide you with a copy of the Guidelines for New and Transferring Food Premises, which contains all the information needed to plan the changes you wish to undertake to your premises.

If approval is not sought prior to the commencement of work, and your alterations are not compliant with relevant legislation and standards, you will be required to rectify all non-compliances which could add further cost to your business.

## **Food Safety Programs**

A Food Safety Program is a written plan that shows what a business does to ensure that the food it sells is safe for human consumption. It is an important tool for helping businesses that handle, process or sell potentially hazardous foods to maintain safe food handling practices and protect public health.

All Class 1 and 2 food premises must keep a copy of their Food Safety Program on the premises at all times.

If you plan to alter the type of food you handle, it may alter the Class of your food premises.

Council Environmental Health Officers will provide advice to proprietors and community groups about how to handle food safely and are responsible for enforcing the *Food Act 1984*.

## **Sanitiser & Detergents**

A sanitiser is a cleaning chemical that is used to kill bacteria, or reduce them to a safe level on food preparation surfaces and equipment. Sanitisers used for food preparation surfaces and equipment must be of food grade chemical standard, safe for use on all food contact surfaces.



## Detergent

Detergent is similar to soap and is used to remove grease, dirt and grime from food preparation surfaces and equipment. It only removes some surface bacteria and does not kill bacteria.

## Disinfectant

A disinfectant is a chemical used to kill microorganisms on surfaces such as toilets and bathroom floors. Disinfectants are not food grade chemicals and should not be used in place of sanitisers.

## 6 Steps to Cleaning & Sanitising:

1. Pre-clean – wipe, scrape or sweep away food scraps and rinse with water
2. Wash – use hot water and detergent to remove any grease and dirt
3. Rinse – off any loose dirt and/or detergent foam
4. Sanitise – use a sanitiser to kill remaining bacteria.
5. Final Rinse – with clean water to rinse off sanitiser (if required – see product label)
6. Dry – allow items to air dry

## Food Poisoning

**Food poisoning** is quite common and can be very serious as it can cause severe illness and sometimes even death. The symptoms of food poisoning can be mild or severe, and can include:

- Diarrhoea
- Stomach cramps
- Nausea
- Vomiting
- Fever
- Headaches
- Jaundice (yellowing of skin and eyes).

**Food poisoning** is caused by food that has been contaminated because it has been poorly handled, stored or not prepared/cooked properly. Food poisoning bacteria don't necessarily affect the smell, taste or appearance of food.

**Food spoilage** is when food goes 'off', for example, sour milk or mouldy bread. The smell, taste and look of the food makes it unfit to eat.



## Personal Hygiene - what you can do to minimise the risk!

- Thoroughly wash and dry your hands before handling food and ensure you frequently wash and dry them again while working
- Wash your hands with liquid soap and ensure they are dried properly with disposable paper towel
- Never cough or sneeze over food or where food is stored or prepared
- Wear clean protective clothing such as an apron
- If you have long hair, tie it back or cover it.
- Keep your nails short so they are easy to clean
- Avoid wearing jewellery
- If you are ill or are feeling unwell do not go to work!
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## Did you know that if used incorrectly, gloves can contaminate food as easily as your bare hands?

Change gloves frequently, especially in the following situations:

- Between handling ready-to-eat and raw food
- If the gloves tear
- After taking the rubbish out

- After sweeping, mopping, cleaning, and handling money.

## Streatrader

Food businesses and community groups who sell food at markets and events must now use Streatrader. Streatrader is a new website that allows registration and notification of temporary and mobile food businesses to your principal Council. The Streatrader website was developed by the Department of Health in partnership with the Municipal Association of Victoria.

All food vendors at events and markets must register on Streatrader. To register, simply visit the Streatrader website at <http://streatrader.health.vic.gov.au>, create your login and the system will guide you through the process until you are ready to lodge the form. You will then receive an email notification from Streatrader confirming that your registration or notification has been accepted. You are then able to lodge Statement of Trades to the Councils in which you will be trading in.

For further information, food businesses and community groups can email [streatrader@health.vic.gov.au](mailto:streatrader@health.vic.gov.au) or phone Council on 1300 367 700.



## Inspection of your premises

Council's Authorised Officers undertake annual inspections of all food premises. If issues are identified, they will work with you to ensure correct procedures are followed. Pursuant to the *Food Act 1984* your annual registration fee covers a mandatory inspection and one follow up inspection. If your premises require an additional follow up inspection to ensure compliance, the proprietor of the premises will be charged an additional fee.

For further information please contact Latrobe City Council's Environmental Health Officers on 1300 367 700.

## Food Act Update - Company Offenders

Recent amendments to the *Food Act 1984* will change the way charges against officers of companies are defended. Notably section 51(1) and 51(2) have been repealed and replaced with new sections 51A and 51B which relate to the criminal and accessorial liability of company officers.

The definition of an individual has been amended to reflect the definition of an 'officer' provided under section 9 of the *Corporations Act 2001*, which includes not only a director or secretary, but also a person

who makes or participates in decisions that affect the business or has the capacity to affect the financial standing of the corporation.

The amendments also change the scope of officers' liability depending on the underlying offence, with certain offences requiring evidence that an officer authorised or had knowledge of the commission of the offence.

The amended legislation more clearly sets out the requirements both to formulate and defend a charge under the *Food Act 1984*. Importantly, the due diligence defence has been extended to a broader range of offences, with the *Food Act 1984* now giving further guidance as to what the Court may consider in deciding whether or not an officer has exercised due diligence. Relevant factors that may be taken into account include the officer's knowledge, position to influence the company and steps taken to prevent the offence.

Each case will need to be assessed on its circumstances and ultimately there remains a public interest in both companies and relevant officers being held accountable for offending under the *Food Act 1984*.

**For all enquiries:  
Council's Health Services Team can  
be contacted on 1300 367 700**