



City of Subiaco

Food Business Guidelines

A GUIDE TO THE CONSTRUCTION OF A FOOD BUSINESS

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1.0 INTRODUCTION

This guideline has been produced to advise owners, architects and builders how they must comply with the relevant legislation and council requirements for a food business.

A food business should be designed to facilitate easy cleaning and exclude pests and vermin as far as practicable. The city's Environmental Health Officers offer advice and should be consulted prior to carrying out any alteration or construction to ensure all requirements are met.

Should you wish to undertake any alterations to an existing food business or construction of a new food business, you will be required to submit plans and obtain approval from the City of Subiaco.

2.0 LEGISLATION

Food businesses are regulated by the following legislation:

- Food Act 2008
- Food Regulations 2009
- Australian New Zealand Food Safety Standards

The Australian Standard (AS 4671-2004) also provides food businesses on details and advice on the design, fitout and construction of a food business. A copy can be found from www.standards.org.au

Copies of legislation can be downloaded from 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.

3.0 COUNCIL REQUIREMENTS

3.1 Planning Services

The premises you have chosen may require planning approval and a development application may need to be submitted to ascertain the suitability with the Town Planning Scheme in relation to the location, zoning, parking, change of use etc.

3.2 Building Services

Following planning approval, you may be required to submit a building licence application for a new premises, structural alterations or installing equipment such as coolrooms and exhaust canopies.

3.3 Environmental Health Services

Before the commencement of any development or alteration or extension of any food business, you are required to obtain a health approval (even if a planning approval or a building licence is not required).

The following is to be submitted –

- a. Food business notification/ registration form (see attached)
- b. Two sets of plans to a scale of 1:100 showing
 - i. floor plans
 - ii. elevation drawings
 - iii. floor, wall and ceiling finishes

- iv. details of all fixtures, fittings and equipment
- v. lighting
- vi. exhaust and ventilating systems
- vii. plumbing design including grease traps
- viii. storage facilities
- ix. details of waste disposal
- x. toilet facilities

3.4 Approval of Plans

Once the plans have been approved, a copy of the plan and the “conditions of approval – food business fitout” will be sent back and you can then commence the construction of the food business.

3.5 Final Inspection

Once construction of the food business is completed, you will need to contact the Environmental Health Officer to undertake a final inspection for compliance with the approved plans and conditions of approval.

4.0 WESTERN AUSTRALIAN GOVERNMENT DEPARTMENTS

4.1 Department of Racing, Gaming and Liquor

Any premises selling alcohol must obtain a liquor licence. Applications are to be obtained from the Department of Racing, Gaming and Liquor.

Phone: 9425 1888 and Website: www.rgl.wa.gov.au

4.2 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 department should be consulted regarding the provision of a grease trap.

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

4.3 Department of Environment and Conservation

The Department of Environment and Conservation deal with pollution such as noise, water, waste and air. 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*. Problems that may arise due to noisy refrigeration motors and exhaust hood outlets.

All food business are required to comply with the Environmental Protection (Unauthorised Discharges) Regulations 2004 by having adequate drainage, refuse storage and waste fat/oil storage and collection.

Phone: 6467 5000 and Website: www.dec.wa.gov.au

4.4 Department of Energy Safety WA

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

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

5.0 DEFINITIONS

Food

Includes –

1.
 - a. Any substance or thing of a kind used, or represented as being for use, for human consumption (whether it is live, raw being 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.
2. However, food does not include a therapeutic good within the meaning of the *Commonwealth Therapeutic Goods Act 1989*.
3. To avoid doubt, food may include live animals and plants.

Food Business

Means a business, enterprise or activity that involves –

- a. The handling of food intended for sale; or
- b. The sale of food,

Regardless of whether 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.

Food Safety Standards

Means the standards contained in Chapter 3 of the Food Standards Code.

Food Standards Australia New Zealand

Has the same meaning as it has in the *Commonwealth Food Standards Australia New Zealand Act 1991*.

Food Standards Code

Means the Australian New Zealand Food Standards Code as defined in the *Commonwealth Food Standards Australia New Zealand Act 1991* and as adopted or incorporated by the regulations.

Food Transport Vehicle

Means the vehicle used for the transport of food for sale.

6.0 CLASSIFICATION OF FOOD BUSINESS

The FSANZ Food Safety Standards class food businesses by risk through the type of food being prepared and who the food is prepared for. The risk classification is initially based on information from the Food Business Notification/ Registration Form and also compliance in the subsequent assessments by the Environmental Health Officer.

7.0 DESIGN AND CONSTRUCTION OF A FOOD BUSINESS

The food business must comply with the requirements of Food Safety Standard 3.2.3 – Food Premises and Equipment. The following information may be useful when designing your food business.

7.1 General Requirements

- Be appropriate for the activities for which the premises is used;
- Provide adequate space for the activities to be conducted on the food premises and for the fixtures, fittings and equipment used for those activities;
- The kitchen layout incorporates food storage, preparation and cooking areas and also crockery, equipment, chemical storage;
- Sanitary conveniences for both staff and customers;
- An area allocated for staff to store personal belongings and change rooms;
- Permit the food premises to be effectively cleaned and sanitised; and
- Consider the potential for future expansion.

7.2 Water Supply

- Must have an adequate supply of potable water.
- Contact the Water Corporation for information regarding grease traps.

7.3 Bin Enclosure

- The location of the refuse room is to be to the satisfaction of the City's Health Services. The refuse receptacle area is to be provided with the following:
 - a. A tap connected to an adequate supply of water;
 - b. Smooth, impervious walls constructed of approved materials not less than 1.5 m in height;
 - c. An access way of not less than 1 metre in width for 240 litre MGB or 1.5 metre width for 1100 litre MGB, fitted with a self-closing gate;
 - d. Smooth, impervious floor of adequate thickness, evenly graded and adequately drained to a minimum 100 mm diameter industrial graded floor waste;
 - e. Easy access to allow for the removal of containers;
 - f. Internal bin areas to be sealed from other internal rooms and be provided with mechanical ventilation capable of exhausting not less than 5 litres of air per second per 1 square metre of floor area, ducted to the outside air.

7.4 Containers for Garbage and Recyclable Materials

- Bins in the food preparation area 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.

- Contact the city's Waste Services on 9387 0900 for further information on the number of bins supplied or allowed for your premises. Alternatively, contact a private waste removal company.
- 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 stormwater drains as they can become rancid and cause odour problems, block drains and cause environmental damage.

7.5 Coolroom/Freezer

- The cool room/freezer is to be constructed as follows -
 - a. Internal and external finishes to be constructed of colourbond metal sheeting;
 - b. The floor is to be sealed and have an even fall to an approved floor waste outlet located outside the cool room and freezer;
 - c. Condensate to be discharged into the floor waste or drainage system via a trapped tundish;
 - d. Where the units are built with an inaccessible cavity between the top and ceiling above, or between the walls of the room and the cool room/freezer, such cavities to be filled with fibreglass wool and sealed with approved metal trims;
 - e. Shelving or racks to be constructed of corrosion resistant, smooth material that does not absorb liquids or odours (ie, hot dipped galvanised metal);
 - f. The angle between the walls and floor in the cool room/freezer to be covered with a minimum radius of 9.5 mm;
 - g. Internal service lines to be stood 16 mm off the walls;
 - h. It is recommended that refrigerator plants be located externally or separated from food handling areas; and
 - i. Every cool room/freezer must be equipped with a thermometer or thermograph indicating or recording temperature in the warmest part of the room accurate to \pm one degree Celsius, and located so that it is easily readable.

7.6 Ventilation

- All food premises shall have either natural or mechanical ventilation in accordance with the Building Code of Australia.
- Kitchen exhaust canopies must be constructed and installed in accordance with the Australian Standard 1668.2-2002.
- Plans and specifications of the hood and ventilating system are to be submitted to the city's Health Services for approval prior to fabrication and installation.

7.7 Lighting

- All food businesses must be provided with natural or artificial lighting, suitable for the activities conducted within the premises.
- Light fittings are to be provided with protective plastic covers or sleeves to prevent contamination of food with glass.

8.0 FLOORS, WALLS & CEILINGS

8.1 Floors

- Floors in the food preparation areas should be durable, impervious, non-toxic, slip resistant and free from cracks and crevices in which dirt may be lodged. The activities undertaken on the section of floor should be acknowledged with regards to the durability and finish of the floor surface.

- Recommended materials include commercial sheet vinyl, ceramic tiles and epoxy coated concrete.
- The floor shall be evenly graded to a floor waste outlet of 100mm minimum diameter and connected to an approved drainage system.
- Coving on the floors with wall/plinths shall be integral to the surface finish of both the floor and wall so it forms a continuous uninterrupted surface.

8.2 Walls and Ceilings

- Ceilings shall be smooth, durable, resistant to corrosion, non-toxic and impervious to water. Ceilings shall be non-perforated and finished free of open joints, cracks and crevices and finished in a light colour.
- Wall surfaces shall provide a smooth even surface, free of buckles or ledges, fixing screws, picture rails, open joint spaces, cracks or crevices. It is recommended that walls in the food preparation area are finished with stainless steel, ceramic tiles or laminated plastic sheeting.
- Conduits and service pipes should either be sealed into the wall or fixed greater than 16mm clear of the wall.

9.0 FIXTURES, FITTINGS & EQUIPMENT

9.1 General Requirements

- All work benches, counters and surfaces that come in direct contact with food are to be stainless steel and durable, smooth and impervious.
- Exposed wood is not considered appropriate in a food preparation area.
- All equipment to be moveable for cleaning and supported with wheels or castors or a clearance provided where it cannot be moved easily.
- Shelving must be situated so that the floors and walls can be easily cleaned.

9.2 Hand Washing Facilities

- Hand wash basin to be of hands-free action i.e. by arm, foot or electronic activation.
- Have a permanent supply of warm water delivered through a single outlet.
- To be unobstructed at all times.
- Provided with a single use paper towel dispenser and liquid soap dispenser which are to be stocked at all times.

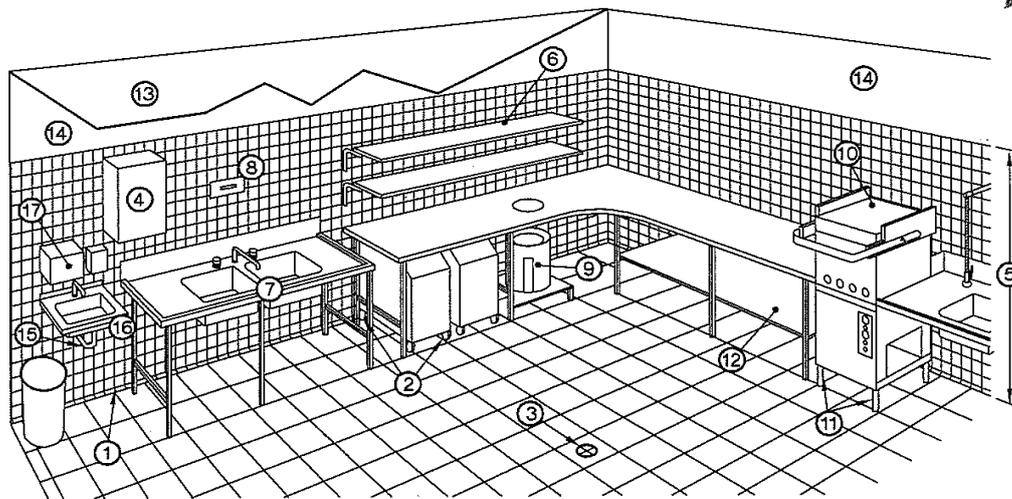
9.3 Food Preparation Sink

- An appropriate number of sinks must be provided in accordance with the degree of food preparation within the food premises.
- A food preparation sink is to be provided for the purpose of food preparation i.e. washing vegetables and is to be separate from the equipment washing facilities.

9.4 Equipment for Cleaning and Sanitising

- Premises to be provided with a double bowl sink with adequate drainage boards.
- The sinks are to be of adequate size to contain utensils used on the premises.
- Sinks to be supplied with both hot and cold water.
- Dishwashers and glasswashers are recommended where utensils and crockery are used.

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



LEGEND:

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

FIGURE 4.2 TYPICAL WASH-UP AREA

9.5 Hot and Cold Food Storage Equipment

- Coolrooms, refrigerators, chilled display cabinets etc. Should maintain food temperatures of 5° and below.
- Freezers should maintain food temperatures below -15°C.
- Warmers, bain-marie etc. Should maintain food temperature 60°C and above.

10. MISCELLANEOUS

10.1 Storage Facilities

- Where staff routinely change uniforms and/or clothes on the premises, the facilities for clothing and personal belongings must be provided in a change room.
- Staff to be provided with a storage area for personal belongings either in a form of a change room, locker, or dedicated cupboards.
- Storage of cleaning chemicals, equipment and pest control chemicals is to be in a dedicated room or in enclosed cupboards.
- Facilities for storage of office paperwork and other materials is to be in a dedicated room or in enclosed cupboards.

10.2 Toilet Facilities

- Sanitary conveniences are to be provided for both staff and patrons of each gender and must be in accordance with the Building Code of Australia.
- A disabled facility must be provided in newly constructed premises and may be required when alterations, additions or change of use are undertaken on an existing property. Contact the City's Building Services for further information.
- Sanitary conveniences must be maintained in a sanitary condition and equipped with both hot and cold water, liquid hand soap and single-use paper towels or a warm air drier.
- Gender identification signs are required on the toilet doors.
- Patron sanitary facilities are generally only required when a food premises accommodates for more than 20 persons.

10.3 Pest Control

- All doorways, windows and other openings should be protected as far as is practicable from pests through the use of screens, self-closing doors and other inhibiting mechanisms such as air curtains, fly strips or fly zappers (fly zappers must not be located over food contact surfaces).
- It is recommended to obtain services of a qualified pest controller to carry out quarterly inspections and treatment for pests such as cockroaches and rodents.

10.4 Food Safety Training

- It is required that all food handlers demonstrate skills and knowledge appropriate to the level of food handling that they are employed to carry out. To achieve this requirement the City of Subiaco highly recommends that all food handlers receive food safety training prior to handling food for sale to the public.
- It is also requirement that high risk food businesses identified by the Food Standards Code implement a Food Safety Plan.
- There are many training programs available and for further information please contact the City of Subiaco's Environmental Health Officer.

10.5 Alfresco Dining

- An alfresco dining area which includes tables, chairs, umbrellas or any other structure is licensed by the City of Subiaco where the dining area fall onto Council owned footpaths.
- An application is to be submitted following approval of your food business (see attached).

11.0 ATTACHMENTS

11.1 Food business notification/ registration form

11.2 Alfresco Dining Application