

Contents

1.0	Introduction	4
2.0	Legislation	4
3.0	Definitions	4
4.0	Risk Classification and Assessment Frequency	4
5.0	Fees	5
6.0	Council Requirements	5
	6.1 Planning Services	5
	6.2 Building Services	5
	6.3 Environmental Health Services	5
	6.4 Approval of plans	9
	6.5 Progress & final assessments	9
	6.6 Food business registration and annual assessment fee	9
7.0	State Government Departments	9
	7.1 Department of Racing, Gaming and Liquor (RGL)	9
	7.2 Department of Environment and Conservation (DEC)	9
	7.3 Western Power and Alinta Gas	10
	7.4 Water Corporation	10
8.0	Design and Construction	10
	8.1 General requirements	10
	8.2 Water supply	11
	8.3 Sewage and waste water disposal	12
	8.4 Storage of garbage and recyclable matter	12
	8.5 Ventilation	13
	8.6 Lighting	13
9.0	Floor, Walls and Ceilings	13
	9.1 Floors	13
	9.2 Walls	14
	9.3 Ceilings	14
10.0	Fixtures, Fittings and Equipment	15
	10.1 General requirements	15

Contact Us

Enquiries

Call: (08) 9526 1111

Fax: (08) 9525 5441

Email: info@sjshire.wa.gov.au

In Person

Shire of Serpentine Jarrahdale

6 Paterson Street, Mundijong WA 6123

Open Monday to Friday 8.30am-5pm (closed public holidays)



www.sjshire.wa.gov.au



10.2	Washing Facilities	15
10.3	Hand washing facilities	16
10.4	Hot and cold food storage and display	16
10.5	Coolrooms / freezers	16
10.6	Storage facilities	17
11.0	Miscellaneous	17
11.1	Temperature measuring	17
11.2	Cleaning and sanitising	18
11.3	Toilet facilities	18
11.4	Animals and pests	19
11.5	Food safety training	19
11.6	Outdoor eating areas (alfresco dining)	19
12.0	Food Vehicles	20
12.1	Food transport vehicles	20
12.2	Mobile food vehicles	20
13.0	Food Service to Vulnerable Persons	20
14.0	Residential Food Preparation	21
15.0	Contact Details	21



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 Shire of Serpentine Jarrahdale. This guide also details the process for approval and registration of a food business within the Shire of Serpentine Jarrahdale.

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

2.0 LEGISLATION

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

- Food Act 2008.
- Food Regulations 2009.
- Australia New Zealand Food Standards Code (Chapter 3).

Copies of the legislation can be downloaded at the State Law Publisher website www.slp.wa.gov.au and at the FSANZ website www.foodstandards.gov.au.

Australian Standard (AS 4674-2004) Design, construction and fit-out of food premises can provide you with good detail and advice on your proposed food business. This document is copyrighted.

3.0 DEFINITIONS

- **'Food Business'** means a business, enterprise or activity (other than a business, enterprise or activity that is primary food production) that involves:
 - the handling of food intended for sale.
 - the sale of food, regardless of whether, subject to section 6, the business, enterprise or activity concerned is of a commercial, charitable or community nature or whether it involves the handling or sale of food on one occasion only.

4.0 RISK CLASSIFICATION AND ASSESSMENT FREQUENCY

The Shire of Serpentine Jarrahdale 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 (eg elderly people and children). Risk classification determines the initial assessment frequency but this may be altered based on the outcome of the routine assessments ie if the assessment result is good, then the assessment frequency is lessened. If the assessment result is sub-standard then more frequent assessments of the business are undertaken.

Food businesses are classed into:

- Exempt eg newsagencies selling packaged confectionery.
- Low risk eg service stations selling packaged food.
- Medium Risk eg most cafes and restaurants will fall into this category.
- High Risk eg food catering business/Childcare, Aged Care Facilities.



5.0 FEES

An administration fee is charged upon receipt of your completed food business notification/registration form.

A one-off fee for the assessment of plans may be charged on application for approval to construct or establish new premises.

Food businesses are charged an annual assessment fee based on the level of risk. The assessment fee is valid for twelve (12) months and invoices are issued at the start of each calendar year. Fees may be charged pro-rata if you apply for your registration and annual assessment fee after the commencement of the calendar year.

For the current fee schedule please contact Health Services on 9526 1111.

6.0 COUNCIL REQUIREMENTS

6.1 Planning Services

The premises you have chosen may require planning approval. Where a premises has been previously operating as a different use, planning approval to change the use to a use consistent with your food business will be required.

Where any development is proposed, a Development Application may need to be submitted to ascertain conformance with the relevant statutory framework, including Local Planning Policies, in relation to but not limited to zoning, setbacks, building height, parking and other issues.

A separate application for planning approval shall be submitted and approved by the Shire prior to the erection of any signage on the site. Contact Planning Services on 9526 1131.

6.2 Building Services

You will be required to submit a Building Licence Permit for newly constructed premises, or any alterations/additions to existing premises. Contact Building Services on 9526 1111.

6.3 Environmental Health Services

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

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

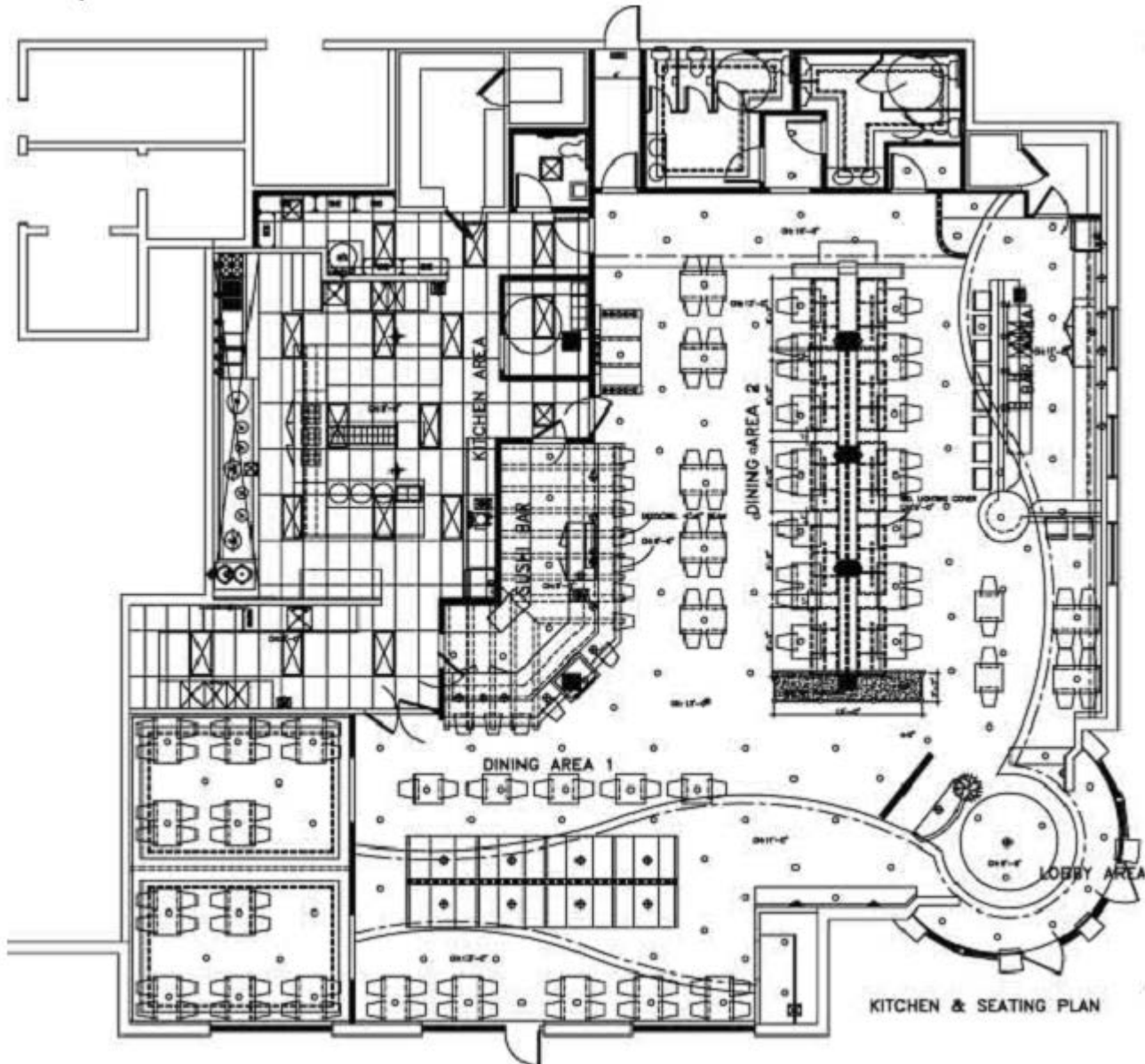
- (a) Food Business Notification/Registration form;
- (b) Two sets of drawings showing:
 - i) all dimensions.
 - ii) floor plan.
 - iii) sectional elevations through walls etc.
 - iv) hydraulic plans of fresh water and waste water services.
 - v) mechanical exhaust ventilation plan.
 - vi) finishes of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



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

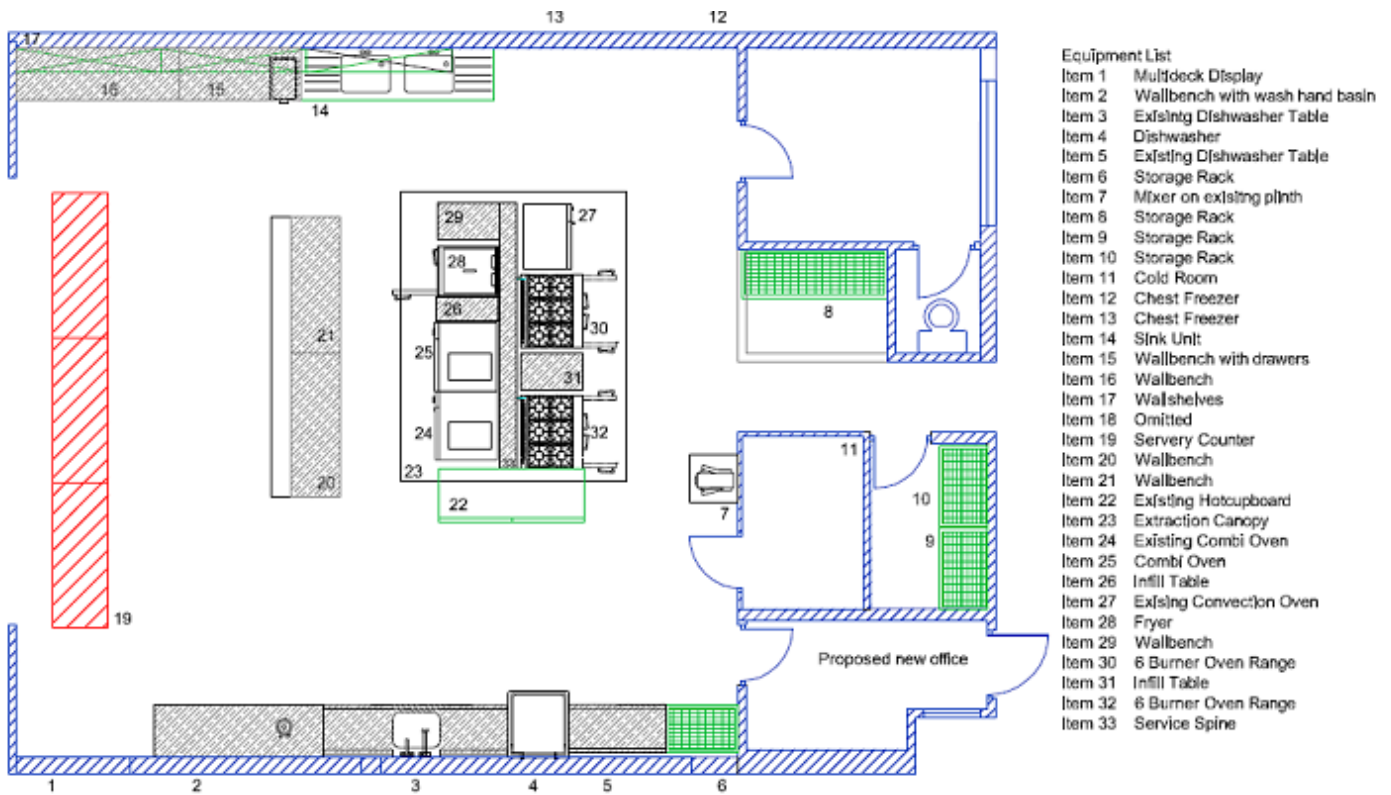
The following diagrams are examples of the standard required:

Example 1





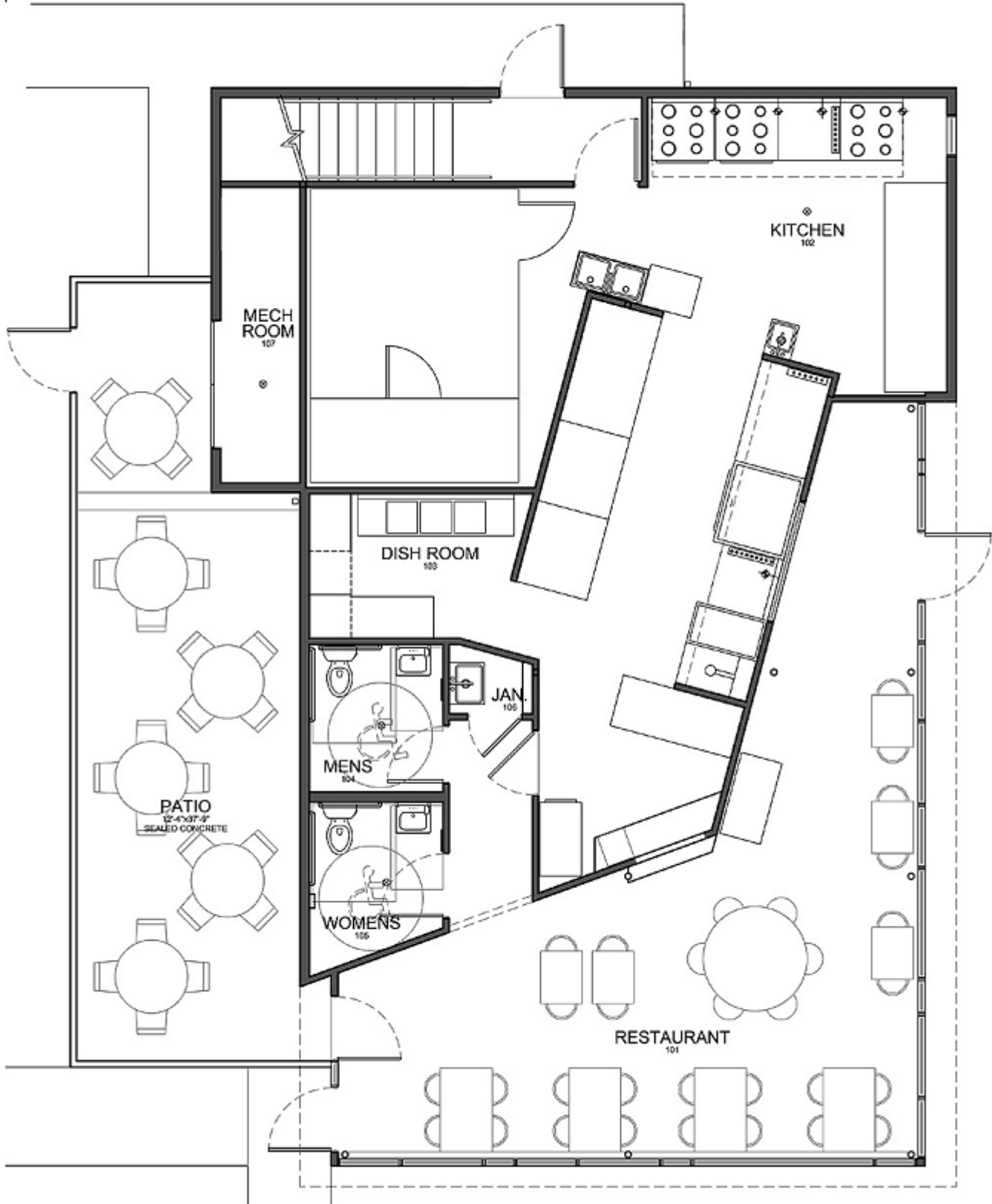
Example 2



- Equipment List
- Item 1 Multideck Display
 - Item 2 Wallbench with wash hand basin
 - Item 3 Existing Dishwasher Table
 - Item 4 Dishwasher
 - Item 5 Existing Dishwasher Table
 - Item 6 Storage Rack
 - Item 7 Mixer on existing plinth
 - Item 8 Storage Rack
 - Item 9 Storage Rack
 - Item 10 Storage Rack
 - Item 11 Cold Room
 - Item 12 Chest Freezer
 - Item 13 Chest Freezer
 - Item 14 Sink Unit
 - Item 15 Wallbench with drawers
 - Item 16 Wallbench
 - Item 17 Wallshelves
 - Item 18 Omitted
 - Item 19 Servery Counter
 - Item 20 Wallbench
 - Item 21 Wallbench
 - Item 22 Existing Hotcupboard
 - Item 23 Extraction Canopy
 - Item 24 Existing Combi Oven
 - Item 25 Combi Oven
 - Item 26 Infill Table
 - Item 27 Existing Convection Oven
 - Item 28 Fryer
 - Item 29 Wallbench
 - Item 30 6 Burner Oven Range
 - Item 31 Infill Table
 - Item 32 6 Burner Oven Range
 - Item 33 Service Spine



Example 3





6.4 Approval of plans

After the Plans have been approved by Health Services, a copy of the conditions of approval will be issued. You can then commence the construction of the food premises but the conditions of approval must be complied with.

6.5 Progress and final assessments

During construction an Environmental Health Officer can be available to offer advice and undertake progress assessments to prevent costly delays at the end of the project. Please contact the Environmental Health Officer for your project or Health Services on 9526 1111 for assistance.

6.6 Food business registration and annual assessment fee

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

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

Please note that failure to pay the assessment fee will result in relevant action being taken.

7.0 STATE GOVERNMENT DEPARTMENTS

7.1 Department of Racing, Gaming and Liquor (RGL)

Any premises selling alcohol must obtain a liquor licence. Applications can be obtained from RGL and a Section 40 Certificate of Local Planning authority will need to be issued by Planning Services. In addition a Section 39 Certificate of Local Health authority to be issued from Health Services prior to their license being issued. This involves an assessment of the premises to ensure compliance with relevant health, food and building legislation. There is a fee associated with this.

Racing, Gaming and Liquor – Phone: 9425 1888 Email: rgl@rgl.wa.gov.au Website: www.rgl.wa.gov.au

Please contact Health Services for advice regarding Section 39 applications.

Please contact Statutory Planning Services regarding Section 40 applications.

7.2 Department of Environment and Conservation (DEC)

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

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

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



7.3 Western Power and Alinta Gas

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

Western Power – Phone: 9326 4911 Website: www.wpcorp.com.au

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

7.4 Water Corporation

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

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

Water Corporation – Phone: 13 13 95 Website: www.watercorporation.com.au

8.0 DESIGN AND CONSTRUCTION

8.1 General requirements

The food premises must comply with the requirements of Food Safety Standard 3.2.3 – Food Premises and Equipment (FSS 3.2.3). 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:

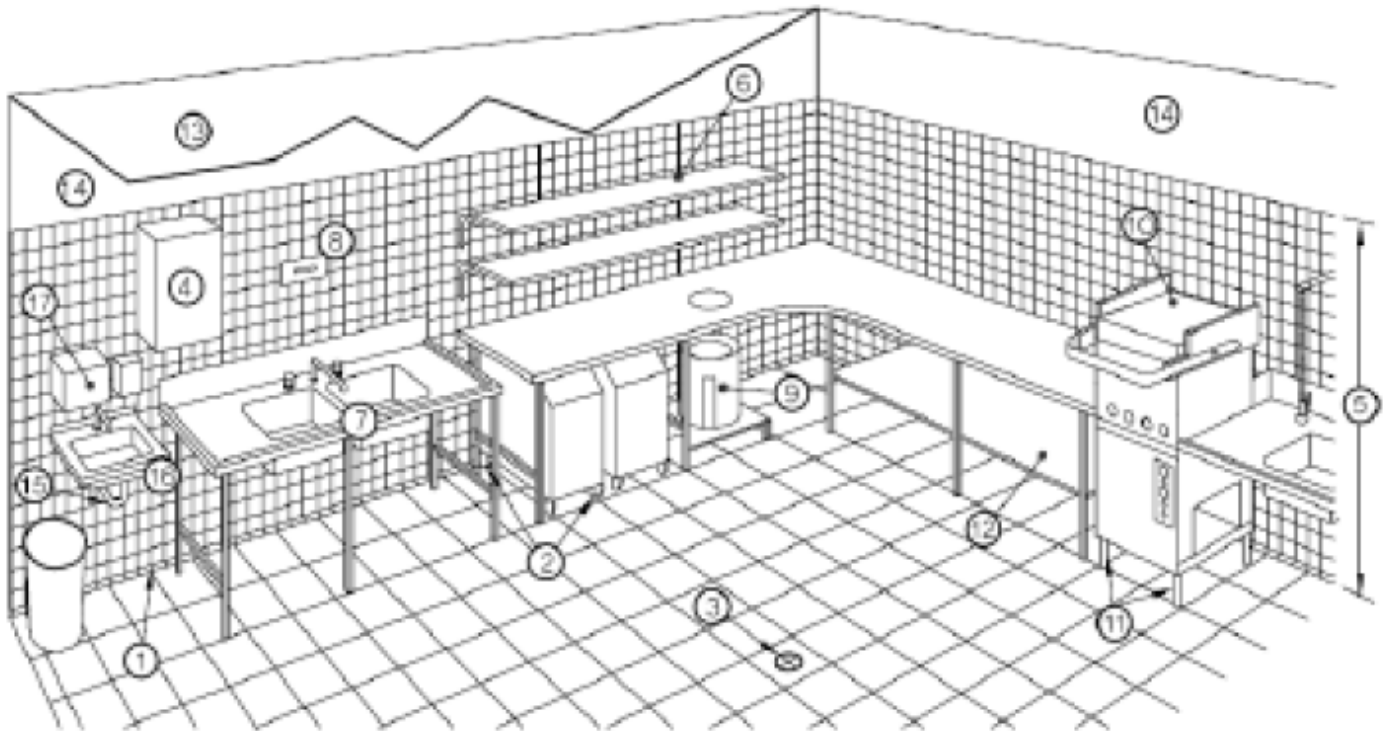
- Exclude locations that may allow harbourage to vermin by such measures as eliminating cavities, cracks and crevices.
- Facilitate easy cleaning by measures such as providing open access to all surfaces where grease and dust may accumulate and ensuring that all surfaces are durable, smooth, impervious 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 1m² per person for dining area.
- Potential for future expansion. If in the future you wish to upgrade the type of food preparation, then you may also need to upgrade the premises to suit.
- The kitchen incorporating crockery/equipment/chemical/food storage, washing areas, wet and dry preparation areas, refrigeration and cooking areas.
- Separation of raw products and cooked/final products.
- Sanitary conveniences for both staff and customers.
- Space for change rooms and storage area for personal items.



The following diagram is a guide to the typical layout:



Legend

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



8.2 Water supply

<p>FSS 3.2.3 Division 2 Clause 4</p>	<p>The water supply must be:</p> <ul style="list-style-type: none"> • Provided in and adequate quantity. • Potable. • Of an appropriate temperature. <p>The water supply for mobile food vehicles must be:</p> <ul style="list-style-type: none"> • Of a minimum 25 litres (used solely for cleaning purposes). 	<ul style="list-style-type: none"> • Hot water system installed in adequate capacity for the activities occurring at the premises. • Scheme water supply. • Tank and bore water (Laboratory Certification stating compliance with NHMRC Guidelines must be provided with ongoing monitoring). • Disinfection process. Such as chlorination or UV filtration.
--	---	--

8.3 Sewage and waste water disposal

<p>Relevant Food Safety Standard</p>	<p>Performance criteria</p>	<p>Acceptable solutions</p>
<p>FSS 3.2.3 Division 2 Clause 5</p>	<p>The premises must have a sewage and waste water disposal system which:</p> <ul style="list-style-type: none"> • Effectively disposes of all sewage and wastewater. • Is constructed and located so that there is no likelihood of the sewage and wastewater polluting the water supply or contaminating food. <p>Mobile food vehicles:</p> <ul style="list-style-type: none"> • Where there is no connection to mains sewer, temporary holding tanks must be installed at double the capacity of the water supply tank. 	<ul style="list-style-type: none"> • Connection to deep sewer. • If the premises are 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. • Contact the Water Corporation for information regarding grease traps. The City of Serpentine Jarrahdale does not process these applications. • Trade waste agreement required.

**8.4 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"> • Adequately contain the quantity and type of waste and recyclable matter. • Are enclosed, as to not allow access to pests and animals. • Are designed and constructed to be easily and effectively cleaned. 	<ul style="list-style-type: none"> • Provision of an adequate supply of water for cleaning. • Refuse containers serviced by appropriate contractor. • Fats and oils must be stored in leak proof containers and be regularly collected by a waste removal contractor. • Easy access to allow for removal of bins. • 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.

8.5 Ventilation

Relevant Food Safety Standard	Performance criteria	Acceptable solutions
FSS 3.2.3 Division 2 Clause 7	<p>Ventilation throughout the premises must:</p> <ul style="list-style-type: none"> • Be sufficient and easily and effectively cleaned. • Effectively remove fumes, smoke, steam and vapours, so as not to cause environmental nuisance. <p>Mechanical exhaust ventilation system to be designed, constructed and installed in accordance with AS 1668 Part 2 (2002).</p>	<p>Mechanical ventilation to be installed for:</p> <ul style="list-style-type: none"> • Cooking equipment where electrical input exceeds 8kW. • Cooking equipment where gas input exceeds 29MJ/h. • All deep fryers. <p>(Written certification by the installer or ventilation engineer is required to verify that system meets performance criteria)</p>



8.6 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">• Be sufficiently provided with light.• Light fittings must be easily and effectively cleaned, unable to provide harbourage for pests and constructed to protect food from contamination.	<ul style="list-style-type: none">• Natural light.• Artificial - recessed and diffuser.• 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.

9.0 FLOORS, WALLS AND CEILINGS

9.1 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">• Constructed appropriately for the activities being carried out within the premises.• Impervious and easily and effectively cleaned.• Laid in a manner so that pooling or ponding of water cannot occur.• Unable to provide harbourage for pests.• Where floor is subject to heavy washing floor wastes should be provided.	<ul style="list-style-type: none">• Ceramic tiles.• Coving provided.• Concrete and epoxy layer.• Commercial grade continuous vinyl.• Treated concrete.• Flooring materials in light colour.

9.2 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">• Provided to protect food from contamination.• Constructed appropriately for the activities being carried out within the premises.• Sealed to prevent entry of dirt, dust, pests and vermin.• Unable to provide harbourage for pests.	<ul style="list-style-type: none">• Ceramic tiles.• Gloss painted fibre cement sheeting.• Impervious panelling.• Smooth finish provided.• Splashbacks provided to sinks and benches.



	<ul style="list-style-type: none"> • Impervious. • Easily and effectively cleaned. • Flush with no panels. 	<ul style="list-style-type: none"> • Heat resistant material behind cooking equipment. • Light coloured paint.
--	---	--

9.3 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"> • Provided to protect food from contamination. • Constructed appropriately for the activities being carried out within the premises. • Sealed to prevent entry of dirt, dust, pests and vermin. • Unable to provide harbourage for pests. • Impervious. • Easily and effectively cleaned. 	<ul style="list-style-type: none"> • Gloss painted fibre cement sheeting. • Impervious panelling. • Smooth finish. • Solid, continuous construction. <p>Note: Drop-in panel ceilings will not be approved in kitchens and food preparation areas.</p>

10.0 FIXTURES, FITTINGS AND EQUIPMENT

10.1 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"> • There is no likelihood of causing food contamination. • The fixtures and fittings and adjacent floors, walls and ceilings are able to be easily and effectively cleaned. • They are unable to provide harbourage for pests. <p>Food contact surfaces must be:</p> <ul style="list-style-type: none"> • Able to be easily and effectively cleaned and sanitised. • Impervious. • Made of material that will not contaminate the food. 	<p>Fixtures, fittings, shelving and equipment should:</p> <ul style="list-style-type: none"> • Be able to be easily moved. • Have castors fitted and flexible connections. • Have 150mm legs and clear of walls. • Be sealed to plinth, surfaces, floor and adjacent surfaces. • Have 75mm above bench and clear of the wall. • Not have false backs or bottoms. • Food contact surfaces of stainless steel. • Pipes, ducts, fitting and fixtures should be concealed in the wall, floor or ceiling or bracketed 25mm away from surfaces.

**10.2 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">• Double bowl sink for utensil and equipment washing. OR <ul style="list-style-type: none">• Commercial dishwasher. AND <ul style="list-style-type: none">• Separate sink for fruit and vegetable washing.

10.3 Hand washing 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">• A permanent fixture.• Located in an easily accessible location for all food handlers.• Within immediate area where food handlers work.• Adjacent to the toilets or toilet cubicles at the food premises (if any).• Connected to or provided with a supply of warm running potable water (between 22°C and 48°C).• Supplied with warm and cold water through a common spout.• Of a size which allows easy and effective hand washing.• Supplied with paper towels, soap and a waste container.• Connected to sewer.	<ul style="list-style-type: none">• Minimum 11 litre capacity basin provided in area where food handlers are working.• Minimum 11 litre capacity basin provided adjacent to toilet facilities.• Each hand basin must be supplied with soap, paper towels and a waste container.• Hand Basins connected to sewer.• Hand basin connected to an approved on-site effluent disposal system.

**10.4 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"> Protected from the likelihood of contamination. Under appropriate temperature control. <p>Storage and display areas and containers must be capable of being easily and effectively cleaned.</p>	<ul style="list-style-type: none"> Hot display unit minimum of 60°C. Cold display Unit/Cool Room maximum of 5°C. Freezer units maximum -15°C and food must remain frozen. Sneeze barriers.

10.5 Cool rooms/freezers

- Installation of a walk-in cool room 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.
- Cool room and freezer condensates should discharge to a drainage system located outside the cool room/freezer (ie 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 cool room 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 cool room but controlled only from the inside of the cool room (BCA requirement).
- Internal lighting controlled by a switch located adjacent to the entrance doorway (BCA requirement).
- All cool room motors and compressors should be located outside the premises if possible.

10.6 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"> Chemicals. Clothing. Personal belongings. <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"> Separated staff room. Clearly designated room, shelf or cupboard for staff items. Clearly designated chemical/cleaning items storage room, shelf or cupboard.



11.0 MISCELLANEOUS

11.1 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 $\pm 1^{\circ}\text{C}$.	<ul style="list-style-type: none">• Thermostat and gauge provided on all units.• Single mobile device per premises (ie Probe thermometer).

11.2 Cleaning and sanitising

Relevant Food Safety Standard	Performance criteria	Acceptable solutions
FSS 3.2.3 Division 5 Clause 20	<p>All equipment and utensils must be kept in a clean and sanitary state.</p> <p>Heat and/or chemicals must be applied to equipment and utensils so that the number of micro-organisms on the surface has been reduced to a level that:</p> <ul style="list-style-type: none">• Does not compromise the safety of the food which it may come in contact with.• Does not permit the transmission of infectious disease.	<p>Cleaning:</p> <ul style="list-style-type: none">• Sink (water at 54°C and detergent).• Dishwasher (water at 75°C or water at 54°C and detergent).• Glass washer (water at 54°C and detergent). <p>Sanitising:</p> <ul style="list-style-type: none">• Chemical sanitizer.• Water at 77°C for hot water sanitising at the sink.• Rinsing compartment should be provided with heating elements capable of maintaining the water at a minimum temperature of 77°C.

11.3 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">• Air lock and self closers.• Single door, mechanical ventilation and self closer.• External staff toilet.• External common room.



- Sanitary conveniences are to be provided for both staff and patrons of each gender. Staff and patron facilities may be combined as long as there are enough facilities to cater for both as per the requirements of the Building Code of Australia.
- A disabled facility must be provided in newly constructed premises and may be required when alteration, additions or a change of use are undertaken on an existing property. Contact the Shire of Serpentine Jarrahdale Building Services for further information prior to submitting an application.
- Sanitary conveniences must be equipped with both hot and cold water, liquid soap and single-use paper towels or a warm air drier.
- Gender identification signs are required on the toilet doors.
- Patron sanitary conveniences are generally only required when a food premises accommodates more than 20 persons.

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

Staff Facilities									
Number of:	Toilets			Urinals			Hand-wash basins		
Facilities	1	2	Each extra	1	2	Each extra	1	2	Each extra
Males	20	40	20	25	50	50	30	60	30
Females	15	30	15				30	60	30
Patron Facilities									
Number of:	Toilets			Urinals			Hand-wash basins		
Facilities	1	2	Each extra	1	2	Each extra	1	2	Each extra
Males	100	300	200	50	100	50	20	200	200
Females	25	50	50				50	150	200

Note: Where the number of male patrons exceeds 250, not less than five urinals must be provided plus one additional urinal for every additional 100 in excess of 250. Where the number of female patrons exceeds 250, not less than six closet fixtures must be provided plus one additional closet fixture for every 100 females in excess of 250. If not more than ten persons are employed a unisex toilet facility may be provided.

11.4 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 assessments and treatment for pests such as cockroaches and rodents.

11.5 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 Shire of Serpentine Jarrahdale 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 but the Shire of Serpentine Jarrahdale offers the following:



- I'm Alert Food Safety Program, free to all Shire of Serpentine Jarrahdale Registered food businesses.
- Contact Health Services to discuss the training option that best suits your business needs.

11.6 Outdoor eating areas (alfresco dining)

- An Outdoor Eating Area is licensed by the Shire of Serpentine Jarrahdale where the dining area falls onto the Council land.
- An application must be submitted following approval of the Food Business or liquor licensed premise which serves meals eg a tavern. Contact Environmental Health Services to obtain an application form and copy of the Local Laws Relating to Outdoor Eating Areas which all premises must comply with.

12.0 FOOD VEHICLES**12.1 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"> • Designed and constructed to protect food if there is a likelihood of contamination during transport. • Designed and constructed to be easily and effectively cleaned and if necessary, sanitised. 	<ul style="list-style-type: none"> • Smooth impervious surfaces to the storage compartment. • Food is to be transported in such a way as to prevent contamination (eg packaged in food grade storage containers).

12.2 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 double the capacity of the water supply 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 sanitized.
- 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.
- No animals are permitted to enter the food vehicle at any time.

13.0 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 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 Childcare Centres 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.

14.0 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 Shire of Serpentine Jarrahdale and consistent with the Department of Health WA guidelines.

(www.public.health.wa.gov.au/2/959/2/food_prepared_in_residential_premises.pm)

Such activities must be approved by the Shire of Serpentine Jarrahdale 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 Standards 3.2.3 Food Premises and Equipment. While these standards can require suitable high quality finishes and equipment fit-out in a commercial premise, a residential kitchen would not be expected to have the same level of fit-out and only permits low risk activity. 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 private residence can also be considered, you should consult with the Shire of Serpentine Jarrahdale Planning Services.

15.0 CONTACT DETAILS

Shire of Serpentine Jarrahdale
6 Patterson Street
Mundijong WA 6123
Phone: 9526 1111
Fax: 9525 5441
Email: info@sjshire.wa.gov.au