



City of Nedlands

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# *Food Business Development Guideline*

As at August 2015

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## 1. Introduction

This Guideline has been intended to facilitate the decision making, approval and registration process for both new and existing food businesses. It aims to provide general information for the design, construction, fit-out and operation of a food business within the City of Nedlands inclusive of the applicable legislative and Local Government requirements.

## 2. Role of the Environmental Health Officer

An Environmental Health Officer (EHO) is involved with maintaining and protecting the health and wellbeing of the community and environment. They play an important role in food safety and other public health matters. Under the Food Act 2008, EHOs are authorised officers and as such have the right to enter business, at any reasonable time, for the purposes of the Food Act 2008.

The City's EHOs are responsible for routine inspections of your business. The frequency of inspection of a food business is determined based upon the type of food sold, activities conducted and any follow-up inspections that may be required. Food sampling is also conducted periodically by the City's EHOs, with some sampling programs done in conjunction with the WA Department of Health. This may involve the purchase of food from a food business for analytical microbiological or chemical testing.

The investigation of food complaints and food poisoning outbreaks also forms part of the EHO portfolio. This involves inspection, collation of applicable information, and possible food sampling or seizure.

Through Food Standards Australia the WA Department of Health notifies local governments of any food recalls. It is the responsibility of the City's EHOs to advise all businesses identified as being potential vendors of a recalled product items are removed from sale or no longer available for sale.

### 3. Food Legislation

Knowledge of legislative requirements is key to the effective design, construction and operation of a food business.

#### 3.1 Primary: State-wide Legislation

Legal requirements apply in WA with regards to the construction, fit-out and operation of a food business. It is the responsibility of proprietors to ensure that their food business is compliant with the following pieces of legislation:

- *Food Act 2008* and *Food Regulations 2009*
- Food Standards Australia New Zealand (FSANZ) Food Safety Standards

Strict penalties apply where a food business does not comply with the legislation. Copies of the legislation can be downloaded at the State Law Publisher website [www.slp.wa.gov.au](http://www.slp.wa.gov.au) and at the FSANZ website [www.foodstandards.gov.au](http://www.foodstandards.gov.au)

*Australian Standard AS4674:2004 – Design, Construction and Fit-out of Food Premises* whilst not enforceable under the legislation it provides a comprehensive guide that is compliant with the relevant legislation and is considered industry best practice.

#### 3.2 Secondary: Local Laws

The City of Nedlands *Trading in Public Places Local Law 2000*, stipulates the requirements for a business should it wish to operate an outdoor dining area, street market or trading, in any street or public place within the City. A business is not permitted to trade without a licence to do so from the City.

For further information on licence applications and fees please contact an Environmental Health Officer at the City of Nedlands on ph: 9273 3500.

## 4. Council Requirements

If you are proposing to set up your food business in an already existing food business without making changes to the operation or fit-out you are only required to complete a “Food Business Notification / Registration Form” along with payment of a once off notification fee and \$registration fee. An inspection of the business may follow, after which the City will issue a ‘Certificate of Registration of a Food Business’ at which point the business may commence trading. Where you intend to make alterations to the use, operation and/ or fit-out no matter how minor you are required to inform the City.

### 4.1 Planning

Before commencing the City’s Planning Department will need to be contacted in order to determine the suitability and compliance with the Local Planning Scheme in terms of zoning, parking availability, intended patronage and other details related to the proposed use the Planning Department will determine whether submission of a Planning Development Application is required. Further information regarding planning requirements and applicable fees can be accessed by contacting the City’s Planning Department ph: 9273 3500 or [council@nedlands.wa.gov.au](mailto:council@nedlands.wa.gov.au)

### 4.2 Building Services

Following Planning Development Approval, a ‘Building Licence Application’ will need to be submitted should you wish to construct a new businesses or alter the existing premises.

The City’s Building Department will assess the application and determine any specific requirements from the Building Code of Australia (BCA). Before any construction or development can take place a Building Licence must be issued by the City. Further information relating to building requirements and applicable fees can be obtained by contacting the City’s Building Department on ph: 9273 3500 or [council@nedlands.wa.gov.au](mailto:council@nedlands.wa.gov.au)

### 4.3 Health Services

Approval to conduct a food business must be obtained from the City’s Health Services even if planning approval or a building licence is not required. This is to ensure that the proposal is compliant with the appropriate legislative requirements specifically related to food businesses. This part of the process involves:

- Completion of an ‘Application for Food Business Alteration / Fit-Out’ submitted with the application fee
- Plans inclusive of necessary specifications detailing fixtures, fittings, finishes and equipment within the food business (detailed below in 4.4 & 4.5).
- Completion of the “Food Business Notification/ Registration” form
- *Note: existing food businesses are also required to complete this form if they intend on changing the activities of the food business e.g. restaurant to caterer; or changes to the food provided e.g. purchasing premade pre-packaged food for sale*

*to preparation of all food onsite.*

- Payment of the Notification Fee, Registration Fee and Annual Food Surveillance Fee.

#### 4.4 Approval of Plans

The following describes the level of detail necessary for submission of plans to the City, these must be scaled floor plans and inclusive of the following information:

- The use of every room
- Door and window openings
- The number of staff at the business at any one time, including the proprietor(s) and those engaged in the preparation, manufacture, processing, cooking or serving of meals
- Customer and staff toilet and change room details: If detached the distance to the facilities and the number available for use is to be clearly stipulated
- structural finishes of every wall, floor and ceiling
- Floor plan of all dining areas detailing where seating is provided, size (m<sup>2</sup>) of floor space for dining and the number of persons to be catered for in this area
- Layout and spacing of all equipment, benches, fittings and fixtures
- Detailed plans and specification of the cool room/freezer
- Detailed plans and specifications of the mechanical exhaust system if cooking is to take place in the food business; and
- Other ventilation systems, drains, grease traps and waste disposal systems.

#### 4.5 Plan Scale Required:

- Scale of 1:100
  - Site plan
  - must include details of car parking, refuse area, adjacent land uses and sanitary facilities;
- Scale of 1:50
  - Floor plan
  - Sectional elevations (e.g. of walls, bench tops etc);
  - Hydraulic plans (fresh water and wastewater/drainage services); and
  - Mechanical exhaust ventilation plans;

#### 4.6 Additional Information for Plan Submission

Additional information that is required with submission of your plans includes:

- Name, address and contact details of architect, draftsperson or shop fitter;
- Drawing scale of the plans;
- The date the plans were drafted;
- Correct property description and address of the business;
- Proposed name of the business; and
- Intended nature of the food business operation i.e. description of foods for sale and detail of mode of operation.

After plans have been approved, 'Environmental Health Conditions of Approval' will be issued. Where a Planning Application and/ or Building Application were required, these Environmental Health Conditions of Approval will be in conjunction with a Planning Development Approval and/ or Building Licence.

## 4.7 Final Inspection

After the necessary approvals have been issued upon completion of the above protocol and site works completed, a final inspection by one of the City's Environmental Health Officers must be called upon prior to opening to ensure compliance with the legislation and the approved plans and conditions. Following a satisfactory inspection, you may commence trading.

## 4.8 State Government Departments

### 4.8.1 Department of Racing, Gaming & Liquor

A licence from the Liquor Licensing Division of the Department of Racing, Gaming & Liquor must be obtained by any business wanting to sell alcohol. Most commonly Liquor Licensing requires the submission of Section 39 Certificate of Local Health Authority and Section 40 Certificate of Local Planning Authority forms and payment of the respective fees. The Section 39 form is for the City's Health Section to sign off that the business complies with the *Health Act 1911*, *Food Act 2008*, *Local Government Act 1995* and the *Building Act 2011*. The Section 40 Form is for the City's Planning Department to sign off on compliance with the Town Planning Scheme. Both Section 39 and Section 40 forms can be found on the Department of Racing, Gaming and Liquor website: <http://www.rgl.wa.gov.au/>

An EHO at the City will if necessary inspect a premises to determine compliance with the aforementioned legislation. Once the City is satisfied that all criteria are met a Section 39 and Section 40 Certificate will be issued.

Further information can be obtained from the Department of Racing, Gaming and Liquor's, Liquor Licensing Division on ph: 9425 1888 or [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au)

### 4.8.2 Water Corporation

All plumbing work for food businesses must be compliant with the *Metropolitan Water Supply, Sewerage and Drainage Board By-Laws* and completed by a licensed plumber. The Industrial Waste Section of Water Corporation must be consulted in order to determine if a grease trap is required. In most commercial food operations a grease trap is required. Further information can be obtained from Water Corporation, Industrial Waste Section on <http://www.watercorporation.com.au> or ph: 13 13 95.

From a Local Government perspective, the City's requirements in regards to grease traps extend only to ensuring that its location is not within the internal confines of the building. In circumstances where this is unavoidable, the City may request the food



business to demonstrate that this does not pose any adverse risk to health as a result of an internally located system.

#### 4.8.3 Department of Environment & Conservation

The Department of Environment & Conservation is the governing body concerning environmental protection policies including those related to noise, water, waste and air pollution. Noise problems are a significant issue and consideration of neighbouring properties should be given particularly during any development of a site or installation of equipment. Sound levels that are emitted must conform to the *Environmental Protection (Noise) Regulations 1997*, failure to do so can result, in actions under the *Environmental Protection Act 1986* to abate any noise.

The City strongly recommends any service or delivery vehicles be restricted to between 7am - 7pm Monday to Saturday and between 9am – 7pm on Sundays and Public Holidays. Food businesses should also keep mechanical plant (e.g. exhaust extraction systems, cool room compressors and air conditioners) regularly maintained to mitigate noise.

Food businesses must ensure that any waste, especially fats and oils, are stored appropriately and must be collected and removed by approved waste disposal companies. Further to this, drainage must be adequate for the business and refuse is to be contained within bin enclosures. Compliance with the *Environmental Protection (Unauthorised Discharge) Regulations 2004* is a requirement of all food businesses.

The City's Environmental Health Officers may issue an infringement for non-compliance with the above regulations.

Further information can be obtained from the Department of Environment and Conservation on 6467 5000 or <http://www.dec.wa.gov.au>

#### 4.8.4 Utilities: Western Power and Alinta Gas

The electrical and gas fittings and equipment to be used within a food business are required to be approved by Western Power and Alinta Gas. Installation is to be in accordance with the appropriate regulations by approved personnel.

Food Businesses should check the premises has safe and sufficient electrical and gas supplies for their equipment and activities.

Additional information can be obtained through Western Power on 9326 4911 and Alinta Gas on 13 13 59.



## 5. Food Business Risk Classification

Food Standards Australia New Zealand (FSANZ) introduced a risk-based classification system for food businesses based upon the type of food and to whom the food is sold to.

Examples of the risk rating systems are identified below:

- High: Nursing homes, hospitals, child care centres, caterers
- Medium: restaurants, takeaways and supermarkets, cafes, bakeries
- Low: Liquor stores, shops selling pre-packaged shelf stable food
- Very Low: newsagents, pharmacies selling confectionary

Food businesses having numerous classifications within the one business, i.e. supermarkets with a butcher, delicatessen, bakery, are classified as food businesses with additional classifications.

The Act requires all food businesses within the City to complete a 'Food Business Notification/Registration' form. A one off fee for Registration, is required to be paid before the food businesses can commence trading.

## 6. Requirements of the Food Safety Standard 3.2.3

The FSANZ Food Safety Standards provides information relating to design and fit-out of food business. The information below is designed to complement the Food Safety Standards by expanding on the level of detail and providing examples of adequate solutions for meeting the requirements. Essential components of the Australian Standard 4674 –2004: *Design, Construction and Fit-Out of Food Premises* have been incorporated into the Food Safety Standards without being prescriptive. The non-prescriptive nature of the standards is to facilitate food businesses with how they go about achieving a food safety outcome.

Despite this flexibility, in order to guide food businesses, the City has detailed below outcomes in accordance with both the Food Safety Standards and AS4674. These are suggested methods based upon substantiated evidence that the design and construction will not adversely affect the production and/or sale of safe food. Any proposals that are not identified in this document or AS4674 must be accompanied with documented proof that food safety is not compromised and the food safety outcome is achieved.

### 6.1 Division 2 Clause 3 General Requirements

A Food Business should:

- Be appropriate for the activities undertaken;
- Adequately sized;
- Permit effective cleaning and sanitising;
- Exclude dirt, dust, fumes, smoke and other contaminants; and
- Not permit entry or harbourage of pests and vermin

Examples:

- Adequate floor and working space
- No cracks or crevices
- Vermin proof construction
- Vermin proof strip to external doors
- Insect screening to windows and doors
- Plastic strip curtains that exclude flying insects

Consideration should also be given to:

- Design of the business so that food flows in one direction through the business e.g. receipt → storage → preparation → packaging/serving/dispatch
- Separation of raw products and cooked and/or final products.
- Kitchen design incorporating adequate areas to store food, crockery, equipment, chemicals and refuse; washing up, wet and dry food preparation and cooking areas, & refrigeration.
- Sanitary conveniences for staff and patrons
- Storage area for staff personal items

- Sufficient dining space, i.e. allowing 1m<sup>2</sup> per person for dining area; and
- Adequate space for potential future expansion

## 6.2 Division 2 Clause 4 Water Supply

The water supply provided must be acceptable for human consumption (potable) and an adequate supply of hot and cold water to sinks in food preparation areas.

Examples:

- Hot water system installed with adequate capacity for the activities occurring at the business
- Municipal water supply
- Tank and Bore water

## 6.3 Division 2 Clause 5 Sewage & Wastewater

The business must have a sewage and wastewater disposal system that effectively disposes of all sewage. The construction and location should be positioned in a manner that ensures there is no likelihood of the sewage and wastewater polluting the water supply or contaminating food.

Examples:

- Connection to deep sewer
- Trade waste agreement
- For food transport vehicles, where there is no connection to sewer mains, a temporary holding tank installed at a 50L capacity

## 6.4 Division 2 Clause 6 Storage of Garbage and Recyclable Matter

Food business must have waste facilities that have the capacity to contain the quantity, type of waste and any recyclable matter. Rubbish rooms / rubbish enclosures must be designed and constructed so that they are capable of being easily and effectively cleaned. Further to this any waste materials must be enclosed preventing access by pests and animals.

Examples:

- Wheeled refuse container
- Commercial (Bulk) refuse container
- Lidded containers within premises
- Impervious flooring and coving at the wall intersection of storage area
- Refuse containers serviced by appropriate contractor
- Lidded containers constructed of plastic or similar material

## 6.5 Division 2 Clause 7 Ventilation

Food business must have sufficient natural or mechanical ventilation to effectively remove fumes, smoke, steam and vapours from the food business. It is advisable that mechanical exhaust systems be installed over all cooking equipment. Any natural or mechanical ventilation must be compliant with the Building Code of Australia, the design of a commercial quality, compliant with the Australian Standard *AS 1668.2-2012 The use of ventilation and airconditioning in buildings - Mechanical ventilation in buildings* and any other applicable Australian Standard.

Detailed plans and specifications of all exhaust hoods must be submitted to the City's Environmental Health Services Section for approval prior to construction or installation. These plans should be submitted with the overall plans and specifications of the proposed food business.

- Ventilation throughout the premises must:
  - Be sufficient and easily and effectively cleaned; and
  - Effectively remove fumes, smoke, steam and vapours, so as not to cause environmental nuisance.
- Mechanical exhaust ventilation system to be designed, constructed and installed in accordance with AS 1668.2
- Intake and exhaust vents for food transport vehicles must be screened to prevent entry of vermin

Fresh make-up air will be required to replenish the air removed by the exhaust system. Make-up air may be provided either naturally or by a mechanical air supply system. The following equipment requires mechanical exhaust ventilation:

- Cooking equipment where electrical input exceeds 8kW; and
- Cooking equipment where gas input exceeds 29MJ/h; and
- All deep fryers with accompanying written certification verifying the system meets performance criteria; and
- dishwashers and other washing and sanitising equipment that vent steam and/or heat to the extent that there is likely to be condensation collecting on walls or ceilings.

If a mechanical ventilation system is required, it must effectively remove all fumes, vapours, steam, smoke or any other air-borne by-products of cooking or cleaning processes, convey them to outside air and dispose of them without nuisance. A system installed in accordance with the Australian Standard AS 1668 Part 2 would be deemed to comply with the requirements for mechanical ventilation. Specifics of mechanical ventilation requirements are detailed below.

### Exhaust Hoods

Exhaust hoods are designed to capture and exhaust cooking vapours and prevent condensation falling onto the food, the cooking appliance or the floor. Exhaust hoods should be constructed of galvanised sheet steel, stainless steel or aluminium. Joints are to be smooth and free from obstructions and sealed with a suitable compound. All edges are

to be sealed or flashed to the wall and ceiling.

#### Hood Overhang

The inside of the grease gutter should be not less than 150mm beyond the edge of all appliances, except on sides adjoining a wall. Where woks, salamanders and open flame charcoal equipment using solid fuel are used, 300mm clearance is required.

#### Angles of Internal Surfaces

The face of filters should either be vertical or sloped at an angle not exceeding 30°C measured from the vertical. All internal surfaces of hoods should be vertical or sloped at an angle not greater than 40°C.

#### Internal Lights

Internal lights should be flush mounted and free of any protrusions.

#### Filters

Canopies are to be fitted with flush mounted grease-arresting filters. Grease filters are to be fitted so that they are easily removed for cleaning purposes.

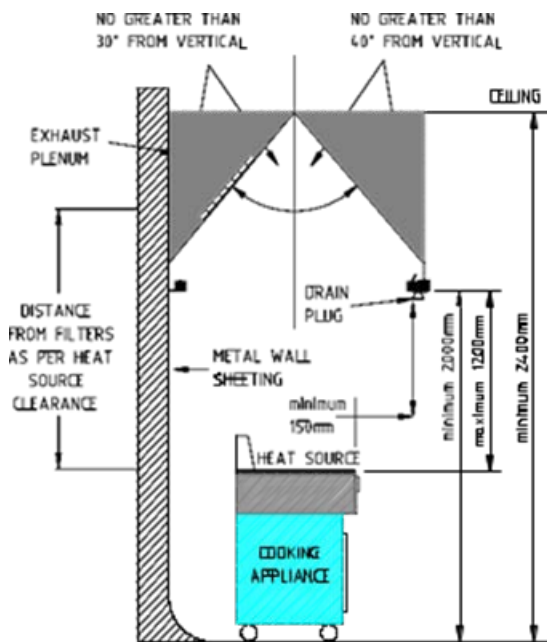
#### Floor Clearance

The lower edge of the exhaust hood should be not less than 2m above the floor level and not more than 1200mm above the appliance. To obtain this clearance, a minimum 2.4m ceiling height will be necessary. The exhaust hood may be recessed into the ceiling space in some instances.

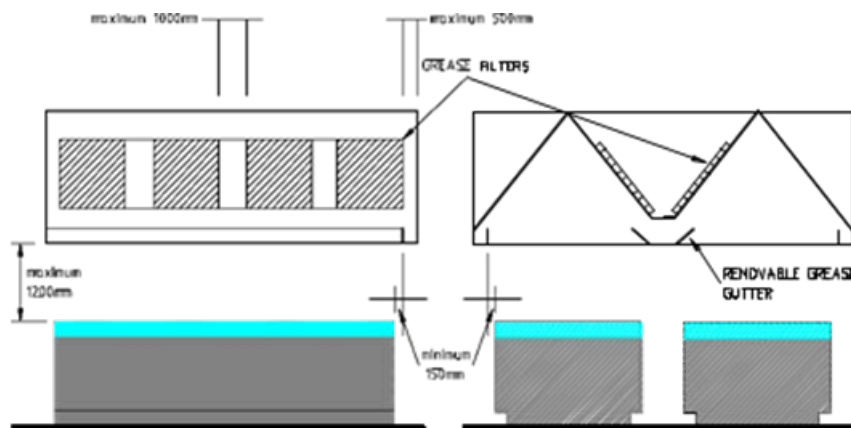
#### Heat Source Clearance

The distance between the lowest edge of a grease filter and cooking surface should be not less than:

- 1350mm where charcoal or a similar type of open fire is used
- 1050mm where a naked flame is used
- 600mm where electrical equipment is used



**Wall Exhaust Hood**



Front

Sectional Side view

**Island exhaust hood**

**Capture Velocities**

Exhaust hoods should be provided with an evenly distributed airflow across the hood face so as to collect all cooking vapours and heat. The capture velocities required should be in accordance with the following:

ACTIVITY	VELOCITY (m/s)	
	WALL CANOPY	ISLAND CANOPY
Heating or water only	0.3	0.47
General cooking	0.4	0.6
Frame cooking	0.6	0.95

Utensil storage and racks are not permitted over or above cooking or heating equipment. Similarly, wall mounted appliances such as salamanders, should not overhang or be positioned above cooking appliances.

### Duct Work

Ducts should be constructed of an approved material and gauge (eg galvanised steel 1.2mm, stainless steel 0.9mm). Cleaning points should be provided in horizontal runs at intervals not greater than 3m and at each change of direction. A drain should be provided at the lowest point of each section of ducting. Where ducts penetrate a required fire-rated wall, floor or ceiling, they are to be contained and/or protected in accordance with the Building Code of Australia and relevant Australian Standards.

### Risers

Risers should be sited and connected to the plenum in such a position that any condensate which forms within the duct work or rainwater which may enter, will not fall through the exhaust openings (grease filters) and onto the cooking surface below.

### Discharge Point

Exhaust air is to be discharged in a vertical direction at a minimum velocity of 5m/s. The point of discharge is to be at least:

- 1m above the ridge of a pitched roof
- 3m above a flat roof
- 6m from a property boundary
- 6m from any air intake, natural ventilation or opening

Discharge at a lower level may be permitted provided that the discharge is more than 15m from any other higher structure. Exhaust systems with a flow rate not exceeding 1000L/s may receive a relaxation on the location of the discharge point. In any case, no exhaust can discharge over adjoining properties or where the discharge is less than 3m above any pedestrian thoroughfare including an accessible roof area.

### Openings in buildings

All openings in walls, floors, ceilings or rooves through which the duct passes, should be made vermin proof. Note that building and/planning approvals may be required.

## 6.6 Division 2 Clause 8: Lighting

A Food business is required to have light, be it natural or artificial, provided at all times at a level suitable for the activities conducted. It is advisable that any natural lighting level is to be the equivalent to the levels of artificial lighting. Light fittings should also be capable of being easily and effectively cleaned and constructed in a manner to protect food from contamination with dirt, dust or any other material falling from the light fitting. Light fittings should be unable to harbour pests.

Food businesses and vehicles must comply with Australian Standard *AS1680-1976 Code of Practice for Interior Lighting and the Visual Environment*.

### Examples:

- Natural light
- Artificial—recessed and diffuser



- Artificial—ceiling mounted and diffuser
- Light fittings provided with protective covers, non-shatter or shatter-proof light fittings.

## 6.7 Division 3 Clause 10: Floors

Floors must be constructed appropriately for the activities being carried out within the premises, impervious to grease, food particles and water and easily and effectively cleaned. Any flooring material is to be laid in a manner so that pooling or ponding of water cannot occur and unable to provide harbourage for pests.

Examples:

- Smooth flooring to facilitate easy cleaning;
- Flooring of a material that is rigid, durable, slip resistant, resistant to corrosion, non-toxic and impervious to water;
- Free from cracks and crevices;
- Evenly graded to trap floor waste outlets (eg 100mm diameter) with connections to an approved waste disposal drainage system where cleaning operations or other activities release water or other liquids onto floors;
- Coving between the walls and floor with a minimum radius of 9.5mm
- If preformed material is used to cover the floor, it is advisable that:
  - All joints and edges are sealed; and
  - The preformed material continues up the walls and other vertical surfaces for at least 70mm above floor level.
  - Light coloured flooring materials for easier cleaning and visibility of dirt
- Material Examples:
  - Ceramic tiles (Water and mould resistant additives added to ceramic tile grouting (ie epoxy grout).
  - Commercial grade continuous vinyl
  - Treated concrete
  - Concrete and epoxy layer

## 6.8 Division 3 Clause 11: Walls

Walls and ceilings are required to provide protection for food and are to be constructed of materials that are appropriate to the food handling activities to be undertaken. They must not provide places for pests to hide and must be capable of being kept clean. Walls and ceilings should be sealed to prevent dirt, dust and pests getting into, the area as well as being impervious to grease, food particles and water, as well as easy to clean.

Examples:

- Ceramic tiles
- Impervious Panelling
- Splash backs to sinks and benches
- Heat Resistance Material behind cooking equipment

- Light Coloured Paint
- brick, concrete, blocks, reinforced plaster panels, gyprock or similar material finished with glazed tiles, stainless steel sheeting or smooth hardwall plaster

### 6.9 Division 3 Clause 11: Ceilings

Ceilings are provided to protect food from contamination and as such are required to be sealed and impervious to prevent entry and harbourage of dirt, dust, pests and vermin. It is also necessary to give consideration to the activities being carried out within the premises and the suitability of the material for use and its ability to be easily and effectively cleaned.

Examples:

- Gloss painted FC sheeting
- Impervious panelling
- Solid, continuous construction

### 6.10 Division 4 Clause 12 & 13: Fixtures and Fittings

Fixtures and fittings are to be adequate for the production of safe food and fit for the intended use. Fixtures and fittings should be designed and constructed so there is no likelihood of causing food contamination or harbourage of pests.

Examples

Fixtures, fittings, shelving and equipment:

- Easily moved
- Castors and flexible connections
- Legs of 1500mm
- Shelves comprising or forming part of a shelving unit must be at least 150mm above the floor.
- Clear of walls
- Sealed to plinth, surfaces, floor or adjacent surfaces
- 75mm above bench and clear of the wall
- No false backs or bottoms
- All brackets must be sealed to contact surfaces to avoid crevices, voids or inaccessible cavities.

Food contact surfaces:

- Able to be easily and effectively cleaned and sanitized;
- Impervious;
- Made of material that will not contaminate the food ie stainless steel with a sealed underside, fully laminated; or laminated top with sealed underside
- Work surfaces subject to high levels of liquid spillage, including draining boards, must be made of stainless steel.

#### Pipes, Ducts & Conduits:

- Concealed in walls, floors or ceiling; or
- Fixed in brackets for clearance of not less than 16mm between the wall;
- Not installed in the junction of a floor or any vertical surface and spaces beneath fixtures, fittings and appliances.

#### Inspection Openings:

- Exposed pipes or openings for the inspection or cleaning of drainage shall not be installed in food business or vehicles

#### Appliance construction:

- Materials should be impervious to water, durable, non-toxic and resistant to corrosion (ie stainless steel);
- Free from cracks and crevices;
- Cooking Equipment and eating/drinking utensils must be able to be easily and effectively cleaned and sanitized.

#### Benches, cupboards, cabinets and other equipment which are fixed to walls:

- Supported on metal legs at least 150mm high, smooth, free from angles, recesses and crevices;
- Placed on a concrete plinth at least 100mm in height, with the base of the equipment sealed with silicone overhanging plinth (the plinth/floor junction to be coved to a radius of 9.5mm);
- Sealed to the walls to prevent access of vermin; and
- Constructed without backs.

#### Benches, cupboards, cabinets and other equipment not fixed to walls:

- Readily mobile, fitted with castors or wheels and with flexible leads where necessary to enable the equipment to be moved so that the floor beneath can be completely exposed for ease of cleaning; or
- Kept 150mm clear of walls, with sufficient space between cabinets to provide easy access for cleaning and 150mm off the floor;

#### Cool Rooms & Freezers

- Floor to be properly sealed;
- Condensate to be discharged into the floor waste or drainage system via a trapped tundish;
- Shelving or racks to be constructed of corrosion resistant, smooth material that does not absorb liquids or odours (e.g. hot dipped galvanised metal), stainless steel;
- Coving between the walls and floor in the cool room/freezer with a minimum radius of 9.5mm;
- Doors to be fitted with rubber seals and be capable of being opened from the inside at all times;
- Plant located externally or separated from food handling areas;

- Equipped with a thermometer or thermograph indicating or recording temperature accurate to +/- one degree Celsius

### 6.11 Division 4 Clause 14: Hand Washing Facilities

A food business must have a specifically designated hand wash basin that is a permanent fixture located in the work area in an easily accessible location for all food handlers, where the nature of the activities performed is such that hands may contaminate food. Hand wash basins are also required adjacent to toilets or toilet cubicles at the food business. The water is required to be connected to a supply of warm running potable water (between 22°C and 48°C) with warm and cold water coming through a common spout with drainage to the sewer. Hot water should run at temperatures of at least 77°C or above. In close proximity to all hand wash basins is to be a supply of disposable towels, soap and a waste container.

Examples:

- 11L Basin provided in area where food handlers are working
- 11L Basin provided adjacent to toilet facilities (if any)
- Hands-free taps must be connected to an approved waste disposal system;
- Soap dispenser
- Single use paper towels

### 6.12 Division 4 Clause 15: Storage Facilities

Adequate storage facilities must be provided for items that are likely to contaminate food ie chemicals, cleaning items and personal belongings. Storage facilities should be located where there is no likelihood of the above items contaminating food or food contact surface.

Examples:

- Separated staff room
- Clearly designated room, shelf or cupboard for staff items
- Clearly designated chemical/ cleaning items storage room, shelf or cupboard.

### 6.13 Division 5 Clause 16: Toilet Facilities

Sanitary facilities 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 faculties to cater for both as per the requirements of the Building Code of Australia. Sanitary conveniences are to be 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.

**Examples:**

- Designated internal staff toilet containing:
  - Double air lock and self-closers; or
  - Single door, mechanical ventilation and self-closer.
- External Staff Toilet
- External Common Room
- Food Transport Vehicles must have nominated toilet facilities.

#### 6.14 Division 4 Clause 17: Food Transport Vehicles

In accordance with the Food Safety Standards vehicles that are used solely for the transportation of food must be designed and constructed to protect the food being transported from contamination and maintain the appropriate temperatures (5<sup>0</sup>C or below for cold food or 65<sup>0</sup>C or above for hot food). The design and construction, particularly, food contact surfaces in food transport vehicles must be capable of being effectively cleaned and sanitised. Vehicles which are employed for the direct purposes of preparation and/ or selling food are defined under the Food Safety Standards as a food business and must be compliant with the requirements for food business.

**Examples:**

- Smooth impervious surfaces to the storage compartment
- Food packaged in food grade storage containers
- Refrigerated transport
- Stainless steel food contact surfaces

## 7. Outdoor Dining Areas

Outdoor Dining Areas which are located on Council controlled land e.g. the footpath can only be established after a licence has been issued by the City in accordance with the *Trading in Public Places Local Law 2000*.

The application and approval process requires submission of:

- Planning Development Application and applicable fees ( dependent upon the cost of development)
- Plans
- Application for Outdoor Dining Licence; and
- Payment of the applicable fees:
  - Application for Licence (new annual licence)
  - Licence for Designated Area )/(m<sup>2</sup>)
  - Installation of Street Trading Boundary Markers
- Supporting documentation including:
  - a copy of their public liability insurance on which
    - the City is identified as an interested party
    - the policy value is to be no less than \$5 million clause in the policy which prevents the policy from being cancelled without the written consent of the City
    - clause in the policy which requires both the licensee and the insurance company to advise if the policy lapses, is cancelled or is no longer in operation
  - plans of the outdoor dining area to a scale of 1:50 detailing
    - the location and dimensions of the outdoor dining area
    - position and description of all tables, chairs and any other fixtures or furniture
    - position and description of any landscaping, bollards or other object to be used or displayed in the area
  - management plan outlining the operations of the outdoor dining area including
    - the manner in which food, drinks and other dining accessories are to be conveyed to and protected from contamination in the dining area
    - proposed days and times of operation
    - the proposed type and form of any advertising devices to be used
    - arrangements for serving alcohol
    - the location where tables, chairs, furniture and equipment used on the outdoor dining area will be stored during periods when the outdoor dining area is not open for business
    - the daily cleaning of the licenced area and immediate surrounds by sweeping, washing and/or scrubbing of the paved surfaces including removal and disposal of all rubbish, foodstuffs and cigarette ends
    - where cigarette ashtray are kept, details are to be provided specifying how the ashtray is to be weighted to ensure both contents and ashtray are not blown onto the paved surface of the licenced area and the

- method of cleaning
- details of how customers will be encouraged not to throw rubbish cigarette butts or foodstuffs onto the paved area subject to the licence

This document has been provided as a guide only to assist both prospective and existing food businesses with meeting various requirements. Further information relating to the contents of this document or food safety, in general, can be obtained by contacting the City's Environmental Health Services on 9273 3500 or [council@nedlands.wa.gov.au](mailto:council@nedlands.wa.gov.au)