

A Fit-Out Guide for the Construction and Operation of Food Premises

– *Relevant to – Food Act 2008, Australia New Zealand Food Standards Code*

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1.0 Introduction

This information is provided as a general guide for owners, proprietors, architects and/or builders that intend to design, construct/fit-out and operate a food premises or food vehicle within the Shire of Esperance. This guide also details the process for approval and registration of a food business. Prior to commencement of any work, it is recommended that an on-site meeting be held with an Environmental Health Services to discuss your proposal.

Food businesses are currently governed by the following legislation:

Primary – Statewide legislation

- Food Act 2008
- Food Regulations 2009
- Food Safety Standards (Chapter 3)
- Australia New Zealand Food Standards Code

Copies of the Food 2008 Act and Regulations can be downloaded at the State Law Publisher website:

www.slp.wa.gov.au and the Food Safety Standards (Chapter 3) and Australia New Zealand Food Standards Code at the FSANZ website: www.foodstandards.gov.au.

The Australian Standard (AS 4674-2004) Design, construction and fit-out of food premises can also provide you with good detail and advice on your proposed food business. This document is copyrighted and is available from Standards Australia and can be consulted at our Shire office.

Secondary – Local requirements

The Shire of Esperance Health Local Law 2002 (as amended October 2009); Shire of Esperance Activities in Thoroughfares and Public Places and Trading Local Law 2016.

Sound knowledge and understanding of the content of the above requirements is essential to property design, construct and operate a food business.

2.0 Relevant Definitions

“**FOOD**”: includes

- Any substance or thing of a kind used, or represented as being for use, for human consumption (whether it is live, raw, prepared or partly prepared);
- Any substance or thing of a kind used, or represented as being for use, as an ingredient or additive in a substance or thing referred to in paragraph (a);
- Any substance used in preparing a substance or thing referred to in paragraph (a) (other than a substance used in preparing a living thing) if it comes into direct contact with the substance or thing referred to in that paragraph, such as a processing aid;
- Chewing gum or an ingredient or additive in chewing gum, or any substance used in preparing chewing gum; and
- Any substance or thing declared to be a food under a declaration in force under the Commonwealth Food Standards Australia New Zealand Act 1991 section 6, whether or not the substance, thing or chewing gum is in a condition fit for human consumption.
- Food does not include a therapeutic good within the meaning of the Commonwealth Therapeutic Goods Act 1989.
- To avoid doubt, food may include live animals and plants.

“**FOOD BUSINESS**”:

Means a business, enterprise or activity (other than a business, enterprise or activity that is primary food production) that involves:

- The handling of food intended for sale; or
- The sale of food, regardless of whether, subject to section 6, 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.

To comply with the Food Act 2008, a food business must ensure that any premises used in conjunction with the sale of food are approved by the appropriate enforcement agency as part of the food business's registration. The term 'premises' includes:

- Land
- The whole or part of any building, tent, stall or other structure (whether of a permanent or temporary nature)
- A pontoon
- A vehicle (other than a food transport vehicle while it is engaged in the transport of food).

The Shire of Esperance uses a risk-based classification system for food businesses which is determined by the type of food prepared, who the food is prepared for (e.g. elderly people and children) and other factors. Risk classification determines the initial inspection frequency but this may be altered by the outcome of the routine inspections i.e. if the inspection result is good, then the inspection frequency might be lessened. If the inspection result is sub-standard then more frequent inspections of the business will be undertaken.

In Esperance, food businesses are classified as:

- Exempt e.g. news-agencies selling packaged confectionery
- Low risk
- Medium Risk e.g. most cafes and restaurants will fall into this category
- High Risk
- Recurrent

Food businesses are charged a one-off registration fee and then an annual surveillance fee. Surveillance is for the calendar year from 1 January – 31 December and invoicing occurs in November. The current fee schedule is available on our website.

3.0 Council Requirements

Step 1 – Planning Services: The premises you have chosen may require planning approval and a Planning Application may need to be submitted to ascertain suitability with the Local Planning Scheme in relation to zoning and parking etc. Further information regarding planning can be obtained by contacting a Planning Officer on **9071 0666** or **email:shire@esperance.wa.gov.au**

Step 2 – Building Services: You will be required to submit a Building License Application for:

- Newly constructed premises;
- Where cool rooms and / or exhaust canopies are to be installed; or
- Where alterations may affect the structural integrity of the building.

Following receipt of planning approval, plans are to be submitted with a building application for assessment and approval. A building permit must be obtained prior to the commencement of construction. Further information regarding building requirements can be obtained by contacting a Building Surveyor on 9071 0666 or email:shire@esperance.wa.gov.au.

Step 3 – Health Services: Before any new developments, alterations or extensions, approval must be obtained from Environmental Health Services, even if a planning approval or a building license is not required so an assessment of the proposal can be undertaken in accordance with requirements of legislation details in section 1.0 of this document. The following must be submitted:

- TYPES OF PLANS REQUIRED

Plans are the first step that need to be completed when you want to design, build or fit out a new or existing food premise. The plans must be assessed and approved by Council before building starts. Assessment of the plans is called 'design approval'. You must submit the following types of plans for your premises with below forms. Your architect, draftsman, or shop fitter should be able to assist you with providing these.

- Food Business Notification / Registration form (a copy of this can be found on our website) with applicable fee.
- Application for Fit out of Premise form (a copy of this can be found on our website).
- Two sets of drawings showing:
 1. Site plan (scale 1:100) including car parking, refuse area, adjacent land uses, sanitary facility and location and size effluent system if not connected to sewer.
 2. All dimensions
 3. Floor plan
 4. Sectional elevations
 5. Hydraulic plans of fresh water and waste water services
 6. Mechanical exhaust ventilation plan
 7. Finishes of every walls, floor and ceiling
 8. The position and type of all fixtures, fittings and equipment
 9. Toilet facilities (staff & patrons)
 10. Grease traps (see Water Corporation information in the next section)
 11. The estimated number of patrons with location seating area
 12. Window and door openings.
- Other general information required:

Name, address and contact details of architect, draftsman or shopfitter;
The date the plans were drafted;
Correct property description and address of the premises;
Proposed name of the premises; and

Intended nature of the food business operation:

This includes a description of foods for sale and detail of mode of operation (e.g. takeaway, seated dining, food vehicle).

| | |
|--|--|
| Manufacturers including people preparing food from home for sale will be required to attach information about their product. This information should include: | |
| - Recipes (ingredients and quantities) | - Cleaning procedures and products |
| - Method / process manufacture | - Product label samples |
| - Cooking time & temperature for cooking steps. Some high risk food activity might require a food safety program | - Information about shelf life testing (best before / use by date) might require copy of NATA accredited laboratory report |
| - Training certificate | - Food recall procedure |

The 3rd edition of FSANZ Safe Food Australia – A Guide to the Food Safety Standards available for free at <http://www.foodstandards.gov.au/publications/Pages/safefoodaustralia3rd16.aspx>.

It includes lots information on how to meet design requirements of the Code and food safety practices. Appendices also include valuable information about specific foods and templates for your application.

It is important to note that authorised officers are not required to ‘approve’ foods. The consideration of the above information is necessary in order to determine the risk posed by the food business and whether the food business will be able to comply with the requirements of the Code.

NB. Plans that are submitted must be of a standard that clearly shows all of the above details. This will help our officers to assess the plans and speed up the approval process, which is beneficial to you and to Council. Further information regarding health requirements can be obtained by contacting an Environmental Health Officer on **9071 0666** or email: shire@esperance.wa.gov.au.

Approval of Plans

After the plans have been approved, one copy will be returned to you with “Environmental Health Conditions of Approval” attached. You can then commence the construction of the food premises but the conditions of approval must be complied with.

Final Inspection

Once construction is complete, you will need to contact Environmental Health Services to arrange for an Environmental Health Officer to undertake a final inspection for compliance with the approved plans and Conditions of Approval.

Food Business Registration and License

After the food business has been approved you will be required to pay your registration fees. After payment has been received you will be issued your food business registration certificates which must be displayed in a prominent place within your food business at all times. Registration of your food business occurs once and does not expire. Surveillance fees are charged annually.

4.0 State Government Departments

Office of Racing, Gaming and Liquor (RGL Liquor Licensing Division):

Any premises selling alcohol must obtain a liquor license. Applications can be obtained from RGL and will usually require a Section 39 certificate to be issued from Environmental Health Services. This involves an inspection of the premises to ensure compliance with relevant health legislation. This may include a classification of the building if not issued before. Occasionally a Section 40 Certificate will need to be issued by Planning Services.

More information can be obtained from the Department of Racing, Gaming and Liquor Website: www.rgl.wa.gov.au.

Water Corporation:

Plumbing is to be carried out by a licensed plumber in accordance with the Metropolitan Water Supply, Sewerage and Drainage Board by-laws.

The Industrial Waste section at the Water Corporation should be consulted for provision of grease traps. Most food premises where food preparation occurs will require a grease trap to be installed. Water Corporation issued these approvals.
Phone: 13 13 85 Website: www.watercorporation.com.au.

Department of Water and Environmental Regulation:

The DWER deals with pollution such as noise, waste, water and air. Problems may arise due to noisy refrigeration motors and exhaust hood outlets. Consider neighbouring premises when installing such equipment. Sound levels created by the business must not exceed those in the *Environmental Protection (Noise) Regulations 1997*.

All food businesses are required to comply with the Environmental Protection (Unauthorised Discharges) Regulations 2004 by having adequate drainage, refuse storage and waste fat and oil storage and collection. Environmental Health Officer's may issue infringements if a food business is found discharging chemicals, fats, oils etc. into the environment (e.g. storm water drain).

Phone: 6467 5000 Website: www.der.wa.gov.au.

Department of Energy Safety WA:

All electrical and gas fitting should be carried out by licensed trades person in accordance with the relevant legislation.

Phone: 9422 5200 Website: www.energysafety.wa.go.au.

5.0 General Requirements

The food premises must comply with the requirements of Food Safety Standard 3.2.3 – Food Premises and Equipment (FSS 3.2.3). The additional general following information may be useful when designing your food premises.

Your food business design must aim to:

- Exclude locations that may allow harbourage to vermin by such measures as eliminating cavities, cracks and crevices.
- Facilitate easy cleaning by measures such as providing open access to all surfaces where grease and dust may accumulate and ensuring that all surfaces are durable, smooth, impervious and washable.
- Allow the flow of food in one direction, from receipt, to storage, to preparation, to packing/serving/dispatch incorporating in the design process, provision for safe food handling practices so that the risk of contamination is minimised.

Consider:

- Sufficient dining space, allowing of 1m² per person for dining area;
- Potential for future expansion. If in the future you may wish to upgrade the type of food preparation, then you may also need to upgrade the premises to suit
- The kitchen incorporating crockery/equipment/chemical/food storage, washing areas, wet and dry preparation areas, refrigeration and cooking areas.
- Separation of raw products and cooked/final products
- Sanitary conveniences for both staff and customers
- Space for change rooms and storage area for personal items.

5.1 Guide table for requirements of the Food Safety Standards

Under the *Food Act 2008* it is a requirement that the set up and operation of a food premises complies with Australia New Zealand Standard Code and relevant Australian Standards. Knowledge and understanding of the standards is necessary to design and build a food premises.

Each of the Food Safety Australia New Zealand 'Food Safety Standards' relating to design and fit-out of food premises are specified in this guide. In addition to this, relevant performance criteria for the Standards and several acceptable solutions for meeting the requirements are detailed.

"Performance Criteria" specifies prescriptive design requirements as set out in the *FSANZ Food Safety Standards*.

"Acceptable Solutions" list minimum requirements to meet the food safety outcomes and extrapolates on design requirements detailed in the *FSANZ Food Safety Standards*. These recommendations are in accordance with the specifications of the *Australian Standard 4674–2004 for the Design, Construction and Fit-Out of Food Premises*'.

NB: Any proposals which are not listed within the "Acceptable Solutions" must be accompanied with documented proof that the design and construction will not adversely affect the production and/or sale of safe food.

5.2 Water Supply

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|-------------------------------------|---|---|
| FSS 3.2.3 Division 2 Clause 4 | <p>The water supply must be:</p> <ul style="list-style-type: none"> - Provided in an adequate quantity; - Potable; and - Of an appropriate temperature. <p>The water supply for mobile food vehicles must be of a minimum 25 litres (used solely for cleaning purposes).</p> | <ul style="list-style-type: none"> - Hot water system installed in adequate capacity for the activities occurring at the premises - Scheme water supply - Tank and Bore water to comply with NHMRC guidelines (samples will be taken by the Shire to confirm compliance) |

5.3 Sewage and Waste Water Disposal

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|-------------------------------------|--|---|
| FSS 3.2.3 Division 2 Clause 5 | <p>The premises must have a sewage and waste water disposal system which:</p> <ul style="list-style-type: none"> - Effectively disposes of all sewage and wastewater; and - Is constructed and located so that there is no likelihood of the sewage and wastewater polluting the water supply or contaminating food. <p>Food transport vehicles:</p> <ul style="list-style-type: none"> - Where there is no connection to mains sewer, temporary holding tanks must be installed at minimum 50 litres capacity. | <ul style="list-style-type: none"> - Connection to deep sewer - If the premises is located in areas without deep sewerage you will require on-site disposal. An application to install apparatus for the treatment of sewage is required. Alternatively, investigate the installation of a reticulated sewerage system connected to the main sewer. - Contact the Water Corporation for information regarding grease traps. The Shire of Esperance does not process these applications. - Trade waste agreement required. |

5.4 Storage of Garbage and Recyclable Matter

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|-------------------------------------|---|---|
| FSS 3.2.3 Division 2 Clause 6 | <p>The premises must have waste facilities that:</p> <ul style="list-style-type: none"> - Adequately contain the quantity and type of waste and recyclable matter; - Are enclosed, as to not allow access to pests and animals; and - Are designed and constructed to be easily and effectively cleaned. | <ul style="list-style-type: none"> - Provision of an adequate supply of water for cleaning - Refuse containers serviced by appropriate contractor - Fats and oils must be stored in leak proof containers and regularly collected by a waste removal contractor. - Easy access to allow for removal of bins - Bins in food preparation areas should be located where cross contamination will not occur. They should be provided with a plastic liner and lid. These bins should be cleaned and sanitised regularly. |

Refer to below extracted from Esperance Health Local Laws2002 (as amended 2009) for the design of an external bin enclosure of food premises which must be must include:

- Smooth, impervious floor graded to an industrial floor waste;
- Smooth, impervious walls;
- A tap connected to a supply of water to clean the bins and the storage area;
- Easy access to allow for the removal of bins; and
- A roof if the area is greater than 17m2 with appropriate ventilation.

Bins must be kept inside enclosures except on collection days and the bin and bin storage area must be cleaned and sanitised regularly. Bins should be provided with a plastic liner and a lid and must be maintained in a clean condition. Some waste may require freezing until collection to prevent nuisance. Fats and oils should be collected and stored in drums, **do not** wash them down the floor wastes or storm water drains. There are various companies that collect and remove these wastes.

5.5 Ventilation

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|-------------------------------------|--|--|
| FSS 3.2.3 Division 2 Clause 7 | Ventilation throughout the premises must: <ul style="list-style-type: none"> - Be sufficient and easily and effectively cleaned; and - Effectively remove fumes, smoke, steam and vapours, so as not to cause environmental nuisance. - Mechanical exhaust ventilation system to be designed, constructed and installed in accordance with AS 1668 Part 2 (2002). | Mechanical ventilation to be installed for: <ul style="list-style-type: none"> - Cooking equipment where electrical input exceeds 8kW; - Cooking equipment where gas input exceeds 29MJ/h; and - All deep fryers. - Mechanical alternative design will require written certification to verify that system meets performance criteria) |

5.6 Lighting

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|-------------------------------------|--|---|
| FSS 3.2.3 Division 2 Clause 8 | The premises must: <ul style="list-style-type: none"> - Be sufficiently provided with light; and - Light fittings must be easily and effectively cleaned, unable to provide harbourage for pests and constructed to protect food from contamination. | <ul style="list-style-type: none"> - Natural light - Artificial—recessed and diffuser - Artificial—ceiling mounted and diffuser - Light fittings are to be provided with protective plastic covers or sleeves to prevent contamination of food with broken glass. |

5.7 Floors

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|--------------------------------------|---|---|
| FSS 3.2.3 Division 3 Clause 10 | Floors must be: <ul style="list-style-type: none"> - Constructed appropriately for the activities being carried out within the premises; - Impervious and easily and effectively cleaned; - Laid in a manner so that pooling or ponding of water cannot occur; and - Unable to provide harbourage for pests. - <input type="checkbox"/> Where floor is subject to heavy washing floor wastes should be provided. | <ul style="list-style-type: none"> - Ceramic tiles - Coving provided - Concrete and epoxy layer - Commercial grade continuous vinyl - Treated concrete - Flooring materials must be light in colour |

5.8 Walls

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|--------------------------------------|--|---|
| FSS 3.2.3 Division 3 Clause 11 | Walls must be: <ul style="list-style-type: none"> - Provided to protect food from contamination; - Constructed appropriately for the activities being carried out within the premises; - Sealed to prevent entry of dirt, dust, pests and vermin; - Unable to provide harbourage for pests; - Impervious; and - Easily and effectively cleaned. - Flush with no panels. | <ul style="list-style-type: none"> - Ceramic tiles - Gloss painted fibre cement sheeting - Impervious paneling - Smooth finish provided - Splashbacks provided to sinks and benches - Heat resistance material behind cooking equipment - Light coloured paint |

5.9 Ceilings

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|--------------------------------------|--|---|
| FSS 3.2.3 Division 3 Clause 11 | Ceilings must be: <ul style="list-style-type: none"> - Provided to protect food from contamination; - Constructed appropriately for the activities being carried out within the premises; - Sealed to prevent entry of dirt, dust, pests and vermin; - Unable to provide harbourage for pests; - Impervious; and - Easily and effectively cleaned. | <ul style="list-style-type: none"> - Gloss painted fibre cement sheeting - Impervious paneling - Smooth finish - Solid, continuous construction <p>NOTE: Drop-in panel ceilings will not be approved in kitchens and food preparations areas.</p> |

6.0 General Requirements

6.1 Fixtures and Fittings

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|--------------------------------------|--|---|
| FSS 3.2.3 Division 4 Clause 12 | <p>Fixtures and fittings are to be adequate for the production of safe food and fit for the intended use.</p> <p>Fixtures and fittings should be designed and constructed so that:</p> <ul style="list-style-type: none"> - There is no likelihood of causing food contamination; - The fixtures and fittings and adjacent floors, walls and ceilings are able to be easily and effectively cleaned; and - They are unable to provide harbourage for pests. <p>Food contact surfaces must be:</p> <ul style="list-style-type: none"> - Able to be easily and effectively cleaned and sanitised; - Impervious; and - Made of material that will not contaminate the food. | <p>Fixtures, fittings, shelving and equipment should:</p> <ul style="list-style-type: none"> - Be able to be easily moved - Have castors fitted and flexible connections - Have 150mm legs and clear of walls - Be sealed to plinth, surfaces, floor and adjacent surfaces - Have 75mm above bench and clear of the wall - Not have false backs or bottoms - Food contact surfaces should be stainless steel. - Pipes, ducts, fitting and fixtures should be concealed in the wall, floor or ceiling. |

6.2 Washing Facilities

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|--------------------------------------|--|---|
| FSS 3.2.3 Division 4 Clause 12 | <p>Cooking Equipment and eating/drinking utensils must be able to be easily and effectively cleaned and sanitised.</p> <p>Sinks for washing equipment must be large enough to contain and wash the largest piece of equipment.</p> | <ul style="list-style-type: none"> - Double bowl sink for utensil and equipment washing <p>OR</p> <ul style="list-style-type: none"> - Single bowl sink and commercial dishwasher <p>AND</p> <ul style="list-style-type: none"> - Separate sink for food preparation <p>AND</p> <ul style="list-style-type: none"> - Glass washer |

6.3 Handwashing Facilities

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|--------------------------------------|--|---|
| FSS 3.2.3 Division 4 Clause 14 | A food premises must have a designated hand wash basin that is: <ul style="list-style-type: none"> - A permanent fixture; - Located in an easily accessible location for all food handlers - Within immediate area where food handlers work; - Adjacent to the toilets or toilet cubicles at the food premises (if any); - Supplied with warm and cold water through a common spout; - Of a size which allows easy and effective hand washing; | <ul style="list-style-type: none"> - Minimum 11 litre capacity basin provided in area where food handlers are working - Minimum 11 litre capacity basin provided adjacent to toilet facilities - Each hand basin must be supplied with soap, paper towels and a waste container - Hand Basins connected to sewer - Connected to or provided with a supply of warm running potable water (between 22°C and 48°C). |

6.4 Hot and Cold Food Storage and Display

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|---|--|--|
| FSS 3.2.3 Division 3 Clause 6 & 8 | During storage and display, food must be: <ul style="list-style-type: none"> - Protected from the likelihood of contamination; and - Under appropriate temperature control. - Storage and display areas and containers must be capable of being easily and effectively cleaned. | <ul style="list-style-type: none"> - Hot display unit minimum of 60°C - Cold display Unit/Cool Room maximum of 5°C - Freezer units maximum -15°C and food must remain frozen - Sneeze barriers |

6.5 Coolrooms / Freezers

Installation of a walk-in coolroom or freezer requires a building licence.

- Floor is to be graded and drained to a floor waste located outside the facility.
- All racks and shelves should be of smooth, non-absorbent, easily cleanable, non-corrosive material.
- Coolroom and freezer condensates should discharge to a drainage system located outside the coolroom/freezer (i.e. tundish).
- A thermometer indicating temperature within +/- 1° C is required.
- Inaccessible cavities should be filled with fibreglass wool and sealed.
- All doors are:
 - Fitted with a rubber or similar seal which effectively prevents the escape of cold air or the entry of warm air when the door is closed, and the seal must be kept clean and in good repair
 - Be capable of being opened from the inside at all times.
- Should the coolroom be externally accessed it may only be utilised for bulk storage where food is fully enclosed within packaging material.
- Alarm to be provided on outside of coolroom but controlled only from the inside of the coolroom (BCA requirement).
- All coolroom motors and compressors should be located outside the premises if possible.

6.6 Storage Facilities

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|--------------------------------------|--|---|
| FSS 3.2.3 Division 4 Clause 15 | Adequate storage facilities must be provided for items that are likely to contaminate food, including: <ul style="list-style-type: none"> - Chemicals; - Clothing; and - Personal belongings. Storage facilities should be located where there is no likelihood of the above items contaminating food or food contact surfaces. | <ul style="list-style-type: none"> - Separated staff room - Clearly designated room, shelf or cupboard for staff items - Clearly designated chemical/cleaning items storage room, shelf or cupboard. |

7.0 Miscellaneous

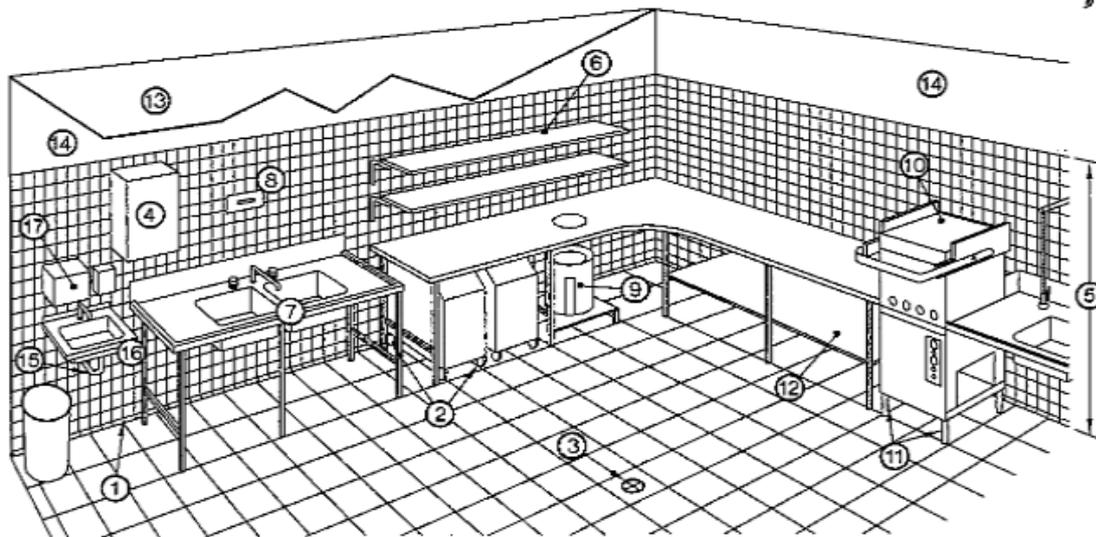
7.1 Temperature Measuring

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|--------------------------------------|--|---|
| FSS 3.2.3 Division 6 Clause 22 | A food premises must have a temperature measuring device that can accurately measure the temperature of potentially hazardous food to +/- 1°C. | <ul style="list-style-type: none"> - Thermostat and gauge provided on all units; AND - Single mobile device per premises (i.e. Probe thermometer) |

7.2 Cleaning and Sanitising

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|--------------------------------------|--|--|
| FSS 3.2.3 Division 5 Clause 20 | All equipment and utensils must be kept in a clean and sanitary state. Heat and/or chemicals must be applied to equipment and utensils so that the number of micro-organisms on the surface has been reduced to a level that: <ul style="list-style-type: none"> - Does not compromise the safety of the food which it may come in contact with; and - Does not permit the transmission of infectious disease. | <p>Cleaning</p> <ul style="list-style-type: none"> - Sink (water at 54°C and detergent); - Dishwasher (water at 75°C and detergent); - Glass washer (water at 54°C and detergent). <p>Sanitising</p> <ul style="list-style-type: none"> - Chemical sanitizer <p>Manual sanitising options: Water at 80°C for 2 min or 75 °C for 10 min or 70 °C for 15 min sanitising at the sink (difficult to achieve without a heating element to maintain the temperature);</p> <ul style="list-style-type: none"> - Dishwasher & glass washer: Rinsing compartment should be provided with heating elements capable of maintaining the water at a minimum temperature of 77°C. |

The following illustration (figure 4.2) shows a basic layout of a typical wash-up area.



LEGEND:

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

FIGURE 4.2 TYPICAL WASH-UP AREA

7.3 Toilet Facilities

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|--------------------------------------|--|---|
| FSS 3.2.3 Division 5 Clause 16 | An appropriate number of toilets must be available for the use of food handlers and patrons. | Toilet facilities for the use of food handlers are to be available either on the premises or available elsewhere (i.e. located within a reasonable distance). |

- Sanitary conveniences are to be provided for both staff and patrons. Staff and patron facilities may be combined as long as there are enough facilities to cater for both as per the requirements of the Building Code of Australia.
- Segregating toilets for male and female staff use is not a food safety issue. The BCA states that if not more than ten persons are employed a unisex toilet facility may be provided.
- A disabled facility must be provided in newly constructed premises and may be required when alteration, additions or a change of use are undertaken on an existing property. Contact the Shire's Building Services for further information prior to submitting an application.
- Sanitary conveniences must be equipped with both hot and cold water, liquid soap and single use paper towels or a warm air drier.
- Gender identification signs are required on the toilet doors.
- Patron sanitary conveniences are generally only required when a food premises accommodates more than 20 persons.

Refer to the following table which is extracted from the Building Code of Australia for number of facilities required for staff and patrons of each gender.

| STAFF FACILITIES | | | | | | | | | |
|------------------|---------|----|------------|---------|----|------------|------------------|----|------------|
| Numbers of: | Toilets | | | Urinals | | | Hand-wash basins | | |
| Facilities | 1 | 2 | Each extra | 1 | 2 | Each extra | 1 | 2 | Each extra |
| Males | 20 | 40 | 20 | 25 | 50 | 50 | 30 | 60 | 30 |
| Females | 15 | 30 | 15 | N/A | | | 30 | 60 | 30 |

| PATRONS FACILITIES | | | | | | | | | |
|--------------------|---------|-----|------------|---------|-----|------------|------------------|-----|------------|
| Numbers of: | Toilets | | | Urinals | | | Hand-wash basins | | |
| Facilities | 1 | 2 | Each extra | 1 | 2 | Each extra | 1 | 2 | Each extra |
| Males | 100 | 300 | 200 | 50 | 100 | 50 | 20 | 200 | 200 |
| Females | 25 | 50 | 50 | N/A | | | 50 | 150 | 200 |

NOTE: One unit is either an individual unit, 600mm length of continuous urinal or a continuous urinal or a WC can be used in place of a urinal.

7.4 Animals and Pests

- Assistance animal, such as a guide-dog, are permitted in dining and drinking areas.
- A food business may permit a dog that is not an assistance animal to be present in an outdoor dining area. Operators that allow a dog into outdoor dining areas are encouraged to develop and submit an animal management policy with their application to The Shire of Esperance.
- All openings should be protected as far as is practicable from pests through the use of screens, self-closing doors and other inhibiting mechanisms (e.g. air-curtains, fly-strips or fly zappers – fly-zappers must not be located over food contact surfaces).
- It is highly recommended to obtain the services of a qualified pest controller to carry out quarterly inspections and treatment for pests such as cockroaches and rodents.

7.5 Food Safety Training

- It is a requirement that all food handlers demonstrate their skills and knowledge appropriate to the level of food handling that they are employed to carry out.
- **“I’m Alert”** Food Safety Program is available FREE through the Shire of Esperance Website. This is a self-paced online learning tool that food business operators can use to train their staff to minimum compliance with the hygiene standards in the Food Safety Standards. A copy of your certificate will be required to be lodged for each food handler at time of lodging your application.
- **FoodSafe** is another form of training designed to provide the food premises proprietor with an effective low cost, food safety program. The package provides the proprietor with the tools necessary for training all staff in personal hygiene, cleanliness, sanitation and the importance of correct food handling and record keeping practices. FoodSafe training can be undertaken conveniently in the home or at work, without having to attend lengthy courses at training centres.

In addition to the English version, the package is translated into the following languages: Cantonese, Mandarin, Vietnamese, Indonesian, Malay and Thai.

Training packages are available for purchase from the Shire's Health Services or the Australian Institute of Environmental Health.

- The **All about Allergens online free training** aims to provide fast, easy and free access to accurate and consistent training for all staff working in food service. This course is designed to assist proprietors and workers in any food business to gain knowledge about food allergens, and to develop best practice procedures for making their food business safe for customers with allergies. The online training and supporting resources can be accessed from the following link: www.foodallergytraining.org.au.

7.6 Food Service to vulnerable persons

Standard 3.3.1 of the *Food Standards Code* details requirements for premises which regularly provide food service to vulnerable persons. According to the Code, a vulnerable person includes children less than 4 years of age and individuals which are ill, immuno-compromised and/or elderly.

Standard 3.3.1 therefore captures several food premises including:

- Nursing homes;
- Respite centres;
- Hospitals; meals on wheels clients and
- Childcare centres (where there are greater than 6 children in attendance).

The standard prescribes that these food premises must have a 'Food Safety Program' in place that details how the food business will control food safety hazards associated with food handling activities at the premises. The Program must be documented in a Food Safety Plan and the Plan will be regularly audited by Food Safety Auditor under the *Food Act 2008*.

The requirement to implement a Food Safety Program is in addition to the other Requirements of the Standard (i.e. those that relate to premises construction and staff hygiene practices). For further advice on the development and implementation of a Food Safety Plan the Shire Health Services can be contacted on **9071 0676** or via **email:shire@esperance.wa.gov.au**.

7.7 Outdoor Eating Areas (Alfresco Dining)

An Outdoor Eating Area is licensed by the Shire of Esperance where the dining area falls on Shire land. Outdoor Dining is assessed in accordance with Shire of Esperance *Activities in Thoroughfares and Public Places and Trading Local Law 2016*.

An application must be submitted with the Shire detailing the area to be used to gain an outdoor Dining license. This is an annual license and requires annual fees to be submitted. An application and guide can be found on our website.

7.8 Food vehicles

Vehicles used solely for the transport of food must be designed and constructed to protect the food being transported.

Vehicles used for preparing and/or selling food are defined as — Food Premises in the *Food Safety Standards* and must comply with the requirements for a food premises. Certain exemptions for particular requirements exist. These are detailed in guide table below.

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|--------------------------------------|--|---|
| FSS 3.2.3 Division 4 Clause 17 | Food Transport Vehicles must be: <ul style="list-style-type: none">- Designed and constructed to protect food if there is a likelihood of contamination during transport; and- Designed and constructed to be easily and effectively cleaned and if necessary, sanitised. | <ul style="list-style-type: none">- Smooth impervious surfaces to the storage compartment- Food is to be transported in such a way as to prevent contamination (e.g. packaged in food grade storage containers). |

Mobile Food Vendors

Mobile Food Vehicles are required to comply with the Food Standards Code. Acceptable solutions to compliance are:

- Food preparation area must be sealed off from the driving area;
- Hand wash basin must be of adequate size, connected to a holding tank of sufficient size to contain all waste water, provided with piped warm water, and have a supply of liquid hand soap and single use paper towels at all times;
- Utensil washing sink to be provided with warm piped water and in addition to hand wash basin and connected to water holding tank;
- Holding tank must be located beneath the vehicle and all waste water disposed of to sewer;
- Vehicles must be designed and constructed so food is protected from contamination during transport;
- Vehicles must be designed and constructed so they can be easily cleaned;
- Food contact surfaces must be designed and constructed so they can be easily cleaned and sanitised;
- Food vehicles must be kept in a clean condition and parts must be maintained in good working order;
- Provision of adequate storage of food, whether potentially hazardous and perishable or non potentially hazardous; and
- No animals are permitted to enter the food vehicle at any time.

7.9 Food prepared in residential premises

Only Low Risk food handling activities will be permitted to operate from a residential food premises within the Shire and this is consistent with the Department of Health WA guidelines.

(http://www.public.health.wa.gov.au/2/959/2/food_prepared_in_residential_premises.pm)

In the same manner as any commercial food premises, proprietors are required to seek Health and may require Planning and/or Building approval prior to commencing operation as a residential food premises. In addition to this, residential food premises are expected to comply with the requirements of the Food Standards Code, and will be subject to regular inspections.

Low risk food would include:

- Jams and marmalades
- Flour-based products such as biscuits, shortbread, scones, buns, muffins and cakes which do not contain potentially hazardous foods such as cream.
- Nougats, fudges, meringues, Turkish delights
- Spices and spice mixes including dry curry powders if ingredients are purchased from an approved food business
- Pickled onions
- Herb vinegars with a pH of less than 4.5
- Chutneys, relishes and sauces that are heat treated by boiling or cooking food activities such as cake decorating, repacking of bulk packaged low risk confectionery products.

Food for sale prepared in a residential premises for charity or fundraising purposes are also considered to be a food business activity and must comply with relevant aspects of the Act, Regulations and Code. Such activities are exempt from having to meet the full requirements, such as food handlers not being required to have the skills and knowledge expected of staff in a large commercial food business.

Examples of food preparation activities that are permitted in residential premises include:

- Child day care within a residential premises kitchen where less than seven children are cared for and meals are prepared for children in the residential home
- Charitable or fundraising activities
- General low risk food preparation such as the making of jams, pickles, cake decorating and similar products.

Food manufactured from home sold for profit will also require to provide information about their product as part of their application. This information includes:

- Detailed recipes (including quantities of ingredients used);
- Detailed manufacturing process explanations with temperature and time used for each cooking steps or other critical steps.
- Demonstrate food safety risks are being managed.
- Information on: food storage; cleaning procedures; product shelf life determination by (recommended to be done by NATA accredited laboratory); product labelling; and food recall procedures
- The volume of food to be prepared and the frequency of preparation
- The place of purchase of ingredients and the method of transportation
- The storage conditions for raw ingredients and finished products
- Ensure food labelling and declarations requirements are complied with, including allergen declaration. Examples of proposed labelling are to be provided.
- Details of the proposed method of sale
- A floor plan showing food preparation, cooking and storage areas
- Any further information considered relevant
- The application fee (see Health and Environmental Services Fee Schedule)

It is important to note that authorised officers are not required to 'approve' foods. The consideration of the above information is necessary in order to determine the risk posed by the food business and whether the food business will be able to comply with the requirements of the Code. Officers will assess your application in line with the Department of Health Document: Assessment of businesses that manufacture food located at: http://ww2.health.wa.gov.au/Articles/A_E/Assessment-of-businesses-that-manufacture-food.

Please note that a kitchen within a residential premises used for the above activities must comply with the Code in respect to Standards 3.2.2 Food Safety Practices and General and 3.2.3 Food Premises and Equipment. While these standards can require suitable high quality finishes and equipment fit-out in commercial premises, a residential kitchen would not be expected to have the same level of fit-out. Further advice from an Environmental Health Officer might be required depending on the food risk and activity involved.

7.10 Public Liability Insurance

It is advisable (and required if you have an alfresco dining licence) to have public liability insurance for the premises at all times.

NOTES:

It should be noted that this document is a guide for proprietors, owners, builders and architects of food premises to assist in the establishment of a food premises, based on current legislation. The Shire's Health Services Section should be contacted for more specific details. Furthermore, you should liaise closely with your local Environmental Health Officer through planning, to construction and beyond, as this will prove most beneficial by saving you time and money.

For further information, please contact:

**Shire of Esperance
Health Services Station
Windich Street
Esperance WA
6450**

or

**P.O Box 507
Telephone: (08) 9071 0666
Fax: (08) 90710600
Email: shire@esperance.wa.gov.au**