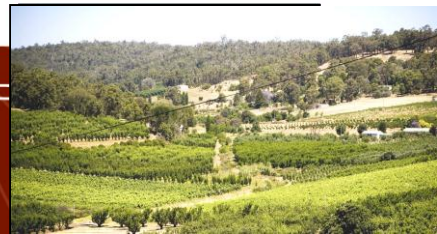


Food Business Guidelines

Design, Operation & Construction



**shire of
kalamunda**

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Contents

- 1. Introduction.....1
- 2. Legislation1
- 3. Definitions1
- 4. Risk Classification and Inspection Frequency2
- 5. Fees.....2
- 6. Shire Requirements2
 - 6.1 Planning Services.....2
 - 6.2 Building Services.....3
 - 6.3 Health Services.....3
 - 6.4 Approval Of Plans4
 - 6.5 Final Inspection4
 - 6.6 Food Business Registration And Annual Inspection Fee5
 - 6.7 Outdoor Eating Areas (Alfresco Dining).....5
- 7. State Government Departments5
 - 7.1 Department Of Racing, Gaming And Liquor (Rgl)5
 - 7.2 Department Of Environment And Conservation (Dec)6
 - 7.3 Western Power And Alinta Gas.....6
 - 7.4 Water Corporation6
- 8. Design and Construction7
 - 8.1 General Requirements.....7
 - 8.2 Toilet Facilities8
- 9. Operational Requirements.....10
 - 9.1 Temperature Measuring.....10
 - 9.2 Cleaning And Sanitising.....10
 - 9.3 Animals And Pests11
 - 9.4 Food Safety Training.....11
- 10. Food Vehicles.....12
 - 10.1 Food Transport Vehicles12
 - 10.2 Mobile Food Vehicles12
- 11. Food Service to Vulnerable Persons13
- 12. Residential Food Preparation13
- 13. Contact Details.....14



1. Introduction

This information is provided as a general guide for owners, proprietors, architects and/or builders who intend to design, construct/fit-out and operate a food premises or food vehicle within the Shire of Kalamunda. This guide also details the process for approval and registration of a food business within the Shire of Kalamunda.

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

2. 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. Definitions

“**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. Risk Classification and Inspection Frequency

The Shire of Kalamunda 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 i.e. if the inspection result is good, then the inspection frequency is lessened. If the inspection result is sub-standard then more frequent inspections of the business may be undertaken.

Food businesses are classed into:

- Very low risk eg. news agencies selling packaged confectionery
- Low risk eg. bars selling beverages
- Medium Risk eg. most cafes and restaurants will fall into this category
- High Risk eg. food catering business

5. Fees

Food businesses are charged a one-off registration fee and then an annual food business surveillance fee. The inspection fee is valid from 1 July each year and invoicing occurs in August

Fees will only be charged pro-rata if you apply for your registration and annual inspection fee after 30 September. The full yearly fee will be charged for businesses applying from 1 July.

For the current fee schedule please contact Health Services on 9257 9813.

6. Shire Requirements

6.1 Planning Services

The premises you have chosen may require planning approval and a Development Application may need to be submitted to ascertain suitability with the Local Planning Scheme in relation to zoning, parking and other issues. Also buildings within the Shire may have some historic importance. It is necessary to determine if the chosen premises is heritage listed before alterations are made.

Contact Planning Services on 9257 9876.

6.2 Building Services

You will be required to submit a Building Licence Application for:

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

Contact Building Services on 9257 9942.

6.3 Health Services

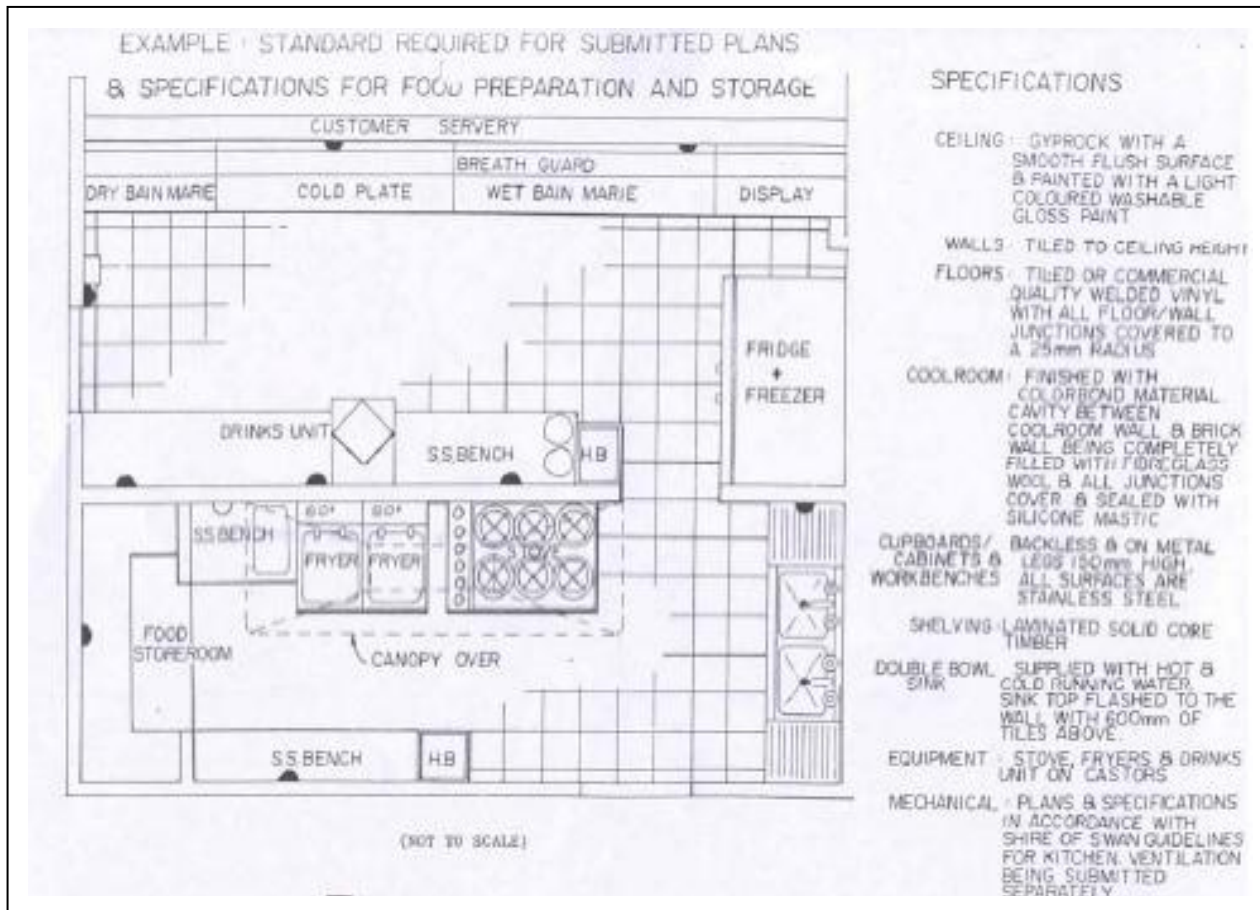
Before any new developments, alterations or extensions, approval must be obtained from Health Services, even where planning approval or a building licence is not required.

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

- a) Food Business Notification/Registration form;
- b) Two sets of drawings showing:
 - (i) scale 1:50
 - (ii) all dimensions
 - (iii) floor plan
 - (iv) sectional elevations through walls etc.
 - (v) hydraulic plans of fresh water and waste water services
 - (vi) mechanical exhaust ventilation plan
 - (vii) finishes of every wall, floor and ceiling
 - (viii) the position and type of every fixture, fitting and equipment
 - (ix) toilet facilities
 - (x) grease traps
 - (xi) the estimated number of patrons.

NOTE: Submitted plans must be of a high quality that clearly shows all of the above details. This will help the Shire's Health Services assess the plans and approve the premises quicker which is both time beneficial for both you and the Shire.

The following diagram is an example of the standard required:



Contact Health Services on 9257 9813 for further information.

6.4 Approval of Plans

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

6.5 Final Inspection

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

6.6 Food Business Registration and Annual Inspection Fee

After the food business has been approved you will be issued an approval letter together with an invoice for payment of your annual food business surveillance fee. After payment has been received you will be issued your food business registration certificate and receipt.

Registration of your food business occurs once and does not expire. The food business surveillance fee is issued annually.

Please note that failure to pay the food business surveillance fee will result in relevant action being taken and may include that cancellation of the food business's registration.

6.7 Outdoor Eating Areas (Alfresco Dining)

An Outdoor Eating Area is licensed by the Shire of Kalamunda where the dining area falls onto the Council land.

An application must be submitted following approval of the food business or liquor licensed premise which serves meals eg. a tavern. Contact Health Services to obtain an application form and copy of the Local Laws Relating to Outdoor Eating Areas which all premises must comply with.

7. State Government Departments

7.1 Department of Racing, Gaming and Liquor (RGL)

Any premises selling alcohol must obtain a liquor licence. Applications can be obtained from RGL and will usually require a Section 39 certificate to be issued from Health Services. This involves an inspection of the premises to ensure compliance with relevant health legislation. There is a fee associated with this. Occasionally a Section 40 Certificate will need to be issued by Planning Services.

Phone: 9425 1888 Email: rgl@rgl.wa.gov.au Website: www.rgl.wa.gov.au

Please contact Health Services for Section 39 application and Planning Services for a Section 40 application.

7.2 Department of Environment and Conservation (DEC)

The DEC 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 Officers may issue infringements if a food business is found discharging chemicals, fats, oils etc. into the environment (eg. storm water drain).

Phone: 6467 5000 Website: www.dec.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: 9326 4911 Website: www.wpcorp.com.au

Alinta Gas – Phone: 13 13 59 Website: www.alintacustomer.com.au

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.

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

8. 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). For detailed information regarding appropriate standards that would be deemed to comply you should refer to the Australian Standard (AS 4674) *Design, construction and fit-out of food premises*. Where you are proposing an alternative to AS 4674 you must be able to demonstrate that the Food Safety Standard 3.2.3 will still be complied with.

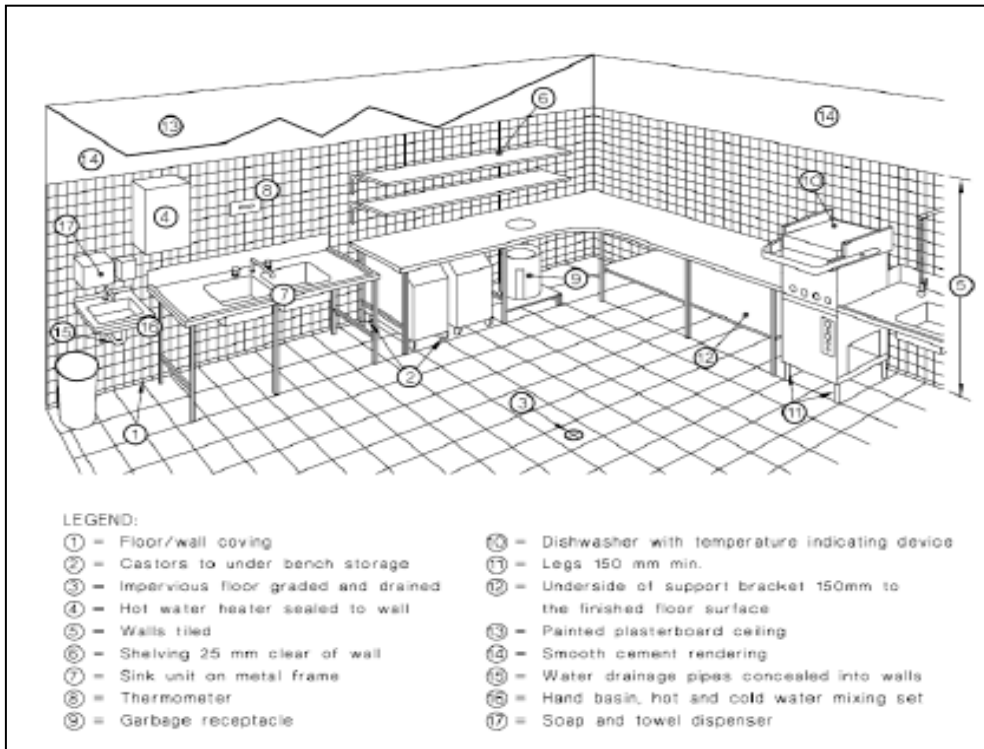
Your food business design must aim to:

- 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 wish to upgrade the type of food preparation, then you may also need to upgrade the premises to suit.
- The kitchen incorporating crockery/equipment/chemical/food storage, washing areas, wet and dry preparation areas, refrigeration and cooking areas.
- Separation of raw products and cooked/final products
- Sanitary conveniences for both staff and customers
- Space for change rooms and storage area for personal items

The following diagram is a guide to the typical layout:



8.2 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.	Designated internal staff toilet containing: <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 Shire'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.

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

STAFF FACILITIES									
Numbers of:	Toilets			Urinals			Hand-wash Basins		
Facilities	1	2	Each extra	1	2	Each extra	1	2	Each extra
Males	20	40	20	25	50	50	30	60	30
Females	15	30	15				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	20	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.

9. Operational Requirements

9.1 Temperature measuring

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 6 Clause 22	A food premises must have a temperature 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 (ie. Probe thermometer)

9.2 Cleaning and Sanitising

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 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. 	<ul style="list-style-type: none"> ▪ Cleaning ▪ 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). ▪ Sanitising ▪ 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.

9.3 Animals and Pests

- An assistance animal, such as a guide-dog, is only permitted in dining and drinking areas (this includes outdoor dining areas).
- 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.

9.4 Food Safety Training

- It is a requirement that all food handlers demonstrate their skills and knowledge appropriate to the level of food handling that they are employed to carry out. To achieve this requirement the Shire of Kalamunda 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 and the Shire of Kalamunda 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.
- For further information about available training options please contact Health Services.

10. Food Vehicles

10.1 Food Transport Vehicles

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 17	Food Transport Vehicles must be designed and constructed to: <ul style="list-style-type: none">• protect food if there is a likelihood of contamination during transport;• 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).

10.2 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.

11. Food Service to Vulnerable Persons

Food service to vulnerable persons such as hospital patients, meals-on-wheels, clients in nursing homes, respite centres, children under the age of 4 years in child day care and similar services are required under Standards 3.2.1 and 3.3.1 of the Code to have a Food Safety Program that documents how the food business will control the food safety hazards associated with food handling activities of the business.

Food businesses servicing vulnerable persons are required to comply with the Code in the same manner as other food premises in terms of Standard 3.2.2 Food Safety Practices and General Requirements and Standard 3.2.3 Food Premises and Equipment. For example, a larger child day care centre that provides for more than five children is required to comply with all of the Code Standards mentioned above, except for those where less than six vulnerable persons are serviced they are not required to have a Food Safety Program. Such premises are still required to have appropriate food premises, equipment, safety practices and comply with the general requirements.

12. Residential Food Preparation

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 premises kitchen where approved by the Shire and consistent with the Department of Health WA guidelines. (http://www.public.health.wa.gov.au/3/1634/2/food_prepared_in_residential_premises.pm)

Such activities must be approved by the Shire by completing the food business notification/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 consult with the Shire's Planning Services on this matter.

13. Contact Details

For further information or clarification please contact the Shire of Kalamunda Health Service on:

Phone: (08) 9257 9813

Fax: (08) 9293 2715

Email: kala.shire@kalamunda.wa.gov.au

Website : www.kalamunda.wa.gov.au