



# **GUIDE TO THE DESIGN, CONSTRUCTION AND FIT-OUT OF A FOOD BUSINESS**

## **City of Melville Environmental Health Services**

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Note: The information contained in this document is intended to be a guide only. It is current on the date of publication but may change without notice. The City of Melville is not liable for any costs arising from or associated with decisions based on information here and users should obtain expert advice to satisfy all requirements of the relevant food legislation applicable.

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## **1.0 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 City of Melville.

## **2.0 LEGISLATION**

Food businesses are currently governed by the Food Act 2008, Food Regulations 2009 and Australia New Zealand Food Safety Standards (Chapter 3). 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 (AS 4674-2004) *Design, construction and fit-out of food premises* can provide you with good detail and advice on your proposed food business. Copies of the Standard can be obtained from Standards Australia on 1300 654 646. For copyright reasons Council is unable to provide copies of the document.

## **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 suitability with the Town Planning Scheme in relation to zoning, parking, signs and other issues.

Contact Planning Services on 1300 635 845 for further information.

### **3.2 Building Services**

You may be required to submit a Building Permit for newly constructed premises, where coolrooms and exhaust canopies are to be installed or where alterations may affect the structural integrity of the building.

Contact Building Services on 1300 635 845 for further information.

### **3.3 Environmental Health Services**

Before any new developments, alterations or extensions, approval must be obtained from Environmental 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.

Prior to commencement of any work, it is recommended that you comprehend the requirements in the guideline and/ or alternatively, arrange for an on-site meeting to be held with a Council Environmental Health Officer to discuss your proposal. An assessment and advice fee is applicable to provision of prospective purchasers and proponents for the establishment, amendment and alteration of a food business and food vehicles prior to lodgment of a formal application for approval.

Contact Environmental Health Services on 9364 0285 for further information.

The following information must be submitted:

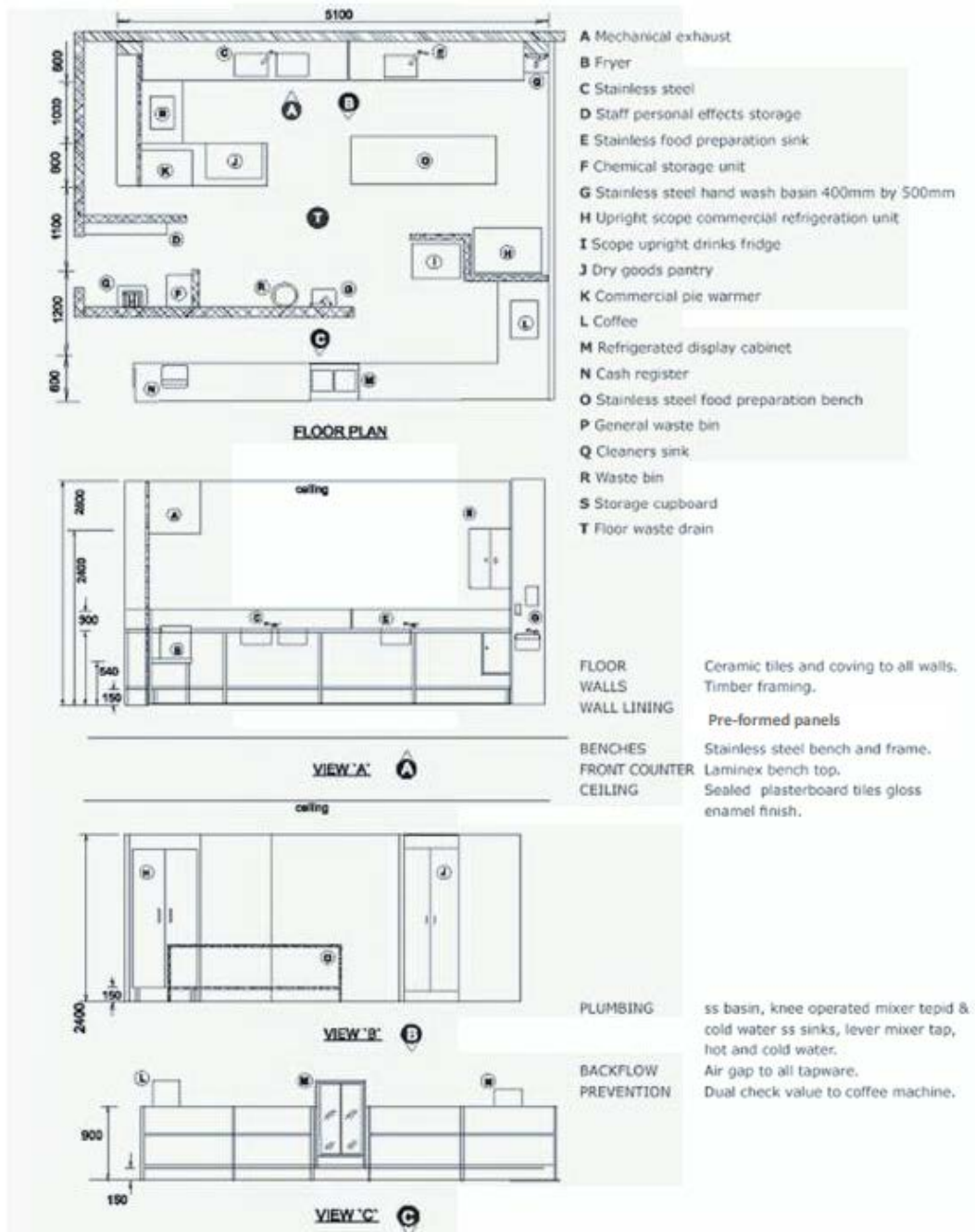
- a) Food Business Notification/ Registration Application Form with associated fees;
- b) Application for approval to construct or alter a food premise with associated fees;
- c) Two copies of the following plans and documentations will be required for each application. Plans must be to scale as indicated, neat and give an accurate representation of your premises. Plans may be submitted in A3 hard copy or electronically on CD:

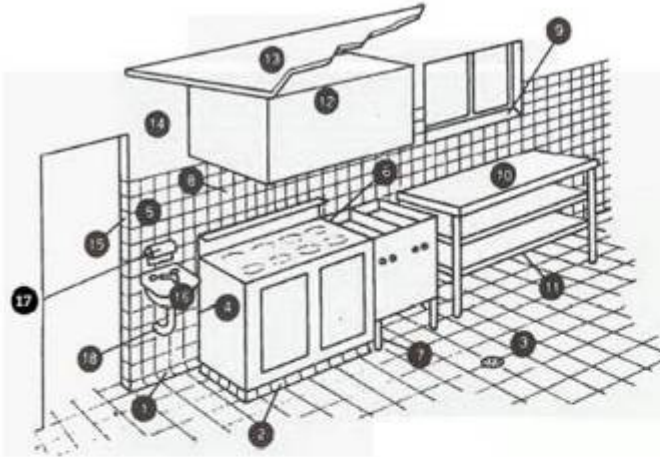
- Site Plan** - (drawn to scale of not less than 1:100)
  - site location
  - waste storage and disposal facilities
  - car parking, delivery docks and loading areas
  - toilet facilities including customer and staff toilet and change room facilities with staff numbers
- Floor Plan** - (drawn to scale of not less than 1:100)
  - position and details of all equipment, fixtures and fittings - detail length, depth and width
  - use of every room/ area including office, cashiers, dry storage, chemicals storage, cooking area, servery, display area, preparation, wash up areas, cold and frozen storage
  - number of seating provided for diners including estimated number of patrons
  - plans of cool rooms and freezer rooms
  - the type of materials used and schedule of finishes for all walls, floors, ceilings, benches, shelves and any other surfaces
  - lighting
  - windows, service counters and door openings
  - alfresco and outdoor dining areas
- Sectional Elevations** - (drawn to scale of not less than 1:50)
  - indicate the dimensions of structures, benches, floor clearances, equipment and fixtures, including fixtures, fittings and equipment within cool rooms/freezer rooms
  - details of the installation of fixtures and fittings
- Hydraulic Plans** - (drawn to scale of not less than 1:50)
  - plumbing and drainage plans of fresh water and waste water services, grease traps, floor wastes, cleaners sink, industrial floor waste
- Mechanical Ventilation Plans** - (drawn to scale of not less than 1:50)
  - submit plans of the proposed mechanical ventilation system and certification to demonstrate that the mechanical exhaust ventilation system is designed, fitted and operates to AS 1668.2
  - locations and details of any air conditioners, compressors and condensers
- Transport Vehicle Plan** - (drawn to scale of not less than 1:50)
  - details of all equipment, fixtures and fittings and the type of materials used
- Potable Water Supply** (for properties not connected to mains)
  - provide copy of a Laboratory Certificate to demonstrate that potable water supply from rainwater tank or bore water complies with NHMRC Australian Drinking Water Guidelines 2011

**Note: If any facilities are shared or detached, please provide written confirmation from owner of property showing area or number of facilities allowed and distance to facilities (e.g. toilets, waste storage and dining areas in food court).**

After the approval of the plans, one copy will be given back to you with "Approval to construct or install a food premise" attached. You can then commence the construction of the food premises but the conditions of approval must be complied with. You will need to contact Council Environmental Health Officer to conduct a final inspection prior to the issue of your Food Business Verification of Notification or Certificate of Registration. Please see the fees schedule for all related fees and charges.

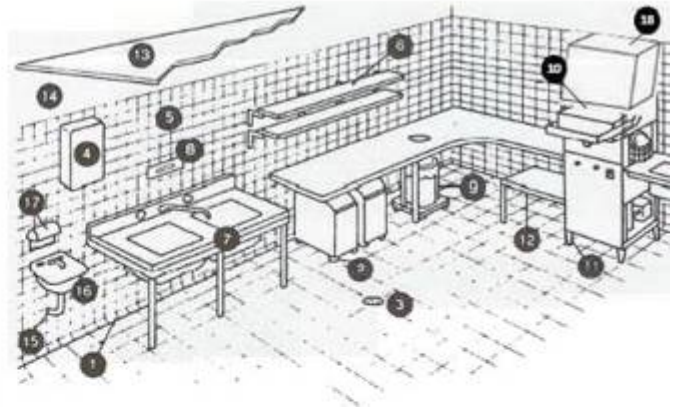
The following diagrams are examples of a floor plan and sectional elevations of food preparation and wash-up areas:





Requirements - typical food preparation area

1. Floor/wall coving as per section 6	10. Preparation bench - steel framed
2. Plinth not less than 100mm high	11. Bottom shelf - min 150mm above floor
3. Impervious floor graded and drained	12. Mechanical exhaust ventilation canopy
4. Fittings sealed to wall or 150mm clear of wall	13. Rigid smooth faced ceiling
5. Walls finished as per section 7	14. Smooth trowelled cement (polished surface)
6. Sealing between fittings	15. No timber door frames
7. Legs 150mm minimum	16. Hand basin, hot and cold water mixing set
8. No storage shelves below canopy	17. Soap and towel dispenser
9. Splayed windowsill 300mm above preparation bench	18. Water and drainage pipes concealed in wall



Requirements - typical wash-up area

1. Floor/wall coving	10. Dishwasher with temperature indicating device
2. Casters to under-bench storage	11. Legs - 150mm minimum
3. Impervious floor graded and drained	12. Bottom shelf - minimum 150mm above floor
4. Hot water heater sealed to wall	13. Rigid smooth faced ceiling
5. Walls finished as per section 7 of this guide	14. Smooth trowelled cement (polished surface)
6. Shelving - 25mm clear of wall	15. Water and 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	18. Mechanical exhaust ventilation canopy

## 4.0 DESIGN AND CONSTRUCTION

### 4.1 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).

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 1m<sup>2</sup> per person for dining area
- Adequate kitchen area, allowing for 16m<sup>2</sup> or 25% of total floor area including 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 storage and cleaning equipment, dry food and packaging materials storage, chilled and frozen food storage, washing areas, wet and dry preparation areas, cooking areas, food service and office materials.
- Separation of raw products and cooked/final products
- Sanitary conveniences for both staff and customers
- Space for changerooms and storage area for personal items
- Pest proofing measures such as
  - windows, serving hatches and doors with mesh screens, air curtains, plastic strip curtains and/or self-closing mechanisms
  - installation of insect control devices
- Seal all pipes, drains, cables and ducts

#### 4.2 Water Supply

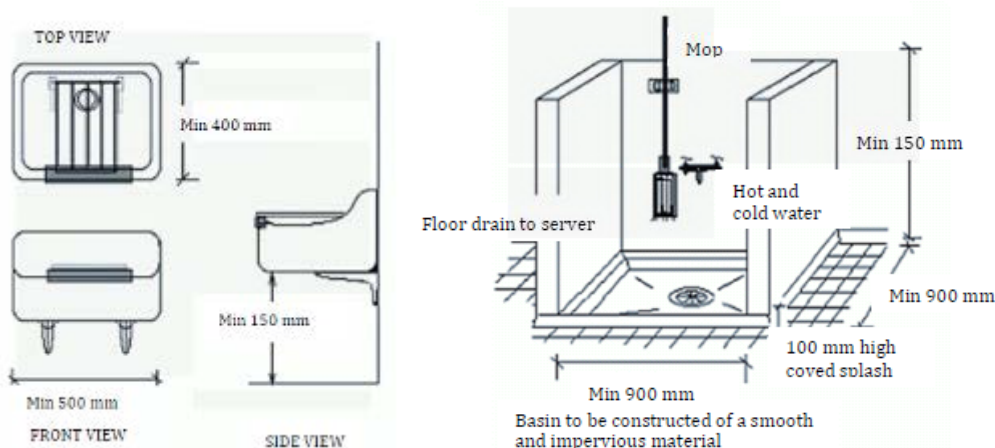
Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 4	<p>The water supply must be:</p> <ul style="list-style-type: none"> <li>▪ Provided in an adequate quantity;</li> <li>▪ Potable; and</li> <li>▪ Of an appropriate temperature.</li> </ul> <p>The water supply for mobile food vehicles must be of a minimum 25 litres (used solely for cleaning purposes, not including drinking, handwashing and cooking).</p>	<ul style="list-style-type: none"> <li>▪ Hot water system installed in adequate capacity for the activities occurring at the premises</li> <li>▪ Potable water supply from rainwater tank or bore water must demonstrate compliance with NHMRC Australian Drinking Water Guidelines 2011 (Rural properties or properties not connected to the mains are required to provide copy of Laboratory Certificate)</li> </ul>

#### 4.3 Sewage and Waste Water Disposal

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 5	<p>The premises must have a sewage and waste water disposal system which:</p> <ul style="list-style-type: none"> <li>▪ Effectively disposes of all sewage and wastewater; and</li> <li>▪ Is constructed and located so that there is no likelihood of the sewage and wastewater polluting the water supply or contaminating food.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Connection to deep sewer</li> <li>▪ If the premises are located in areas without deep sewerage you will require nutrient retentive effluent disposal system. A further application to install apparatus for the treatment of sewage is required.</li> <li>▪ Contact the Water Corporation for information regarding grease traps. The City of Melville does not process these applications. The installation and maintenance of a grease trap requires a Trade Waste Permit.</li> <li>▪ Wastewater generated from mop buckets, cleaning mops and other cleaning activities must be disposed of in a cleaner's sink.</li> <li>▪ Equipment generating liquid waste must be connected to an approved tundish for correct discharge.</li> </ul>

- Design and installation of sanitary plumbing and drainage must comply with AS3500.2.2 (Plumbing and drainage – sanitary plumbing and drainage)

### Typical Cleaner's Sinks



### 4.4 Storage of Garbage and Recyclable Matter

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 6	<p>The premises must have waste facilities that:</p> <ul style="list-style-type: none"> <li>Adequately contain the quantity and type of waste and recyclable matter;</li> <li>Are enclosed, as to not allow access to pests and animals; and</li> <li>Are designed and constructed to be easily and effectively cleaned.</li> </ul>	<ul style="list-style-type: none"> <li>Provision of an adequate supply of water for cleaning</li> <li>Refuse containers serviced by appropriate contractor</li> <li>Fats and oils must be stored in leak proof containers and be regularly collected by a waste removal contractor.</li> <li>Easy access to allow for removal of bins</li> <li>Bins in food preparation areas should be located where cross contamination will not occur. They should be provided with a plastic liner and a lid. The bins should be cleaned and sanitised regularly.</li> </ul>

An approved bin enclosure must comply with the following provisions and requirements in accordance with City of Melville Local laws (unless otherwise approved by Manager Environmental Health Services):

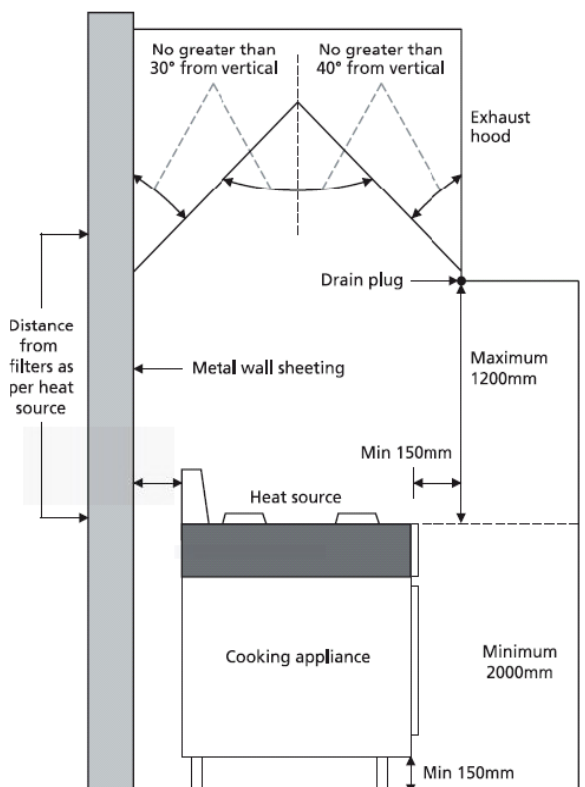
- The floor area shall be a minimum of 5m<sup>2</sup>;
- The area must be enclosed by walls constructed of brick or concrete or other impervious material of a height of not less than 1.5 metres;
- An opening of not less than 1 metre in width in which there is a self-closing screen gate protected by bollards;
- The floor must be not less than 75mm thick and constructed of impervious concrete graded to a 100mm Industrial Waste connected to a sewer or other approved Effluent Disposal System and charged with a hose cock;
- Located within the distance of 1 metre from a street alignment, right-of-way, thoroughfare, lane or service road used for servicing the premise; and
- An accessway of not less than 1 metre in width and a ramp from the street alignment, right-of-way, thoroughfare, lane or service road shall have a maximum gradient of 1 in 8.



## 4.5 Ventilation

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
<p>FSS 3.2.3 Division 2 Clause 7</p>	<p>Ventilation throughout the premises must:</p> <ul style="list-style-type: none"> <li>▪ Be sufficient and easily and effectively cleaned; and</li> <li>▪ Effectively remove fumes, smoke, steam and vapours, so as not to cause environmental nuisance.</li> </ul> <p>Mechanical exhaust ventilation system to be designed, constructed and installed in accordance with AS 1668 Part 2 (2002).</p>	<p>Mechanical ventilation must be installed for:</p> <ul style="list-style-type: none"> <li>▪ Cooking equipment where electrical input exceeds 8kW;</li> <li>▪ Cooking equipment where gas input exceeds 29MJ/h;</li> <li>▪ The total maximum power input to more than one apparatus exceeds 0.5kW electrical power for each 1m<sup>2</sup> of floor area or 1.8MJ gas for each 1m<sup>2</sup> of the floor area;</li> <li>▪ Dishwashers, other washing and sanitising equipment that vent steam in to the area where it is likely to produce condensation; and</li> <li>▪ All deep fryers.</li> </ul> <p>Written certification must be submitted to verify that system meets performance criteria.</p> <p>Discharge point is to be 1m above ridge of pitch roof, 3m above a flat roof, 6m from property boundary and 6m from any air intake, natural ventilation or opening.</p>

### Typical Design of Mechanical Exhaust System



## 4.6 Lighting

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 8	The premises must: <ul style="list-style-type: none"> <li>Be sufficiently provided with light; and</li> <li>Light fittings must be easily and effectively cleaned, unable to provide harbourage for pests and constructed to protect food from contamination.</li> </ul>	<ul style="list-style-type: none"> <li>Natural light</li> <li>Artificial—recessed and diffuser</li> <li>Artificial—ceiling mounted and diffuser</li> </ul> Light fittings must be provided with protective plastic covers or sleeves to prevent contamination of food with broken glass. <ul style="list-style-type: none"> <li>The recommended minimum lighting levels as per AS/NZ 1680:               <ul style="list-style-type: none"> <li>Food preparation areas – 500 lux</li> <li>Food and equipment storage areas – 110 to 150 lux</li> <li>Dish washing, handwashing and toilet area – 200 to 300 lux</li> </ul> </li> </ul>

- Lighting and Ventilation of Food Businesses shall also comply with Part F4 Light and Ventilation of Volume 1 of the National Construction Code Series 2012.

## 5.0 FLOORS, WALLS AND CEILINGS

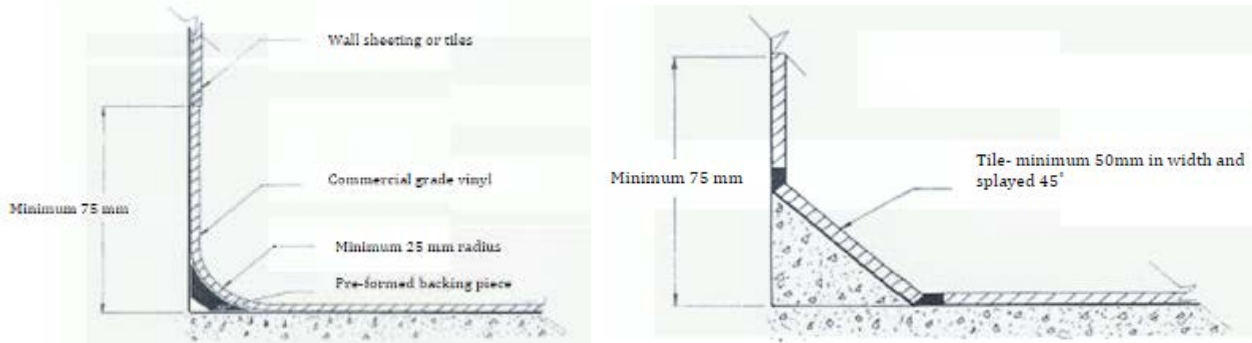
### 5.1 Floors

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 3 Clause 10	Floors must be: <ul style="list-style-type: none"> <li>Constructed appropriately for the activities being carried out within the premises;</li> <li>Impervious and easily and effectively cleaned;</li> <li>Laid in a manner so that pooling or ponding of water cannot occur;</li> <li>Unable to provide harbourage for pests; and</li> <li>Where floor is subject to heavy washing floor wastes should be provided</li> </ul>	<ul style="list-style-type: none"> <li>Ceramic tiles</li> <li>Coving provided</li> <li>Concrete and epoxy layer</li> <li>Commercial grade continuous vinyl</li> <li>Treated concrete</li> <li>Flooring materials in light colour</li> <li>Floors draining to a floor waste should be evenly graded (at least 1:100) so that water falls to the floor waste</li> </ul>

### Suitability of Floor Finishes

Finish	Water areas	Food preparation	Vegetable preparation	Servery	Store room	Chillers/ freezers	Bin store	Eating areas	Comments
Stainless non-slip	Steel	✓	✓	✓	✓	✓	✓	✓	Welded joints
Ceramic tiles	✓	✓	✓	✓	✓	✓	✓	✓	Epoxy grout
Quarry tiles	✓	✓	✓	✓	✓	✓	✓	✓	Sealed
Steel trowel case hardened concrete			✓		✓	✓	✓	✓	Smooth sealed finish no joints
Carpet/ carpet tiles								✓	
Wooden flooring								✓	Sealed
Poly vinyl sheet	✓	✓	✓	✓	✓	✓	✓	✓	Heat welded joints
Vinyl tiles			✓	✓	✓	✓	✓	✓	
Plastic matting				✓				✓	
Cork tiles								✓	Sealed
Epoxy resin	✓	✓	✓	✓	✓	✓	✓	✓	

## Coving Methods



## 5.2 Walls

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 3 Clause 11	<p>Walls must be:</p> <ul style="list-style-type: none"> <li>Provided to protect food from contamination;</li> <li>Constructed appropriately for the activities being carried out within the premises;</li> <li>Sealed to prevent entry of dirt, dust, pests and vermin;</li> <li>Unable to provide harbourage for pests;</li> <li>Impervious;</li> <li>Easily and effectively cleaned; and</li> <li>Flush with no panels</li> </ul>	<ul style="list-style-type: none"> <li>Ceramic tiles</li> <li>Gloss painted fibre cement sheeting</li> <li>Impervious panelling</li> <li>Smooth finish provided</li> <li>Splashbacks provided to basins, sinks, cooking equipment and food preparation benches</li> <li>Heat resistant material behind cooking equipment</li> <li>Light coloured washable and non-absorbent paint</li> </ul>

## Suitability of Wall Finishes

Finish	Wet washed areas	Food preparation	Vegetable preparation	Servery	Store room	Chillers/ freezers	Bin store	Eating areas	Comments
Stainless Steel	✓	✓	✓	✓	✓	✓	✓	✓	Welded joints Waterproof screw covers
Ceramic tiles	✓	✓	✓	✓	✓	✓	✓	✓	Epoxy grout
Vinyl sheets	✓	✓	✓	✓	✓	✓	✓	✓	Heat welded joints
Painted plaster					✓		✓	✓	Smooth finish
Feature brick								✓	
Aluminium sheet	✓	✓	✓	✓	✓	✓	✓	✓	Welded or sealed joints
Steel Sheet							✓		Welded or sealed joints
Trowelled cement		✓	✓	✓	✓	✓	✓	✓	Polished surface
Wood panelling								✓	Wood sealed
Painted brickwork					✓		✓	✓	Flush joints and solid surfaces
Concrete					✓		✓	✓	Sealed smooth surface
Pre-formed panels	✓	✓	✓	✓	✓	✓	✓	✓	H bars joints mastic sealed. In wet areas/ food preparation shall be integrated into a dwarf wall or set on plinth

### 5.3 Ceilings

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 3 Clause 11	<p>Ceilings must be:</p> <ul style="list-style-type: none"> <li>Provided to protect food from contamination;</li> <li>Constructed appropriately for the activities being carried out within the premises;</li> <li>Sealed to prevent entry of dirt, dust, pests and vermin;</li> <li>Unable to provide harbourage for pests;</li> <li>Impervious; and</li> <li>Easily and effectively cleaned.</li> </ul>	<ul style="list-style-type: none"> <li>Gloss painted fibre cement sheeting</li> <li>Impervious panelling</li> <li>Smooth finish</li> <li>Solid, continuous construction</li> <li>Plasterboard with light coloured washable paint</li> </ul> <p><b>NOTE:</b> Drop-in panel ceilings are not appropriate in kitchens and food preparation areas.</p>

#### Suitability of Ceiling Finishes

Finish	Wet areas	Vegetable preparation	Servery	Store room	Chillers/ freezers	Bin store	Eating areas	Comments
Painted plaster	✓	✓	✓	✓		✓	✓	Smooth finish
Steel Sheet	✓	✓	✓	✓		✓	✓	
Trowelled cement	✓	✓	✓	✓		✓	✓	Polished surface
Wood panelling							✓	Sealed surfaces
Concrete	✓	✓	✓	✓		✓	✓	Sealed smooth surface
Pre-formed panels	✓	✓	✓	✓		✓	✓	
Acoustic panels							✓	Suspended T-bars
Decorative panels							✓	

## 6.0 FIXTURES, FITTINGS AND EQUIPMENT

### 6.1 General Requirements

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
SS 3.2.3 Division 4 Clause 12	<p>Fixtures and fittings are to be adequate for the production of safe food and fit for the intended use.</p> <p>Fixtures and fittings should be designed and constructed so that:</p> <ul style="list-style-type: none"> <li>There is no likelihood of causing food contamination;</li> <li>The fixtures and fittings and adjacent floors, walls and ceilings are able to be easily and effectively cleaned; and</li> <li>They are unable to provide harbourage for pests.</li> </ul>	<p>Fixtures, fittings, shelving and equipment should:</p> <ul style="list-style-type: none"> <li>Be able to be easily moved</li> <li>Have castors fitted and flexible connections</li> <li>Have 150mm legs and clear of walls</li> <li>Be sealed to plinth, surfaces, floor and adjacent surfaces</li> <li>Have 75mm above bench and clear of the wall</li> <li>Not have false backs or bottoms</li> <li>Food contact surfaces of stainless steel</li> </ul>

Food contact surfaces must be:

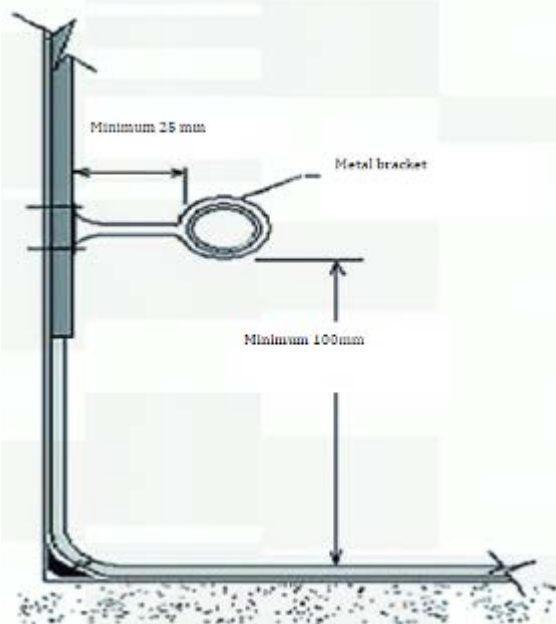
- Able to be easily and effectively cleaned and sanitised;
- Impervious; and

Made of material that will not contaminate the food.

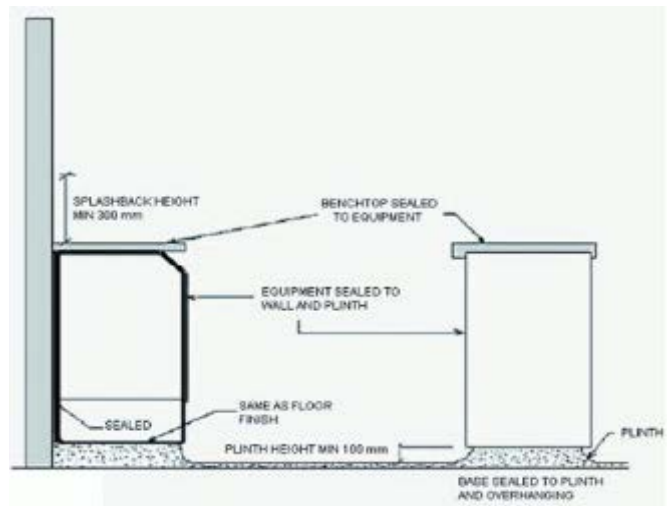
Note: Raw wood/chipboard fittings such as cupboard units and shelving must be finished with laminex or a light-coloured, washable gloss paint. This not an approved surface for direct food contact such as benches or wet areas.

Pipes, ducts, fitting and fixtures should be concealed in the wall, floor or ceiling or bracketed 25mm away from surfaces.

**Example of Clearance for Pipes and Conduits**



**Plinth Methods**



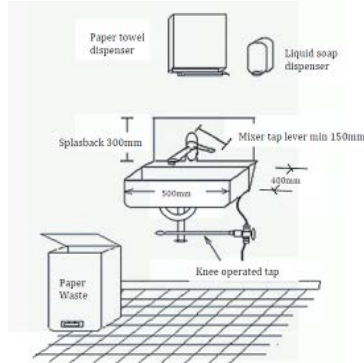
**6.2 Washing Facilities**

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 12	Cooking Equipment and eating/drinking utensils must be able to be easily and effectively cleaned and sanitised.	<ul style="list-style-type: none"> <li>▪ Double bowl sink and draining board connected to adequate hot and cold water supply for utensil and equipment washing</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>▪ Single bowl sink and draining board connected to adequate hot and cold water supply and commercial dishwasher fitted with a visible thermometer</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>▪ Separate sink for washing fruit and vegetable washing</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>▪ Glass washer fitted with a visible thermometer</li> </ul>

### 6.3 Handwashing Facilities

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 14	<p>A food premises must have a designated hand wash basin that is;</p> <ul style="list-style-type: none"> <li>A permanent fixture;</li> <li>Located in an easily accessible location for all food handlers;</li> <li>Within immediate area where food handlers work;</li> <li>Adjacent to the toilets or toilet cubicles at the food premises (if any);</li> <li>Connected to or provided with a supply of warm running potable water (between 22°C and 48°C);</li> <li>Supplied with warm and cold water through a common spout;</li> <li>Of a size which allows easy and effective hand washing;</li> <li>Supplied with paper towels, soap and a waste container; and</li> <li>Connected to sewer.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 11 litre capacity basin provided in area where food handlers are working</li> <li>Be equipped with handsfree devices such as knee operated level, single lever taps or sensor taps</li> <li>Minimum 11 litre capacity basin shall be located within no more than 5m walking distance from food handling areas, located in or adjacent to toilets, entrances to food premises</li> <li>Each hand basin must be supplied with liquid soap, paper towels and a waste container</li> <li>Hand basins connected to sewer</li> </ul>

#### Typical Handwash Basin



### 6.4 Food Storage and Display

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.2 Division 3 Clause 6 & 8	<p>During storage and display, food must be;</p> <ul style="list-style-type: none"> <li>Protected from the likelihood of contamination; and</li> <li>Under appropriate temperature control.</li> </ul> <p>Storage and display areas and containers must be capable of being easily and effectively cleaned.</p>	<ul style="list-style-type: none"> <li>Hot display unit minimum of 60°C</li> <li>Cold display Unit/Cool Room maximum of 5°C</li> <li>Freezer units maximum -15°C and food must remain frozen</li> <li>Sneeze barriers, covers or doors on display units</li> <li>Food grade containers with tight-fitting lids</li> <li>Minimum 2.4m<sup>2</sup> for storage of dry food products and packaging materials</li> <li>Post-mix/syrup and ice machines must be located in a fully lined and sealed room constructed to the specifications of a food preparation/ storage room</li> </ul>

## 6.5 Coolrooms / Freezers

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

- Floor is to be graded and drained to a floor waste located outside the facility.
- All racks and shelves should be of smooth, non-absorbent, easily cleanable, non-corrosive material.
- Coolroom and freezer condensates should discharge to a drainage system located outside the coolroom/freezer (i.e. tundish).
- A thermometer indicating temperature within +/- 1° C is required.
- Inaccessible cavities should be filled with fibreglass wool and sealed.
- All doors are:
  - fitted with a rubber or similar seal which effectively prevents the escape of cold air or the entry of warm air when the door is closed, and the seal must be kept clean and in good repair
  - be capable of being opened from the inside at all times.
- Should coolroom be externally accessed it may only be utilised for bulk storage where food is fully enclosed within packaging material.
- Alarm to be provided on out side of coolroom but controlled only from the inside of the coolroom (NCC requirement).
- Internal lighting controlled by a switch located adjacent to the entrance doorway (NCC requirement).
- All coolroom motors and compressors should be located outside the premises if possible.

## 6.6 Storage Facilities

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 15	<p>Adequate storage facilities must be provided for items that are likely to contaminate food, including;</p> <ul style="list-style-type: none"> <li>▪ Chemicals;</li> <li>▪ Clothing; and</li> <li>▪ Personal belongings.</li> </ul> <p>Storage facilities should be located where there is no likelihood of the above items contaminating food or food contact surfaces</p>	<ul style="list-style-type: none"> <li>▪ Separated staff room</li> <li>▪ A lockable staff change room for clothing and personal belongings of at least 3m<sup>2</sup> with an additional 0.75m<sup>2</sup> for each staff in excess of four</li> <li>▪ Clearly designated chemical/cleaning items storage room, shelf or cupboard.</li> </ul>

## 7.0 MISCELLANEOUS

### 7.1 Temperature measuring

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.2 Division 6 Clause 22	<p>A food premises must have a temperature measure device that can accurately measure the temperature of potentially hazardous food to +/- 1°C.</p>	<ul style="list-style-type: none"> <li>▪ Thermostat and gauge provided on all units; <b>AND</b></li> <li>▪ Single mobile device per premises (i.e. probe thermometer with a range of -50°C to 150°C)</li> </ul>

## 7.2 Cleaning and Sanitising

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.2 Division 5 Clause 20	<p>All equipment and utensils must be kept in a clean and sanitary state.</p> <p>Heat and/or chemicals must be applied to equipment and utensils so that the number of micro-organisms on the surface has been reduced to a level that;</p> <ul style="list-style-type: none"> <li>▪ Does not compromise the safety of the food which it may come in contact with; and</li> <li>▪ Does not permit the transmission of infectious disease.</li> </ul>	<p><u>Cleaning</u></p> <ul style="list-style-type: none"> <li>▪ Sink (water at 54°C and detergent);</li> <li>▪ Dishwasher (water at 75°C or water at 54°C and detergent);</li> <li>▪ Glass washer (water at 54°C and detergent).</li> </ul> <p><u>Sanitising</u></p> <ul style="list-style-type: none"> <li>▪ Chemical sanitiser</li> <li>▪ Water at 77°C for hot water sanitising at the sink</li> <li>▪ Rinsing compartment should be provided with heating elements capable of maintaining the water at a minimum temperature of 77°C.</li> </ul>

## 7.3 Toilet Facilities

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 5 Clause 16	An appropriate number of toilets must be available for the use of food handlers.	Designated staff toilet containing air lock and self closing door.

- Sanitary conveniences are to be provided for both staff and patrons of each gender. Combined toilets may be considered adequate depending on the size of the operation. A designated staff only toilet may assist a proprietor with his responsibilities to keep the toilet available at all times and clean. Please refer to Part F2 Sanitary and Other Facilities of Volume 1 of the National Construction Code Series 2012 for appropriate number of toilets for staff and patrons.
- Disabled facilities, unisex accessible toilets and/ or ambulant accessible toilets may be required in newly constructed premises and may be required when alteration, additions or a change of use are undertaken on an existing property. Contact the City of Melville's Building Department for further information prior to submitting an application.
- Sanitary conveniences must be equipped with both hot and cold water, liquid soap with dispenser and single-use paper towels with dispenser and a warm air drier.
- Gender identification signs are required on the toilet doors.
- Sewerage (Lighting, Ventilation & Construction) Regulations 1971 specifies that certain specific requirements regarding the sanitary conveniences including the provision of an airlock, separation distances between male and female toilets, and that the ventilating fan and the power unit operating it shall be in duplicate.
- The toilet exhaust and ventilation systems must also comply with AS1668 on Mechanical Ventilation Standards and Environmental Protection (Noise) Regulations 1997.
- Access to sanitary conveniences must not be through areas where food is prepared, packed, stored or handled. Sanitary facilities should be provided within 90 metres from the food business.
- Patron sanitary conveniences are generally only required when a food premises accommodates more than 20 persons.



#### **7.4 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, air curtains, weather strip, fly strips 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.

#### **7.5 Dining Area**

- Should a dining area be included, the kitchen floor area must be equal to no less than 25% of the total floor area.
- Patron seating in dining area will be limited to 1m<sup>2</sup> per person.

#### **7.6 Outdoor Eating Areas (Alfresco Dining)**

- An Outdoor Eating Area is licensed by the City of Melville where the dining area falls onto the Council land, public places or thoroughfares.
- An application must be submitted following approval of the Food Business or liquor licensed premise which serves meals e.g. a tavern. Contact Environmental Health Services to obtain an application form and further requirements to Outdoor Eating Areas which all premises must comply with.

#### **7.7 Other Applicable Legislative Requirements**

- A minimum of 4kg Dry Chemical AB (E) fire extinguisher and a fire blanket located within close proximity to cooking equipment.
- All gas fittings shall be installed by a licensed gasfitter and comply with the requirements of the *Gas Standards Act 1972* and the Gas Standards (Gas fitting and Consumer Gas Installations) Regulations 1999;
- All electrical fittings shall be installed by a licensed electrician and comply with the requirements of Australian Standard for Wiring Rules AS/NZS 3000:2007;
- Any premises selling alcohol must obtain a liquor licence. Applications can be obtained from Department of Racing, Gaming and Liquor. Please contact Environmental Health Services for a Section 39 Certificate Application and Planning Services for a Section 40 Certificate.
- 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. Acoustic consultants report maybe requested by City of Melville Environmental Health Services.
- 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 (e.g. stormwater drain).
- Mechanical ventilation, air conditioning systems design, installation and commissioning must comply with the following requirements:
  - AS1668.1, 1998 The Use of Ventilation and Air Conditioning in Buildings. Fire and Smoke Control in Multi Compartment Buildings.
  - AS1668.2, 2002 The Use of Ventilation and Air Conditioning in Buildings. Mechanical Ventilation for Acceptable Indoor Air Quality.
  - AS3666.1, 2011 Air Handling and Water Systems of Buildings Microbial Control. Design, Installation, Commissioning.

- AS3666.2, 2011 Air Handling and Water Systems of Buildings Microbial Control. Operation and Maintenance.
- Health (Air Handling and Water Systems) Regulations 1994.

An application for the approval of the installation and/ or modification of an air handling system or water supply system for air and water must be submitted with associated fees to City of Melville Environmental Health Services.

## 8.0 FOOD VEHICLES

### 8.1 Food Transport Vehicles

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 5 Clause 17	Food Transport Vehicles must be: <ul style="list-style-type: none"> <li>▪ Designed and constructed to protect food if there is a likelihood of contamination during transport;</li> <li>▪ Designed and constructed to be easily and effectively cleaned and if necessary, sanitised.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Smooth impervious surfaces to the storage compartment</li> <li>▪ Food is to be transported in such a way as to prevent contamination (e.g. packaged in food grade storage containers).</li> <li>▪ Allow potentially hazardous food to be kept in adequate temperature control.</li> </ul>

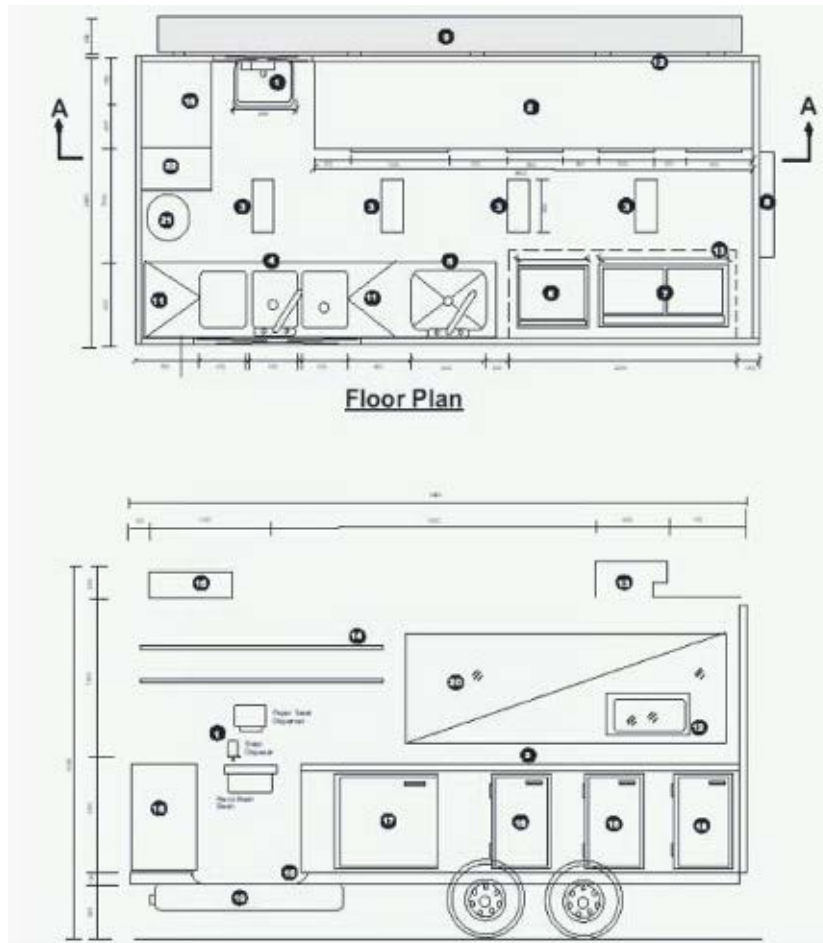
### 8.2 Mobile Food Vehicles

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 to contain all potable water and have a supply of liquid hand soap and single use paper towels at all times;
- A double bowl washing sink to be provided in addition to hand wash basin and connected to water holding tank;
- Holding tank with a minimum capacity of 50L must be located beneath the vehicle and all waste water disposed of to sewer;
- The water supply for mobile food vehicles must be of a minimum 25 litres (used solely for cleaning purposes, not including drinking, handwashing and cooking);
- Allow a minimum of 9 litres per person working within the mobile vehicle to be adequate for hand, equipment, food washing and other potable water uses during the day;
- 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;
- A minimum of 4kg Dry Chemical AB (E) fire extinguisher and a fire blanket located within close proximity to cooking equipment;
- Mechanical exhaust ventilation system to be designed, constructed and installed in accordance with AS 1668 Part 2;
- All gas fittings shall be installed by a licensed gasfitter and comply with the requirements of the *Gas Standards Act 1972* and the Gas Standards (Gasfitting and Consumer Gas Installations) Regulations 1999;
- All electrical fittings shall be installed by a licensed electrician and comply with the requirements of Australian Standard for Wiring Rules AS/NZS 3000:2007;
- All openings on the mobile food vehicles are to be fitted with close-fitting doors and shutters. These must be vermin proof and able to be closed during transport;
- Provision of adequate storage of food, whether potentially hazardous and perishable or non-potentially hazardous;

- Adequate pest proofing measures to be installed in the servery opening;
- Nominate toilet facilities available to the mobile food business during operating hours.

### Typical Floor Layout and Elevation of Mobile Food Vehicle



1. Stainless steel hand wash basin provided with hot and cold water through single spout. The hand wash basin should be a minimum of 500mm by 400mm. Knee operated basin supplied with liquid soap and paper towel dispensers fixed directly above	12. Self-closing screened pass-out window
2. Food preparation bench stainless steel construction	13. Mechanical exhaust extraction unit compliant with AS 1668 discharge vent screened to prevent pest and vermin entry
3. Ample fluorescent lighting - 30watt 12 volt DC	14. Stainless steel shelving sealed to wall
4. Three compartments/ dishwasher sink (hot and cold mixed water faucet) 300(w) by 400mm(l) by 300mm(d)	15. 250L gravity portable water storage unit tank - food grade reinforced plastic
5. Food preparation/large pot wash sink (hot and cold mixed water faucet) 600mm(w) by 550mm(l) by 400mm(d)	16. Storage cupboards - personal effects, cleaning equipment/ chemicals
6. Cooktop/Grill natural gas fitted with large wheels for cleaning requirements	17. Gas operated commercial stainless steel freezer unit fitted with external temperature gauges accurate to +/-1°C
7. Commercial natural gas deep fryer with large wheels for cleaning requirements	18. Gas operated commercial stainless steel refrigeration unit fitted with external temperature gauges accurate to +/-1°C
8. Self-closing entrance door	19. Primary waste water tank 100L
9. Stainless steel folding table	20. Window
10. Commercial grade seamless vinyl flooring covered to walls	21. Swing window perspex for protection from exterior dust
11. Stainless steel folding table	22. Waste bin with close fitting lid

## **9.0 RESIDENTIAL FOOD PREPARATION**

In general low risk food preparation activities may occur in a residential premises kitchen where approved by the City of Melville and consistent with the Department of Health WA guidelines. 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 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.

## **10.0 FOOD SERVICE TO VULNERABLE PERSONS**

Food service to vulnerable persons such as hospital patients, meals-on-wheels clients, nursing homes, respite centres, children under the age of four 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. The structural requirements for these premises should be considered in conjunction with the Food Safety Program to enable all the food safety hazards associated with the food business to be addressed.