



City of Perth

FOOD BUSINESS GUIDELINES

For owners, architects and
builders

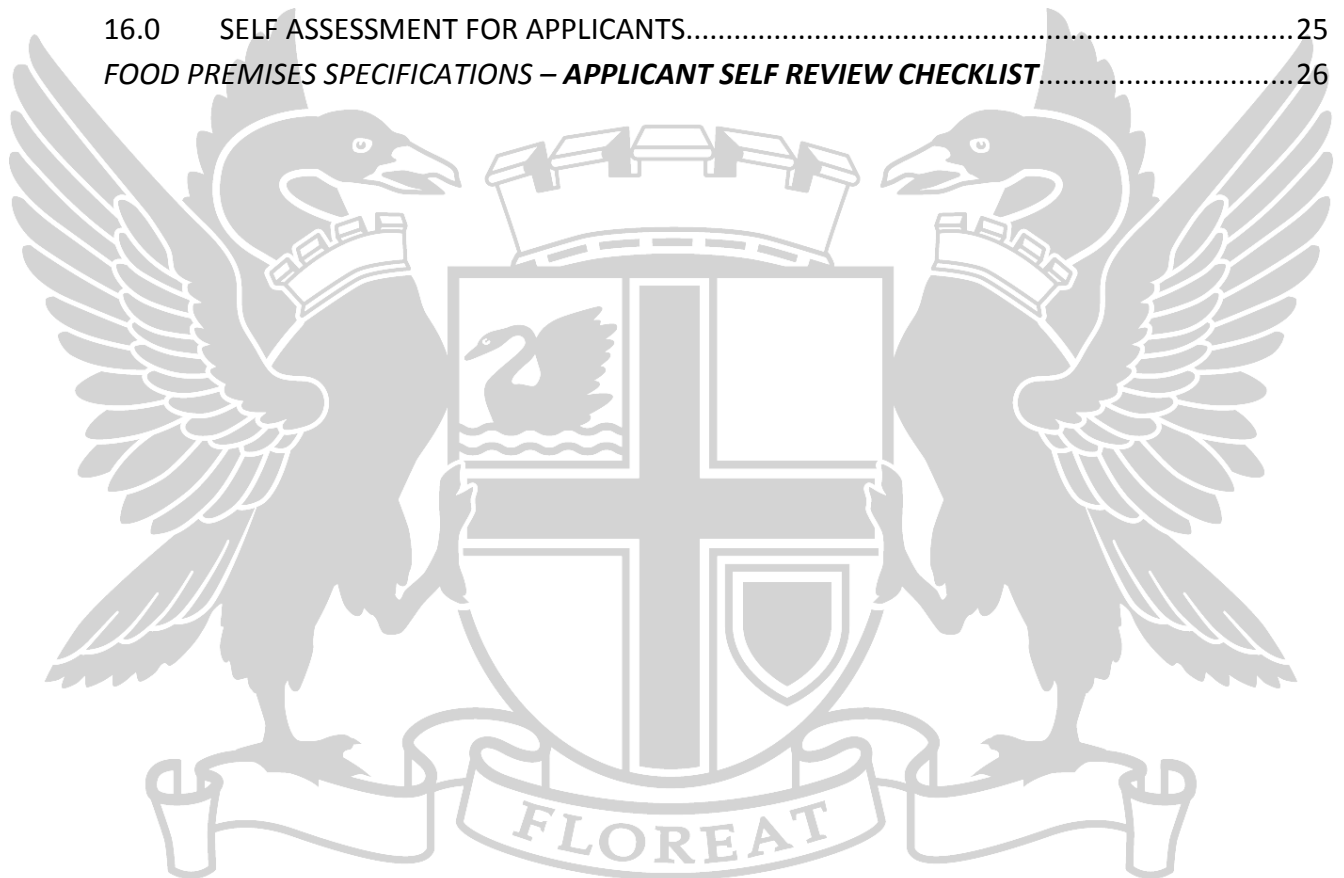
A GUIDE TO THE CONSTRUCTION
OF FOOD PREMISES

City of Perth
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City of Perth

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 City of Perth. This guide also details the process for approval and registration of a food business within the City of Perth.

Prior to commencement of any work, it is recommended that a meeting be held with an Environmental Health Officer to discuss your proposal.

2.0 LEGISLATION

Food businesses are currently governed by the following state-wide legislation:

- Food Act 2008
- Food Regulations 2009
- Food Safety Standards (Chapter 3)

Copies of the legislation can be downloaded at the State Law Publisher website www.slp.wa.gov.au and at the FSANZ website www.foodstandards.gov.au.

Australian Standard (AS 4674-2004) *Design, construction and fit-out of food premises* can provide you with good detail and advice on your proposed food business. This document is copyrighted.

3.0 DEFINITIONS

- **“Food”** includes
 - (a) 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);
 - (b) 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);
 - (c) 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;
 - (d) chewing gum or an ingredient or additive in chewing gum, or any substance used in preparing chewing gum; and
 - (e) 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.
 - (f) food does not include a therapeutic good within the meaning of the Commonwealth *Therapeutic Goods Act 1989*.
 - (g) 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 —
 - (a) the handling of food intended for sale; or

- (b) 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.

4.0 RISK CLASSIFICATION AND INSPECTION FREQUENCY

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

Food businesses are classed into:

- Exempt e.g. newsagencies selling packaged confectionery
- Extra Low Risk e.g. premises selling beverages and shelf stable packaged foods
- Low Risk e.g. food requiring minimal food handling
- Medium Risk e.g. most cafes and restaurants will fall into this category
- High Risk e.g. food catering premises

5.0 FEES

5.1 Construction and fit-out of a new and existing food businesses (includes refurbishment)

Any building modifications to new or existing premises where review of plans and concept is requested from the City's Environmental Health Officers, will incur a desktop assessment fee of \$50; PLUS an inspection fee of \$100, to cover costs associated with conducting the final inspection of the premises, post construction/fit-out.

Please note a Certificate of Registration will not be issued without this inspection being conducted.

You will also be required to pay the annual service fee in advance, with this fee calculated commensurate to the risk associated with the business (exempt, extra low, low, medium or high). The annual service fee covers the City's costs (including on-costs), associated with conducting compliance inspections at your business.

Inspections, advice and registration will not be provided until such time that the City's prescribed food business application form has been completed and once all fees have been paid in full.

Full fees will be charged for any business applying for registration of a food business between 1 July and 30 September with pro-rata fees to be charged for the annual service fee component only.

1 October to 31 December – 3/4 of full years fees.

1 January to 31 March – ½ of full years fees.

1 April to 30 June – 1/4 of full years fees

For the current fee schedule please contact the Health and Activity Approval Section on 08-9461-3218.

5.2 Transfer Fees

When an individual or company takes over ownership of an existing food business where no construction, fit-out or refurbishment works are required, the following fees will apply:

- Registration Fee of \$95 (the registration fee covers administrative costs including inclusion on the City's approved food business register; issue of a Food Business Certificate of Approval and welcome pack.
- Annual Service Fee – to be invoiced after 1 July annually
- *An additional fee for 'orders and requisitions', also known as a settlement enquiry. The settlement enquiry is an important 'due diligence' step for prospective business owners to ensure that outstanding liabilities aren't inherited through the sales process. The City offers two levels of food business settlement enquiry; one that involves a desktop audit of any outstanding statutory orders (\$45); and another involving both a desktop audit of any outstanding statutory orders and an inspection of the premises (\$95).*

6.0 COUNCIL REQUIREMENTS

6.1 Planning Services

This is the first step you need to clear in the process of setting up a food business.

Before committing to leasing a building ensure that you check with the landlord and the City of Perth that the prospective building has approval to be used as a food business. If it does not have development approval to be used as a food business a 'change of use' will be required; which in turn may take up to 6 weeks, upon the City receiving all of the necessary information from you. Also many buildings within the City have some historic importance and therefore it is necessary to determine if the chosen premises is heritage listed before alterations are made.

Contact Planning / Approval Services on 08-9461-3366

6.2 Building Services

This is the second step you need to clear in the process of setting up a food business.

Subject to the building being permitted for use as a food business you will be required to submit a Building Permit Application for:

- where coolrooms and exhaust canopies are to be installed; or
- where alterations may affect the newly constructed premises;
- where the structural integrity or safety of a building may be affected.

Contact Building / Approval Services on 9461-3366.

6.3 Environmental Health Services

This is the final and most critical stage of setting up a food business.

Before setting up a food business you will need to obtain an *“Approval to commence construction /fit-out of a food business”*

To obtain an *“Approval to commence construction /fit-out of a food business”* you will need to complete the online food business application form and submit plans that meet the following criteria (no need to resubmit if provided with the Building Permit):

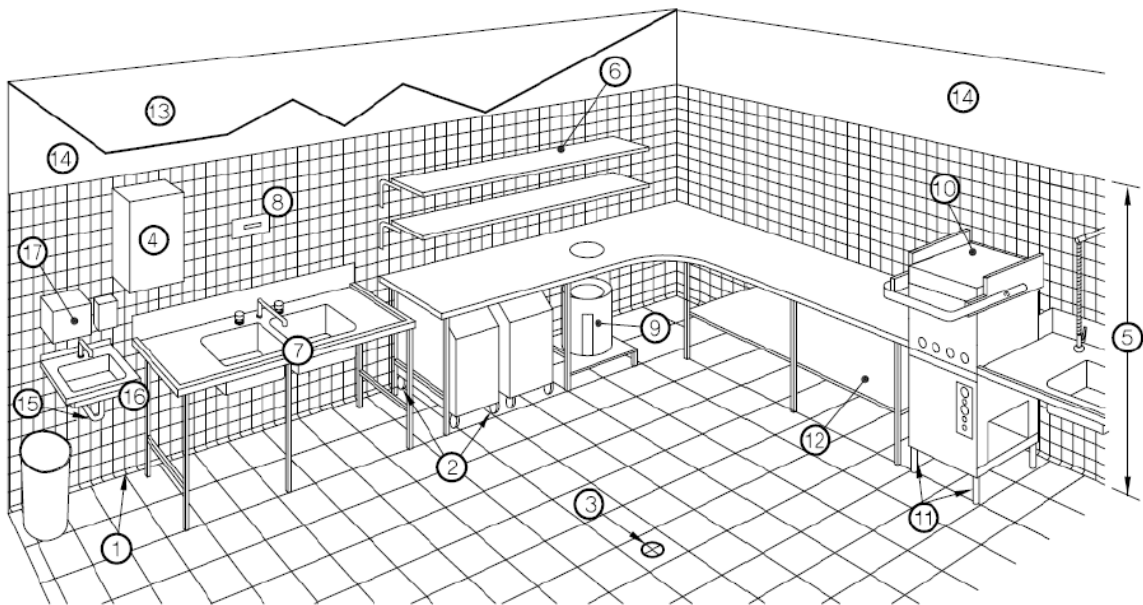
- (i) to scale (i.e.1: 50)
- (ii) all dimensions
- (iii) floor plan
- (iv) cross sectional elevations, including height above floor level dimensions.
- (v) hydraulic plans of fresh water and waste water services such as floor waste gullies
- (vi) mechanical exhaust ventilation plan
- (vii) surface finishes of every wall, floor, ceilings, benches and cupboards
- (viii) the position and type of every fixture, fitting and equipment
- (ix) toilet facilities and staff changing room area – if detached from the building detail the travel distance and number of facilities (photographs are acceptable)
- (x) location of grease traps
- (xi) location of waste storage areas
- (xii) the estimated number of staff and the estimated number of patrons.

A waste management plan that complies with the City’s Waste Guidelines for Developments Waste Guidelines - [Waste Guidelines for Developments.pdf](#)

Your shop-fitter, draftsman or architect should be able to assist you with plans.

NOTE: Submitted plans must be of a high quality that clearly shows all of the above details. This will help the City’s Environmental Health Services assess the plans and approve the premises quicker which is time beneficial for both you and the City. Where an application is incomplete or where deficiencies are identified in plans or specifications, the City may require amendments or further information to be able to properly determine the application.

The following diagram is an example of the kind of details required with your application:



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

6.4 Application Assessment

Once your application has been approved you will receive an *“Approval to commence construction /fit-out of a food business”*. Even if you have received a Building Permit for the works you should not commence construction or fit-out of a food business until you have received the *“Approval to commence construction/fit-out of a food business”*.

You will receive either a ‘condition approval’ or an ‘unconditional approval’ to commence construction of a food business. In the case of a conditional approval being issued you need to ensure that you comply with any specific conditions placed on the approval.

6.5 Final Inspection, Registration and Annual Inspection Fees

Once construction is complete, you will need to contact the Health and Activity Approval Section to arrange for an Environmental Health Officer to undertake a final inspection for compliance with the approved plans and Conditions of Approval. You must complete the online ‘request for inspection’ form and pay the applicable post-construction compliance inspection fee.

If the inspection identifies that full compliance has been achieved you will be issued with an invoice for payment of your annual inspection fee. After payment has been received you will be issued your food business registration certificate and inspection fee receipt.

If the inspection identifies that the construction and fit-out does not comply with the approval, the inspecting Environmental Health Officer will send you an email detailing the items that require

resolution. Once resolved, you will then need to complete a further online 'request for inspection' form and pay a further post construction compliance inspection fee. This process will repeat as many times as is necessary to attain compliance.

6.6 Food Business Registration, Notification and Annual Inspection Fee

Registration

The food premises registration is a one-off process under section 110 the Food Act 2008 and is associated with 'ownership' (as opposed to being associated with a physical location). Once, registered you will receive a Food Business Certificate of Registration and there is no requirement for you to renew or repeat the food business registration process each year.

However, should any operational details of your food business operation change, which require the Certificate of Registration to be updated you need to 'notify' the City in writing of the changes to be made, prior to the change occurring.

Notification

Required for temporary food business operators or for permanent food businesses where a change in the mode of operation occurs. For example a medium risk food business proceeds to offer low risk foods only, thus requiring reclassification as a low risk food business, and/or vice versa.

Also, under section 113 of the Food Act 2008 the City is to be notified of the following changes:

- Business name
- Owner's contact details such as phone number and postal address
- Type of foods to be produced, stored or handled that will affect priority risk classification of the food business
- The business is sold or ceases to operate.

IMPORTANT NOTE: It is highly recommended that you provide an email address to the City that is regularly monitored by the person responsible for the food business. This is the most reliable way for the City's Officers to liaise with you, particularly if you are not always on-site at the food business. Inspection reports, notices and other specific food business information will be sent to your email address..

Annual Inspection Fee

With exception of 'exempt' food businesses and food businesses classified as 'extra low risk', annual inspection fees do apply. Failure to pay the inspection fee may result in relevant action being taken, including cancellation of your Certificate of Registration (trading without a valid Certificate of Registration may incur a fine of \$10,000 for individuals and \$50,000 for a body corporate under section 109 of the Food Act 2008), and/or sending the account to a Debt Collection Agency or the City's solicitors.

7.0 STATE GOVERNMENT DEPARTMENTS

7.1 Department of Local Government, Sport and Cultural Industries (formerly Department of Racing, Gaming and Liquor (RGL)

Any premises selling alcohol (such as small bars, liquor stores, restaurants, pubs, taverns and hotels) must obtain a liquor licence. Applications can be obtained from RGL and will usually

require a Section 40 - Local Planning Authority Approval, followed by a Section 39 - Certificate of Local Health Authority Approval (once construction and fit-out of the building has been completed).

RGL requires you to obtain a Section 40 - Local Planning Authority Approval from the City to verify that the City has no objections to a licensed premises being established at the relevant property. For the City's Planning Officers this is a desktop approval process that does not require an onsite inspection.

The RGL requires you to obtain the Section 39 - Certificate of Local Health Authority Approval to verify that the construction and fit-out of the building complies with the Food Act 2008, Health (Miscellaneous Provisions) Act 1911, Public Health Act 2016 and Building Act 2011. In most instances this will require the City's Environmental Health Officer to inspect the property.

Due to the work involved there is a fee associated with both the Section 40 and the Section 39 approvals.

Please contact the City for Section 39 and Section 40 applications.

7.2 Department of Water and Environmental Regulation (DWER)

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 which requires that no discharge occurs to the environment. Measures such as having adequate drainage, refuse storage and waste fat and oil storage and collection assist in preventing environmental discharge. 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

7.3 Western Power and Alinta Gas

All electrical and gas fittings should be approved by Western Power and Alinta Gas and installed in accordance with the relevant regulations.

Western Power – Phone: 131 087 Website: <https://www.westernpower.com.au/>

Alinta Energy – Phone: 13 13 58 Website: www.alintaenergy.com.au/wa/home

If you are going to provide portable gas heaters to outdoor dining areas of the food business please ensure that they are used safely.

Please visit the following website for further information on the safe use of outdoor gas appliances: Website: [Gas barbecues and patio heaters](#)

7.4 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.

The City only needs to be involved with grease traps if it is proposed that the trap be installed internal to the building or on City of Perth land.

Phone: 13 13 95 Website: www.watercorporation.com.au

8.0 DESIGN AND CONSTRUCTION

8.1 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 following information may be useful when designing your food premises (follow the FSS 3.2.3 headings which match the ones below).

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 changerooms and storage area for personal items

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 quantity; ▪ Potable; and ▪ Of an appropriate temperature. <p>The water supply for mobile food vehicles must be:</p> <ul style="list-style-type: none"> ▪ Of a minimum 25 litres (used solely for cleaning purposes). 	<ul style="list-style-type: none"> ▪ Hot water system installed in adequate capacity for the activities occurring at the premises ▪ Council water supply

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 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><u>Food transport vehicles:</u></p> <ul style="list-style-type: none"> ▪ Where there is no connection to mains sewer, temporary holding tanks must be installed with 50 litres capacity. 	<ul style="list-style-type: none"> ▪ Connection to deep sewer ▪ Contact the Water Corporation for information regarding grease traps. The City of Perth does not process these applications. ▪ Trade waste agreement required

8.4 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"> ▪ If required by Council, a suitable enclosure for storage and cleaning of receptacles supplied with a tap connected to a water supply ▪ 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.

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 easily and effectively cleaned; and ▪ Effectively remove fumes, smoke, steam and vapours, so as not to cause environmental nuisance. <p>Mechanical exhaust ventilation system to be designed, constructed and installed in accordance with AS 1668 Part 2 (2002).</p>	<p>Mechanical ventilation to be installed for:</p> <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. <p>(Written certification is required to verify that system meets performance criteria)</p>

8.6 Lighting

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 8	<p>The premises must:</p> <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.

8.7 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; ▪ 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. ▪ 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 in light colour

City of Perth

8.8 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"> ▪ 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 panelling ▪ Smooth finish provided ▪ Splashbacks provided to sinks and benches ▪ Heat resistant material behind cooking equipment ▪ Light coloured paint

8.9 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"> ▪ 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 panelling ▪ Smooth finish ▪ Solid, continuous construction <p>NOTE: Drop-in panel ceilings will not be approved in kitchens and food preparation areas.</p>

9.0 FIXTURES, FITTINGS AND EQUIPMENT

9.1 General

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>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 of stainless steel. ▪ Pipes, ducts, fitting and fixtures should be concealed in the wall, floor or ceiling.

9.2 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>	<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 fruit and vegetable washing <p>AND</p> <ul style="list-style-type: none"> ▪ Glass washer

9.3 Handwashing Facilities

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 14	<p>A food premises must have a designated hand wash basin that is;</p> <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); ▪ Connected to or provided with a supply of warm running potable water (between 22°C and 48°C); ▪ Supplied with warm and cold water through a common spout; ▪ Of a size which allows easy and effective hand washing; ▪ Supplied with paper towels, soap and a waste container; and ▪ Connected to sewer. 	<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

9.4 Hot and Cold Food Storage and Display

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.2 Division 3 Clause 6 & 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 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

9.5 Coolrooms / Freezers

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

- Floor is to be graded and drained to a floor waste located outside the coolroom.
- 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).
- Internal lighting controlled by a switch located adjacent to the entrance doorway (BCA requirement).
- All coolroom motors and compressors should be located outside the premises if possible.

9.6 Storage Facilities

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 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"> ▪ Separated staff room ▪ Clearly designated room, shelf or cupboard for staff items ▪ Clearly designated chemical/cleaning items storage room, shelf or cupboard. ▪ Food products not to be stored within a space designed to act as an 'air lock' (e.g. between a toilet and a food preparation area)

10.0 MISCELLANEOUS

10.1 Temperature measuring

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.2 Division 6 Clause 22	A food premises must have a temperature measure 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)

Food Standards Australia New Zealand advise as follows:

(<http://www.foodstandards.gov.au/consumer/safety/faqsafety/pages/foodsafetyfactsheets/foodsafetystandardst857.aspx>)

When must food be kept under temperature control?

You must ensure that the temperature of potentially hazardous food is either at 5°C or colder or at 60°C or hotter when it is received, displayed, transported or stored. If you want to receive, display, transport or store potentially hazardous food at another temperature, you must be able to show an enforcement officer that you have a safe alternative system in place.

You do not have to keep potentially hazardous food at any specified temperature when you are processing or preparing it because that would be impractical, but you must keep the processing or preparation time as short as possible so that bacteria do not get a chance to multiply to dangerous levels or form toxins.

How can a business comply with the temperature control requirements?

The simplest way to meet the requirements is to ensure that potentially hazardous food is received, stored, displayed or transported either very cold (5°C or colder) or very hot (60°C or hotter). Potentially hazardous food should also be cooled and reheated quickly and prepared in as short a time as possible.

If for some reason you do not wish to, or are unable to store, display or transport food at 5°C or colder, or at 60°C or hotter, or meet the cooling and reheating time and temperature requirements, you must be able to show that you have a safe alternative system in place.

The standard specifies the ways in which a food business can demonstrate to an enforcement officer that it is using a safe alternative system. You can use a food safety program, or follow recognised food industry guidelines, or use a system based on sound scientific evidence.

10.2 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 state.</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"> Sink (water at 54°C and detergent); Dishwasher (water at 75°C or water at 54°C and detergent); Glass washer (water at 54°C and detergent). <p><u>Sanitising</u></p> <ul style="list-style-type: none"> Chemical sanitizer Water at 77°C for hot water sanitising at the sink Rinsing compartment should be provided with heating elements capable of maintaining the water at a minimum temperature of 77°C.

10.3 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.	<p>Designated internal staff toilet containing:</p> <ul style="list-style-type: none"> Air lock and self closers; or Single door, mechanical ventilation and self closer. External staff toilet External common room

- Sanitary conveniences are to be provided for both staff and patrons of each gender. 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.
- 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 City's Building Surveyors 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 or where it holds or intends to hold a liquor licence.

Refer to the following table which is extracted from the National Construction 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				30	60	30
PATRON 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	50	200	200
Females	25	50	50				50	150	200

NOTE: Where the number of male patrons exceeds 250, not less than 5 urinals must be provided plus one additional urinal for every additional 100 in excess of 250. Where the number of female patrons exceeds 250, not less than 6 closet fixtures must be provided plus one additional closet fixture for every 100 females in excess of 250. If not more than 10 persons are employed a unisex toilet facility may be provided.

10.4 Animals and Pests

- 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.

10.5 Food Safety Training

- For your food business to maintain compliance and prosper, it is imperative that all staff are clear on their responsibilities under the Food Act 2008 and the Food Safety Standards.
- 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. To achieve this requirement the City of Perth highly recommends that all food handlers receive food safety training prior to handling food for sale to the public.
- There are many training programs available but the City of Perth offers the “I’m Alert” Food Safety Program free through our 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.
- Food safety training alone is not sufficient to demonstrate that a food business is taking its

skills and knowledge seriously. You can have all the paper qualifications in the world, but if you don't put the learnings into practice, you will not meet the 'skills' aspect of the 'skills and knowledge' requirement. 'Skills and knowledge' needs to be backed up with procedures that are consistently applied by your staff and that can be readily verified by the City's Environmental Health Officers. Use of temperature record sheets; cleaning rosters; training refresher course certificates etc are some of the commonly used methods to hold staff accountable and enable verification of a food business' responsibilities.

- To ensure success and protect your investment food safety training investment it is necessary to implement workplace procedures that reflect
- For further information about available training options please contact the Health and Activity Approval Section on 08-9461-3218.

10.6 Outdoor Eating Areas (Alfresco Dining)

- An Outdoor Eating Area is licensed by the City of Perth where the dining area falls onto the Council land.
- An application must be submitted following approval of the Food Business or liquor licensed premises which serves meals e.g. a tavern. Contact the Health and Activity Approval Section to obtain an application form and copy of the Local Laws Relating to Outdoor Eating Areas which all premises must comply with.

11.0 FOOD VEHICLES

11.1 Food Transport Vehicles

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 17	<p>Food Transport Vehicles must be:</p> <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).

11.2 Mobile Food Vehicles

Mobile Food Vehicles are required to comply with the Food Safety Standards. 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 and have a supply of liquid hand soap and single use paper towels at all times;
- Utensil washing sink to be provided 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.

12.0 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; 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).

13.0 RESIDENTIAL FOOD PREPARATION

Only low risk foods will be approved for preparation in residential kitchens for financial gain on a hobby basis.

You need not apply to prepare medium to high risk foods from a residential kitchen. Approval will not be considered!

Low risk foods include the following:

- 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 prepared in a residential premises for sale or other reasons defined in the 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 Code.

In general, low risk food preparation activities may occur in a residential kitchen where approved by the City and consistent with the Department of Health WA guidelines. (http://ww2.health.wa.gov.au/Articles/F_1/Food-prepared-in-residential-premises)

Such activities must be approved by the City by completing the food business registration form. 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.

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 a commercial premises, a residential kitchen would not be expected to have the same level of fit-out. Further advice from an Environmental Health Officer is required depending on the food risk and activity involved.

Other considerations, such as Planning requirements for conducting a business from a residence should also be considered and you need to consult with the City's Planning Services on this matter.

15.0 POST CONSTRUCTION REQUIREMENTS

Food Safety Assessments

The City carries out regular food safety assessments. Assessments are scheduled according to the priority risk classification of the food business and are designed to:

- Assess the safety and suitability of food handling operations;
- Assess the condition and maintenance of premises and equipment; and
- Provide education and advice to food business owners on food safety matters.

Compliance and Enforcement

Where a food business is deemed to be substandard in relation to food safety requirements the City may –

- Issue an improvement notice (i.e. work order)
- Issue an infringement;
- In severe cases, issue a prohibition notice (shut down notice); or
- Prosecute.

The City aims to work with food businesses to promote high standards of food safety across the City. That said, food business operators are ultimately responsible for ensuring compliance with the Food Act 2008 and the Food Safety Standards.

16.0 SELF ASSESSMENT FOR APPLICANTS

Before submitting a food business application to the City's Environmental Health Officers for consideration, **it is highly recommended that applicants** work through the following checklist that identifies relevant design principles from Standard 3.2.3 of the Food Standards Code and *AS4674-2004 Design, construction and fit-out of food premises*. If you identify shortcomings with the proposal you should rectify these issues prior to submission.

Remember: the more accurate your application the quicker you will get your approval!



City of Perth

FOOD PREMISES SPECIFICATIONS – APPLICANT SELF REVIEW CHECKLIST

Area	FSS / Standard	Acceptable Solutions (to be demonstrated on plans and specification sheets submitted) AS 4674-2004	✓	✗	Issues/Deficiencies to be relayed to Applicant
Workflow Design Principle	AS4674-2004 2.1.1	Is the premises designed to safeguard/minimise cross contamination issues from packaged product in to prepared product out?	<input type="checkbox"/>	<input type="checkbox"/>	
Walls	3.2.3 Division 3 Clause 11	Tiling, Gloss Painted FC Sheeting, impervious panelling, smooth finish, splashbacks provided, heat resistant material behind cooking equipment, light coloured paint	<input type="checkbox"/>	<input type="checkbox"/>	
Floors	3.2.3 Division 3 Clause 10	Tiling, coving, concrete and epoxy layer, continuous vinyl, concrete, light coloured	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	3.2.3 Division 3 Clause 11	Gloss painted FC Sheeting, impervious panelling, smooth finish, solid and continuous	<input type="checkbox"/>	<input type="checkbox"/>	
Fixtures and Fittings	3.2.3 Division 4 Clause 12	<ol style="list-style-type: none"> 1. Easily moved, castors fitted and flexible connections; 2. 150mm legs and clear of walls; 3. Sealed to adjacent surfaces, plinth, floor etc OR 75mm above bench and clear of wall; 4. Free of false backs or bottoms (pest harbourage). 5. Food Contact Surfaces = stainless steel and underside sealed or fully laminated or laminated top and underside sealed 	<input type="checkbox"/>	<input type="checkbox"/>	
Wash Up Facilities,	3.2.3 Division 4	1. Double bowl sink OR single bowl sink and dishwasher, glass washer provided?	<input type="checkbox"/>	<input type="checkbox"/>	

FOOD PREMISES SPECIFICATIONS – APPLICANT SELF REVIEW CHECKLIST

Area	FSS / Standard	Acceptable Solutions (to be demonstrated on plans and specification sheets submitted) AS 4674-2004	✓	✗	Issues/Deficiencies to be relayed to Applicant
(Cleaning and Sanitising)	Clause 12 & Division 5 Clause 20	2. Stand alone sink for fruit and vegetables? 3. Sink (water at 56°C and detergent), Dishwasher (water at 75°C or water at 54°C and detergent) 4. Glass washer (water at 54°C and detergent) water at 77°C for hot water sanitising at the sink.			
Hand Washing	3.2.3 Division 4 Clause 14	1. 11L Basin provided in area where food handlers are working 2. 11L Basin provided adjacent to toilet facilities, 3. Each hand basin supplied with soap, paper towel dispenser.	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting	3.2.3 Division 2 Clause 8	1. Comply with AS 1680.2. 2. Lights to be provided with a diffuser and recessed.	<input type="checkbox"/>	<input type="checkbox"/>	
Ventilation	3.2.3 Division 2 Clause 7	Mechanical ventilation is to be installed for: cooking equipment where electrical input exceeds 8kW; cooking equipment where gas input exceeds 29MJ/h; <u>and all deep fryers</u>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage Facilities	3.2.3 Division 4 Clause 15	1. Separated staff room 2. Clearly designated room designated (required for staff with uniforms) 3. Shelf or cupboard provided for staff items? 4. Clearly designated chemical storage area 5. Cleaning items storage room provided	<input type="checkbox"/>	<input type="checkbox"/>	

FOOD PREMISES SPECIFICATIONS – APPLICANT SELF REVIEW CHECKLIST

Area	FSS / Standard	Acceptable Solutions (to be demonstrated on plans and specification sheets submitted) AS 4674-2004	✓	✗	Issues/Deficiencies to be relayed to Applicant
		(shelf or cupboard minimum requirement)			
Toilet Facilities	3.2.3 Division 5 Clause 16	a) Designated internal staff toilet containing: Double air lock and self closers (if directly adjoining kitchen); OR b) Single door, mechanical ventilation and self closer provided.	<input type="checkbox"/>	<input type="checkbox"/>	
Food Storage and Display	3.2.3 Division 3 Clause 6 & 8	1. Sneeze Barriers in place - appropriate materials? 2. Thermostat and gauge provided on all units?	<input type="checkbox"/>	<input type="checkbox"/>	
General Provisions	3.2.3 Division 3 Clause 3	Appropriate location, adequate floor and working space, no cracks or crevices, vermin proof construction including on external doors and ceiling entries and conduits, insect screening to windows and doors	<input type="checkbox"/>	<input type="checkbox"/>	
Food Transport Vehicles	3.2.3 Division 4 Clause 17	1. Smooth and impervious surfaces, food is to be transported in a way to prevent contamination 2. Food transport vehicles with sinks and basins must connect to waste water tank or sewer and may require a trade waste permit	<input type="checkbox"/>	<input type="checkbox"/>	

FOOD PREMISES SPECIFICATIONS – APPLICANT SELF REVIEW CHECKLIST

Area	FSS / Standard	Acceptable Solutions (to be demonstrated on plans and specification sheets submitted) AS 4674-2004	✓	✗	Issues/Deficiencies to be relayed to Applicant
Water Supply	3.2.3 Division 2 Clause 4	Hot water system installed in adequate capacity for the premises, water corporation supply, tank and bore water certification (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	



City of Perth

For further details please contact:

Health and Activity Approvals

City of Perth

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City of Perth Food Premises Guidelines

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