

CITY OF BELMONT

Food Business Design, Construction and Operation Guidelines

Prepared by the City of Belmont

Tel: (08) 9477 7222

Fax: (08) 9478 1473

Email: belmont@belmont.wa.gov.au

Website: www.belmont.wa.gov.au

18/09/2020

Creating opportunities



CONTENTS

| | | |
|------|---|----|
| 1. | INTRODUCTION | 4 |
| 2. | LEGISLATION | 4 |
| 3. | DEFINITIONS | 4 |
| 4. | RISK CLASSIFICATION AND INSPECTION FREQUENCY | 4 |
| 5. | FEES..... | 5 |
| 6. | COUNCIL REQUIREMENTS | 5 |
| 6.1 | Planning Services | 5 |
| 6.2 | Building Services | 5 |
| 6.3 | Health Services..... | 5 |
| 6.4 | Assessment of Plans | 6 |
| 6.5 | Food Premises Fit Out / Alterations Inspection..... | 6 |
| 6.6 | Food Business Registration and Audit Inspection Fees | 7 |
| 7. | STATE GOVERNMENT DEPARTMENTS | 7 |
| 7.1 | Department of Local Government, Sport and Cultural Industries - Racing, Gaming and Liquor (DLGSC)..... | 7 |
| 7.2 | Department of Water and Environmental Regulation (DWER) | 7 |
| 7.3 | Water Corporation..... | 7 |
| 8. | DESIGN AND CONSTRUCTION..... | 8 |
| 8.1 | General Requirements | 8 |
| 8.2 | Water Supply | 10 |
| 8.3 | Sewage and Waste Water Disposal | 10 |
| 8.4 | Storage of Garbage and Recyclable Matter..... | 11 |
| 8.5 | Ventilation | 11 |
| 8.6 | Lighting | 11 |
| 9. | FLOORS, WALLS AND CEILINGS..... | 12 |
| 9.1 | Floors | 12 |
| 9.2 | Walls | 12 |
| 9.3 | Ceilings | 13 |
| 10. | FIXTURES, FITTINGS AND EQUIPMENT | 13 |
| 10.1 | General Requirements..... | 13 |
| 10.2 | Washing Facilities | 14 |
| 10.3 | Hand washing Facilities | 14 |
| 10.4 | Hot and Cold Food Storage and Display | 15 |
| 10.5 | Coolrooms / Freezers | 15 |
| 10.6 | Storage Facilities | 16 |

| | | |
|------|---|----|
| 11. | MISCELLANEOUS | 16 |
| 11.1 | Temperature Measuring..... | 16 |
| 11.2 | Cleaning and Sanitising | 16 |
| 11.3 | Toilet Facilities | 17 |
| 11.4 | Pest Control | 17 |
| 11.5 | Food Safety Training..... | 17 |
| 11.6 | Outdoor Eating Facilities (Alfresco Dining) | 17 |
| 12. | FOOD VEHICLES | 18 |
| 12.1 | Food Transport Vehicles..... | 18 |
| 12.2 | Mobile Food Premises | 18 |
| 13. | FOOD SERVICE TO VULNERABLE PERSONS | 19 |
| 14. | FOOD HANDLING IN RESIDENTIAL PREMISES | 19 |
| 15. | CONTACT DETAILS..... | 20 |

1. INTRODUCTION

This information is provided as a general guide for anyone involved in the design, construction/fit-out or operation of a food premises or food vehicle in the City of Belmont. This Guide also details the process for approval and registration of a food business within the City.

New food premises and alterations to existing food premises must comply with the *Australia New Zealand Food Standards Code* particularly Standard 3.2.3 - Food Premises and Equipment. This Standard details requirements for food transport vehicles and food premises design, fixtures, fittings and equipment. The Standard applies to all food businesses in Australia and the *Western Australian Food Act 2008* requires compliance in Western Australia.

Prior to the commencement of any work, you can contact an Environmental Health Officer to discuss your proposal.

2. LEGISLATION

Food businesses are governed by the following legislation:

- *Food Act 2008*
- *Food Regulations 2009*
- *Australia New Zealand Food Standards Code*

Copies of the legislation and standards can be downloaded at the Western Australian Legislation website <https://www.legislation.wa.gov.au/> and the Food Standards Australia New Zealand website www.foodstandards.gov.au.

Australian Standard (AS 4674-2004) *Design, construction and fit-out of food premises* can also provide guidance on food business design. This document can be obtained from SAI Global at www.saiglobal.com.

3. DEFINITIONS

Equipment means the whole or part of –

- (a) any utensil, machinery, instrument, device, apparatus or appliance that is used, or that is designed or intended for use, in or in connection with the handling of food; or
- (b) any substance, utensil, machinery, instrument, device, apparatus or appliance that is used, or that is designed or intended for use, in cleaning anything referred to in paragraph (a).

Food has the meaning by section 9 of the *Food Act 2008*.

Food Business has the meaning given by section 10 of the *Food Act 2008*.

Food Transport Vehicle means a vehicle used for the transport of food for sale.

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

4. RISK CLASSIFICATION AND INSPECTION FREQUENCY

The City uses a risk based classification system for food businesses which is determined by factors such as the type of food prepared and who the food is prepared for (e.g. elderly people and children under five years of age).

The risk classification determines the frequency of routine inspections. If inspection results are non-compliant then more frequent inspections may be undertaken.

Food businesses are categorised as follows:

- Exempt Required to undertake Notification with the enforcement agency

- Low risk Required to Register with the enforcement agency
- Medium Risk Required to Register with the enforcement agency
- High Risk Required to Register with the enforcement agency

5. FEES

Food businesses are charged a one off notification or registration fee. Food business fit-out inspection fees and annual audit fees based on the food business risk classification also apply. As of September 2020 the fees are:

| | |
|--------------------------------------|----------|
| Food Business registration fee | \$140.00 |
| Food Business notification fee | \$50.00 |
| Food premises fit-out inspection fee | \$72.60 |
| Annual audit fee - low risk | \$130.00 |
| Annual audit fee - medium risk | \$260.00 |
| Annual audit fee - high risk | \$390.00 |

6. COUNCIL REQUIREMENTS

6.1 Planning Services

The premises for a food business may require planning approval and with this a Development Application may need to be submitted. The planning process will determine the suitability with the Local Planning Scheme and requirements in relation to zoning and parking etc.

Planning Services can be contacted on 9477 7222 or email belmont@belmont.wa.gov.au.

6.2 Building Services

You will be required to submit an application for a building permit for:

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

Building Services can be contacted on 9477 7222 or email belmont@belmont.wa.gov.au.

Note: Fit-out plans and specifications must also be submitted to Health Services regardless of any plans submitted to Building Services.

6.3 Health Services

Prior to undertaking any works in relation to a food premises consent must be obtained from Health Services, even when planning approval or a building permit is not required.

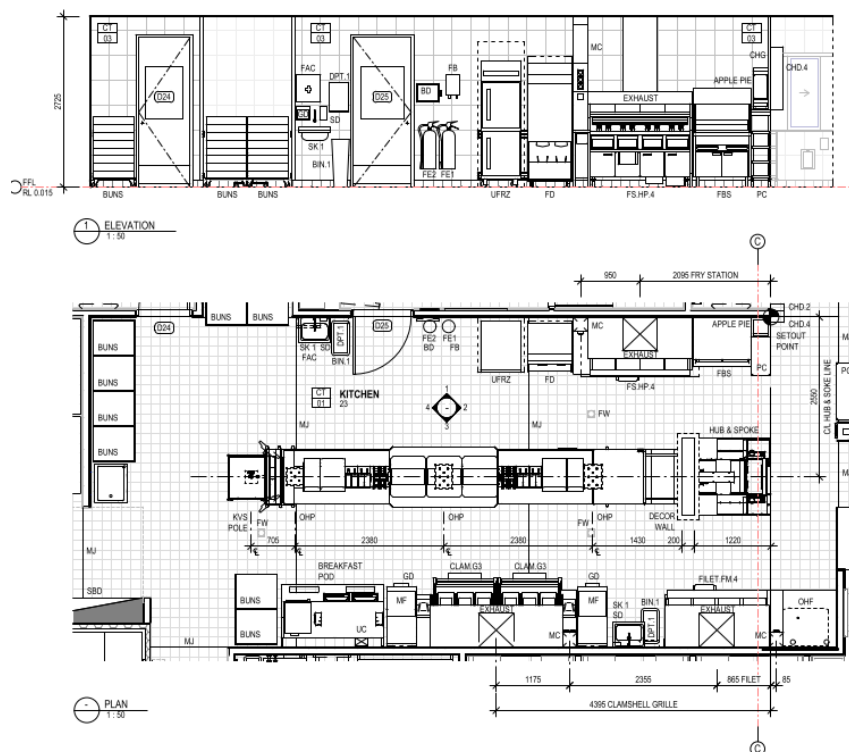
Your shop-fitter, drafts person or architect should be able to assist you with plans. The following must be submitted:

- a) A completed City of Belmont Food Act 2008 Notification / Registration Form (fee will be invoiced);
- b) Detailed fit out plans (two sets of drawings must be provided if submitted in hard copy) showing details such as:
 1. Scale
 2. All dimensions
 3. Floor plan
 4. Sectional elevations

5. Reflected ceiling plan
6. Hydraulic plans of fresh water and waste water services
7. Mechanical exhaust ventilation plan
8. Finishes of every wall, floor and ceiling
9. The position and type of every fixture, fitting and equipment
10. Toilet facilities
11. Grease traps

NOTE: Submitted plans must be of a professional standard and clearly show all of the above details.

The following examples are indicative of the minimum standard required:



Health Services can be contacted for further information on 9477 7222 or by email to belmont@belmont.wa.gov.au.

6.4 Assessment of Plans

After the plans have been assessed by Health Services a copy will be returned to you with a letter of assessment. The construction of the food premises can start so long as you have any other required approvals in place. Any annotations on the assessed plans and requirements in the letter of assessment must be complied with.

6.5 Food Premises Fit Out / Alterations Inspection

Once construction is complete, you must contact Health Services to arrange for an Authorised Officer to undertake an inspection. The Authorised Officer will check for compliance with the Food Standards Code, assessed plans and requirements in the letter of assessment. A Food Premises Fit Out/Alterations Inspection Request must be submitted to arrange an inspection.

At the time of inspection, all building and construction work must be completely finished. Additionally, the premises must be thoroughly cleaned and ready to commence food preparation. In the event that this is not the case and registration can't be granted any additional inspections will need to be arranged and inspection fees paid.

6.6 Food Business Registration and Audit Inspection Fees

After the food business has been approved to commence trading, you will be issued a Certificate of Registration and an invoice for payment of your annual audit inspection fee.

Registration of your food business occurs once and does not expire. The audit inspection fee is issued annually each financial year.

7. STATE GOVERNMENT DEPARTMENTS

7.1 Department of Local Government, Sport and Cultural Industries – Racing, Gaming and Liquor (DLGSC)

Premises selling alcohol must obtain a liquor licence. Applications can be obtained from DLGSC and often require a Section 39 Certificate from Health Services. This involves an inspection of the premises to ensure compliance with the relevant legislation. To request a Section 39 Certificate and inspection a Liquor Licence Section 39 Request must be submitted to the City with the required documentation, information and plans.

A Section 40 Certificate may also be required and this is issued by Planning Services.

Further information on liquor licensing is available on the DLGSC website <https://www.dlgsc.wa.gov.au/>. Please contact Health Services regarding Section 39 Certificates and Planning Services for Section 40 Certificates.

7.2 Department of Water and Environmental Regulation (DWER)

DWER legislation regulates pollution such as noise and unauthorised discharges. The City's Environmental Health Officers enforce the relevant legislation. Noise problems may arise due to noisy refrigeration motors and exhaust systems installed in close proximity to neighbouring properties. If necessary, the services of a professionally qualified acoustic consultant may need to be engaged prior to the installation of noisy equipment and plant such as compressors and air-conditioning units to ensure that noise emissions will be compliant.

It is an offence to install any equipment that does not comply with the *Environmental Protection (Noise) Regulations 1997*. Assurance that any plant or equipment complies should be sought from the installer prior to installation. Noise emissions from the business must not exceed those specified in the *Environmental Protection (Noise) Regulations 1997*.

All food businesses are required to comply with the *Environmental Protection (Unauthorised Discharges) Regulations 2004* which prohibit discharges to the environment in connection with business or commercial activities. Measures such as adequate drainage, refuse storage and waste fat and oil storage/collection assist in preventing environmental discharges. Authorised Officers may take enforcement action if a food business is found to be discharging chemicals, fats, oils etc. into the environment e.g. stormwater drain.

For further information visit the DWER website <https://dwer.wa.gov.au/>.

7.3 Water Corporation

The Trade Waste section at the Water Corporation should be consulted regarding grease traps where sewer is available. Most food premises will require a trade waste permit and a grease trap to be installed. All plumbing work must be carried out by a licensed plumber.

For further information visit the Water Corporation website: www.watercorporation.com.au.

8. DESIGN AND CONSTRUCTION

8.1 General Requirements

Food premises must comply with the requirements of the Australia New Zealand Food Standards Code; in particular Standard 3.2.3 – Food Premises and Equipment. The following additional information may be useful when designing your food premises (refer to the Food Safety Standards sections that match the headings that follow). The Food Standards Australia New Zealand website also provides a range of useful information such as Safe Food Australia – A guide to the Food Safety Standards <https://www.foodstandards.gov.au/Pages/default.aspx>.

The premises must be appropriate for the activities that are going to be undertaken. This is important as the layout of premises can reduce the risk of food becoming contaminated. Construction materials should be durable enough for the conditions that they will be used in and should not pose a risk of contaminating food.

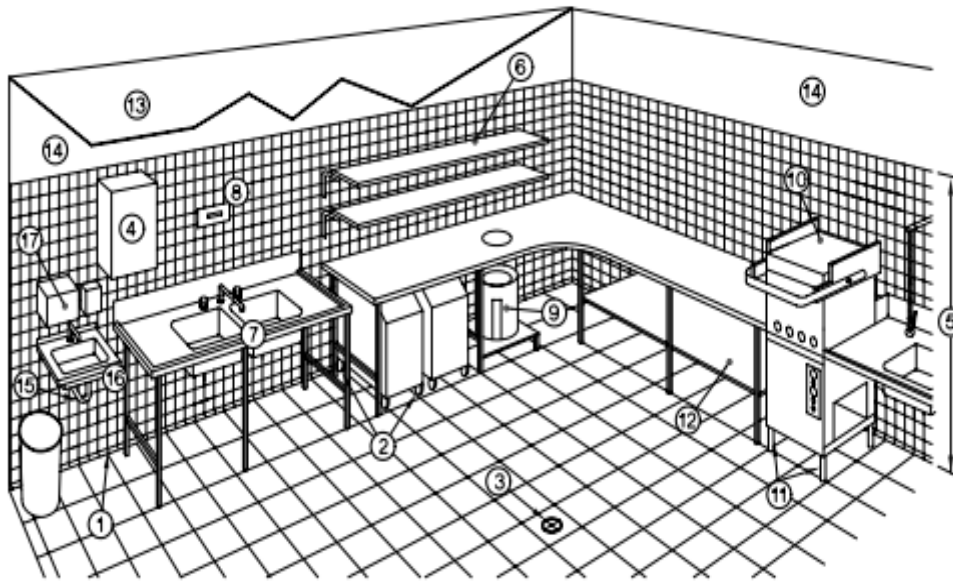
Your food business design must aim to:

- Not permit the entry of pests and exclude locations that could provide harbourage for vermin.
- Facilitate easy cleaning and where necessary sanitising. Such as by 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 → storage → preparation → packing/serving/dispatch. This and other design considerations can reduce the risk of contamination.
- Provide adequate space for the activities to be conducted and for the fixtures, fittings and equipment used for those activities.
- Prevent the entry of dirt, dust, fumes, smoke and other contaminants.

Consider the following:

- The potential for future expansion. In the future you may wish to increase or change the type of food preparation. This may require you to upgrade the premises.
- 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/finished products.
- Sanitary conveniences for staff and customers.
- Space for change-rooms and storage for personal staff items.

The diagram below is an example 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 | |

Diagram from AS 4674-2004 Design, construction and fit-out of food premises

8.2 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 volume, pressure and temperature; and ▪ Potable. <p>The water supply for mobile food vehicles should be:</p> <ul style="list-style-type: none"> ▪ A minimum of 20-25 litres per day for each activity (e.g. hand washing and for utensil/equipment washing). | <ul style="list-style-type: none"> ▪ Scheme water supply. ▪ Hot water system of an adequate capacity for the activities occurring at the premises. |

8.3 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 that:</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>Mobile food vehicles:</p> <ul style="list-style-type: none"> ▪ Where there is no connection to mains sewer, temporary holding tanks of a sufficient capacity must be installed, providing at least a 50 litre capacity. | <ul style="list-style-type: none"> ▪ Connection to mains sewer. ▪ If the premise is located in an area without mains sewerage you will require on-site disposal. An additional 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 in areas with mains sewer. ▪ Trade waste permit. |

8.4 Storage of Garbage and Recyclable Matter

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|----------------------------------|---|---|
| FSS 3.2.3 Division 2 Clause 6 | The premises must have facilities for the storage of garbage and recyclable matter that: <ul style="list-style-type: none"> ▪ Adequately contain the quantity and type of waste and recyclable matter; ▪ Are enclosed so 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 an appropriate contractor. ▪ Fats and oils 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 cleaned regularly. |

8.5 Ventilation

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|----------------------------------|---|---|
| FSS 3.2.3 Division 2 Clause 7 | <p>Ventilation throughout the premises must:</p> <ul style="list-style-type: none"> ▪ Be sufficient and effectively remove fumes, smoke, steam and vapours from the premises; and ▪ Be able to be easily and effectively cleaned. <p>Mechanical exhaust ventilation systems designed, constructed and installed in accordance with AS 1668.1 and AS 1668.2.</p> | <p>Mechanical ventilation must be installed for:</p> <ul style="list-style-type: none"> ▪ Cooking equipment where electrical input exceeds 8 kW; ▪ Cooking equipment where total gas input exceeds 29 MJ/h; and ▪ All deep fryers. <p>(Written certification should be submitted to the City to verify that systems meet the AS performance criteria.)</p> |

8.6 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 for the activities conducted; and ▪ Light fittings must pose no likelihood of causing contamination and be able to be easily and effectively cleaned. | <ul style="list-style-type: none"> ▪ Sufficient Natural light ▪ Sufficient Artificial Light — Light fittings should be provided with protective plastic covers or sleeves to prevent contamination of food should the light source break. |

9. FLOORS, WALLS AND CEILINGS

9.1 Floors

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|-----------------------------------|--|--|
| FSS 3.2.3 Division 3 Clause 10 | <p>Floors must be:</p> <ul style="list-style-type: none"> ▪ Constructed appropriately for the activities being carried out within the premises; ▪ Able to be effectively cleaned; ▪ Unable to absorb grease, food particles or water; ▪ Laid so that there is no ponding of water; and ▪ Unable to provide harbourage for pests. <p>Where the floor is subject to wet mopping/washing, floor waste drains should be provided.</p> | <ul style="list-style-type: none"> ▪ Ceramic tiles with flush epoxy grouting ▪ Sealed quarry tiles ▪ Concrete sealed with epoxy resins ▪ Commercial grade continuous vinyl ▪ Coving along floor/wall and floor/plinth junctions |

9.2 Walls

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|-----------------------------------|--|--|
| FSS 3.2.3 Division 3 Clause 11 | <p>Walls must be:</p> <ul style="list-style-type: none"> ▪ Designed and constructed in a way that is appropriate for the activities being conducted; ▪ Provided where necessary to protect food from contamination; ▪ Sealed to prevent entry of dirt, dust and pests; ▪ Unable to provide harbourage for pests; ▪ Impervious; ▪ Able to be easily and effectively cleaned; and ▪ Smooth. | <ul style="list-style-type: none"> ▪ Ceramic tiles with epoxy grout ▪ Impervious panelling such as stainless steel ▪ Vinyl sheet ▪ Smooth finish provided ▪ Splashbacks provided to sinks and benches ▪ Heat resistant material behind cooking equipment |

9.3 Ceilings

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|-----------------------------------|--|--|
| FSS 3.2.3 Division 3 Clause 11 | <p>Ceilings must be:</p> <ul style="list-style-type: none"> Designed and constructed in a way that is appropriate for the activities conducted in the premises. Provided to protect food from contamination; Sealed to prevent entry of dirt, dust and pests; Unable to provide harbourage for pests; Impervious; Able to be easily and effectively cleaned; and Of a continuous construction so that there are no spaces or joints and smooth. | <ul style="list-style-type: none"> Painted plaster with a smooth finish Impervious panelling Trowelled cement with a polished finish Smooth finish <p>NOTE: Drop-in panel ceilings are not suitable in kitchens and food storage and preparation areas.</p> |

10. FIXTURES, FITTINGS AND EQUIPMENT

10.1 General Requirements

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|-----------------------------------|---|--|
| FSS 3.2.3 Division 4 Clause 12 | <p>Fixtures, fittings and equipment must be adequate for the production of safe and suitable food and fit for their intended use.</p> <p>Fixtures and fittings are to 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 if necessary sanitised; Impervious; and Made of material that will not contaminate the food. | <p>Fixtures, fittings, and equipment should:</p> <ul style="list-style-type: none"> Be able to be easily moved Have castors or wheels fitted and flexible connections Have legs of an adequate height and sufficient clearance off walls to facilitate cleaning Be sealed to plinth, surfaces, floor and adjacent surfaces Have adequate clearance above benches and be clear of walls Not have false backs or bases Food contact surfaces of stainless steel Pipes, conduits and wiring should be concealed in the wall, floor or ceiling or bracketed so as to provide at least 25mm clearance from walls. |

10.2 Washing Facilities

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|-----------------------------------|---|---|
| FSS 3.2.3 Division 4 Clause 12 | Eating and drinking utensils must be able to be easily and effectively cleaned and sanitised. | <ul style="list-style-type: none"> ▪ Triple or double bowl sinks for utensil and equipment washing and sanitising. ▪ Double bowl sink and a glasswasher / commercial dishwasher that sanitises. ▪ Sinks must be of an adequate size to accommodate the largest items to be washed. |

10.3 Hand washing Facilities

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|-----------------------------------|--|---|
| FSS 3.2.3 Division 4 Clause 14 | <p>A food premises must have designated hand washing facilities that are:</p> <ul style="list-style-type: none"> ▪ A permanent fixture; ▪ Located in easily accessible locations for the food handlers, preferably not more than a 5m travel distance; ▪ Within the immediate areas where food handlers work; ▪ Adjacent to the toilets or toilet cubicles at the food premises (if any); ▪ Connected to or provided with a supply of warm (between 20°C - 40°C) running potable water through a common spout; and ▪ Of a size which allows easy and effective hand washing. | <ul style="list-style-type: none"> ▪ Adequately sized hand basins provided in areas where food handlers work. ▪ Adequately sized basins provided adjacent to toilet facilities. ▪ Hands free taps. ▪ Each hand basin supplied with soap, paper towels and a waste container. ▪ Hand basins connected to sewer. |

10.4 Hot and Cold Food Storage and Display

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|---|---|---|
| FSS 3.2.2 Division 3 Clauses 6 and 8 | <p>During storage and display, food must be;</p> <ul style="list-style-type: none"> ▪ Protected from the likelihood of contamination; and ▪ Under appropriate temperature control. <p>Storage and display areas and containers must be capable of being easily and effectively cleaned.</p> | <ul style="list-style-type: none"> ▪ Hot display food at 60°C or above ▪ Cold food display/storage 5°C or below ▪ Freezer units keep food completely frozen solid ▪ Protective barriers ▪ Supervised display of unpackaged self-service ready to eat food ▪ Separate serving utensils for unpackaged self-service ready to eat food ▪ Food storage in enclosed food grade containers |

10.5 Coolrooms / Freezers

Installation of a walk-in coolroom or freezer normally requires a Building Permit.

- The floor is to be graded and drained to a floor waste located outside the coolroom/freezer.
- All racks and shelves should be made of smooth, non-absorbent, easy to clean, 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 to be:
 - 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. The seal must be kept clean and in good repair.
 - capable of being opened from the inside at all times.
- Should the coolroom/freezer be accessed externally it may only be utilised for bulk storage where food is fully enclosed within packaging material.
- An alarm is to be provided on the outside of the coolroom/freezer but controlled only from the inside of the coolroom/freezer (BCA requirement).
- Internal lighting must be controlled by a switch located inside the coolroom/freezer (BCA requirement).
- All coolroom motors and compressors should be located outside of the premises where possible.

10.6 Storage Facilities

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|-----------------------------------|--|---|
| FSS 3.2.3 Division 5 Clause 15 | <p>Adequate storage facilities must be provided for items that are likely to contaminate food, including;</p> <ul style="list-style-type: none"> ▪ chemicals; ▪ clothing; and ▪ personal belongings. <p>Storage facilities should be located where there is no likelihood of the above items contaminating food or food contact surfaces.</p> | <ul style="list-style-type: none"> ▪ Separate staff room. ▪ Clearly designated room, shelf, lockers or cupboard for staff items. ▪ Adequate and clearly designated storage space such as a room, shelf or cupboard for chemicals, cleaning items, office equipment, maintenance equipment and dirty linen. |

11. MISCELLANEOUS

11.1 Temperature Measuring

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|-----------------------------------|--|---|
| FSS 3.2.2 Division 6 Clause 22 | A food premises where potentially hazardous food is handled must have a temperature measuring device that is readily accessible and can accurately measure the temperature of potentially hazardous food to +/- 1°C. | <ul style="list-style-type: none"> ▪ Fixed thermometers on equipment; AND ▪ Portable thermometer per premises (i.e. digital probe thermometer) |

11.2 Cleaning and Sanitising

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|-----------------------------------|--|--|
| FSS 3.2.2 Division 5 Clause 20 | <p>All equipment and utensils must be kept in a clean and sanitary condition.</p> <p>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;</p> <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><u>Cleaning</u></p> <ul style="list-style-type: none"> ▪ Removal of visible contamination. ▪ Sinks (hot water at 54°C – 60°C and detergent). ▪ Commercial dishwasher or glasswasher. <p><u>Sanitising</u></p> <ul style="list-style-type: none"> ▪ Chemical sanitiser. ▪ Water at a minimum temperature of 77°C for at least 30 seconds for hot water sanitising in a sink. The rinsing compartment may need to have a heating element capable of maintaining the water at a minimum temperature of 77°C. ▪ Commercial dishwasher or glasswasher. |

11.3 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. | Staff toilet/s: <ul style="list-style-type: none"> ▪ Accessible at all times when food handlers are working; ▪ Clean and operating properly; ▪ Located to prevent contamination of food; ▪ Adequately lit and ventilated; and ▪ Located within a reasonable distance. |

- Staff and patron facilities (when required) may be combined as long as there are enough facilities to cater for both as per the requirements of the Building Code of Australia.
- A disabled facility may need to be provided in newly constructed premises and may be required when alterations, additions or a change of use are undertaken on existing premises. Contact Building Services for further information prior to submitting an application.
- Toilet facilities must be provided with suitable hand washing and hand drying facilities.
- Patron sanitary conveniences are generally only required when a food premises accommodates more than 20 persons.

11.4 Pest Control

- All openings must be protected, as far as is practicable, from the entry of pests through the use of screens, self-closing doors and other preventive devices (e.g. air-curtains or fly-strips).
- All external doors must be tight fitting and any gaps at the base fitted with brush strips or similar.
- It is highly recommended to obtain the services of a licensed pest controller to carry out regular inspections and treatment for pests such as cockroaches and rodents.

11.5 Food Safety Training

- It is a requirement that all food businesses ensure that staff undertaking or supervising food handling operations have skills and knowledge in food safety and food hygiene in line with the nature of their work activities. It is recommended that all staff supervising or undertaking food handling operations receive food safety and food hygiene training prior to undertaking their duties in relation to the handling of food for sale.
- There are different types of training options and many training programs available. The City provides free access through its website to the FoodSafe Online food safety training program. This is an online learning program that food business operators and their staff can use for training purposes. It is available via the City of Belmont website <http://www.belmont.wa.gov.au>.

11.6 Outdoor Eating Facilities (Alfresco Dining)

- An outdoor eating facility requires a permit from the City where the dining area is on Council land.

- An application for Trader's Permit must be submitted to apply for alfresco dining. The Application for Trader's Permit application form is available on the City's website.

12. FOOD VEHICLES

12.1 Food Transport Vehicles

| Relevant Food Safety Standard | Performance Criteria | Acceptable Solutions |
|-----------------------------------|---|---|
| FSS 3.2.3 Division 5 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; ▪ Designed and constructed so that the parts of the vehicle used to transport food can be effectively cleaned. ▪ Food contact surfaces in parts of vehicles used to transport food must be designed and constructed to be effectively cleaned and, if necessary, sanitised. | <ul style="list-style-type: none"> ▪ Food transport compartment with smooth impervious surfaces that can be cleaned and if necessary sanitised. ▪ Food is to be transported in such a way as to prevent contamination (e.g. packaged in food grade storage containers). |

12.2 Mobile Food Premises

Mobile Food Premises are required to comply with the Food Safety Standards including standard 3.2.3 which specifies the requirements for floors, walls, ceilings, fixtures and fittings. These premises are required to be self-contained mobile kitchens, albeit on a trailer or inside a purpose built van for example.

In order to comply with the Food Standards Code the below minimum requirements apply:

- Food preparation area sealed off from the driving area.
- Hot water for washing purposes supplied from a suitable hot water system and piped so that it can be mixed with cold water.
- A dedicated hand wash basin provided with warm water and connected to a holding tank of sufficient size to contain all waste water. Supplied with liquid hand soap and single use paper towels at all times.
- Washing-up sinks with the waste water disposed of to the waste water holding tank. The waste water holding tank must be located external to the food handling area and all waste water ultimately disposed of to sewer.
- Walls, floors and ceilings must be able to be easily and effectively cleaned and non-absorbent. Surfaces must be smooth, free of cracks, crevices, ledges and open joints to facilitate cleaning and minimise the build up of dirt, grease and other contaminants. All walls and service pipes are required to be sealed appropriately to prevent the entry and harbourage of pests.
- Walls are to be provided with splash backs behind the following areas:
 - Sinks
 - Hand wash basins
 - Food preparation areas
 - Cooking equipment
 - Areas of heavy wear

- The splash back area must cover a sufficient area of the wall and adjoining walls. Suitable materials include stainless steel or vinyl sheet.
- All electrical work must be carried out by a licensed electrician and conform to Australian Standards.
- Gas work must be carried out by a licensed gas fitter and comply with the requirements of Energy Safety WA and the relevant Australian Standards.
- Adequate ventilation and mechanical ventilation/extraction must be provided if cooking equipment such as fryers, ovens and stove tops are used, Australian Standard 1668 should be used as a benchmark.
- Vehicles must be designed and constructed so food is protected from contamination during transport.
- Adequate space must be provided for the storage of clothing and personal belongings. Enclosed cupboards or other suitably separated storage must be used for the storage of clothing, personal belongings and chemicals to ensure that they are stored separately from food.
- Adequate natural or artificial lighting must be provided for staff to undertake all activities such as food handling and cleaning. Light fixtures and fittings should pose no likelihood of causing food contamination and be able to be easily and effectively cleaned. This may be achieved by means such as ensuring that light fittings are shatter proof or fitted with suitable covers.

Appendix 9 of [Safe Food Australia – A guide to the Food Safety Standards](#) provides further details in regards to the requirements for mobile food premises.

13. FOOD SERVICE TO VULNERABLE PERSONS

Food service to vulnerable persons such as residents in nursing homes and children under the age of five years in child care and similar services are required to have a food safety program under Standards 3.2.1 and 3.3.1 of the Food Standards Code. The food safety program needs to document how the food business will control the food safety hazards associated with the food handling activities of the food business.

Food businesses servicing vulnerable persons are required to comply with the Food Standards Code in the same way as other food premises in terms of Standard 3.2.2 Food Safety Practices and General Requirements.

Where food service is for less than six vulnerable persons and takes place in a residential dwelling (for example home based family daycare) food businesses are exempt from the food safety program requirements and are not required to have a food safety program.

14. FOOD HANDLING IN RESIDENTIAL PREMISES

Food prepared in residential premises for sale or other reasons defined in the Food Act, such as 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 Food Standards Code.

In general, low risk food preparation activities may be permitted in a residential kitchen where approved by the City. Home based food business activities need to be in line with the Department of Health WA guidelines, which can be accessed at https://ww2.health.wa.gov.au/Articles/F_I/Food-prepared-in-residential-premises.

Examples of food business activities that may be permitted in residential premises include:

- Child family day care within residential premises where meals are prepared for children in the residential home.

- Bed and breakfast establishments.
- Low risk foods prepared for charitable or fundraising events.
- Low risk foods prepared for market stalls.

Low risk food activities include the production of:

- 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 and Turkish delight.
- Repackaging 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.

Note: Low risk activities may become high risk if food recipes require food additives to be used.

Residential kitchens used for the above activities must comply with the Food Standards Code in respect to Standards 3.2.2 Food Safety Practices and General Requirements and 3.2.3 Food Premises and Equipment. The Food Standards Code allows enforcement agencies some discretion to grant some exemptions, where appropriate, to home based food businesses undertaking low risk activities.

When applying for a home based food business the following additional information must be provided where applicable:

- Premises design and fit-out specifications.
- Detailed recipes (including quantities of ingredients used).
- Detailed manufacturing process including explanations with temperature and time used for each cooking step.
- Information on – food storage, cleaning procedures, product shelf life determination, product labelling and food recall procedure.

The food business should also be able to demonstrate that the food produced will be safe and suitable for human consumption. This can be demonstrated through microbiological testing.

15. CONTACT DETAILS

City of Belmont
Health Services
215 Wright Street
CLOVERDALE WA 6105

Postal

Locked Bag 379
CLOVERDALE WA 6985

Phone (08) 9477 7222

Fax (08) 9478 1473

Web: www.belmont.wa.gov.au

Email: belmont@belmont.wa.gov.au

