



## **FOOD BUSINESS LICENSING INFORMATION**

**An information package detailing legislation and licensing requirements for food businesses operating in the Cairns Regional Council area**



# FOOD BUSINESS LICENSING INFORMATION

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- **Food hygiene guide**
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# FOOD BUSINESS LICENSING INFORMATION

## 1.0 INTRODUCTION

Food safety is an important aspect in maintaining the health and wellbeing of the public. A food business that is constructed, maintained and operated in accordance with the Food Safety Standards will help to ensure you provide your customers with safe food.

This information package has been designed to assist food businesses meet their legal obligations and to streamline the food licence application process.

Cairns Regional Council licences food businesses in accordance with the *Food Act 2006 (the Act)* and the *Food Standards Australia New Zealand (FSANZ) Food Standards Code*. Local Government is responsible for administering and enforcing Chapter 3 of the *Food Standards Code* (the Food Safety Standards) which relate to the design and operation of food premises.

## 2.0 FOOD LAWS

Queensland's food laws in conjunction with the national (*FSANZ) Food Standards Code* aim to ensure customers are provided with safe food whilst allowing for a flexible approach for food businesses to comply with food safety requirements.

Queensland food legislation includes:

- *Food Act 2006 (the Act)*
- *Food Regulation 2006*
- *Food Safety Standards (FSS)*
  - Standard 3.1.1 - Interpretation and Application
  - Standard 3.2.1 - Food Safety Programs
  - Standard 3.2.2 - Food Safety Practices and General Requirements
  - Standard 3.2.3 - Food Premises and Equipment

The following documents will provide assistance in the interpretation of the legislation and standards:

- Safe Food Australia - A guide to the Food Safety Standards
- Australian Standard AS 4674 - 2004 – Design, construction and fit-out of food premises

Authorised persons such as Environmental Health Officers from Queensland Health and Local Government have delegated responsibilities under the Act to undertake the administration, monitoring and enforcement of food safety legislation.

Local Governments are responsible for licensing and inspecting food premises while Queensland Health is responsible for ensuring compliance with labelling and composition requirements under the Food Standards Code. Queensland Health is also the lead authority in conducting food-borne illness outbreak investigations.

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### 3.0 LICENCING

Most food businesses require a food licence issued by the Local Government for the area in which they operate. A licensable food business is a food business that:

- Involves the manufacture of food; **or**
- Is carried out by an entity other than a non-profit organisation and involves the sale of unpackaged food by retail; **or**
- Is carried on by a non-profit organisation and involves the sale of 'meals' on at least 12 days each financial year.

The table below contains examples of licensable & non-licensable food businesses

|  |   |
|--|---|
| <b>Licensable</b>                          | <ul style="list-style-type: none"> <li>• manufacturers of food products</li> <li>• restaurants or delicatessens</li> <li>• catering businesses</li> <li>• takeaways (i.e. pizza shops)</li> <li>• motels providing meals with accommodation</li> <li>• food business that sell food, such as hamburgers, from a motor vehicle or unpackaged food from a vending machine</li> <li>• private hospitals</li> <li>• private school tuckshops that prepare 'meals'</li> <li>• temporary food stalls</li> <li>• businesses packaging food for wholesale</li> <li>• businesses cooking seafood</li> <li>• promotional sausage sizzles</li> </ul>   |
| <b>Non-licensable</b>                      | <ul style="list-style-type: none"> <li>• primary producers accredited under the <i>Food Production Safety Act 2000</i> <ul style="list-style-type: none"> <li>- including meat, dairy, seafood and egg schemes</li> </ul> </li> <li>• the handling or sale of fisheries resources under a buyer licence issued under the <i>Fisheries Regulation 1995</i>, except where the seafood is cooked</li> <li>• the sale of unpackaged snack food, such as biscuits, cakes, confectionary, nuts and potato chips that are not potentially hazardous foods (does not include the manufacturer of these products)</li> <li>• the sale of whole fruits or vegetables</li> <li>• the sale of seeds, spices, dried or glazed fruit, dried herbs, coffee beans or ground coffee (packaging and wholesale distribution of these products is not exempt)</li> <li>• the grinding of coffee beans</li> <li>• the sale of drinks such as tea, soft drinks and alcohol</li> <li>• the sale of ice, including flavoured ice (the manufacture of these products is not exempt)</li> <li>• the sale of meals by a non-profit organisation that are prepared by someone other than the organisation and are stored, heated or prepared in accordance with the directions of the meals manufacture</li> <li>• transport and distribution of packaged food</li> </ul> |
| <b>Food businesses exempt from the Act</b> | <ul style="list-style-type: none"> <li>• State or government owned corporations</li> <li>• The handling of food or sale of food at a tuckshop operated by a parents and citizens association at a state school</li> <li>• The handling of food at a person's home intended to be given to a non-profit organisation for sale by the organisation</li> </ul>   |

## FOOD BUSINESS LICENSING INFORMATION

Please note that although the Act does exempt certain types of food businesses from requiring a food licence they must still comply with the requirements of the Food Safety Standards.

### 4.0 APPLYING FOR A LICENCE

An application for a food licence must be directed to the Local Government for the area in which the food business intends to operate. Food licences are issued on an annual basis and expire on 30<sup>th</sup> September each year. Pro-rata licence fees are applicable to food businesses that commence operation during this period. The licence fees are based on the FSANZ Priority Classification System for Food Businesses. Further information on the priority classification system is detailed on the next page. Food licences require annual renewal, an updated licence certificate will be sent out once the renewal fees have been paid. Please note that it is an offence under the *Food Act 2006* for a person to carry on a licensable food business without a current licence and can incur penalties of up to \$100000.

### 5.0 APPLICATION PROCESS FOR NEW PREMISES

#### Step 1 – Complete the food business licence application form

All relevant sections of the application must be completed in full. The form must be signed and submitted to Council along with the appropriate fee. In some cases a proposal outlining the nature of the operation will be requested to accompany the application.

**NOTE:** New food premises or premises being renovated are required to submit plans and specifications prior to the food licence application being processed. Please contact Council's Environmental Health Unit for further details on the approval process.

#### Step 2 – Assessment of the application

Council will assess the application to determine if:

- the applicant is a suitable person to hold a food licence under the *Food Act 2006*; and
- the premises is suitable for its intended operation and it complies with *Food Safety Standard 3.2.3*.

This process will generally take about 10 business days.

#### Step 3 – Decision on application

Council will then make one of three decisions on your licence application:

- **Approval of application** - A food licence certificate will be issued with specified conditions of approval. A pre-opening inspection may need to be carried out prior to issuing a food licence.

**Provisional approval of application** – A provisional licence may be issued if an applicant has not fully satisfied the criteria for granting a food licence. Provisional licences can be issued for a maximum period of 3 months but only if council is satisfied that the applicant will meet the criteria within this time. For example, a provisional licence may be issued prior to finishing the construction of a food business if the Council is satisfied the design of the premises is going to comply with the Food Safety Standards. Provisional licences may be subject to final inspection before commencing operation.

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- **Refusal of licence** – where the applicant has failed to meet the criteria for granting a food licence as outlined in the *Food Act 2006*, written notification of this decision will be issued. Alternatively, if additional information has been requested by Council and you fail to provide the necessary information within the specified time your application may be refused.

### 6.0 PRIORITY CLASSIFICATION SYSTEM

Cairns Regional Council uses the nationally recognised FSANZ Priority Classification System to categorise licensed food businesses. The system calculates a score based on the type of foods handled, activities of the food business, methods or processing, size of the business and the customer base. A high, medium or low priority is assigned to the business based on this assessment score. The priority classification of your food business is calculated at the time of application and is used to determine the licence fee and premises inspection frequency.

Some examples of priority classifications are listed in the table below.

| Priority | Example  |
|----------|--|
| HIGH     | Catering company, hospital caterer, aged care facility, child care |
| MEDIUM   | Takeaway food shop, cafe or restaurant                             |
| LOW      | Green grocer selling fruits and vegetables, juice bar              |

### 7.0 BUYING AN EXISTING FOOD BUSINESS

If you are buying a pre-existing food business you can request a number of different Council land record searches including a number of 'health' searches. These searches reveal whether there are any current outstanding requisitions under the Act in relation to the structure and operation of the food business. One search only involves a record / database search and the other includes an actual inspection of the premises. Council must be provided with written permission from the current proprietor or vendor to provide this information to the purchaser. This authorisation must be provided prior to the search being conducted. Please note that the inspection is not an assessment of the quality or age of the fixtures and fittings.

Land Record Searches are not compulsory but are highly recommended. The land record search application is attached. A health search can generally be completed within 10 business days. An additional fee applies if you wish to have the search conducted within 5 business days.

Prior to commencing operation, you will be required to submit a food licence application as licences are non-transferable. If you intend to renovate or alter the premises you will be required to obtain approval from the Environmental Health Unit. For further information, please refer to Council's *"Information Package for the Construction or Refit of a Food Premises"*.

### 8.0 FOOD HYGIENE EXAM

Food licence applicants may be required to complete a short food hygiene test to demonstrate they are a suitable person to hold a food licence. The test will help to

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determine if the applicant has appropriate food hygiene skills and knowledge. The food test is done by appointment and takes approximately 15 minutes to complete. A food hygiene guide that will help you complete the exam is contained within this information package.

If the proprietor of the food business (the licence applicant) intends to be the nominated Food Safety Supervisor, they will not be required to complete the food hygiene exam if they provide a copy of their Statement of Attainment (or proof of enrolment) for the relevant competencies. Further information on the food safety supervisor requirements is detailed in this information package.

### **9.0 DISPLAY OF LICENCE**

All licensed food businesses must display their food licence or a copy in a prominent position at the premises so that it is visible to customers entering the premises.

### **10.0 SKILLS AND KNOWLEDGE**

Food businesses are required to ensure that persons undertaking or supervising food handling operations have appropriate skills and knowledge in food safety. These skills and knowledge can be developed through formal training courses, on the job training or via other food hygiene information sources.

Food businesses must also ensure that all staff are aware of their obligations under Division 4 of *Food Safety Standard 3.2.2* (Food Safety Practices and General Requirements). These obligations focus on the requirements for food businesses and food handlers to protect food from contamination. These obligations include good personal hygiene and hand washing practices as well as preventing sick food handlers from working in the kitchen. For a copy of the Food Safety Standards please visit [www.foodstandards.qld.gov.au](http://www.foodstandards.qld.gov.au)

Cairns Regional Council offers free online food safety training via the Council website ([www.cairns.qld.gov.au](http://www.cairns.qld.gov.au)). Food safety fact sheets and other useful information is available on the Queensland Health website ([www.health.qld.gov.au](http://www.health.qld.gov.au)).

### **11.0 FOOD SAFETY SUPERVISORS**

All licensed food businesses are required to have at least one suitably qualified food safety supervisor. The licensee of a food business may be the nominated food safety supervisor. A nominated food safety supervisor must:

- Hold a statement of attainment of specified competencies issued by a Registered Training Organisation;
- Have the ability to supervise food handling in the food premises;
- Have authority to supervise food handlers;
- Have skills and knowledge relating to food safety and the ability to identify, prevent and minimise food safety hazards; and
- Be reasonably available while the business is operating.

A licensee must advise Council of the name and contact details of the food safety supervisor within 30 days after the food licence is issued. A copy of the food safety supervisor's

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statement of attainment for the specified competencies must be provided. Any changes to the food safety supervisor's details must be provided within 14 days.

Current competencies for various food sectors can be found on Queensland Health's Food Industry Fact Sheets 18 (See attached). Further information can be found on the Queensland Health website ([www.health.qld.gov.au](http://www.health.qld.gov.au)).

### 12.0 FOOD SAFETY PROGRAMS

Some licensable food businesses are required to have a Food Safety Program (FSP) in accordance with *Food Safety Standard 3.2.1*. FSP's are documented procedures aimed at helping food business identify food safety hazards, implement control measures and provide systematic monitoring of hazards to food safety.

The Act requires the following types of food business to have a food safety program:

- A food business involving off-site catering
- A food business where the primary activity of the food business is on-site catering at the premises or part of the premises stated in the licence.
- A food business that is carried on as part of the operations of a private hospital under the *Private Health Facilities Act 1999*

Please note that mandatory Food Safety Programs must be accredited by Local Government who will also determine the required audit frequency for the food business. Further clarification on these requirements can be provided on request from Council's Environmental Health Unit.

For further detailed definitions of on-site and off-site catering see section 13.0 'Definitions' on page 8.

For further information relating to Food Safety Programs refer to the Queensland Health web site. [www.health.qld.gov.au](http://www.health.qld.gov.au)

### 13.0 OTHER APPROVALS FOOD BUSINESSES MAY REQUIRE

A food business may require approvals with various other Council departments. It is recommended that contact be made with the following relevant departments:

- Local Laws (Signage / Outdoor dining)
- Development Assessment (Town planning approvals)
- Plumbing
- Trade Waste (Grease trap requirements, Trade Waste Permits)
- Building services

To contact any of the above departments please call Cairns Regional Councils customer service desk on 4044 3044 or 4099 9444 and ask to speak to the necessary department.

## 14.0 DEFINITIONS

### ***Definitions from the Food Act 2006***

**Food business** – means a business, enterprise or activity (other than primary food production) that involves:

- a) the handling of food intended for sale
- b) the sale of food

regardless of whether the business enterprise or activity concerned is of a commercial, charitable or community nature or whether it involves the handling or sale of food on one occasion only.

Please note sell includes a food business giving food away.

**Off-site catering** – in relation to a food business, means serving potentially hazardous food at a place other than the principal place of business for the food business. Off-site catering does not include:

- a) merely delivering food under an arrangement with, or on the order of, a consumer (eg. delivering pizzas from a takeaway pizza shop), or
- b) the sale of food from mobile premises or temporary premises. (eg. the sale of ice-creams from a mobile ice-cream van).

**On-site catering** – in relation to a food business, means preparing and serving potentially hazardous food, to all consumers of the food at the premises or in-part of the premises from which the business is carried on, under an agreement under which the food is:

- a) of a predetermined type; and
- b) for a predetermined number of persons; and
- c) served at a predetermined time; and
- d) for a predetermined cost.

On-site catering does **not** include:

- a) preparing and serving food at an eating establishment; or
- b) merely preparing and displaying food for self-service by consumers. (eg. preparing food for consumption from a buffet at a restaurant.

**Eating establishment** – means a restaurant, cafe or similar food business that involves the preparation and service of food on the order of a person for immediate consumption by the person.

### ***Definitions from the Food Safety Standards***

**Equipment** - means a machine, instrument, apparatus, utensil or appliance, other than a single use item, used or intended to be used in or in connection with food handling and includes any equipment used or intended to be used to clean the food premises or equipment.

**Food handler** - means any person who directly engages in the handling of food, or who handles surfaces likely to come into contact with food, for a food business.

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**Food premises** - means any premises including land, vehicles, parts of structures, tents, stalls and other temporary structures, boats, pontoons, including premises used principally as a private dwelling, but does not mean food vending machines or vehicles used only to transport food.

**Handling of food** - includes the making, manufacturing, producing, collecting, extracting, processing, storing, transporting, delivering, preparing, treating, preserving, packing, cooking, thawing, serving or displaying of food.

**Meal** – Means food that is, or is intended to be eaten by a person sitting at a table, or a fixed structure used as a table, with cutlery. A meal must be of adequate substance as to be ordinarily accepted as a meal.

**Potentially hazardous food** – means food that has to be kept at certain temperatures to minimise the growth of any pathogenic micro-organisms that may be present in the food or to prevent the formation of toxins (e.g. meats, seafood, dairy products).

**Sinks** – includes sinks for food preparation, cleaners sink, utensil and equipment washing, and personal hand washing basins.

**Temperature control** - means maintaining food at a temperature of:

- a) 5°C or below if this is necessary to minimise the growth of infectious or toxigenic micro-organisms in the food so that the microbiological safety of the food will not be adversely affected for the time the food is at that temperature
- b) 60°C or above
- c) Another temperature - if the food business demonstrates that maintenance of the food at this temperature for the period of time for which it is so maintained will not adversely affect the microbiological safety of the food.

**Sanitise** – is a process that significantly reduces the number of micro-organisms present on a surface. This is usually achieved by the use of hot water (at 75°C or above), chemical sanitisers or a combination of both.

### ***Definitions relevant to this document***

**FSS** – Food Safety Standards. These standards form part of the Food Standards Code. They relate to the design and operation of food businesses.

**Primary food production** - is the growing, cultivation, picking, harvesting, collection or catching of food, and includes:

- (a) transport or delivery of food on, from or between the premises on which it was grown, cultivated, picked, harvested, collected or caught.
- (b) packing, treating (for example washing) or storing of food on the premises on which it was grown, cultivated, picked, harvested, collected or caught, and
- (c) any other food production activity prescribed by another Act.

**RTO's** – Registered Training Organisations (See [www.ntis.gov.au](http://www.ntis.gov.au))

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### 14.0 CONTACTS

If you require any further information please contact the Council Environmental Health Unit on (07) 4044 3044 or (07) 4099 9444 and ask to speak to your local Environmental Health Officer. Alternatively you can visit the Cairns Regional Council web site [www.cairns.qld.gov.au](http://www.cairns.qld.gov.au)

| Cairns Regional Council  |  |   |
|--|--|---|
| Topic:   | Council contact:                               | Contact number:   |
| - Guidance of licensing or designing and fit-out of a Food Business.<br>- Final approvals to open premises | Environmental Health Unit                      | <b>Customer service Centres</b><br><br><b>Cairns Office</b><br><b>(07) 4044 3044</b><br><b>or</b><br><b>Mossman Office</b><br><b>(07) 4099 9444</b> |
| - Land Use / Town Planning   | Development Assessment and Planning Strategies |   |
| - Building enquiries   | Building Regulation and/or Private Certifier   |   |
| - Plumbing and Trade Waste enquires  | Plumbing and Trade Waste                       |   |
| - Advertising signage licensing  | Local Laws Unit                                |   |
| - Outdoor dining   |  |   |

Other useful websites and contacts for additional information

| Legislation and guidelines  | Web address  | Available from:   |
|---|--|---|
| <i>Food Act 2006</i>  | <a href="http://www.legislation.qld.gov.au">www.legislation.qld.gov.au</a> | SDS Publications<br>Ph:13 7468 (13 QGOV)<br><a href="https://www.bookshop.qld.gov.au/">https://www.bookshop.qld.gov.au/</a><br>email <a href="mailto:service@sds.qld.gov.au">service@sds.qld.gov.au</a> |
| <i>Food Standards Code</i>  | <a href="http://www.foodstandards.gov.au">www.foodstandards.gov.au</a>     | Food Standards Australia New Zealand<br>Phone: (02) 6271 2222<br><a href="http://www.foodstandards.gov.au">www.foodstandards.gov.au</a>   |
| <i>Food Safety Standards</i>  | <a href="http://www.foodstandards.gov.au">www.foodstandards.gov.au</a>     |   |
| <i>'Safe Food Australia - A Guide to the Food Safety Standards'</i>   | <a href="http://www.foodstandards.gov.au">www.foodstandards.gov.au</a>     |   |
| <i>'Food Industry Recall Protocol – A guide to writing a food recall plan and conducting a food recall'</i> | <a href="http://www.foodstandards.gov.au">www.foodstandards.gov.au</a>     |   |
| <i>Label Busters Guide</i>  | <a href="http://www.health.qld.gov.au">www.health.qld.gov.au</a>           | Queensland Health – Cairns Health Unit<br>Phone: 4226 5555  |
| Food safety information and fact sheets   | <a href="http://www.health.qld.gov.au">www.health.qld.gov.au</a>           |   |
| National Training Information Services (RTO list)   | <a href="http://www.ntis.gov.au">http://www.ntis.gov.au</a>                | Online only<br><a href="http://www.ntis.gov.au">http://www.ntis.gov.au</a>  |





# FOOD HYGIENE GUIDE

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## 1.0 OBJECTIVE

This guide outlines basic food hygiene requirements for food businesses and food handlers. Food businesses must ensure that all food handlers have appropriate food hygiene skills and knowledge with regards to their position. The information should assist in complying with the Food Safety Standards and reducing the likelihood of food contamination and preventing food poisoning.

## 2.0 MICROBIOLOGY

### **Preventing the growth of bacteria and other food borne pathogens**

Avoid keeping food products for extended periods of time particularly ready to eat foods. Check use by dates and best before dates regularly and ensure older food products are used first.

To reduce bacterial growth, all potentially hazardous foods must be kept at the appropriate temperature.

- Cold food must be kept at 5°C or below
- Hot food must be kept at 60°C or above
- Cooked foods should reach a core temperature of 75°C to ensure they are cooked thoroughly.
- When cooling potentially hazardous food, the temperature must be reduced from 60°C to 21°C within 2 hours and from 21°C to 5 °C within a further 4 hours. In general the quicker the food is cooled the better. To ensure food cools rapidly, use large shallow containers.
- All animals, insects and other pests must be excluded from areas in which food is stored and handled, with the following exceptions.
  - Live seafood & shellfish is permitted; and
  - Assistance animals are permitted in dining & drinking areas and other areas used by customers

**Potentially hazardous food** is food that needs to be stored at certain temperatures to minimise the growth of any pathogenic micro-organisms or to prevent the formation of toxins in the food.

## 3.0 PERSONAL HYGIENE

### 3.1 Health of food handlers

Food handlers must ensure that;

- (1) any infections or open wounds are covered with a suitable water proof dressing. Gloves should also be used to cover any such dressings on hands.
- (2) if they have a food borne disease or any symptoms of food borne disease they must not handle food and should be excluded from any duties where they are likely to contaminate food or food preparation equipment. They should not be permitted to resume normal duties until 48 hours after symptoms cease or until clearance is given by a medical practitioner.

### 3.2 Hand washing and drying

- (1) Food handlers must always wash their hands with liquid soap (preferably antibacterial) in the following circumstances:
  - After visiting the toilet;
  - After handling raw meats and vegetables;
  - After handling waste or cleaning;

- After handling money;
- Before commencing or re-commencing handling food;
- Immediately after smoking, coughing, sneezing, using a handkerchief or disposable tissue, eating, drinking or using tobacco or similar substances;
- After touching their hair, scalp or a body opening;
- After scratching themselves; and
- After any other activity that may cause contamination of food or food contact surfaces.

**Note: Wearing gloves does not negate the requirement for food handlers to wash their hands after doing any of the above. Gloves must be changed every time hands are washed in accordance with the above requirements.**

- (2) Hand washing facilities must be provided with an adequate supply of potable warm water. Hands-free hand washing facilities are recommended. Hands should be washed with liquid soap (preferably antibacterial). A nail brush may also be beneficial.
- (3) Hand drying is best accomplished with disposable paper towels. Hot air dryers are not recommended due to the lengthy time involved in using them effectively. Re-usable cloth hand towels can be a source of cross contamination and their use is not recommended.

### 3.3 Hand habits

Involuntary hand habits can allow bacteria to be transferred to food. Such habits include rubbing of the nose, eyes and mouth, scratching hair, nose, ears, armpits and other body parts. Food handlers should be aware of involuntary hand habits and should wash hands after touching these areas.

### 3.4 Hair

Hair should be clean, tidy and kept off the face. Long hair should be tied back or alternatively food handlers should wear hair nets, hats or caps. Beards should be neat and trimmed.

### 3.5 Uniforms

Uniforms and aprons should be clean, light coloured, washable material and worn when handling food. Uniforms and aprons should be washed daily after use. Avoid wearing uniforms on the way to work as they may become contaminated.

### 3.6 Smoking

Smoking is not allowed in food handling areas due to the risks of contamination and it is a workplace health and safety issue.

## 4.0 RECEIVAL

### 4.1 Temperature

When you receive potentially hazardous food ensure that it is:

- at the appropriate temperature i.e. cold food 5°C or below or hot food 60°C or above.
- frozen solid (no signs of thawing) if it is intended to be received frozen i.e. frozen chickens, ice cream, etc.

**Temperatures should be checked with a sanitised probe thermometer or other suitable temperature measuring device.**

- \* It is compulsory for all food premises to have a temperature measuring device accurate to +/- 1 Degree Celsius and capable of measuring the temperature of food. This device can be used to monitor and record the temperature of incoming potentially hazardous foods.

#### **4.2 Contamination**

- Ensure that you are present when the food arrives to prevent food being left out of temperature control.
- Ensure that you only accept food that is protected from contamination. i.e. packaging is not damaged, no pests present, no sign of water damage, etc.
- Canned food must be undamaged. Damaged, dented or rusty cans may lead to the food being contaminated.
- It is good practice to ensure that any food received still has sufficient time to be used before it expires. i.e check use-by and best before dates.

### **5.0 STORAGE**

#### **5.1 Cold storage**

All cold food storage, including refrigerators, cold rooms and refrigerated display cabinets must be capable of maintaining potentially hazardous foods at temperature of 5 °C or below.

#### **5.2 Frozen storage**

Food stored in freezers must remain frozen solid at all times and must show no signs of defrosting. Remember, freezing food does not kill bacteria.

#### **5.3 Dry storage**

All areas used for the storage of packaged food must be pest proof and able to be easily and effectively cleaned.

#### **5.4 Stock rotation**

Stock rotation is an important part of storing food. It must be performed on a regular basis especially when receiving new stock. This will help to ensure that old stock is used before it reaches the expiry date and allows for continued cleaning and pest control whilst stock is being moved around.

Selling or using food that is past its use by date is not permitted.

### **6.0 PREPARATION**

#### **Thawing food**

One of the safest ways to thaw frozen food is in a refrigerator or cold room at 5°C or below. If you need to thaw something quickly, use a microwave oven. Restrictions apply to defrosting potentially hazardous foods at room temperature or under running water. Please contact the Environmental Health Unit for further information.

## 7.0 HANDLING

### 7.1 Hands and food

Handling of ready to eat food should be avoided. Use utensils such as tongs, ladles and cutlery where possible. Disposable plastic gloves are recommended however they must be used in accordance with section 3.2 of this guide.

### 7.2 Raw and cooked foods

#### Storage

Raw food must be stored below cooked and ready to eat foods in freezers and cold rooms to prevent cross-contamination. Alternatively, you can store them on separate shelving or in separate freezers or cold rooms.

Food should not be stored on the floor as this can lead to cross-contamination of food. Storing food on shelving will also allow air to circulate around the product which helps to ensure efficient and even cooling.

All food must be packaged or stored in containers with lids or other suitable covers to protect it from the likelihood of contamination.

#### Cross-contamination

Cross contamination can be defined as the transfer of bacteria from a contaminated surface to food or to another surface that is not contaminated. A common method by which cross contamination can occur is when placing cooked food on a cutting board that has not been cleaned and sanitised after preparing raw meat, chicken, fish or unwashed fruits and vegetables on it.

Cross contamination is not only limited to cutting boards, it can result from food preparation equipment, crockery, utensils, benches etc that have not been correctly cleaned and sanitised after use.

Surfaces and utensils should be washed thoroughly and sanitised with a food grade sanitiser or soaked in hot water at 77°C for 30 seconds.

### 7.3 Animals

Live animals are not allowed in food preparation and storage areas other than seafood and shellfish. Only assistance animals are permitted in dining and drinking areas and other areas used by customers.

### 7.4 Guidelines for food handlers

- (a) All persons undertaking or supervising food handling operations must have adequate food hygiene skills and knowledge relevant to their position in the food business. In addition to this, every food business must nominate at least one suitably qualified food safety supervisor. The food safety supervisor must be reasonably available to the food business while food is being handled. Further information on the food safety supervisor requirements and competency standards is available on request.
- (b) Wash hands thoroughly with liquid soap in accordance with Section 3.2 of this guide. Use clean, disposable paper towel to dry hands.
- (c) Keep your personal clothing, hands, fingernails and body clean at all times.
- (d) Keep fingernails short. Artificial nails should not be worn by food handlers as they may fall off and contaminate food.

- (e) Keep jewellery to a minimum. Rings, bracelets and bangles should be removed as they can prevent effective hand washing and can collect food particles that allow harbourage and growth of bacteria. There is also a risk that gem stones or other parts of jewellery may fall off and contaminate food. Wedding bands may be worn when food is not being physically handled or if gloves are worn over the top.
- (f) Wear clean protective clothing such as uniforms or aprons to prevent cross contamination.
- (g) Tie long back and wear a clean hat or hair net.
- (h) Do not spit or smoke in the food premises or while handling food.
- (i) Do not sit or lie on food preparation tables or benches.
- (j) Do not change baby dippers on preparation tables or benches.
- (k) Do not work if you are affected with a disease or are a carrier of a disease that may be transmitted by contamination of food.
- (l) Do not work in an area where contamination of food may occur if you have a boil, infected wound or sore, or a bandage or dressing that is not waterproof on any part of your body.
- (m) Use tongs or clean disposable gloves to handle ready-to-eat food to reduce the potential from contamination. Bare hands may be used to handle foods as long as they are thoroughly cleaned regularly.
- (n) Do not make unnecessary contact with food.
- (o) Avoid wiping your hands on clothing or on anything other than a clean disposable towel.
- (p) Avoid putting your hands or fingers in your mouth, nose, hair, eyes, ears or other parts of your body while preparing food.
- (q) Hold tableware or utensils by the handle and do not carry it in your clothing.
- (r) Do not breathe into any package which is to be used for food and do not put your mouth on any food equipment and utensils.
- (s) Do not tuck a cloth into your belt for use as a general wiping tool as this could cause cross contamination.
- (t) Do not throw food.
- (u) Use a clean spoon for each taste test.
- (v) Do not eat or drink over unprotected food or food contact surfaces.
- (w) Food handlers must do everything possible to protect food from possible contamination.

## **8.0 SERVING AND PRESENTATION OF FOOD**

### **8.1 Smorgasbords/Buffets/Self Service**

Self service foods pose a risk of food contamination and must be;

- stored at the appropriate temperature
  - § cold food must be kept at 5°C or below.
  - § hot food must be kept at 60°C or above
- provided with protective barriers or sneeze guards
- provided with separate serving utensils for each food
- effectively supervised at all times

### **8.2 Hot food display/Bain Maries**

Hot food must be maintained at a temperature of 60°C or above.

Hot food displays and Bain Maries should be pre-heated to the required temperature before use. Do not use warmers for heating or reheating food. They are generally only designed to keep food hot.

Temperatures should be closely monitored and any self service foods must be displayed in accordance with Section 8.1.

### **8.3 Crockery and Tableware**

Cracked, chipped and damaged crockery, tableware, plastic containers and cooking equipment must not be used. It must be disposed of or removed from the food premises immediately.

## **9.0 CLEANING & SANITISING**

### **Clean**

Remove food and dirt particles that would provide areas for bacterial growth or a food source for pests.

### **Sanitise**

Applying heat or chemicals or a combination of both to destroy bacteria and pathogens and prevent contamination of food.

### **General information on cleaning**

Food businesses are required to ensure that the food premises is maintained in a clean condition, free from accumulations of food waste, dirt, grease, garbage and other visible matter.

Maintaining a food premises in a clean condition involves regular cleaning of floors, walls, ceilings, fixtures, fittings and equipment in food preparation and storage areas. Keeping your premises and equipment clean will help to prevent pest infestations by removing food waste and other materials that can be a food source or harbourage area for pests.

All food contact surfaces such as benches plates and cutting boards must also be sanitised. This will prevent food contact surfaces from contaminating the food that comes into contact with them. Commercial dishwashers are capable of cleaning and sanitising during the wash cycle.

It is recommended that you develop a cleaning schedule that details all areas that require cleaning, how often they must be cleaned, who is responsible for cleaning and who checks to ensure it has been cleaned properly.

### **Six steps to effective cleaning**

- 1) **Pre-clean:** scrape wipe or sweep away food scraps and other visible matter and rinse with water.
- 2) **Wash:** use hot water and detergent to take off any grease and dirt. Soak if needed.
- 3) **Rinse:** rinse off any loose food waste/dirt or detergent foam.
- 4) **Sanitise:** use a sanitiser to kill any remaining germs on food contact surfaces
- 5) **Final rinse:** wash off sanitiser (refer to sanitiser's instructions)
- 6) **Dry:** allow to drip dry if possible or dry with a clean tea-towel

### Make your own sanitising solution

You can make your own food grade sanitiser using the following table as a guide.

|                           | With Household Bleach<br>(4% Chlorine) |        |        | With Commercial Bleach<br>(10% Chlorine) |       |        |
|---------------------------|--|--------|--------|--|-------|--------|
| Minimum water temperature | 49°C                                   | 38°C   | 13°C   | 49°C                                     | 38°C  | 13°C   |
| Concentration required    | 25ppm                                  | 50ppm  | 100ppm | 25ppm                                    | 50ppm | 100ppm |
| 5 Litres                  | 3.12mL                                 | 6.25mL | 12.5mL | 1.25mL                                   | 2.5mL | 5mL    |
| 10 Litres                 | 6.25mL                                 | 12.5mL | 25mL   | 2.5mL                                    | 5mL   | 10mL   |
| 15 Litres                 | 31.25mL                                | 62.5mL | 125mL  | 12.5mL                                   | 25mL  | 50mL   |

### 10.0 PROTECTION FROM PESTS

Pests can contaminate food and spread diseases. They must be controlled in food premises by preventing access and minimising harbourage and available food sources. Regular treatment by a licensed pest control operator is also recommended. Food businesses should prevent and control pests in a food premises by ensuring;

- a. the food premises is constructed to prevent the entry and harbourage of pests. Cracks, crevices and voids must be sealed and any materials that may harbour pests should be removed.
- b. all garbage and recyclable matter is contained and disposed of in such a way that ensures it does not attract or harbour pests, eg garbage bins are fitted with lids when not in constant use and all garbage is bagged. Bins should not be overfilled and waste storage areas should be kept clean and tidy.
- c. all bins are cleaned on a regular basis.
- d. the premises is maintained in a clean condition.
- e. incoming goods are checked for pests. Especially fruits and vegetables and other unsealed cartons.
- f. Effective stock rotation. Rotating food products regularly and keeping the area clean will help to control pests.
- g. Arrange routine inspections by a licensed pest control operator. Regular inspections and treatments by a licensed pest control operator will assist with the overall prevention and control of pests. Commercial treatments can provide longer residual control than most household products. Pest control activities must not be carried out while food is being handled if there is a risk of food contamination.

It is recommended that you keep records of pest control on site in case the Environmental Health Officer requests to view this information.

### 11.0 FURTHER INFORMATION AND ADVICE

- Cairns Regional Council: - [www.cairns.qld.gov.au](http://www.cairns.qld.gov.au)
- Food Standards Australia & New Zealand: - [www.foodstandards.gov.au](http://www.foodstandards.gov.au)
- Queensland Health: - [www.health.qld.gov.au](http://www.health.qld.gov.au)
- Safe Food Queensland: - [www.safefood.qld.gov.au/](http://www.safefood.qld.gov.au/)
- Food Safety Information Council: - [www.foodsafety.asn.au/](http://www.foodsafety.asn.au/)
- National Training Information Service [www.ntis.gov.au](http://www.ntis.gov.au)

## Food safety supervisors

### Do I need a food safety supervisor?

Under the *Food Act 2006* (the Act), all licensable food businesses in Queensland must have a food safety supervisor. If a food business does not require a licence, it does not require a food safety supervisor. This includes the majority of non-profit organisations and other food businesses only selling packaged food, or low risk foods such as soft drinks or not potentially hazardous biscuits or cakes. The local government for the area where a food business is located can provide guidance on licensing requirements.

### What is a food safety supervisor?

A food safety supervisor takes a lead role in supervising food safety in a food business. A food safety supervisor must be 'reasonably available' at all times the business is operating and:

- (a) know how to recognise, prevent and alleviate food safety hazards of the food business;
- (b) have skills and knowledge in matters relating to food safety relevant to the food business; and
- (c) have the authority to supervise and give directions about matters relating to food safety to persons who handle food in the food business.

### Why is a food safety supervisor important?

A food safety supervisor adds an on-site level of protection for day-to-day food safety, as they are required to have experience and expertise relevant to the licensable food business and be able to supervise and give directions about food safety to persons in the food business. Additionally, the presence of a food safety supervisor at the food business is an important point of contact for both the local government and persons who handle food in the food business.

### Who can be a food safety supervisor?

A food safety supervisor must meet the requirements detailed in *What is a food safety supervisor?* above. The person must know about food safety hazards, have skills and knowledge relating to food safety, have authority to give directions in the food business and be reasonably available for food handlers and the local government. Anyone who meets those requirements may be a food safety supervisor, including the business owner, the licensee, a manager, an employee or an external contractor.

### Does a food safety supervisor need training?

It is recommended that a person successfully completes training to demonstrate satisfaction of the requirements of a food safety supervisor (specifically points (a) and (b) under *What is a food safety supervisor?* above). A person who has a Statement of Attainment issued by a Registered Training Organisation (RTO) for the national competencies identified in Table 1 is likely to satisfy those points.

A Statement of Attainment from an RTO may be issued to a person following successful completion of a training course, or successful demonstration to the RTO that the person has existing skills, experience or training to meet the national competencies.

If a person has previously completed a national competency shown in Table 1, there is currently no requirement to renew the training after a set period of time.

**Table 1 - Recommended competency standards for food safety supervisors**

| Food sector                 | National competency code    | Competency title  |
|-----------------------------|-----------------------------|---|
| Food processing             | FDFFS2001A (or FDFCORFSY2A) | Implement the food safety program and procedures                      |
| Retail & hospitality        | SITXOHS002A and             | Follow workplace hygiene procedures                                   |
|                             | SITXFSA001A                 | Implement food safety procedures                                      |
|                             | or<br>SIRRFSA001A           | Apply retail food safety practices                                    |
| Health & community services | HLTFS207B                   | Follow basic food safety practice                                     |
|                             | HLTFS309B                   | Oversee the day-to-day implementation of food safety in the workplace |
|                             | HLTFS310B                   | Apply and monitor food safety requirements                            |
| Transport & distribution    | SITXOHS002A                 | Follow workplace hygiene procedures                                   |
|                             | SITXFSA001A                 | Implement food safety procedures                                      |

Note: Competency codes and titles are set by the National Quality Council and may change from time to time. If your food safety supervisor has a different competency code to those shown above, but the same competency title, contact your local government for advice.

### How do I determine the food sector for my food business?

When determining the food sector for a food business, consideration should be given to the predominant activity of the food business.

- *Food processing* includes food businesses that manufacture food (as defined in the Act)
- *Retail & hospitality* includes food businesses that prepare and sell food by retail
- *Health & community services* includes food businesses that prepare or sell food for consumption by vulnerable persons
- *Transport & distribution* includes food businesses that do not prepare food, but handle food by storing food in warehouses or transporting food

Examples of the types of food businesses in each food sector are shown in Table 2.

**Table 2 – Examples of food businesses for each food sector**

| Food processing    | Retail & hospitality           | Health & community services           | Transport & distribution |
|--------------------|--------------------------------|---------------------------------------|--------------------------|
| Airline caterers   | Caterers for private functions | Catering for hospitals, nursing homes | Bulk food distribution   |
| Wholesale bakers   | Convenience stores             | Childcare centres                     | Water carriers           |
| Breweries          | Delicatessens                  | Hospitals                             | Warehouses               |
| Canneries          | Grocers                        | Hostels                               |                          |
| Flour mills        | Hotels                         | Meals on Wheels                       |                          |
| Ice manufacturers  | Retail markets & stalls        | Nursing homes                         |                          |
| Packers            | Restaurants                    |                                       |                          |
| Pre-prepared meals | Supermarkets                   |                                       |                          |
| Wine production    | Takeaways & cafés              |                                       |                          |

## Where can I do the recommended training?

The recommended training for food safety supervisors is conducted by Registered Training Organisations (RTOs). An RTO may be a TAFE college, adult and community education provider, private provider, community organisation, school, higher education institution, industry body or other organisation meeting the relevant registration requirements. Training may be completed face-to-face or online.

To find an RTO:

- Visit [www.training.gov.au](http://www.training.gov.au), scroll down to 'quick search', under 'nationally recognised training' enter the recommended competency code. In the search results, click on the code and then click on 'Find RTOs approved to deliver this unit', or
- Perform an internet search using keywords 'food safety supervisor training', or enter the recommended competency code. You may wish to include your geographical location or 'online' depending on your preferred delivery method.

Food business licensees are encouraged to confirm that their chosen training provider is a current RTO and will provide a Statement of Attainment on successful completion of the recommended competencies.

## Is my previous training or work experience sufficient?

### Previous training/qualification

A person with a tertiary or trade qualification that included food safety and hygiene subjects could be considered to meet the requirements for a food safety supervisor. Evidence of the subjects completed and the content of the subjects may be required. The person or the food business licensee should contact their local government for further information.

### Recognition of prior learning

RTOs approved to deliver the recommended competencies can conduct a Recognition of Prior Learning (RPL) assessment. The RTO will assess any previous formal or informal training or education, along with any relevant work or general life experience to determine if a person meets the required outcomes of the competencies. The RTO may issue a Statement of Attainment for the specified competencies, or provide a partial credit advising of any gap training required to obtain the recommended competencies.

### Substantial work experience

A person with substantial experience in the food industry who has acquired extensive skills and knowledge in matters relating to food safety and knows how to recognise, prevent and alleviate food safety hazards may not need to complete the recommended competencies. If concerned, the person or the food business licensee should contact their local government to discuss their situation.

## What does 'reasonably available' mean?

The Act requires a food safety supervisor to be 'reasonably available' at all times that the food business is operating. A food safety supervisor should be located on the premises or should be able to be contacted by the local government or food handlers whenever food handling is being undertaken. There is no specific requirement to have one food safety supervisor for every store location, but a food safety supervisor must be reasonably available for each store.

If the food safety supervisor is absent (such as on leave), there should be a documented mechanism (written procedures) to ensure directions about matters relating to food safety are available to persons who handle food. For example, written guidance for temperature control measures for deliveries and cold storage.

A food safety supervisor is not required to be available when the business is operating but no food handling is being undertaken. For example, a sporting club kitchen closes at 9pm but the club remains open until 11pm for entertainment activities. A food safety supervisor is not required for the period after 9pm even though the business is open.

Further information about whether a food safety supervisor is reasonably available is able to be provided by the local government.

## How do I nominate my food safety supervisor?

A food business licensee must notify the local government that issues their licence of the name and contact details of their food safety supervisor.

A licensee for a new food business must notify the local government of the food safety supervisor's details within 30 days of the issue of their licence.

A licensee for an existing food business must, within 14 days, notify the local government:

- of a change in a food safety supervisor's contact details
- if a person stops being a food safety supervisor
- of the name and contact details of a new food safety supervisor

Each local government has their own form or process for receiving notifications of food safety supervisors. A food business licensee should contact their local government for further information.

## Are other persons in the food business responsible for food safety?

The Act places obligations on food business licensees and food handlers in relation to the safe handling of food. Additionally, the food safety standards in chapter 3 of the Australia New Zealand Food Standards Code (the Code) (available at [www.foodstandards.gov.au/foodstandards/foodstandardscode.cfm](http://www.foodstandards.gov.au/foodstandards/foodstandardscode.cfm)) set out health and hygiene requirements for food businesses and food handlers.

Clause 3 of food safety standard 3.2.2 of the Code requires a food business to ensure that all persons undertaking or supervising food handling have skills and knowledge in food safety and food hygiene matters commensurate with their work activities. For example, a chef that prepares and processes food will need high level skills and knowledge in food safety and food hygiene; however a waiter or shop assistant that only handles packaged or ready-to-eat food may require a lower level of skills and knowledge.

The skills and knowledge requirement is in addition to the requirement for a food business to have a food safety supervisor.

Some local governments offer basic food handler training, or sponsor an online training course for food handlers, designed for all employees of a food business. This type of training does not usually provide the detailed knowledge required of a food safety supervisor, but may assist a licensee in complying with the requirement for all staff to have skills and knowledge appropriate to their work activities. A food business licensee should contact their local government for further information on any training offered.

## For further information

If you have any questions relating to food safety supervisor requirements for your food business, training for food safety supervisors, or training for food handlers, contact the local government for the area where your food business is located. Contact details can be found in the White Pages or at [www.dlqp.qld.gov.au/local-government-directory/](http://www.dlqp.qld.gov.au/local-government-directory/).

Queensland Health has a variety of fact sheets with detailed information on food safety. Fact sheets can be accessed from the Queensland Health website at [www.health.qld.gov.au/foodsafety\\_](http://www.health.qld.gov.au/foodsafety_)



ABN. 24 310 025 910  
PO Box 359, CAIRNS QLD 4870

## LAND RECORD SEARCH REQUEST

### 01/07/2012 – 30/06/2013

|   |  |
|---|--|
| <b>Requested by / Firm Name:</b>  | <b>DEBTOR ACCOUNT NO:</b><br>.....                               |
| <b>Postal Address:</b>  |  |
| <b>Reference:</b>   | <b>Phone:</b>  |
| <b>Results Emailed or Faxed<br/>Please specify with details</b>   | <input type="checkbox"/> Email:<br><input type="checkbox"/> Fax: |
| <b>Purchaser:</b>   |  |
| <b>Vendor:</b>  |  |
| <b>Lot &amp; Plan Number/s:</b>   |  |
| <b>Property Location:</b>   |  |
| <b>Improvements:</b>  |  |
| <b>RATES - Ph: (07) 4044 3170</b> *Does not include water consumption-refer to Water & Waste*   | <b>T108</b>  |
| ◆ Rate Search (Up to 5 working days from date of receipt)   | \$ 78.00 <input type="checkbox"/>                                |
| <b>WATER METER READS - Ph: (07) 4044 8216</b> (To check if a water meter is connected)  | <b>T259</b>  |
| ◆ Meter Reading (Up to 5 working days from date of receipt)   | \$ 37.10 <input type="checkbox"/>                                |
| ◆ Meter Reading (Up to 24 hours from date of receipt)   | \$ 60.20 <input type="checkbox"/>                                |
| <b>PLUMBING &amp; TRADE WASTE - Ph: (07) 4044 8235</b>  | <b>T144</b>  |
| ◆ Provision of Sewer Mains/as Constructed Plans (per lot & plan)  | \$ 49.40 <input type="checkbox"/>                                |
|   | <b>T257</b>  |
| ◆ Trade Waste Information   | \$ 189.70 <input type="checkbox"/>                               |
| <b>TOWN PLANNING - Ph: (07) 4044 3574</b>   | <b>T133</b>  |
| ◆ Certificate – Limited (2 working days from date of receipt) (Costing is per Lot)  | \$ 334.00 <input type="checkbox"/>                               |
| ◆ Certificate – Limited (5 working days from date of receipt) (Costing is per Lot)  | \$ 198.00 <input type="checkbox"/>                               |
| ◆ Certificate – Standard (10 working days from date of receipt) (Costing is per Lot)  | \$ 668.00 <input type="checkbox"/>                               |
| ◆ Certificate – Full (30 working days from date of receipt) (Costing is per Lot)  | \$ 1345.00 <input type="checkbox"/>                              |
| <b>BUILDING - Ph: (07) 4044 3378</b>  | <b>T154</b>  |
| ◆ Swimming Pool Compliance  | \$ 255.00 <input type="checkbox"/>                               |
| ◆ Certificate of Classification (Copy)  | \$ 53.00 <input type="checkbox"/>                                |
| ◆ Permit Search – Domestic (includes Units)   | \$ 106.00 <input type="checkbox"/>                               |
| ◆ Permit Search – Commercial  | \$ 393.00 <input type="checkbox"/>                               |
| ◆ Date & Original Cost of Building Construction   | \$ 93.60 <input type="checkbox"/>                                |
| ◆ Building Notices Search   | \$ 106.00 <input type="checkbox"/>                               |
| <b>HEALTH - Ph: (07) 4044 3237</b> ALL SEARCHES MUST BE RECEIVED AT LEAST 10 WORKING DAYS BEFORE SETTLEMENT<br>*An authorisation release form is required prior to any Health searches being conducted. | <b>T657</b>  |
| ◆ Additional fee for searches required in less than 5 working days  | \$ 130.00 <input type="checkbox"/>                               |
| ◆ Food Business   | \$ 360.00 <input type="checkbox"/>                               |
| ◆ Caravan Park  | \$ 472.00 <input type="checkbox"/>                               |
| ◆ Accommodation facility with food preparation area   | \$ 472.00 <input type="checkbox"/>                               |
| ◆ Accommodation facility with more than one food preparation area.  | \$ 590.00 <input type="checkbox"/>                               |
| ◆ Accommodation facility without food preparation area.   | \$ 416.00 <input type="checkbox"/>                               |
| ◆ Personal appearance services premises – Low or High risk  | \$ 337.00 <input type="checkbox"/>                               |
| ◆ Sale Search – No Inspection   | \$ 135.00 <input type="checkbox"/>                               |
| ◆ Other miscellaneous   | \$ 135.00 <input type="checkbox"/>                               |
| <b>FLOOD - Ph: (07) 4044 3348</b>   | <b>T109</b>  |
| ◆ Flood Zone Information  | \$ 136.30 <input type="checkbox"/>                               |

OFFICE USE ONLY

RECEIPT NO. .... AMOUNT PAID \$ ..... DATE: .....

\$.....  
**CHEQUE ENCLOSED**

**Information Privacy Statement:** Your personal information has been collected for the purpose of assessing your application for a land search. The collection of this information is in accordance with the Local Government Act 2009. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law. The information requested by you will be extracted from Council's records in response to your request. The Council's records do not necessarily reflect the actual state of the property or matters relating to the property or the degree of compliance with relevant requirements. Persons making decisions with financial or legal implications will not be able to rely upon the information supplied for the purpose of determining whether any particular facts or circumstances exist and the Council expressly disclaims any invitation to place such reliance on the information. Persons must obtain their own professional advice on these matters. The Council (and its officers and agents) contract to supply information only on this basis. Further information on the limits of the information supplied may be included in the information supplied.





***The following authorisation MUST be completed by the current operator of the premises in order for the Health Search to be conducted and submitted with the completed Land Record Search application.***

## **PUBLIC HEALTH UNIT LAND RECORD SEARCH**

### **AUTHORISATION FOR RELEASE OF INFORMATION**

I, \_\_\_\_\_  
(Licence / Approval holder for premises)

known as \_\_\_\_\_

and located at \_\_\_\_\_

hereby authorise the Cairns Regional Council's Public Health Unit to release details of the findings of the Health Land Record Search requested by :

\_\_\_\_\_  
(Name/s of person/s requesting this search)

on \_\_\_\_\_  
(date on sales search)

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

#### ***Cairns Regional Council – Information Privacy Statement***

Your personal information has been collected for the purpose of assessing your Authorisation for release of Sale search results to purchaser. You are providing personal information which will be used for the purpose of delivering services and carrying out council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other persons or agency unless you have given Council permission or the disclosure is required by law.





Food Act 2006  
**Application Form**  
**Food Business Licence**  
**2012 - 2013**

To: Chief Executive Officer, Cairns Regional Council

**Application for:**

New Licence

Amendment of Licence (Section 5)

Restoration of Licence

**Section 1 – Applicant's details** *(Please print)*

Applicant Name (Person/s or Company):

Date of Birth:

Director/s name:

ABN:

Telephone:

Mobile:

Facsimile:

Email:

Applicant Address:

Postal Address:

**Section 2 – Food Business Details** *(Please print)*

Trading name:

Contact name for this application:

Telephone:

Mobile:

Facsimile:

Email:

Description of food business: *(eg café, restaurant, cannery etc)*

Types of food products: *(eg hamburgers, sushi etc)*

Hours of operation: *(eg 10am – 10pm, Tues - Sun)*

Does your business involve any off-site or on-site catering? : *(please circle)*

Yes

No

Address of food premises: *(include name of shopping centre, if applicable)*

Registration number of vehicle: *(applies to Mobile Food Vehicles only)*

Vehicle Identification Number (VIN): *(applies to Mobile Food Vehicles only)*

Real property description: Lot no.

Registered plan no.:

**Section 3 – Nomination of Food Safety Supervisor**

Name:

Business hours contact number:

If you have more than one food safety supervisor, please attach details and relevant contact information. In order to comply with the Queensland Health Guidelines your nominated Food Safety Supervisor/s will need to provide a certified copy of their Statement of Attainment for specified units of competency. (Refer to the Queensland Health website for further information [www.health.qld.gov.au/foodsafety](http://www.health.qld.gov.au/foodsafety) or contact Council's Environmental Health Unit)

PO Box 359, Cairns Q 4870 | Cairns 119-145 Spence Street, Cairns Q 4870 | P: 07 4044 3044 | F: 07 4044 3814

[www.cairns.qld.gov.au](http://www.cairns.qld.gov.au) | Mossman 64-66 Front Street Mossman Q 4873 | P: 07 4099 9444 | F: 07 4098 2902

[council@ Cairns.qld.gov.au](mailto:council@ Cairns.qld.gov.au)

Doc Ref: # 3265455v15

**Section 4 - Suitability of Applicant to Hold Licence (Please print)**

Skills and knowledge of applicants to sell safe and suitable food: (Include details of courses attended, certificates, etc)

\*Have any of the applicants been convicted for a breach of any food legislation? Yes No

\*Have any of the applicants previously held a licence under the Food Act 2006, the Food Act 1981 or a corresponding law? Yes No

\*Have any of the applicants been refused a licence under the Food Act 2006, the Food Act 1981 or a corresponding law? Yes No

\* Note: If the applicant is a corporation or an incorporated association, an executive officer of the corporation or a member of the association's management committee are included (If any answer above is Yes, please supply details)

**Section 5 - Amendment Details (Please supply details of changes required to your existing Licence)**

Name:

Licence Number:

I \_\_\_\_\_ declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application.

Signature of Applicant: ..... Date: .....

**Cairns Regional Council – Information Privacy Statement**

Your personal information has been collected for the purpose of assessing your Application for a Food Business Licence including New, Renewal, Restoration & Amendment. The collection of your information is authorised under the Food Act 2006. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.

**Section 6 - Fee Schedule (N.B. Risk Category as per Priority Classification System)**

\* Former DSC

|  |                |            |
|--|----------------|------------|
| HIGH RISK:   | \$ 652.50      | \$ 496.00* |
| MEDIUM RISK:   | \$ 630.00      | \$ 475.00* |
| LOW RISK:  | \$ 360.00      | \$ 302.00* |
| AMENDMENT OF LICENCE:  | \$ 102.00      |            |
| APPROVED CONCESSION: Not for profit community group, Bed & Breakfast, Sporting Group | \$ 307.00      |            |
| MINOR PREPARATION LICENCE: (at the discretion of Manager Environmental Assessment)   | \$ 320.00      |            |
| RESTORATION OF LICENCE:  | Plus above fee | \$ 62.00   |

NOTE: New financial fees apply for new applicants from 1 July 2012 to 31 December 2012 (Certificate issued until 30 September 2013) Pro- Rata \$

|   | Low  | Med  | High  |
|---|------|------|-------|
| 2/3 fees 1 Jan 2013 to 31 March 2013              | 240  | 420  | 435   |
| 1/3 fees 1 April 2013 to 30 June 2013             | 120  | 210  | 218   |
|   | Low* | Med* | High* |
| * former DSC 2/3 fees 1 Jan 2013 to 31 March 2013 | 200  | 316  | 330   |
| 1/3 fees 1 April 2013 to 30 June 2013             | 100  | 158  | 165   |

| OFFICE USE | Receipt Code:                                  | Fee Paid | Date | Receipt Number | Health Number |
|------------|--|----------|------|----------------|---------------|
|            | T163 (New Applicant) or T80 (Existing Account) | \$       |      |                |               |

# Environmental Assessment

## Its Your Information – It's Private

### What Happens To Information About You Once You Register Your Premises Or Lodge A Request Or Complaint?

#### Who are we?

Cairns Regional Council's Environmental Assessment Branch is dedicated to maintaining and enhancing Environmental Health and environmental health in our community through processes such as licensing, registration, inspections, investigations, education and enforcement of the Food Act, Health Act, Environmental Protection Act, Dangerous Goods Safety Management Act and Local Laws of Council.

#### What information do we collect about you?

We keep your personal/family names, contact details and the records of your premises, including records of the reason you may have contacted Council. This information is securely filed on Council's property files and on our computer database.

#### Why do we collect your information?

The information we collect helps us to keep up to date records of your licensed/registered premises or your request/complaint history. This satisfies legal obligations under specific legislation and makes available accurate information for officers engaged in inspections or investigations. Accurate information about your business or issue also enables us to maintain ongoing communication with you as the need arises. The information is also used for statistical purposes to monitor and improve the service.

#### Who else sees your information?

Only Environmental Assessment staff and other authorised staff have access to the information you provide us. Senior management of Council may also have access to your information when considering reports relating to contraventions of legislation.

#### How will your information be protected?

We are committed to protecting the confidentiality of your records. The information is maintained in accordance with the principles adopted in the *Commonwealth Privacy Act 1988* and the *Health Records Act 2002*. We treat your information in the strictest confidence and store it securely. Systems are in place to protect your privacy. For example, if you own a licensed/registered Food Act or Environmental Protection Act business we will not disclose information about your business to a third party without your written consent.

#### Can you access your information?

Yes, from Cairns Regional Council's Environmental Assessment Branch. There is however, certain information, which may be on your file that we cannot disclose. For example, if Council receives a complaint about breaches of legislation at your business, we cannot disclose the details of any complainant. The *Freedom of Information Act 1992* may also prevent Council from disclosing specific information concerning information contained on Council's files.

#### Any other questions?

Please contact Environmental Assessment on (07) 4044 3044 for the Cairns office—or (07) 4099 9444 for the Mossman office—if you have any questions or require further information.