



TOWN OF
VICTORIA PARK

**Food Business -
Guidelines for Design,
Construction & Operation**

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1.0 INTRODUCTION

This guideline has been designed to provide advice for food businesses owners, architects and builders regarding legislative and Local Government requirements for the construction of a food business within the Town of Victoria Park.

This guide is a summary for a typical food premise construction and equipment required to establish a food business and is not a statutory document.

A food business & food vehicles must be designed and constructed to:

- Limit the risk contamination of food products;
- Facilitate easy cleaning by ensuring that all surfaces and areas are smooth, durable, impervious and washable;
- Prevent the entry of pests and vectors of disease; and
- Provide a logical and continuous work-flow.

Prior to installations or alterations taking place, a meeting with an Environmental Health Officer is required in order to discuss your proposal in detail so that any potential problems areas can be identified.

2.0 LEGISLATION

Food businesses are currently governed by the following legislation:

- Food Act 2008
- Food Regulations 2009
- Food Standards Code – Chapter 3
- Australian Standard 4674: 2004 - Design, construction and fit-out of food premises
- Town of Victoria Park Health Local Law 2003

Food Safety Standards 3.2.2 and 3.2.3 are generally performance based in nature and where a prescriptive requirement or solution is not considered appropriate, alternative solutions may be approved by the Town subject to demonstrating that the food safety objective is achieved.

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 or provided to you upon request.

Copies of the Australian Standard (AS 4674-2004) *Design, construction and fit-out of food premises* can be purchased and obtained from SAI Global (www.saiglobal.com/shop) or by calling 131 242.

3.0 DEFINITIONS

The above legislation provides comprehensive definitions that encompass most activities that involve the supply of food to people. If you have been referred to this document, your activities are likely to

constitute selling food for the purposes of the legislation, and therefore the standards mentioned in this document apply to your food business, premises, vehicle or similar activity.

“Food”

is defined under section 9 of the Act generally as any substance prepared for human consumption (raw or prepared), ingredients or additives, processing aids, chewing gum, live animals and plants, but does not include a therapeutic good (drug or other substance).

“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.

A food premise includes land, building, tent, stall or other structure (permanent or temporary), pontoon, or vehicle (except a food transport vehicle).

Examples of food businesses include but are not limited to:

- Restaurant, cafe, takeaway and catering.
- Warehouse, general food and grocery store.
- Food production and manufacturing such as bakeries, meat processing and canneries (excluding primary food production).
- Bars, taverns, liquor and beverage premises.
- Accommodation premises where meals are provided such as in hotels, hostels and worksite accommodation.
- Health care centres, aged care and child day care premises, and delivered meals organisations such as hospitals, nursing homes, meals on wheels and child care businesses.
- Residential prepared food for sale to the public, for gain or reward, charity and community fundraising.
- Mobile food vendor.
- Temporary food stall at community events or other purposes (sausage sizzle etc) whether for business, charity or community fundraising purposes

“Food Business Risk Profiling”

Process of determining under the FSANZ Priority Classification for Food Business what level of consumer food safety risk a food business presents based on the food type and intended customer, activity, processing method/s, customer base and food safety program (if any). The food business or premises risk is then determined as either a high, medium or low risk or an exempt food business.

“Potentially hazardous food”

Food that must be kept at certain temperatures (generally at or below 6 °C or above 60 °C) to minimise the growth of any pathogenic micro-organisms that may be present in the food or to prevent the formation of toxins in food.

“Primary food production”

This activity is the growing, raising, cultivation, picking, harvesting, collection or catching of food.

“Ready to eat food”

Food that is ordinarily consumed in the same state as in which it is sold

“Safe and suitable food”

For the purposes of the Food Safety Standards, food is not safe if it would be likely to cause physical harm to a person who might consume it.

“Selling food”

The legislation broadly defines selling food including bartering; offer or attempting to sell; receiving; possession; display; send or delivering; consignment; contract of service; meal as part of employment at a workplace; raffle or lottery; prize or reward; give away for advertisement or in furtherance of trade or business; supply as part of contract with accommodation, service or entertainment; services to patients or inmates in public institutions; and for resale.

“Vulnerable person”

A person who is in care in a facility listed in the Schedule or a client of a delivered meals organisation and generally includes aged care centres, hospitals, child care centres, respite patient centres, nursing homes, psychiatric hospitals.

4.0 COUNCIL REQUIREMENTS

▪ **Planning Services Requirements**

You must check the approved use of the property before making any applications. You can lodge an archive search request with Planning Services. Should you wish to change the approved use you will need to submit an application so it can be assessed for suitability in relation to the relevant planning requirements such as car parking. Contact a Planning Officer on 9311 8111 for further information.

▪ **Building Services Requirements**

The Building Act 2011 was introduced on 2 April 2012 and makes some significant changes to the Town’s building approval processes, as you may choose to have your proposal and plans assessed for compliance with the Building Code of Australia by a private building certifier. A building permit will still be required by the Town for any structural works and fit-outs of existing food businesses. Contact a Building Surveyor on 9311 8111 for further information.

▪ **Environmental Health Requirements**

The Town’s Environmental Health Officer’s will assess your plans throughout the planning and building approval processes. However if you already have planning approval and are only doing a basic fit-out, proposing no structural changes and therefore do not require a building permit for works then planning and building will not be involved in the process. Environmental Health Services must still be notified and must approve any alterations, additions or construction.

▪ **Food Business Notification and Registration**

This is a requirement of the *Food Act 2008* and *Food Regulations 2009*. All food businesses are required to complete a *Food Business Notification/Registration Form*. This will enable the Town to classify the food business according to its risk and will ensure that the food business is included on the register of all businesses in the Town.

5.0 SUBMISSION OF PLANS

Detailed scaled drawings of all proposed food premises and alterations to existing premises must be submitted for approval obtained prior to commencement of work.

Scaled floor plans (1:100 or 1:50) and specifications which include the following details:

- floor plan and sectional elevations through walls showing all dimensions
- hydraulic plans of fresh water and waste water services
- mechanical exhaust ventilation plan
- finishes of every wall, floor and ceiling
- the position and type of every fixture, fitting and equipment
- toilet facilities
- grease traps
- estimated number of patrons.

The plans submitted must be of a high quality standard. It is recommended that a professional drawing draftsman be engaged to assist you to develop suitable plans and specifications to enable the Town's officer's to quickly and easily assess the proposed premises.

6.0 STATE GOVERNMENT AGENCIES

You may require certain approvals from the following agencies:

- **Water Corporation**

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

The Industrial Waste section should be consulted regarding the provision of a grease trap.

Phone: 13 13 95

Website: www.watercorporation.com.au

- **Department of Local Government, Sports and Cultural Industries (Liquor Licensing Directorate)**

If alcohol is to be sold, it is necessary to obtain the relevant licence from this agency.

Phone: 9425 1888

Email: rgl@rgl.wa.gov.au

Website: www.rgl.wa.gov.au

- **Department of Water and Environment Regulation (DWER)**

Sound levels created during the operation of the business should not exceed the provisions of the *Environmental Protection Act 1986* and the *Environmental Protection (Noise) Regulations 1997*. Noise problems may arise due to the operation of refrigeration motors and exhaust hood outlets.

DWER are also responsible for determining the correct frequency of grease-trap pump-outs for those premises that have been required to install a grease-trap by the Water Corporation.

Phone: 6467 5000

Website: www.dec.wa.gov.au

- **EnergySafety**

All fittings for electrical and gas equipment should be approved by the relevant authorities and installed in accordance with the relevant regulations.

- **WorkSafe**

All businesses are required to comply with the provisions of the *Occupational Safety and Health Act 1984* to promote and secure the safety and health of persons in the workplace.

Phone: 1300 30 78 77

Website: <http://www.commerce.wa.gov.au/WorkSafe/>

- **Australian Securities & Investments Commission**

The national system for registering your company.

Website: <http://www.asic.gov.au/business-names>

- **business.gov.au**

Information on registering for an Australian Business Number (ABN) for tax purposes.

Website: <http://www.business.gov.au>

7.0 CLASSIFICATION OF A FOOD BUSINESS

The FSANZ Food Safety Standards class food businesses by risk via the type of food prepared and who the food is prepared for (e.g. elderly people and children).

Risk classification is initially based on information gained from the Food Business Registration and Notification form, and then from compliance in subsequent inspections by Environmental Health Officers (EHO's).

Food businesses are classed into high, medium, low and exempt businesses based on their activities. Examples are below:

- **High Risk**

- Child Care Centres
- Nursing Homes
- Hospitals

- **Medium Risk**

- Restaurants/Cafes/Fast food outlets
- Bakeries selling pies, sausage roll, quiches etc
- Supermarkets
- Butcher selling ready-to-eat foods such as salami etc

- **Low risk**

- Green grocers selling only fresh whole fruit and vegetables
- Bakeries only selling breads and pastries
- Health food shops
- Butchers only selling meat intended for cooking

- **Exempt**

- Newsagents selling pre-packed food such as chocolate bars
- Hairdressing premises providing tea and coffee
- Pharmacies selling pre-packed food such as chocolate bars

8.0 FEES

Please see the Food Business Notification/Registration Application for the current fees.

An annual inspection service fee is applicable each financial year from 1 July – 30 June. The number of inspections are carried out according to the risk classification. Inspections are generally unannounced, and it is an offence to prohibit entry or obstruct an Authorised Officer under the *Food Act 2008*.

Food businesses may be required to pay a reinspection fee for any non-compliant follow-up inspections.

9.0 DESIGN AND CONSTRUCTION

The design and construction of a food premises must:

- be appropriate for the food activities in the premises;
- provide adequate space for the activities conducted in the food premises and the fixtures, fittings and equipment used;
- allow effective cleaning of the food premises and, if necessary sanitising;
- where practicable, exclude dirt, dust fumes, pests and other contaminants, and not provide harbourage of pests.

The Town of Victoria Park will consider and approve variations in accepted food premises design and materials used on a performance based assessment that demonstrates the food safety objective can be achieved.

10.0 SIZE AND LAYOUT

The food premises should be designed to ensure that the proposed food business will operate safely. Consideration should be given to the layout including the following:

- A separation of areas to prevent cross contamination of food, such as cooked and uncooked food, storage of dry goods and delivery areas.
 - kitchen, preparation and storage areas incorporating -
 - food store
 - wash up area
 - cooking and preparation area
 - dry preparation area
 - refrigeration/freezers
- Adequate toilet facilities for staff and customers in accordance with table F2.3 of the Building Code of Australia and such facilities not opening directly into a food area.
- Separate storage of chemicals/cleaning equipment.
- Waste handling facilities and enclosure for storage and collection of rubbish, waste cooking oil and recyclable materials.

11.0 WATER SUPPLY

Food premises must have an adequate supply of potable water at a volume, pressure and temperature that is adequate for the purpose. A non-potable water supply can be used if it is demonstrated there will be no adverse affect on food safety.

Guidance Note

Sinks shall be provided with water at a temperature not less than –

- 45°C for washing operations; and
- 80°C for sanitising if hot water sanitising takes place at the sink.

Sewage and waste water disposal

Food premises must have a sewage and waste water disposal system that:

- will effectively dispose of all sewage and waste water; and
- is constructed and located so that there is no likelihood of the sewage and waste water polluting the water supply or contaminating food.

Guidance Notes – Grease Traps

Any installation of a grease trap within the premises shall be subject to the following conditions:

- The grease trap is not to be installed in the kitchen or the food preparation area. The grease trap is to be installed outside the food handling premises;
- Approval for the installation shall be obtained from the Water Corporation WA (Industrial Waste Section);
- The grease trap is to be pumped out on a regular basis in accordance with the permit conditions set by the Water Corporation WA (Industrial Waste Section)
- The trap shall be constructed of solid impervious materials sealed to prevent the escape of odours;
- The door shall be fitted with a gasket to provide a seal when closed;
- Independent access to the trap be provided away from the food handling areas and where possible outside the building; and
- It is recommended that the grease trap be provided with an evacuation pipe to ground level in order to facilitate the easy cleaning of the grease trap.

12.0 STORAGE OF GARBAGE AND RECYCLABLE MATTER

Food premises must have facilities for the storage of garbage and recyclable matter that:

- adequately contain the volume and type of garbage and recyclable matter on the food premises;
- enclose the garbage or recyclable matter, if this is necessary to keep pests and animals away from it; and
- are designed and constructed so that they may be easily and effectively cleaned.

External Bin Enclosures

In addition, the Town of Victoria Park Health Local Law 2003 requires that a suitable bin enclosure for any development be constructed consisting of:

- a tap connected to an adequate supply of water;
- smooth impervious walls constructed of approved material of not less than 1.5m in height;
- an access way not less than 1m in width and fitted with a self-closing gate;

- smooth impervious floor of not less than 75mm thickness, evenly graded and adequately drained to a minimum 100 mm diameter industrial grade floor waste
- easy access to allow for the removal of containers;
- the floor area to be of adequate size for the premises;
- bin areas greater than 17 square metres should be roofed to reduce stormwater loading; and
- where internal enclosed bin rooms are used they are to be ventilated naturally or mechanically in accordance with AS1668.2-2002.

Guidance Notes

Receptacles located inside the food premise for the temporary storage of refuse must:

- be constructed of impervious material such metal or plastic;
- have tight fitting lids or be kept inside pest-proofed areas of the premise;
- be located where cross-contamination will not occur;
- be provided with a plastic liner; and
- be cleaned and sanitise regularly

Fats and oils must be stored in leak proof containers and regularly collected by a waste removal contractor. These must **not** be poured or washed down floor wastes or storm-water drains as they can become rancid causing odour and pest problems, block drains and environmental damage.

13.0 FLOORS

Floors must be designed and constructed in a way that is appropriate for the activities conducted on food premises. Floors must be:

- capable of being effectively cleaned;
- unable to absorb grease, food particles or water;
- free of water ponding; and
- where practicable be unable to provide harbourage for pests.

Guidance Notes

- Commonly accepted floor materials are ceramic tile, commercial grade vinyl, epoxy concrete and similar materials.
- Wooden floors may be acceptable in low risk food premises such as packaged food premises where there is no risk to food safety.
- The angle between walls and floor is recommended to be coved to assist with cleaning to prevent the accumulation of dirt, grease etc.at the wall/floor junctions.
- Floors that are subject to flooding and wet operations are to be graded and drained to an approved waste outlet (100mm diameter).

14.0 WALLS AND CEILINGS

Walls and ceilings must be:

- designed and constructed in a way that is appropriate for the activities conducted on food premises;
- where it is necessary to protect food from contamination;
- sealed to prevent the entry of dirt, dust and pests;
- unable to absorb grease, food particles or water;

- easily and effectively cleaned; and
- where practicable unable to provide vermin harborage

Guidance Notes

- Stud frame walls may have internal voids filled with fibre glass insulation or injectable polystyrene foam and all gaps sealed against vermin entry.
- Common wall materials include painted plaster finish on cement rendered masonry, painted cement fibre sheeting, water resistant gyprock, colourbond metal or stainless steel sheeting.
- Areas subject to impact are to have resistant surfaces such as tiles or colourbond metal sheeting.
- Common ceiling materials include painted flush panel gyprock in higher risk food premises and food handling areas, and painted gyprock drop panel on T-bar ceilings in lower risk food premises and areas.
- All doorways, windows and other openings shall be protected as far as is practicable from flies, insects and other vermin through the use of screens, self-closing doors and other inhibiting mechanisms such as, air curtains and effective positive air pressure systems

15.0 LIGHTING

Sufficient natural or artificial lighting must be provided in a food premises for the activities conducted. Lighting must comply with Australian Standard AS 1680-1976.

Guidance Notes

Light fittings are to be provided with protective plastic covers or sleeves to prevent contamination of food with glass.

16.0 VENTILATION

Food premises must have sufficient natural or mechanical ventilation to effectively remove fumes, smoke, steam and vapours from the food premises.

Mechanical Ventilation

Exhaust hoods shall be provided over all cooking apparatus in compliance with the requirements of the Australian Standard AS1688.2 – 1991, titled *“The Use of Mechanical Ventilation and Air Conditioning in Buildings Part 2: Mechanical Ventilation for Acceptable Indoor Air Quality”* published by the Standards Association Australia. Specifications to be supplied prior to installation.

Guidance Notes - Exhaust Canopies

Common considerations for the effective performance of an exhaust canopy include:

- Constructed of appropriate materials such as stainless steel metal.
- Constructed appropriately to ensure ease of cleaning such as avoiding inaccessible cavities and sealing gaps to prevent grease accumulation and reduce insect harbourage.
- The lower edge of a canopy-type kitchen exhaust hood should be not less than 2m above floor level at the operator side of the appliance being ventilated.
- In a canopy-type kitchen exhaust hood, the inside edge of the grease gutter should extend at least 150 mm beyond the perimeter of the cooking or heating appliance over which the hood is installed, except on sides adjoining a wall.
- Adequate air flow rates such as those specified in AS/NZ 1668.2 suited to the type of cooking or heating activity.

- All filters, hoods and ducts must receive regular cleaning and maintenance, and be kept in a clean condition at all times.
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Exhaust discharge

- AS/NZ 1668.2 specifies that exhaust canopy discharges (over 1000 l/s airflow rate) are to be
- positioned not less than 6m from boundaries and air-intakes of air conditioning systems,
- discharged vertically 1m above the roof pitch or 3m above a flat roof and 15m from adjacent higher structures to reduce the effects of turbulence.

Noise

- *Environmental Protection Act 1986* and *Environmental Protection (Noise) Regulations 1997* require that no excessive noise nuisance is caused to a neighbouring property by exceeding specified noise levels.
- Careful design and positioning of mechanical systems that emit excessive noise must be considered to prevent a breach of these requirements.

17.0 FIXTURES, FITTINGS AND EQUIPMENT

- Fixtures, fittings and equipment must be:
 - adequate for the production of safe and suitable food; and
 - fit for their intended use.
- Fixtures and fittings must be designed, constructed, located and installed, and equipment must be designed, constructed, located and if necessary, installed so that:
 - there is no likelihood that they will cause food contamination;
 - they are able to be easily and effectively cleaned;
 - they are free from cracks and crevices;
 - adjacent floors, walls, ceilings and other surfaces are able to be easily and effectively cleaned;
 - they do not provide harbourage for pests to the extent that is practicable.
- The food contact surfaces of fixtures, fittings and equipment must be:
 - Smooth, durable and free from cracks and crevices;
 - able to be easily and effectively cleaned and, if necessary, sanitised if there is a likelihood that they will cause food contamination;
 - unable to absorb grease, food particles and water if there is a likelihood that they will cause food contamination; and
 - made of material that will not contaminate food.
- Eating and drinking utensils must be able to be easily and effectively cleaned and sanitised.

Guidance Notes

- Equipment should be moveable for easy cleaning, where equipment cannot be moved easily; clearance space shall be provided so that the area surrounding and beneath can be cleaned without moving it.
- The legs and brackets of equipment are to be made of smooth, corrosion resistant material
- If placed on bench tops or other work surfaces, they are sealed to the bench top or other surfaces in such a manner as to eliminate any open joint, space, crevice or cavity
- Commonly accepted materials and methods used include stainless steel or metal sheet, melamine, plastic or suitably treated and sealed wood
- Exposed wood is not approved in food preparation areas.
- Shelving must be situated so that the floors and walls can be easily cleaned.
- Pipes, ducts, fitting and fixtures should be concealed in the wall, floor or ceiling.

18.0 WASHING FACILITIES

Hand Washing Facilities

- Food premises must have hand washing facilities that are located where they can be easily accessed by food handlers:
 - within areas where food handlers work if their hands are likely to be a source of contamination of food;
 - where open food is handled; and
 - if there are toilets on the food premises — immediately adjacent to the toilets or toilet cubicles.
- Hand washing facilities shall be located and installed so that they are:
 - permanent fixtures;
 - connected to, or otherwise provided with, a permanent supply of warm running potable water delivered through a single outlet;
 - of a size that allows easy and effective hand washing;
 - not obstructed;
 - clearly designated for the sole purpose of washing hands, arms and face;
 - provided with hands free operation;
 - accessible and no further than 5m from any place where food handlers are handling open food;
 - provided with single use towels, or other approved hand drying facilities and a waste receptacle must be provided in close proximity to the hand wash basin; and
 - supplied with soap or suitable detergent.

Equipment Washing Facilities

- A double bowl sink is to be provided with adequate drainage boards.
- The sinks are to be of adequate size to contain utensils used on the premises.

Guidance Notes

All sinks including hand wash basins shall be connected to a continuous supply of hot and cold or warm (if appropriate) supply of potable water.

Sinks shall be provided with water at a temperature not less than –

- 45°C for washing operations; and
- 80°C for sanitising if hot water sanitising takes place at the sink.

Examples of typical equipment washing facilities in different types of food premises include:

- **Restaurant, bakery, food processing or manufacturing** (*large range of food preparation*) - double commercial capacity wash troughs, commercial dishwasher and a separate food preparation sink.
- **Café** (*lower risk food handling and preparation*) - a double sink facility.
- **Bar, kiosk, servery or vegetable shop** (*limited food handling predominantly with packaged food*) - single sink.
- **Grocery store or food warehouse** (*only packaged food is sold or stored*) - no washing sink is required. However, it is recommended that suitable facilities such as a cleaning hopper sink be provided to enable general cleaning of the premises.
- **Food van** (*preparation of a range of foods*) - double sinks.
- **Food van** (*lesser range of food i.e. ice creams and confectionary*) - single sink.
- **Temporary food stall** (*preparation of a range of foods*) - single sink.
- **Temporary food stall** (*low risk food is sold i.e. packaged food*) - no sink

Guidance Note

The above examples are typical scenarios and the final requirement may vary depending on the food activity involved. The advice of the Local Government environmental health officer should be sought during the food business notification process.

Food Washing / Preparation Sink

- Food premises where foods are prepared by immersion in water i.e washing, rinsing etc, a sink must be provided that is:
 - Only to be used for the purpose of food preparation; and
 - Separate from and in addition to any other sink or tub present in the food premise.

19.0 STORAGE FACILITIES

Food premises must have adequate storage facilities for the storage of items that are likely to be the source of contamination of food, including chemicals, clothing and personal belongings. Storage facilities must be located where there is no likelihood of stored items contaminating food or food contact surfaces.

Clothing and Personal Effects

- Facilities for storing clothing and personal effects belonging to staff shall be:
 - change room;
 - lockers or cupboards in a change room; or
 - enclosed cupboards dedicated for the storage of clothing and personal belongings located outside of the food preparation, food processing, food storage and utensil washing areas.

Chemicals

- Facilities for storing chemicals, cleaning equipment, pest control chemicals and equipment shall be:
 - room designated for that use; or
 - enclosed cupboards dedicated for that use, located away from food preparation, food storage and display areas and not able to contaminate personal effects/clothing.

20.0 HOT AND COLD FOOD STORAGE EQUIPMENT

All food temperature control equipment must be able to maintain the food product at the appropriate safe temperatures for the required period of time to ensure that the food is safe and does not cause food poisoning.

- Coolrooms and refrigerators should maintain a temperature of less than 5° C
- Freezer rooms and freezers should maintain a temperature of less than -16° C
- Warmers, bain-maries etc. should maintain food temperature above 60°C

Guidance Notes - Coolrooms / Freezers

Coolrooms and freezer rooms should have the following facilities:

- Coving of wall to floor junctions;
- All racks and shelves should be of smooth, non-absorbent, easily cleanable, non-corrosive material;
- Wall conduits and pipes bracketed away from surfaces;
- An accurate thermometer indicating temperature within +/- 1°C;
- Inaccessible cavities between the top of the coolroom/freezer and the ceiling above, between the wall of coolrooms/freezers and the wall behind being made vermin proof such as by filling with fibreglass insulation and sealed;
- Coolroom motors and compressors should be located outside the premise, if possible;
- Condensate discharged outside the coolroom to an appropriate waste water disposal facility;
- Doors to be fitted with rubber seals and be capable of being opened from the inside at all times;
- Alarm to be provided on outside of coolroom but controlled only from the inside of the coolroom (BCA requirement); and
- Internal lighting controlled by a switch located adjacent to the entrance doorway (BCA requirement).

Noise

- *Environmental Protection Act 1986* and *Environmental Protection (Noise) Regulations 1997* require that no excessive noise nuisance is caused to a neighbouring property by exceeding specified noise levels.
- Careful design and positioning of compressors that emit excessive noise must be considered to prevent a breach of these requirements.

21.0 SANITARY FACILITIES

Staff & patron sanitary facilities

Sanitary conveniences for each sex to be provided for employees and constructed in accordance with the *Metropolitan Water Supply, Sewerage and Drainage Board Local Laws*, the *Sewerage (Lighting, Ventilation and Construction) Regulations 1971* and the Building Code of Australia. Please speak to a Building Surveyor for sanitary facility requirements including provision of ambulant and accessible facilities.

22.0 FOOD VEHICLES

- Food transport vehicles must be designed and constructed:
 - to protect food if there is a likelihood of contamination during transport; and

- so they can be easily cleaned and sanitised.
- Food Vehicles must comply with the following requirements:
 - 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 they can be easily cleaned;
 - 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.

23.0 FOOD PREPARATION IN RESIDENTIAL PREMISES

Residential premises that prepare food for sale or for other reasons such as for charity or fundraising purposes are deemed as food businesses. As a result, these food businesses are required to comply with relevant aspects of the Act, Regulations and Code.

People intending to prepare foods in residential kitchens must:

- notify Council (Planning and Environmental Health Departments);
- seek Planning Approval to undertake a home occupation;
- provide scaled plans of the kitchen
- provide a list of foods that will be prepared;
- comply with the requirements listed in this guide; and
- be registered as a food business by Council.

Guidance Note

- Permission to prepare food for sale to the public in a residential kitchen will only be granted by the Town's Environmental Health Services if the food business is considered "low risk", e.g., biscuits, bread, condiments, confectionary jams, pastries etc.
- Allowances may be made within the Code for some exemptions relating to requirements for food premises that are used principally as a private dwelling if the proprietor has the approval in writing from the Local Government.
- Council has the right to refuse an application if the required standards are not being satisfied.

Charitable or Fundraising Purposes

If food is being prepared by volunteers for a charitable or community organisation, the food business will be exempt from all provisions of the Act. These activities will also be exempt from registration as long as:

- the food business is conducted to raise money solely for purposes that are of a charitable or community nature; and
- any food handled in the course of conducting the food business:
 - is not potentially hazardous; or

- after being appropriately cooked, is provided by the food business for immediate consumption.

However, these types of food businesses must notify the Town of Victoria Park of their food preparation activities.

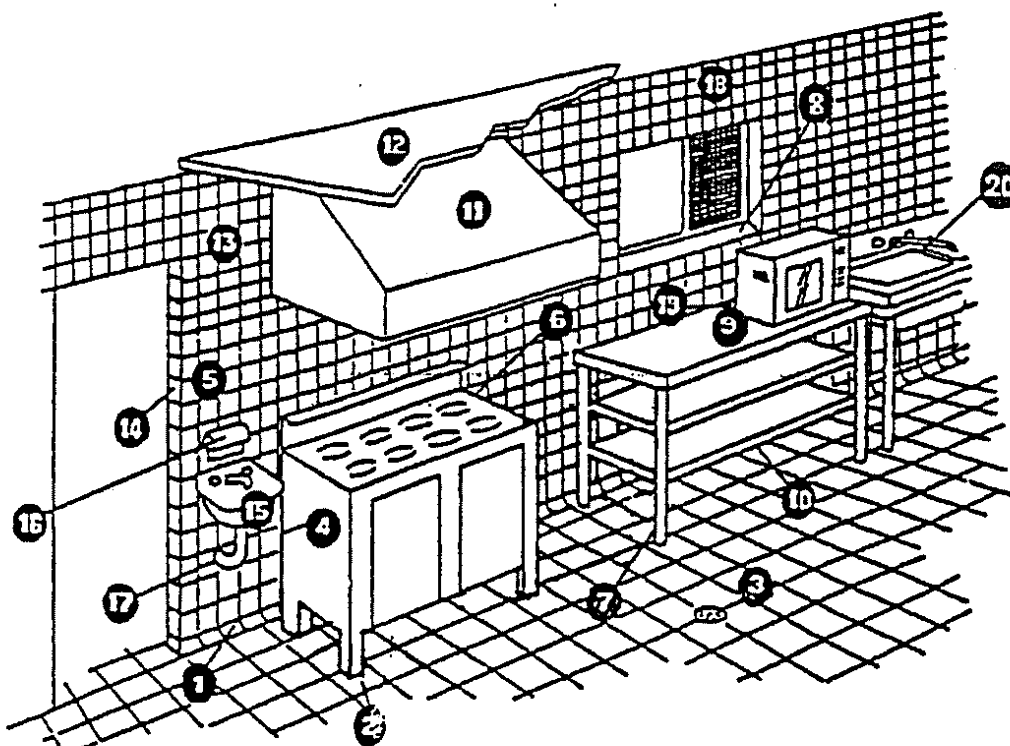
Guidance Note

Please seek advice from an Environmental Health Officer regarding the requirements of the kitchen and equipment and type of food that can be prepared.

24.0 EXAMPLE OF A TYPICAL FOOD PREPARATION AREA

The following illustration shows a basic layout of a typical wash-up area. Most food premises should comply with these minimum requirements.

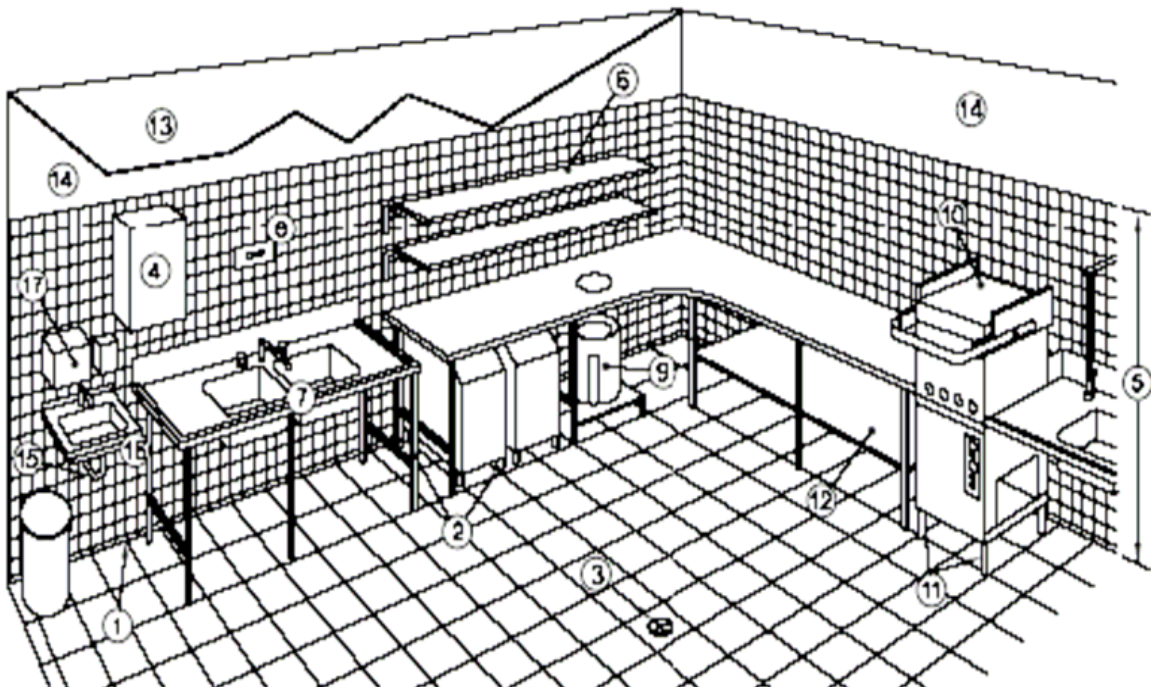
1. Floor/wall coving
2. Metal legs to be a suitable distance off the floor, adjacent walls and appliances, or on wheels
3. Durable, impervious floor graded and drained to a floor waste
4. Fittings sealed to wall, or a suitable distance off floor and wall
5. Walls ceramic tiled or sheeted with other durable material
6. Sufficient space between fittings
7. Legs on equipment adequate height off floor
8. Splayed window sill above preparation bench
9. Stainless steel preparation bench/s
10. Bottom shelf of all fittings or fixtures adequate distance above floor
11. Mechanical exhaust ventilation canopy to comply with AS 1668.2
12. Rigid smooth continuous ceiling
13. Walls of smooth, durable and impervious finish
14. No door or window architraves
15. Hand basin with warm water mixing set
16. Soap and towel dispenser above wash basin
17. Conduits, water and drainage pipes sealed into walls or bracketed off surfaces
18. Doors and windows treated to exclude insects and other vermin
19. All fixed appliances on benches away from any vertical surface
20. Food preparation sink, separate from the double bowl wash-up sink



25.0 EXAMPLE OF A TYPICAL WASH UP AREA

The following illustration shows a basic layout of a typical wash-up area. Most food premises should comply with these minimum requirements.

1. Floor/wall coving
2. Under bench storage to have a adequate clearance off the floor to allow for cleaning
3. Durable impervious floor, graded and drained to a floor waste gully
4. Hot water unit, sealed to wall OR off the floor
5. Walls finished in a smooth, durable and impervious render
6. Shelving adequate distance off wall, or sealed to the wall
7. Double bowl sink unit on open stainless steel frame, with a drain board for wet dishes
8. Thermometer to monitor hot water temperature
9. Garbage receptacle
10. Dishwasher with temperature indicating device. Unit should be sealed to wall or be made movable
11. Legs of an adequate height to allow for cleaning
12. Bottom shelf adequate distance above floor to allow for cleaning
13. Rigid smooth continuous ceiling
14. Smooth, durable and impervious cement rendering
15. Conduits, water and drainage pipes concealed in walls or stood clear of the wall
16. Hand basin, hot and cold water mixing set
17. Soap and towel dispenser above hand basin



26.0 APPROVAL PROCESS

The following flowchart describes the correct procedure for the approval of the alteration or construction of a food premises:

