



Food Business Guidelines:  
Design, Operation and  
Construction

## Table of Contents

1.0	Legislation .....	2
2.0	Definitions .....	2
3.0	Risk Classification and Inspection Frequency .....	2
4.0	Fees .....	2
5.0	Council Requirements.....	2
5.1	Planning Services .....	2
5.2	Building Services.....	2
5.3	Environmental Health Services.....	3
5.4	Approval of Plans.....	4
5.5	Final Inspection.....	4
5.6	Food Business Registration and Annual Inspection Fee.....	4
6.0	State Government Departments .....	4
6.1	Department of Racing, Gaming and Liquor (RGL) .....	4
6.2	Power and Gas .....	4
6.3	Water Corporation.....	4
6.4	Department of Environment Regulation.....	5
7.0	Design and Construction.....	5
7.1	General Requirements.....	5
7.2	Water Supply.....	6
7.3	Sewage and Waste Water Disposal .....	7
7.4	Storage of Garbage and Recyclable Matter .....	7
7.5	Ventilation .....	8
7.6	Lighting.....	8
8.0	Floors, Walls and Ceilings.....	9
8.1	Floors .....	9
8.2	Walls .....	9
8.3	Ceilings .....	10
9.0	Fixtures, Fittings and Equipment .....	10
9.1	General Requirements.....	10
9.2	Washing Facilities .....	11
9.3	Handwashing Facilities .....	11
9.4	Hot and Cold Food Storage and Display .....	12
9.5	Coolrooms / Freezers .....	12
9.6	Storage Facilities.....	13
10.0	Miscellaneous .....	13
10.1	Temperature measuring.....	13
10.2	Cleaning and Sanitising .....	14
10.3	Toilet Facilities .....	14
	Class 6 — restaurants, cafes, bars BCA (Table F2.3).....	15
10.4	Animals and Pests .....	15
10.5	Food Safety Training.....	15
11.0	Food Vehicles .....	16
11.1	Food Transport Vehicles.....	16
11.2	Mobile Food Vehicles.....	16
12.0	Food Services to Vulnerable Persons .....	16
13.0	Residential Food Preparation .....	17
14.0	Contact Details.....	17



# Food Business Guidelines

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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 Armadale. This guide also details the process for approval and registration of a food business within the City of Armadale.

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

## 1.0 Legislation

Food businesses are currently governed by the following state-wide legislation:

Food Act 2008

Food Regulations 2009

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. This document is copyrighted.

## 2.0 Definitions

**“Food Business”** means a business, enterprise or activity (other than a business, enterprise or activity that is primary food production) that involves —

- (a) the handling of food intended for sale; or
- (b) the sale of food, regardless of whether, subject to section 6, the business, enterprise or activity concerned is of a commercial, charitable or community nature or whether it involves the handling or sale of food on one occasion only.

**“Sale of Food”** includes —

- (a) barter, offer or attempt to sell
- (b) receive for sale
- (c) have in possession for sale
- (d) display for sale
- (e) cause or permit to be sold or offered for sale
- (f) send, forward or deliver for sale
- (g) dispose of by any method for valuable consideration
- (h) dispose of to an agent for sale on consignment
- (i) provide under a contract of service
- (j) supply food as a meal or part of a meal to an employee, in accordance with a term of an award governing the employment of the employee or a term of the employee’s contract of service, for consumption by the employee at the employee’s place of work
- (k) dispose of by way of raffle, lottery or other game of chance
- (l) offer as a reward or prize
- (m) give away for the purpose of advertisement or in furtherance of trade or business

- (n) supply food under a contract (whether or not the contract is made with the consumer of the food), together with accommodation, service or entertainment, inconsideration of an inclusive charge for the food supplied and the accommodation, service or entertainment
- (o) supply food (whether or not for consideration) in the course of providing services to patients or inmates in public institutions, and
- (p) sell for the purpose or resale.

### 3.0 Risk Classification and Inspection Frequency

The City of Armadale uses a risk-based classification system for food businesses which is determined by the type of food prepared and who the food is prepared for (e.g.: elderly people and children). Risk classification determines the initial inspection frequency but this may be altered by the outcome of the routine inspections i.e. if the inspection result is good, then the inspection frequency may be lessened. If the inspection result is sub-standard then more frequent inspections of the business may be undertaken.

Food businesses are classified into:

- Exempt (e.g. newsagencies selling packaged confectionery)
- Low risk (e.g. bars selling beverages)
- Medium Risk (e.g. most cafes and restaurants will fall into this category)
- High Risk (e.g. food catering business, child care, age care facilities)

### 4.0 Fees

Food businesses are charged a one-off registration fee and then an annual inspection fee. The inspection fee is valid from July 1 to June 30. Fees are subject to change annually. For the current schedule of fees is available on the City's website [www.armadale.wa.gov.au](http://www.armadale.wa.gov.au)

## 5.0 Council Requirements

### 5.1 Planning Services

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

Contact Planning Services on 9394 5000.

### 5.2 Building Services

You will be required to submit a Building Permit application for:

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

Contact Building Services on 9394 5000.



### 5.3 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 Permit application is not required.

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

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

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

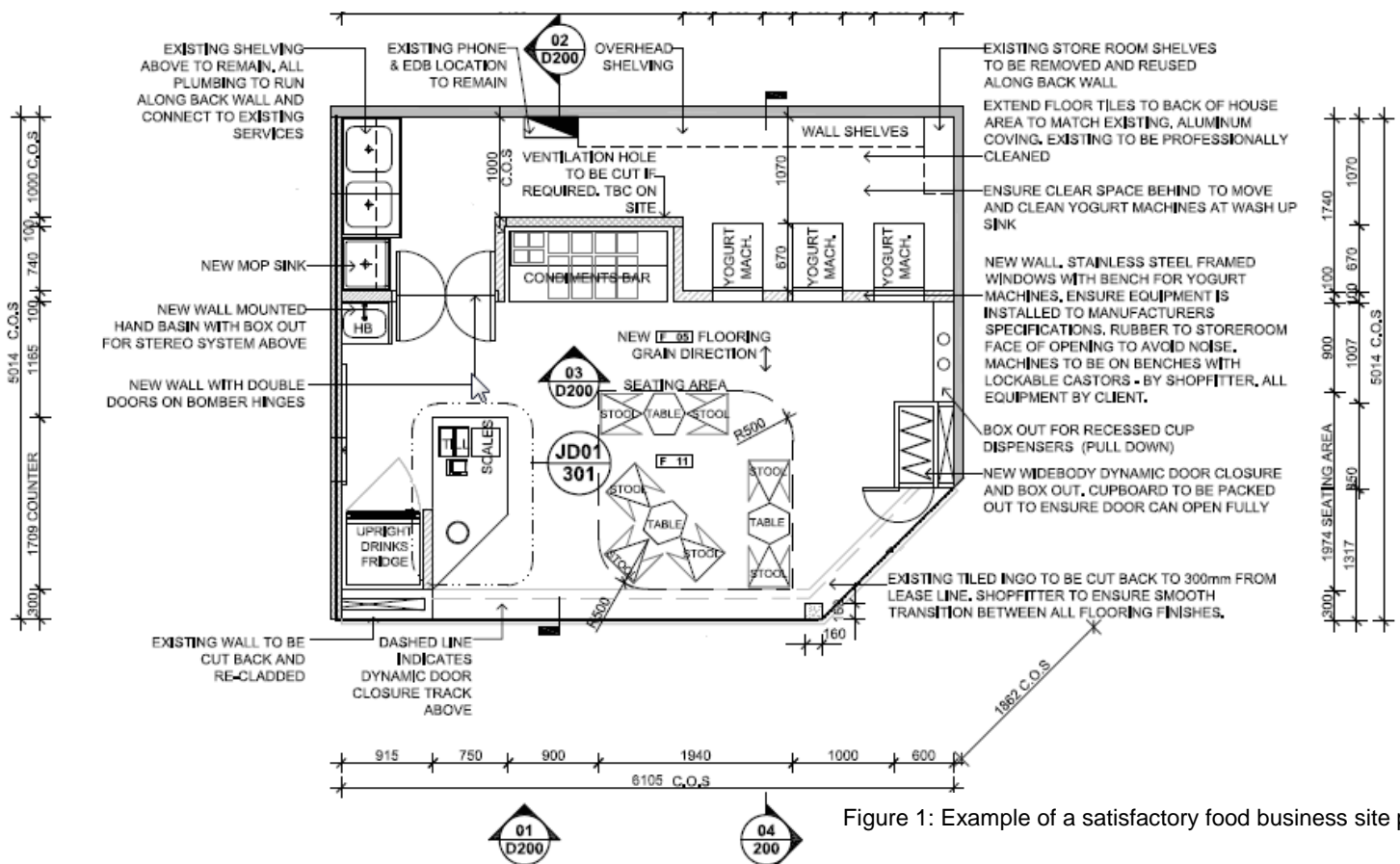


Figure 1: Example of a satisfactory food business site plan

## **5.4 Approval of Plans**

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

## **5.5 Final Inspection**

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

## **5.6 Food Business Registration and Annual Inspection Fee**

After the food business has been approved you will be issued with an approval letter together with a request for payment of the annual risk assessment inspection fee. A Food Business Certificate of Registration will be forwarded following payment.

Registration of the food business occurs once and the inspection fee is due annually. However failure to pay the inspection fee within the required time will result in relevant action being taken.

## **6.0 State Government Departments**

### **6.1 Department of Racing, Gaming and Liquor (RGL)**

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

Phone: 9425 1888 Email: [rql@rql.wa.gov.au](mailto:rql@rql.wa.gov.au) Website: [www.rql.wa.gov.au](http://www.rql.wa.gov.au)

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

### **6.2 Power and Gas**

All electrical and gas fittings should be approved by Western Power and Alinta Gas and installed in accordance with the relevant regulations.

Western Power – Phone: 13 10 87 Website: [www.wpcorp.com.au](http://www.wpcorp.com.au)

Alinta Gas – Phone: 13 13 59 Website: [www.alintaenergy.com.au](http://www.alintaenergy.com.au)

### **6.3 Water Corporation**

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

The Industrial Waste Section at the Water Corporation should be consulted for provision of grease traps. Most food premises where food preparation occurs will require a grease trap to be installed.

Phone: 13 13 95 Website: [www.watercorporation.com.au](http://www.watercorporation.com.au)



## 6.4 Department of Environment Regulation

### *Environmental Protection Act 1986*

This Act includes issues with pollution such as noise, waste, water and air. Problems may arise due to noisy refrigeration motors and exhaust hood outlets or wood fires. Consider neighbouring premises when installing such equipment. Sound levels created by the business must not exceed those in the *Environmental Protection (Noise) Regulations 1997*.

### *Environmental Protection (Unauthorised Discharges) Regulations 2004*

All food businesses are required to comply with the *Environmental Protection (Unauthorised Discharges) Regulations 2004* which requires that no discharge occurs to the environment. Measures such as having adequate drainage, refuse storage and waste fat and oil storage and collection assist in preventing environmental discharge. Environmental Health Officers may issue infringements if a food business is found discharging chemicals, fats, oils etc. into the environment (eg.: stormwater drain).

Phone: 6467 5000 Email: [info@der.wa.gov.au](mailto:info@der.wa.gov.au) Website: [www.der.wa.gov.au](http://www.der.wa.gov.au)

## 7.0 Design and Construction

### 7.1 General Requirements

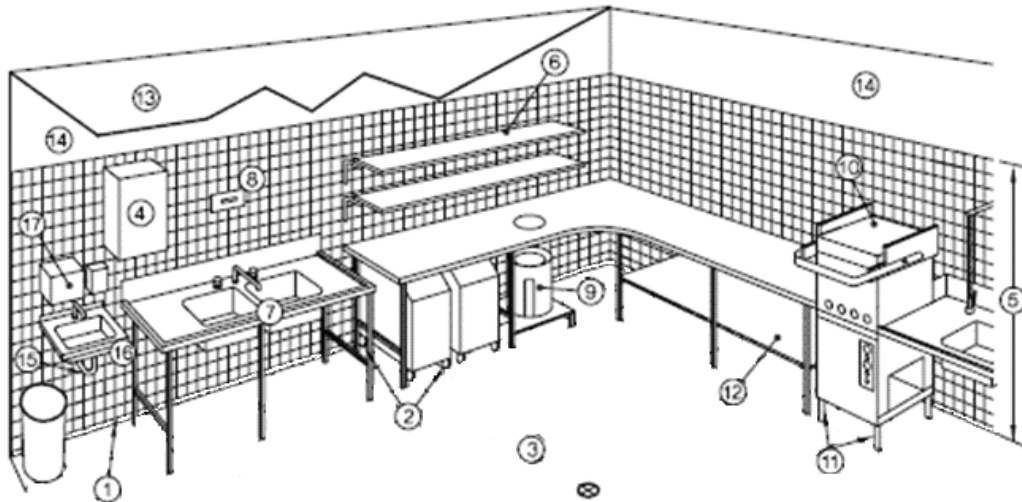
The food premises must comply with the requirements of Food Safety Standard 3.2.3 – Food Premises and Equipment (FSS 3.2.3). The additional following information may be useful when designing your food premises (follow the FSS 3.2.3 headings which match the ones below).

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



Legend:

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Floor / wall coving</li> <li>2. Castors to under bench storage</li> <li>3. Impervious floor graded and drained</li> <li>4. Hot water system</li> <li>5. Walls Tiled</li> <li>6. Shelving 25mm clear of wall</li> <li>7. Sink unit on metal frame</li> <li>8. Thermometer</li> <li>9. Garbage receptacles</li> <li>10. Dishwasher with temperature indicating device</li> </ol> | <ol style="list-style-type: none"> <li>11. Legs 150mm min.</li> <li>12. Underside of support bracket 150mm to the finished floor surface</li> <li>13. Painted plasterboard ceiling</li> <li>14. Smooth cement rendering</li> <li>15. Water drainage pipes concealed into walls</li> <li>16. Hand basin, hot and cold water mixing set</li> <li>17. Soap and towel dispenser</li> </ol> |
|--|--|

## 7.2 Water Supply

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
<p>FSS 3.2.3 Division 2 Clause 4</p>	<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:</p> <ul style="list-style-type: none"> <li>• of a minimum 25 litres (used solely for cleaning purposes).</li> </ul>	<ul style="list-style-type: none"> <li>• Hot water system installed in adequate capacity for the activities occurring at the premises</li> <li>• Tank and bore water (Laboratory Certification stating compliance with NHMRC Guidelines must be provided).</li> </ul>





### 7.3 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> <p><u>Mobile food vehicles:</u></p> <ul style="list-style-type: none"> <li>Where there is no connection to mains sewer, temporary holding tanks must be installed at 50 litres capacity.</li> </ul>	<ul style="list-style-type: none"> <li>Connection to deep sewer</li> <li>If the premises is located in areas without deep sewerage you will require on-site disposal. A further application to install apparatus for the treatment of sewage is required. Alternatively, investigate the installation of a reticulated sewerage system connected to the main sewer.</li> <li>Contact the Water Corporation for information regarding grease traps. The City of Armadale does not process these applications.</li> <li>Trade waste agreement required.</li> </ul>

### 7.4 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 lid. These bins should be cleaned and sanitised regularly.</li> </ul>

## 7.5 Ventilation

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 7	Ventilation throughout the premises must: <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> Mechanical exhaust ventilation system to be designed, constructed and installed in accordance with AS 1668 Part 2 (2002).	Mechanical ventilation to be installed for: <ul style="list-style-type: none"> <li>• Cooking equipment where electrical input exceeds 8kW;</li> <li>• Cooking equipment where gas input exceeds 29MJ/h; and</li> <li>• All deep fryers.</li> </ul> (Written certification is required to verify that system meets performance criteria).

- ❖ The Local Authority can however require the installation of a kitchen exhaust canopy if for particular circumstances it is deemed to be appropriate.

## 7.6 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 Light fittings are to be provided with protective plastic covers or sleeves to prevent contamination of food with broken glass.</li> </ul>



## 8.0 Floors, Walls and Ceilings

### 8.1 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> </ul>

### 8.2 Walls

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 3 Clause 11	Walls must be: <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 sinks and benches</li> <li>Heat resistant material behind cooking equipment</li> <li>Light coloured paint.</li> </ul>

### 8.3 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 paneling</li> <li>Smooth finish</li> <li>Solid, continuous construction</li> </ul> <p><b>NOTE:</b> Drop-in panel ceilings will not be approved in kitchens and food preparation areas.</p>

## 9.0 Fixtures, Fittings and Equipment

### 9.1 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>Food contact surfaces must be:</p> <ul style="list-style-type: none"> <li>able to be easily and effectively cleaned and sanitised;</li> <li>impervious; and</li> <li>made of material that will not contaminate the food.</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> <li>Pipes, ducts, fitting and fixtures should be concealed in the wall, floor or ceiling or bracketed 25mm away from surfaces.</li> </ul>



## 9.2 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 for utensil and equipment washing</li> </ul> OR <ul style="list-style-type: none"> <li>• Commercial dishwasher</li> </ul> AND <ul style="list-style-type: none"> <li>• Separate sink for fruit and vegetable washing.</li> </ul>

## 9.3 Handwashing Facilities

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 14	A food premises must have a designated hand wash basin that is; <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>• Minimum 11 litre capacity basin provided adjacent to toilet facilities</li> <li>• Each hand basin must be supplied with soap, paper towels and a waste container</li> <li>• Hand Basins connected to sewer.</li> </ul>

## 9.4 Hot and Cold Food Storage and Display

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 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.</li> </ul>

## 9.5 Coolrooms / Freezers

- Installation of a walk-in coolroom or freezer requires a Building Permit.
- 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, and
  - 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 outside of coolroom but controlled only from the inside of the coolroom (Building Code of Australia (BCA) requirement).
- Internal lighting controlled by a switch located adjacent to the entrance doorway (BCA requirement).
- All coolroom motors and compressors should be located outside the premises if possible.



## 9.6 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>• Clearly designated room, shelf or cupboard for staff items</li> <li>• Clearly designated chemical/cleaning items storage room, shelf or cupboard.</li> </ul>

## 10.0 Miscellaneous

### 10.1 Temperature measuring

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 6 Clause 22	A food premises must have a temperature measure device that can accurately measure the temperature of potentially hazardous food to +/- 1°C.	Thermostat and gauge provided on all units; and Single mobile device per premises (i.e. Probe thermometer).

## 10.2 Cleaning and Sanitising

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 5 Clause 20	<p>All equipment and utensils must be kept in a clean and sanitary state.</p> <p>Heat and/or chemicals must be applied to equipment and utensils so that the number of micro-organisms on the surface has been reduced to a level that;</p> <ul style="list-style-type: none"> <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>Cleaning</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>Sanitising</p> <ul style="list-style-type: none"> <li>Chemical sanitizer</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>

## 10.3 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.	<p>Designated internal staff toilet containing:</p> <ul style="list-style-type: none"> <li>Air lock and self closers; or</li> <li>Single door, mechanical ventilation and self closer.</li> <li>External staff toilet</li> <li>External common room.</li> </ul>

- Sanitary conveniences are to be provided for both staff and patrons of each gender. Staff and patron facilities may be combined as long as there are enough facilities to cater for both as per the requirements of the Building Code of Australia (BCA).
- A disabled facility must be provided in newly constructed premises and may be required when alteration, additions or a change of use are undertaken on an existing property. For further information prior to submitting an application contact a Registered Building Surveyor for more information, details of Registered Building Surveyors can be found on the Building Commission website.
- Sanitary conveniences must be equipped with both hot and cold water, liquid soap and single-use paper towels or a warm air drier.
- Gender identification signs are required on the toilet doors.





- Patron sanitary conveniences are generally only required when a food premises accommodates more than 20 persons.

Refer to the following table which is extracted from the BCA (Table F2.3) for number of facilities required for staff and patrons of each gender.

**Class 6 — restaurants, cafes, bars**

User Group	Closet Pans		Urinals		Washbasins	
	Design Occupancy	Number	Design Occupancy	Number	Design Occupancy	Number
Male	1 — 100	1	1 — 50	1	1 — 50	1
	101 — 300	2	51 — 100	2	51 — 200	2
	>300	Add 1 per 200	101 — 150	3	>200	Add 1 per 200
			151 — 200	4		
			201 — 250	5		
			>250	Add 1 per 100		
Female	1 — 25	1			1 — 50	1
	26 — 50	2			51 — 150	2
	51 — 100	3			>150	Add 1 per 200
	101 — 150	4				
	151 — 200	5				
	201 — 250	6				
	>250	Add 1 per 100				

**Note:** Sanitary facilities need not be provided for patrons if the building accommodates not more than 20 people

**10.4 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 and other inhibiting mechanisms (eg: 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.

**10.5 Food Safety Training**

- It is a requirement that all food handlers demonstrate their skills and knowledge appropriate to the level of food handling that they are employed to carry out. To achieve this requirement the City of Armadale highly recommends that all food handlers receive food safety training prior to handling food for sale to the public.
- There are many training programs available such as the “I’m Alert” Food Safety Program.
- Contact Health Services to discuss the training option that best suits your business needs.

## 11.0 Food Vehicles

### 11.1 Food Transport Vehicles

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 17	Food Transport Vehicles must be: <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 (eg: packaged in food grade storage containers).</li> </ul>

### 11.2 Mobile Food Vehicles

Mobile Food Vehicles are required to comply with the Food Safety Standards. Acceptable solutions to compliance are:

- Food preparation area must be sealed off from the driving area;
- Hand wash basin must be of adequate size, connected to a holding tank of sufficient size to contain all waste water and have a supply of liquid hand soap and single use paper towels at all times;
- Utensil washing sink to be provided in addition to hand wash basin and connected to water holding tank;
- Holding tank must be located beneath the vehicle and all waste water disposed of to sewer;
- Vehicles must be designed and constructed so food is protected from contamination during transport;
- Vehicles must be designed and constructed so they can be easily cleaned;
- Food contact surfaces must be designed and constructed so they can be easily cleaned and sanitised;
- Food vehicles must be kept in a clean condition and parts must be maintained in good working order;
- Provision of adequate storage of food, whether potentially hazardous and perishable or non-potentially hazardous; and
- No animals are permitted to enter the food vehicle at any time.

## 12.0 Food Service to Vulnerable Persons

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

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



### 13.0 Residential Food Preparation

Food prepared in a residential premises for sale or other reasons defined in the Act such as for charity or fundraising purposes are also considered to be a food business activity and must comply with relevant aspects of the Act, Regulations and Code. Such activities are exempt from having to meet the full requirements such as food handlers not being required to have the skills and knowledge expected of staff in a large commercial food business.

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

[http://ww2.health.wa.gov.au/Articles/F\\_1/Food-prepared-in-residential-premises](http://ww2.health.wa.gov.au/Articles/F_1/Food-prepared-in-residential-premises)

Such activities must be by approved by the City by completing the food business notification/registration form. Examples of food preparation activities that are permitted in residential premises include:

- Child day care within a residential premises kitchen where less than seven children are cared for and meals are prepared for children in the residential home.
- Charitable or fundraising activities.
- General low risk food preparation such as the making of jams, pickles, cake decorating and similar products.

Please note that a kitchen within a residential premises used for the above activities must comply with the Code in respect to Standards 3.2.2 Food Safety Practices and General and 3.2.3 Food Premises and Equipment. While these standards can require suitable high quality finishes and equipment fit-out in a commercial premises, a residential kitchen would not be expected to have the same level of fit-out. Further advice from an Environmental Health Officer is required depending on the food risk and activity involved.

Other considerations, such as Planning requirements for conducting a business from a residence should also be considered and you consult with the City's Planning Services on this matter.

### 14.0 Contact Details

City of Armadale  
Health Services  
7 Orchard Avenue  
ARMADALE WA 6112

(08) 9394 5000

Email: [info@armadale.wa.gov.au](mailto:info@armadale.wa.gov.au)

Website: [www.armadale.wa.gov.au](http://www.armadale.wa.gov.au)