

Food Business Design and Construction - Information Sheet

Information about the requirements and minimum standards for any establishment providing food to the public within the City of Busselton.

Legislation

- *Food Act 2008*
- *Food Regulations 2009*
- *Australian New Zealand Food Standards Code*

Copies of the legislation can be downloaded from 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 food premises provides specific details and advice for proposed food business. This document is copyrighted but is available to purchase from SAI Global www.saiglobal.com

Risk Classification and Assessment Frequency

The City of Busselton 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 change based on performance.

Food businesses are classified into:

- Exempt/Notification only e.g. news agencies selling packaged confectionary
- Low Risk e.g. cellar door wine tasting, small jam or relish manufacturer
- Medium Risk e.g. most cafes and restaurants will fall into this category
- High Risk e.g. food catering business, childcare or aged care facilities

Fees

New application

Application is made by completing a *Food Act 2008 Notification Registration Form*. Food safety risk is assigned and this will determine the inspection frequency and annual fee. Payment for the application and service fee (based on risk classification) is sent by invoice, with the service fee pro rata based on time of application. Current fees are stated on the *Food Act 2008 Notification Registration Form*.

Ongoing fees and charges

Invoices are issued at the start of every financial year which cover:

- Food and water testing and product analysis
- Inspections
- Guidance on food labelling requirements
- Advice on food recall plans for manufacturer/processors
- Advice on premises upgrades, relocating to different premises
- Advice on food handling and food safety practices
- Access to free online food handler training program FoodSafe Online

Planning Requirements

The City of Busselton has planning zones with rules around what you can build, how high you can build, and what sort of activities you can use the land or buildings for, e.g. residential, commercial etc.

The premises you have chosen may require planning approval, please contact Planning Services for more information.

Building Services

You will be required to submit a Building Licence Application for:

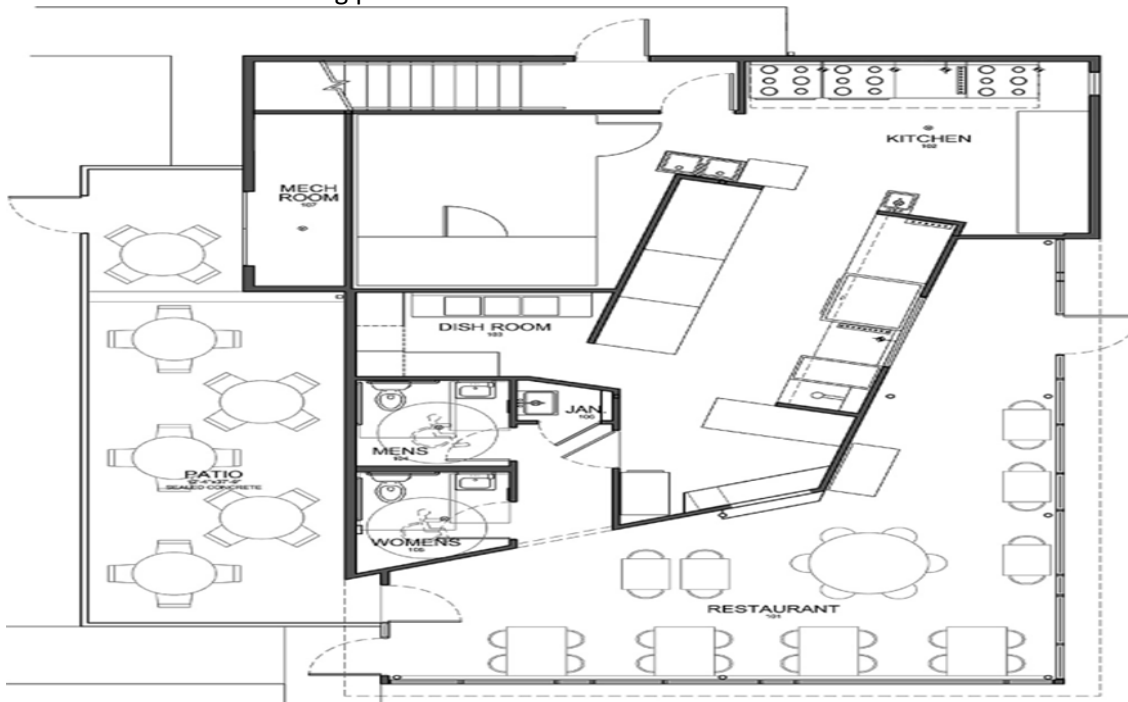
- newly constructed premises or alterations/additions to existing business
- where walk in cool rooms are to be installed
- where alterations may affect the structural integrity of the building

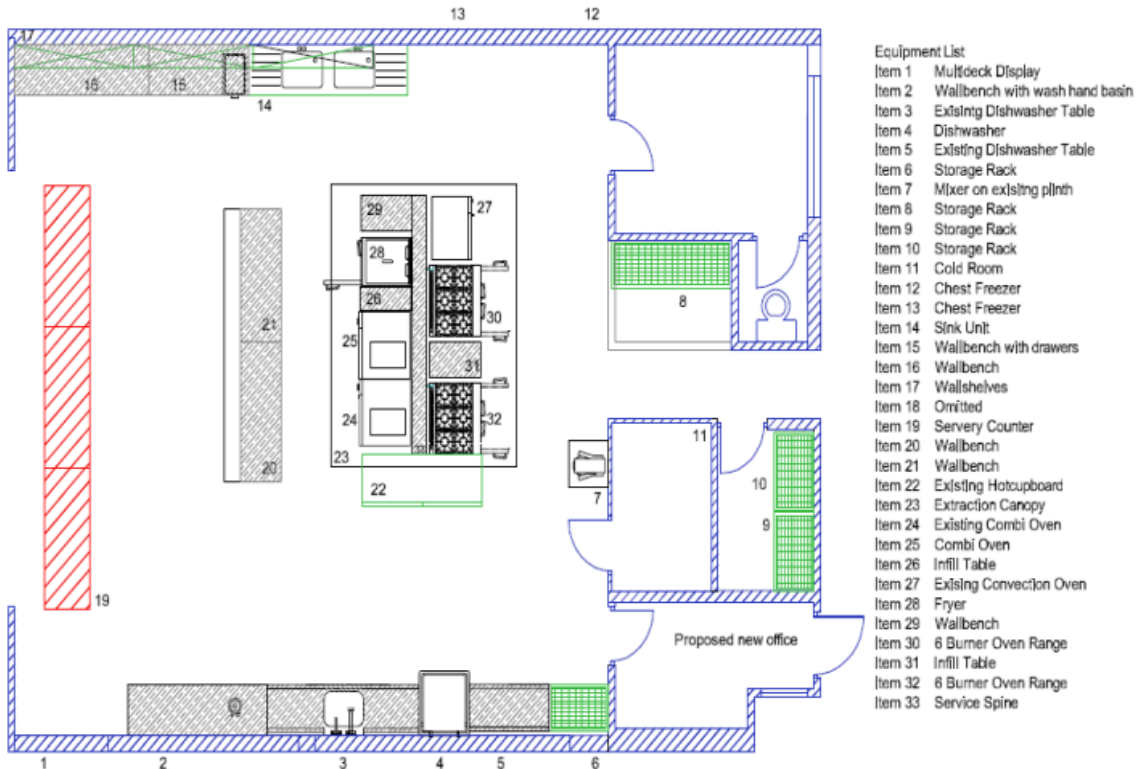
Health Requirements

Making application

Before constructing, altering, or fitting out a food business an *Application* is required with:

- A floor plan of the kitchen detailing existing fittings, fixtures and finishes (examples below)
- The estimated number of people engaged in the food business
- Details on the type of food products that will be prepared including:
 - Ingredients used (including quantities)
 - Manufacturing processes
- Information on:
 - Food storage
 - Food transportation
 - Cleaning procedures





Approval of application

An Environmental Health Officer will assess the design and construction of the food premises against the proposed activities. To do this, they will take into consideration:

- the fit-out and construction of the premises
- foods being prepared
- risk posed by the preparing of these foods

Before registration an inspection will take place to check compliance with the below requirements of the Food Safety Standards.

Food Safety Standards

Design and Construction

The Food Safety Standard 3.2.3 – Food Premises and Equipment sets out requirements for food premises and equipment that must be complied with to ensure that the food is prepared safely. The object of this standard is to ensure that where possible, the layout of the premises minimises opportunities for food contamination. The information below corresponds to the information provided in Food Safety Standard 3.2.3.

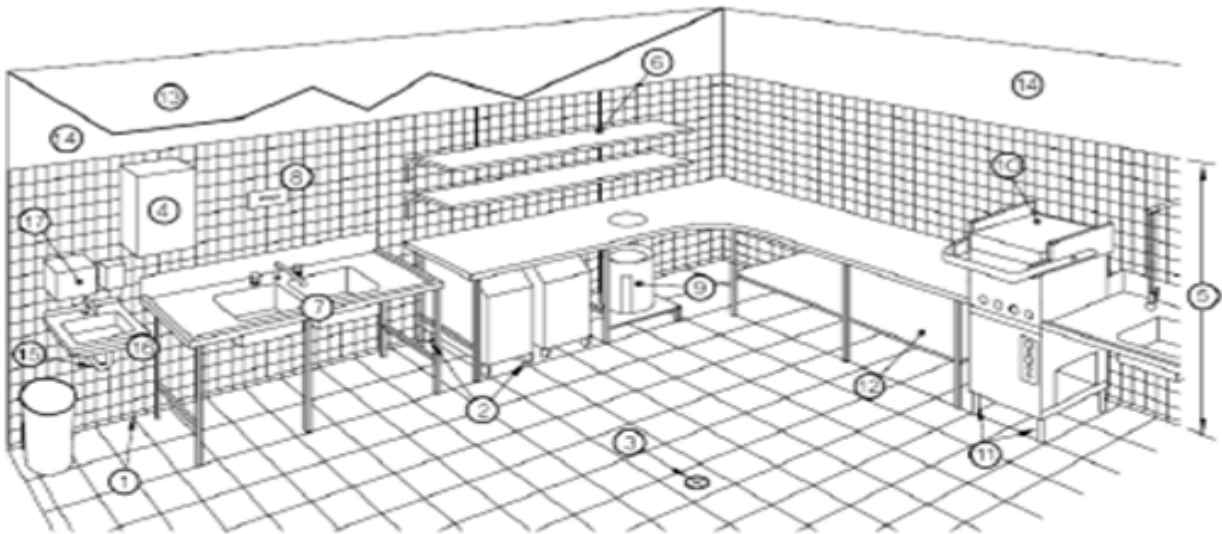
Your food premises design must aim to:

- Eliminate cavities, cracks and crevice that may allow vermin to harbour
- Be easy to easy clean by providing open access to all area where grease and dust may accumulate and ensure 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

Consider:

- Dining space requires 1m² per person
- Room for future expansion, if you wish to change the type of food preparation, then the premises may need upgrade to suit.
- Kitchen area needs to hold 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 item

Example of a usual layout:



LEGEND:

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|---|--|
| ① = Floor/wall coving | ⑬ = Dishwasher with temperature indicating device |
| ② = Castors to under bench storage | ⑭ = Legs 150 mm min. |
| ③ = Impervious floor graded and drained | ⑮ = Underside of support bracket 150mm to the finished floor surface |
| ④ = Hot water heater sealed to wall | ⑯ = Painted plasterboard ceiling |
| ⑤ = Walls tiled | ⑰ = Smooth cement rendering |
| ⑥ = Shelving 25 mm clear of wall | ⑱ = Water drainage pipes concealed into walls |
| ⑦ = Sink unit on metal frame | ⑲ = Hand basin, hot and cold water mixing set |
| ⑧ = Thermometer | ⑳ = Soap and towel dispenser |
| ⑨ = Garbage receptacle | |

Water Supply

Food Safety Standard	Requirements	Acceptable solutions
FSS 3.2.3 Division 2 Clause 4	<p>The water supply must be:</p> <ul style="list-style-type: none"> • Provided in an 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 (compliant with <i>Australian Drinking Water Guidelines</i> and regularly tested) • Disinfection process. Such as chlorination or UV filtration

Sewage and Waste Water Disposal

Food Safety Standard	Requirements	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"> • Effectively disposes of sewage and wastewater • Is constructed and located so that sewage or wastewater cannot pollute the water supply or contaminate food 	<p>Connection to deep sewer</p> <ul style="list-style-type: none"> • If deep sewer is not available, on-site effluent disposal will be required. An application to install apparatus for the treatment of effluent is required • Contact the Water Corporation for information on grease traps. • Trade waste agreement with Water Corporation may be required.

Storage of Garbage and Recycling

Food Safety Standard	Requirements	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"> • Contain the quantity and type of waste and recyclable matter • Enclosed, as to not allow access to pests and animals • Designed and constructed to be easily and effectively cleaned 	<ul style="list-style-type: none"> • Adequate supply of water for cleaning • Containers serviced by appropriate contractor • Fats and oils stored in leak proof containers and regularly collected • Easy access for removal of bins • Bins in food preparation areas located to stop cross contamination and have plastic liner and lid. Bins cleaned and sanitised regularly.

Ventilation

Food Safety Standard	Requirements	Acceptable solutions
FSS 3.2.3 Division 2 Clause 7	<p>Sufficient natural or mechanical ventilation to:</p> <ul style="list-style-type: none"> Effectively remove fumes, smoke, steam and vapours. <p>Mechanical exhaust ventilation system to be designed, constructed and installed in accordance with AS 1668.2 – 2002 and the Building Code of Australia (BCA)</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

Lighting

Food Safety Standard	Requirements	Acceptable solutions
FSS 3.2.3 Division 2 Clause 8	<p>Lighting must:</p> <ul style="list-style-type: none"> Be sufficiently provided Be easily and effectively cleaned and unable to provide harbourage for pests Constructed to protect food from contamination. 	<ul style="list-style-type: none"> Natural light Artificial - recessed and diffuser Artificial – ceiling mounted and diffuser Protective plastic covers or sleeves to prevent contamination of food with broken glass

Floors

Food Safety Standard	Requirements	Acceptable solutions
FSS 3.2.3 Division 3 Clause 10	<p>Floors must be:</p> <ul style="list-style-type: none"> Constructed for the activities being carried out Impervious and easily and effectively cleaned Laid so that pooling or ponding of water cannot occur Unable to provide harbourage for pests <p>Where floor is subject to heavy washing, floor wastes should be provided</p>	<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

Walls and Ceilings

Food Safety Standard	Requirements	Acceptable solutions
FSS 3.2.3 Division 3 Clause 11	<p>Must be:</p> <ul style="list-style-type: none"> • Provided to protect food from contamination • Constructed for the activities being carried out • Sealed to prevent entry of dirt, dust, pests and vermin • Unable to provide harbourage for pest • Impervious • Easily and effectively cleaned 	<p>Walls:</p> <ul style="list-style-type: none"> • Ceramic Tiles • Gloss painted fibre cement sheeting • Impervious panelling • Smooth finish provided • Splashbacks provided to sinks and benches • Heat resistant material behind cooking equipment <p>Ceilings:</p> <ul style="list-style-type: none"> • Gloss painted fibre cement sheeting • Impervious panelling • Smooth finish • Solid continuous construction

Fixtures and Fittings

Food Safety Standard	Requirements	Acceptable solutions
FSS 3.2.3 Division 4 Clause 12	<p>Designed and constructed that:</p> <ul style="list-style-type: none"> • No likelihood of causing food contamination • They are able to be easily and effectively cleaned • 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 materials that will not contaminate the food. 	<ul style="list-style-type: none"> • Easily moved • Castors fitted and flexible connections • 150mm legs and clear of walls • Sealed to plinth, surfaces, floors and adjacent surfaces • 75mm above bench and clear of wall • No false backs or bottoms • Food contact surfaces of stainless steel. • Pipes, ducts, fittings and fixtures concealed in the wall, floor or ceiling or bracketed 25mm away from surfaces

Washing Facilities

Food Safety Standard	Requirements	Acceptable solutions

<p>FSS 3.2.3 Division 4 Clause 12</p>	<p>Cooking equipment utensils must be able to be easily and effectively cleaned and sanitized.</p>	<ul style="list-style-type: none"> • Double bowl sink for utensil and equipment washing OR commercial dishwasher AND separate sink for food preparation • Domestic dishwashers generally do not achieve adequate heat to sanitise effectively • Sinks for washing equipment must be large enough contain and wash the largest piece of equipment used
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Hand Washing Facilities

Food Safety Standard	Requirements	Acceptable solutions
<p>FSS 3.2.3 Division 4 Clause 14</p>	<p>A designated hand wash basin that is:</p> <ul style="list-style-type: none"> • A permanent fixture • Located in an easily accessible location • Within immediate area where food handlers work • Adjacent to the toilet or toilet cubicles at the food premises • Connected to or provided with a supply of warm running potable water • Of a size which allows easy and effective hand washing 	<ul style="list-style-type: none"> • Minimum 11 litre capacity basin provided in area where food handlers are working and/or toilet facilities • Water provided to wash basins within the temperature range of 20°C-40°C • Water provided to wash basins through a mixer tap or common outlet • Wash basin supplied with soap, paper towels and a waste container • Clearly designated by a sign, illustration or otherwise for the sole purpose of washing hands, arms and face • Hand basins connected to sewer

Hot/Cold Food Storage and Display

Food Safety Standard	Requirements	Acceptable solutions
<p>FSS 3.2.2 Division 3 Clause 6 & 8</p>	<p>During storage and display food must be;</p> <ul style="list-style-type: none"> • Protected from the likelihood of contamination; and • Under appropriate temperature control <p>Storage, display areas and containers must be capable of being easily and effectively cleaned.</p>	<ul style="list-style-type: none"> • Hot display unit kept at a minimum of 60°C • Cold display Unit/Cool room at a maximum of 5°C • Freezer units maximum at a maximum of -15°C and food must remain frozen • Sneeze barriers

Cool Rooms and Freezers

Walk-in cool rooms and freezers must comply with the Building Code of Australia.

- Floor graded and drained to a floor waste located outside the facility

- Racks and shelves smooth, non-absorbent, easily cleanable, non- corrosive material
- Condensates discharge to a drainage system located outside the cool room/freezer (i.e. tundish)
- A thermometer indicating temperature within +/-1 degree Celsius
- Inaccessible cavities should be filled with fibreglass wool and sealed
- All doors are:
 - Fitted with a rubber or similar seal which 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
- Cool room motors and compressors should be located outside the premises if possible

Storage Facilities

Food Safety Standard	Requirements	Acceptable solutions
FSS 3.2.3 Division 5 Clause 15	Storage facilities must be provided for items that are likely to contaminate food, including; <ul style="list-style-type: none"> • Chemicals • Clothing • Personal belongings And located where the above items cannot contaminate food or food contact surfaces	<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.

Thermometers

Food Safety Standard	Requirements	Acceptable solutions
FSS 3.2.2 Division 6 Clause 22	A food premises must have a temperature measuring device that can accurately measure the temperature of potentially hazardous food to +/- 1 °C	<ul style="list-style-type: none"> • Thermostat and gauge provided on all units • Single mobile devices per premises (i.e. Probe thermometer)

Cleaning and Sanitising

Food Safety Standard	Requirements	Acceptable solutions
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<p>FSS 3.2.2 Division 5 Clause 20</p>	<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 into contact with • Does not permit the transmission of infectious disease. 	<p>Cleaning:</p> <ul style="list-style-type: none"> • Sink (water at not less than 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 • Submersion in water at not less than 77°C for at least 30 seconds in a sink (difficult to achieve without a heating element to maintain the temperature) Or • A commercial dishwasher regularly maintained and runs at approximately 77°C (depending on the type of dishwasher) OR uses a chemical sanitiser in accordance with the manufacturers recommendations
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Toilet Facilities

Food Safety Standard	Requirements	Acceptable solutions
<p>FSS 3.2.3 Division 5 Clause</p>	<p>Adequate toilets are to be available for the use of food handlers.</p>	<ul style="list-style-type: none"> • Toilet facilities for the use of food handlers are to be available either on the premises or available elsewhere (i.e. located within a reasonable distance) • Sanitary conveniences must be equipped with both hot and cold water, liquid soap and single-use paper towels or a warm air drier

Animals and Pests

- All openings should be protected as far as is possible from pests through the use of screens, self-closing doors and other inhibiting mechanisms (e.g. air-curtains, fly-strips of 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. Records of treatments may be requested by your EHO during routine inspections
- Assistance animals are permitted in dining and drinking areas, including outdoor dining areas
- Dogs may be permitted in outdoor dining areas at the operator's discretion

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. The City of Busselton recommends that all food handlers receive food safety training prior to handling food for sale to the public.

Outdoor Eating Facilities

- An outdoor eating area is permitted by the City of Busselton if the dining area is located on City-owned land
- To obtain a permit for an outdoor eating facility, please see the application, by-laws and conditions relating to outdoor eating facility available on our website or from an Environmental Health Officer