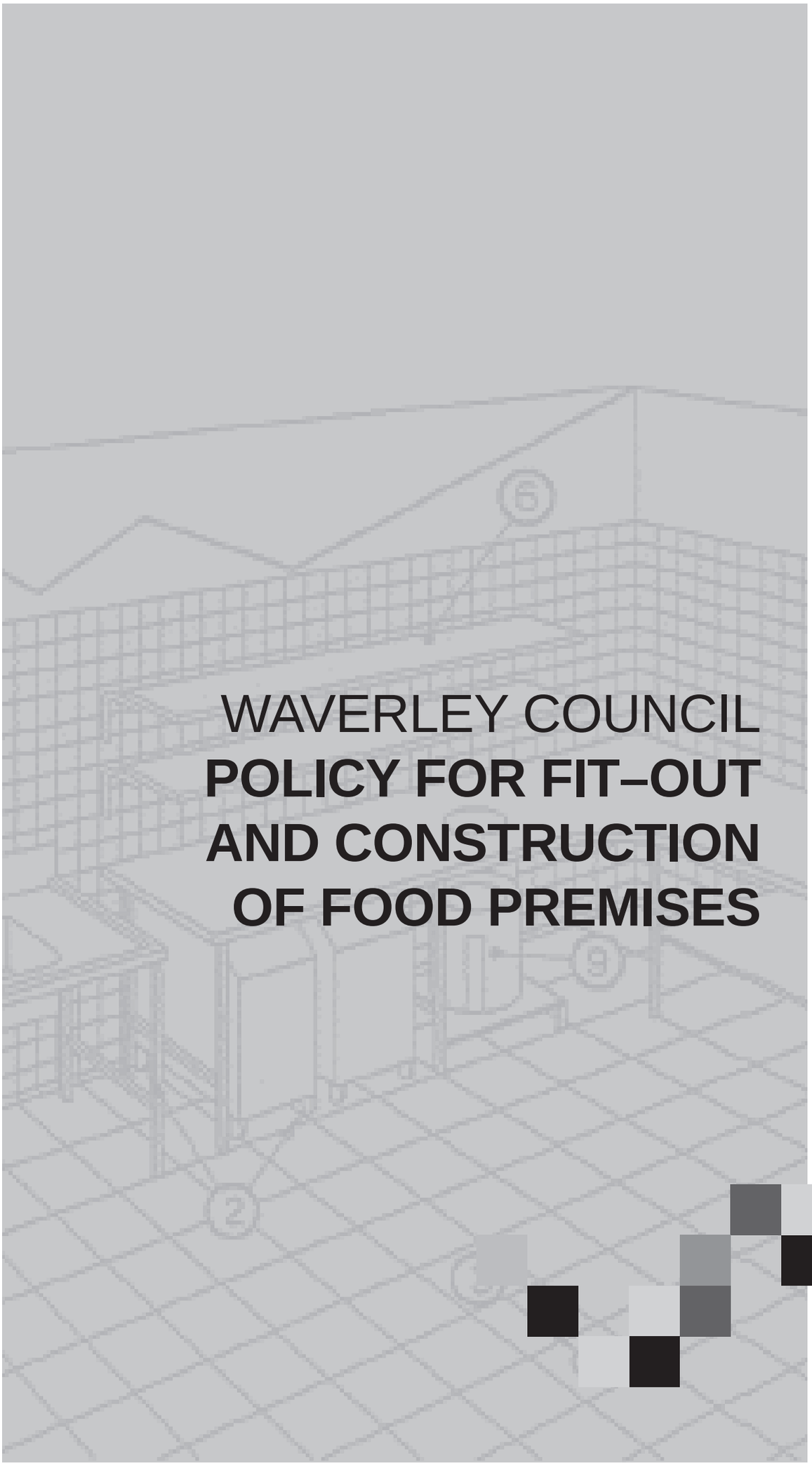
Waverley Council

WAVERLEY COUNCIL
POLICY FOR FIT–OUT AND CONSTRUCTION OF FOOD PREMISES



Contents

1. General Information

1.1 Name

The name of this Policy is Policy For Fit-Out and Construction Of Food Premises

1.2 Land To Which This Policy Applies

This Policy applies to all land within the Waverley Municipality

1.3 Commencement Of This Policy

This Policy came into effect on June 2004

1.4 Purpose Of Policy

The purpose of this policy is to provide adequate controls and guidelines for food premises

1.5 Aims

The primary aims of this Policy are to ensure that:

(a) all food shops are fitted out in such a way that they can be effectively cleaned and maintained, harbourage of vermin is minimised and standards of hygiene and food handling are maintained at the highest possible standard; and

(b) food commercially prepared and sold is safe to consume.

1.6 Other Relevant Legislation And Codes

The following documents, which are not necessarily exhaustive are related to this Policy:

- Food Act (2003)
- Food Regulation (2004)
- Food Standards Code
- Local Government Act (1993)
- Smoke Free Environment Act (2000)
- DCP 15 – Footpath Seating for Restaurants
- AS 4674 & AS 1668 Part 1 & 2
- Building Code Of Australia
- DCP 19 – Waste Avoidance and Resource Recovery

1.7 How to use this Policy

Step1 Check to see if this Policy applies to your development Proposal.

Step 2 Read and understand the requirements under sections 2, 3, 4 and 5 which provide information relating to health standards for food handling, preparation and serving, in addition to the construction of food premises relating to material and finish, installation of fixtures and equipment as well as storage facilities.

Step 3 Check the information you must submit with a development application (Appendix 1).

Step 4 Check the definitions of any words or terms you may be unsure of (Section and Appendix 2).

Step 5 Check if proposed use complies with any existing Development consents

2. General Requirements

2.1 Approvals

(a) All premises that manufacture, prepare, store or handle food must have development approval from council.

(b) Change of use to a food shop requires a development application.

(c) Prior to opening, the proprietor must provide evidence of compliance with clause 8 of Standard 3.2.2 of the Australia New Zealand food Standard Code (refer to section 2.12 (b)). Evidence can include training certificates. For any enquires regarding skills and knowledge in regarding to food handling please contact Council's Environmental Health Surveyor.

2.2 Inspections

(a) Food premises must be registered with Council prior to the opening for business to enable regular inspections to be conducted by Council's Environmental Health Surveyor.

(b) An annual fee will be charged for these inspections. Refer to Council's fee schedule for the current fee. It must be noted and additional fee for inspections resulting from non-compliance will be charged.

2.3 Provision For Adequate Space

(a) The minimum area of a kitchen and preparation area for a medium risk premises is to be 20% of the dining room area or 7.5m^2, whichever is greater.

(b) The minimum area for dry goods store for all premises, including dry foods, packaging etc, is to be 5-10% of the dining room area.

(c) The above requirements will ensure adequate space is provided for the correct storage of foodstuffs and equipment, preventing poor storage practices and layout of equipment.

2.4 Prevention Of Contamination

(a) No food is to be delivered when the premises is unattended. Deliveries must be left wholly within the premises and not on the footpath or back dock.

(b) Food is not to be stored on the ground, this includes food stored in cool-rooms, freezers and storerooms. A space of at least 15cm between the food and the floor must be provided to discourage vermin and other contamination and enable effective cleaning.

(c) No animal except assistance animals are permitted in food premises.

(d) No bedding, lounges of the like are permitted in food preparation areas. Living and sleeping areas must be constructed to be physically separated from all food handling and storage areas.

(e) For food display areas that area close to, adjoining or along Council's footpath area, food should be located a minimum of 750mm above the footpath level.

(f) Smoking is not permitted in the preparation area or in an enclosed public space, such as the dining area. Refer to the smoke-free Environment Act 200. Signs, as prescribed in the Smoke-free Regulation 2000, must be displayed in smoke-free zones.

(g) Adequate storage facilities, such as lockers or cupboards, must be provided for the storage of opened chemicals and personal belongings of staff, such as clothes and bags. Such items must be stored separately to prevent contamination of food and food contact surfaces.

(h) Self serve units:

i. Must have signage requesting that utensils are to be used to handle food;

ii. Must have protective barriers to prevent contamination, such as lids of sneeze guards;

iii. Must have separate serving utensils for each food, stored so to prevent cross contamination. For example a utensil holder; and

iv. Must be supervised at all times.

(i) Raw foods must be stored below ready-to-eat or cooked foods to prevent contamination.

(j) Food display containers/units must be constructed of a material that can be cleaned and sanitised. The material must have no cracks or crevices in which matter can collect and be constructed of a material that is durable and easy to clean, such as, plastic. Styrofoam and cardboard boxes are not acceptable.

(k) Food utensils, storage containers and crockery must be clean, non-toxic, washable an in good repair.

(l) Food stored in containers must be covered with tight fitting lids, foil or plastic film.

(m) Ready to eat food must be handled with tongs, gloves or other barriers.

Note: Single use items, such as disposable gloves must NOT be re-used. That is, once the gloves is removed from the hand it must be disposed of.

2.5 Food For Disposal

(a) Returned, recalled or unsaleable stock must be separated and clearly labelled to ensure it is not sold or used.

(b) Products returned by consumers must be safe and suitable for resale. For example, opened packages of foods that must be kept under temperature control cannot be ascertained to be safe, as foreign matter may have contaminated of the food may have been kept out of temperature specifications.

2.6 Temperature Control

(a) A probe thermometer accurate to +/- 1 degree Celsius must be provide at the premises where potentially hazardous food is handled.

(b) Probes are to be cleaned and sanitised before and after use. Ensure they are calibrated regularly for accuracy.

(c) All potentially hazardous food must be kept under temperature control which means below 5 degrees Celsius or above 60 degrees Celcius.

(d) Deliveries of perishable stock must be placed under temperature control immediately.

(e) Frozen food which has been thawed cannot be refrozen, due to the increase in microbial activity.

(f) Appliances used for the storage of potentially hazardous foods must be capable of maintaining them under temperature control requirements as detailed in (c).

(g) Sufficient storage facilities must be provided on the premises to ensure all potentially hazardous foods are maintained under temperature control.

2.7 Hygiene

(a) Hand wash basins must be:

i. provided with a supply of soap and disposable towel at all times;

ii. accessible and used solely for the washing of hands, face and arms;

iii. supplied with warm running water through a mixing spout to enable effective hand washing.

(b) Hand must be washed whenever they are contaminated, for example:

i. after going to the toilet;

ii. after handling garbage;

iii. between handling raw and ready-to-eat food;

iv. after smoking, sneezing, touching the face; and

v. contact with other person.

(c) Cuts and abrasions must be completely covered with a bright coloured waterproof bandage. If the dressing is on the hand a glove must be worn.

(d) A food handler who is suffering of suspected of suffering form a food borne illness must cease handling food where there is a likelihood of contamination and inform the supervisor.

(e) A food handler must take all practicable measures to ensure anything from their body does not contaminate food or surfaces that are likely to contact food. Such measures may include but are not limited to:

i. tying hair back or wearing a hat or hairnet;

ii. not wearing nail polish or false nails;

iii. wearing minimal jewellery;

iv. keeping clothing and protective clothing such as aprons clean;

v. washing hand; and

vi. handling food with clean utensils or other barriers.

2.8 Waste Disposal

(a) Waste management must comply with DCP 19 (Waste Avoidance and Recovery)

(b) Provision is to be made for adequate storage and pick up for the volume and type of garbage and recyclable material produced on the premises.

(c) Provision is to be made for storage of garbage containers, containers for recyclable material and compactors in an external area of the premises

or in a room specifically for that purpose (see section 3.6 for construction requirements).

(d) Garbage and recyclable material must not provide a breeding ground or attraction for pests. Facilities must be designed to be easily and effectively cleaned:

i. The bins and bin area are to be washed regularly with hot water an detergent. Wash water must not drain into street stormwater openings, but must be disposed of down a sink or sewer drain. All waste is to be bagged prior to disposal in the bin. Refer to Section 3.6 for construction requirements of garbage areas.

ii. All waste is to be stored within the bin. Lids must be kept closed and no waste is to overflow. Recyclable material must be contained in a suitable receptacle. For example, paper in a hessian sack or wire cages and liquid or food waste must be placed in an impervious container.

iii. Garbage/recycling bay areas should be fitted with a floor waste, containing litter baskets/filter traps approved by Council.

iv. All creates are to be rinsed prior to storage in waste area to prevent attraction of pests.

(e) An approved licensed trade waste company covered and collect liquid waste, such as oil. The area in which this is stored must be bunded to prevent spills escaping. A list of licensed companies is available from Council's Environmental Health Surveyor.

(f) All crates and cardboard boxes are to be stored off the floor, boxes are to be broken up and stacked neatly.

(g) When bins of lids are broken they must be replaced immediately. Lids must be tight fitting.

(h) Bins in food preparation areas must be emptied regularly throughout the day and at the end of trade to prevent attracting and harbouring pests.

2.9 Pest Control

(a) A regular pest control program must be undertaken by licenced pest controller and records of the program maintained at the food premise.

(b) Fly screens or other means must be provided to doors and openings and kept in good repair to prevent access of vermin.

(c) All holes and gaps in walls, ceilings, walls and floors must be adequately sealed to prevent access of vermin.

(d) Cavities, false bottoms and similar hollow spaces capable of providing access and harbourage for vermin are not permitted to be formed in the construction of premises, nor in the installation of fittings and equipment, unless approved means of access are provided to such spaces of such spaces are completely sealed in an approved manner.

(e) Insect control devices are to be installed so that the devices are not located directly over food preparation working areas, exposed food, clean equipment and unwrapped packaging material.

2.10 Domestic Kitchen

Domestic kitchen that used for preparation of food for sale must comply with the requirements listed below as well as all other requirements detailed in this Policy.

(a) A separate hand wash basing with an adequate supply of hot and cold water, soap and disposable towel must be provided within the kitchen.

(b) Adequate storage and refrigeration facilities must be provided.

(c) Animal and children must be excluded from the kitchen where food intended for sale is being prepared or stored.

(d) Door and windows to the kitchen must be screened to prevent access of flies, cockroaches and rodents.

(e) The kitchen must be clean and in good repair.

(f) Food is only to be prepared and stored in an area approved by the Council.

2.11 Food Transport Vehicles

(a) The area in the vehicle where food is stored, transported or displayed must be clean.

(b) Personal belongings in a food transport vehicle must not be in contact with areas where food is located.

(c) All potentially hazardous foods must be maintained at their required temperatures, which is less than 5^{o} C degrees for chilled foods and greater than 60^{o} C for hot food.

(d) Food and utensils must be transported in clean, closed containers and stored correctly to prevent cross-contamination.

(e) Frozen food must remain frozen until sold.

(f) No animal are permitted in the vehicle.

2.12 Miscellaneous

(a) The proprietor of a food premise must notify to the NSW Health Department of their contact details, nature and location of premise and update with any changes. This can be completed by logging onto the website www.foodnotify.nsw.gov.au

(b) A food business must ensure that all staff handling food or supervising have adequate skills and knowledge of food safety and hygiene requirements commensurate with their work activities. This requirement may be satisfied through in-house training, attending courses or having operating produces in place outlining the responsibilities of food handlers. Record of such training must be maintained as evidence that this has occurred.

(c) Prior to opening the business, Sydney Water must be contacted to organise a Trade Waste Agreement and to discuss the requirements for the provision of grease traps. If no grease trap is required a letter from Sydney Water must be provided to Council detailing this. A copy the Trade Waste Agreement must be provided to Council prior to opening.

(d) Internal signage including menus and menu board are to be in English but may include a translation in anther language. Any translation must be accurate and complete.

3. Construction, materials and finish

Refer to Appendix 3 for examples of a typical food preparation area.

3.1 Walls

3.1.1 Construction

(a) All walls must be of solid construction, to prevent access and harbourage of vermin.

3.1.2 Finish

(a) In all food preparation areas, walls are to be finished to a height of at least 2 metres above floor level and in accordance with Table 3.1.

Table 3.1: Suitability of wall surfaces for food premise areas

Finish	Wet Areas	Food Preparation	Vegetable Preparation	Servery	Store Room	Chillers/Freezers	Bin Store	Eating areas	Comments
Stainless steel	√	√	√	√	√	√	√	√	Welded joints. Waterproof screw covers.
Ceramic tiles	√	√	√	√	√	√	√	√	Epoxy grout
Vinyl sheet	√	√	√	√	√	√	√	√	Heat welded joints
Painted plaster					√		√	√	Smooth finish
Feature brick								√	
Steel sheet							√		Welded or sealed joints.
Aluminium sheet	√	√	√	√	√	√	√	√	Welded or sealed joints.
Trowelled cement			√	√	√	√	√	√	Polished surface.
Wood panelling								√	Wood sealed
Painted brickwork					√		√	√	Flush joints and solid surfaces.
Concrete					√		√	√	Smooth finish, sealed joints.
Pre-formed panels	√	√	√	√	√	√	√	√	H bar joints mastic sealed. In wet areas/ food preparation must be integrated into a dwarf wall or set on plinth.

Note: The finishing materials outlined in the above Table are to be fixed so as to provided a smooth even surface to ensure ease of cleaning; be free of buckles, fixing screws, open joint spaces, cracks or crevices which may permit the access to vermin or the collection of liquids, food particles, grease or other refuse.

3.1.3 Intersections

(a) The intersection of walls with floors and exposed plinths are to be coved. Use of skirting boards is not permitted.

3.1.4 Top Edge of Wall Finishes

(a) The junction between adjacent wall finished is not to form a ledge upon which dust or grease can accumulate.

3.2 Floors

The following requirements ensure the floors area constructed of materials that can easily and effectively be cleaned and do not provide surfaces where debris can build up and collect. Floors must be appropriate for the area, able to be effectively cleaned, are non absorbent and laid according to the relevant standard.

3.2.1 Construction

(a) Floors are to be finished with surface as specified in Table 3.2, together with the required slip factor.

Table 3.2: Suitability of floor finishes for food premises areas.

Finish	Wet Areas	Food Preparation	Vegetable Preparation	Servery	Store Room	Chillers/Freezers	Bin Store	Eating areas	Comments
Stainless steel non-slip profile	√	√	√	√	√	√	√	√	Welded joints
Ceramic tiles	√	√	√	√	√	√	√	√	Epoxy grout
Quarry tiles	√	√	√	√	√	√	√	√	Sealed
Steel trowel case hardened concrete			√		√	√	√	√	Smooth sealed finish, no joints
Carpet/carpet tiles								√	
Wooden flooring								√	Sealed
Commercial-grade Poly vinyl sheet	√	√	√	√	√	√	√	√	Heat welded joints (not suitable adjacent hot fat appliance)
Commercial-grade Vinyl tiles			√	√	√	√	√	√	Laid over a solid impervious base or an approved underlay is acceptable providing they are laid strictly in accordance with the manufacture's specifications.
Plastic matting				√				√	For safety reasons. Must be easily cleaned and laid in sections that can be removed for cleaning.
Cork tiles								√	Sealed
Epoxy resins	√	√	√	√	√	√	√	√	

3.2.2 Finish

(a) The floor finish is to be smooth and even, free of surface protrusions that will prevent easy cleaning, graded and drained.

3.2.3 Tile Joints

(a) Flor tiles are to be butt jointed or alternatively the open joints are to be epoxy grouted.

(b) Tiles are to be spaced not greater than 5mm apart.

3.2.4 Floor wastes

(a) Floor wastes are to be provided in food preparation areas and are to be sufficiently and evenly graded so the water falls to the floor waste.

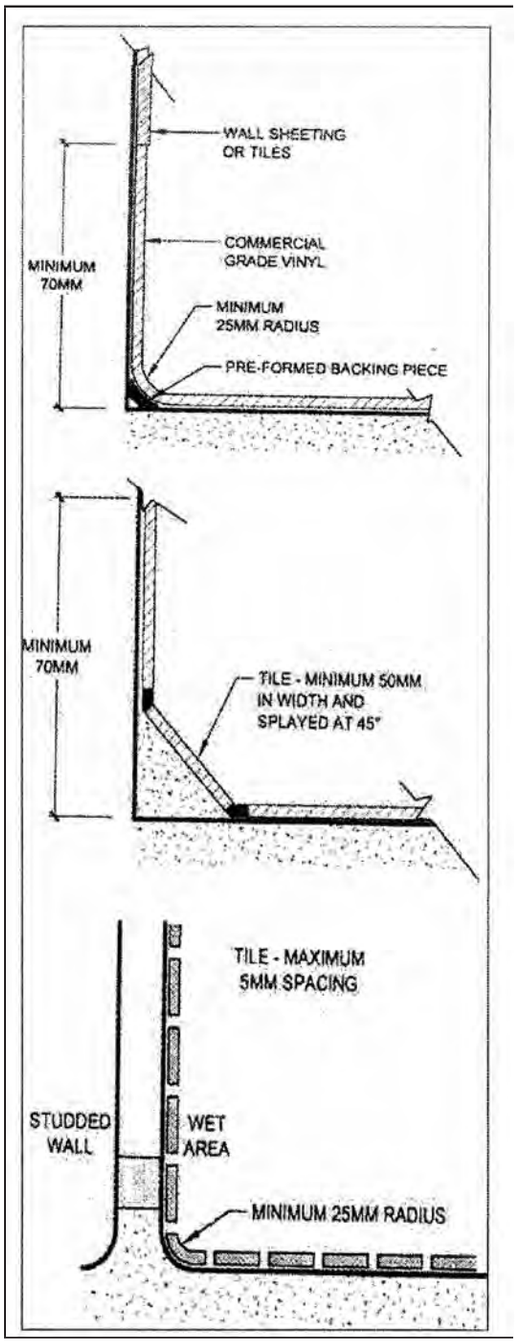
(b) Floor wastes to be fitted with removable litter baskets.

3.2.5 Coving

(a) The intersections of floors with walls and exposed plinths are to be coved to assist with cleaning and prevent accumulation of dirt, grease etc. Refer to Figure 1 below.

(b) Where commercial grade vinyl or similar sheeting is installed, and the sheeting turned up to form a cove, a solid preformed coving fillet is to be used to support the sheeting.

Figure 1: Coving methods



3.2.6 Plinths

Refer to Section 4.4.2

3.3 Ceilings

3.3.1 Provision

(a) Ceiling are to be provided over food preparation, display and storage areas.

3.3.2 Construction

(a) Ceiling are to be constructed of a rigid smooth face, non-absorbent material and could include fibrous plaster, plasterboard, fibrous cement, cement render or other approved material painted with a washable gloss paint of light colour such as white.

3.3.3 Drop-In Panels

(a) Drop-in removable panel ceilings are not permitted over food preparation areas.

(b) Panels in suspended ceilings over food preparation area shall be firmly sealed to the framework to prevent the ingress of dust and vermin

3.3.4 Finish

(a) The surface finish is to be free of open joints, cracks, crevices or openings in which grease, vapours or vermin may collect.

3.3.5 Intersections

(a) The intersection of the walls and ceiling are to be tight jointed, sealed and dustproof. This requirement aims to prevent contamination from above food prep areas, provide a surface which is easy to clean and will not offer areas where vermin can hide and breed.

3.3.6 Light Fittings

(a) Light fittings are to be:

i. Designed and constructed to prevent contamination of food should the globe or tube shatter such as prover covers to fluorescent light tubing and standard globes.

ii. Flush mounted and free from any protrusions that would harbour dirt, dust or insects or make the fitting difficult to clean;

iii. Comply with the requirements of the Building Code of Australia in regards to fire rated ceilings; and

iv. Comply with the requirements of AS 1680.2.4 Interior Lighting Industrial Tasks and Processes.

3.4 Window Openings, Door Openings & Serving Hatches

3.4.1 Splayed Sills

(a) all window sills are to be splayed inwards at an angle of 40^{o} and finished with material matching the wall finish, with all vertical and horizontal edges rounded or bull nosed to a smooth even finish.

(b) Ledges and sills are to be at least 300mm above sinks, benches, etc

3.4.2 Architraves

(a) Window and door architraves are not permitted.

3.4.3 Finish

(a) Door openings, serving hatches and the like are to be finished in the same material as the wall, returned to meet the door jam with the vertical and horizontal edges rounded or bull nosed to a smooth even finish. These requirements prevent points where dust and debris can collect and positioning them to prevent contamination of food contact surfaces.

3.4.4 Corner Protection

(a) Where door openings are likely to be damaged by trolleys or similar traffic, the vertical corners are to be protected in an approved manner in order to protect the walls and prevent cracking paint and other material from contaminating food preparation areas.

3.4.5 Vermin Proofing

(a) All external door or window openings must have fly proofing.

3.5 Service Pipes

3.5.1 Concealment of Pipes

(a) Where possible, all service pipes are to be concealed in floors, plinths, walls or ceilings.

3.5.2 Pipes Supports on Brackets

(a) Where it is not possible to conceal pipes or where it is contrary to the regulations of other authorities, such pipes are to be fixed on brackets so as to provided at least 25mm clearance between the pipe and adjacent vertical surface and 150mm between the pipe and adjacent horizontal surface. This is to facilitate cleaning and to avoid harbourage areas for pests.

3.5.3 Sewerage Pipes

(a) The location of sewerage pipes in food preparation, storage or serving area is not desirable; however where circumstances will not permit an alternative position, cleaning eyes and access opening will not be permitted unless special precautions are taken to prevent likely contamination of the food in that area should any defect or chokage occur in the line.

3.5.4 Vermin Proofing

(a) All holes through which service pipes pass must be vermin proof.

3.6 Garbage Rooms and Areas

3.6.1 Construction

(a) Rooms used for the storage of garbage and rooms used for the washing and storage of garbage receptacles, are to be constructed of solid material and cement rendered and steel trowelled to a smooth even surface.

(b) The floor of the room is to be of impervious material coved at the intersection with the walls graded and drained to and approved floor waste within the room. This is to prevent build up of waste and waste water that will lead to foul odours.

(c) Walls area to be finished with a smooth, impervious surface.

(d) The room is to be ventilated, proofed against pests and provided with a hose tap connected to the hot and cold water supply.

(e) External areas where garbage containers are stored are to be:

i. provided with a hose tap connected to the hot and cold water supply;

ii. paved with an impervious material;

iii. graded and drained to the sewer in accordance with Sydney Water and Council requirements; and

iv. the area must be designed to prevent stormwater contamination

3.6.2 Garbage Containers

(a) Bins, hoppers and other containers for storing garbage or recyclable material must be:

i. constructed of impervious material such as metal or plastic for easy cleaning;

ii. have tight fitting lids or be kept inside pest-proofed areas; and

iii. bins that cannot be lifted for draining after cleaning are to have drainage bungs at the base.

3.7 Grease Arrestors

3.7.1 Grease Arrestors

(a) The installation of grease arrestors within kitchens and food preparation areas is not permitted.

(b) Access to grease arrestors for emptying must not be through areas where open food is handled or stored or where food contact equipment and packaging materials are handled or stored.

3.7.2 Internal Grease Arrestor Rooms

(a) Where there is no alternative but to install the grease arrestor with the building, the following must be met:

i. the arrestor is to be installed in a separate room;

ii. the floor, walls and ceiling of the room are to be constructed of solid material sealed to prevent the escape of odours; and

iii. the door is to be self closing and fitted with rubber or other approved gaskets to provide a seal when closed; independent access to the arrestor for cleaning purposes is to be provided where practicable from outside the building.

Note: Contact Sydney Water for further information and advice on grease arrestors.

3.8 Cool-Rooms and Freezers

3.8.1 Storage Rack Construction

(a) Hanging bars and storage racks are to be constructed of galvanised pipe, angle iron, “T” iron, channel iron, flat metal or other approved materials, all of which should be treated to prevent corrosion.

3.8.2 Temperature Gauge

(a) A temperature gauge is to be provided externally to each cool-room, chiller, freezer room or low temperature room.

3.8.3 Noise & Vibration

(a) The refrigeration equipment and all associated fittings are to be installed in such a manner that the refrigeration system is capable of operation without causing a noise or vibration nuisance.

3.8.4 Construction

(a) Intersections between floors and walls and the vertical wall to wall must be covered. Edges are to be tight fitting and water repellent.

(b) A concrete floor at least 75mm thick is to be provided in all low temperature rooms, graded to the doorway and finished so as to be impervious to liquids.

(c) Floor drains connected directly to the sewerage service are not permitted within low temperature rooms. Where drainage is required a floor waste is to be impervious to liquids.

(d) Where inaccessible cavities are formed between the ceiling or wall or between the low temperature room and other fixtures, such cavities are to be made proof against the access of vermin.

(e) Adequate provision for the disposal of condensate shall be provided. If disposing to the sewer, than this must comply with the requirements of Sydney Water.

(f) Dimensions of a plinth shall be identical to the external face of the cool-room.

3.9 Storerooms

(a) Walls are to be of solid construction finished with an approved impervious material commensurate with use.

(b) Floors are to be impervious and coved at intersections with walls and plinths.

4. Installation of fixtures & equipment

4.1 General

(a) Fixtures, fittings and equipment are to be designed, constructed, located and installed so they are easily and effectively cleaned, and to enable surrounding surfaces to be easily and effectively cleaned.

(b) Food contact materials are made of material that will not contaminate food.

(c) Adequate fixtures, fittings and equipment must be provided for all operations of the business. For example, premises must be provided with the fixtures, fittings and equipment as given in Table 4.1 must comply with AS 4674-2004 'Design construction and fit out of food premises.'

(d) Tanks used for the storage of live fish, lobsters or the like must be supported on frame work or brackets. All tanks must be contracted and installed to ensure compliance with Section 4 – Installation of Fixtures and Equipment.

Table 4.1: Fixtures, Fittings and Appliances

Food Operation	Minimum fixtures, fittings or equipment necessary
Chilled storage	Cool-rooms and fridge of adequate capacity for the business
Preparation	Benches or work tables
Cooking and other processing	Exhaust ventilation, ovens/stoves and other processing equipment
Hot storage	Hot boxes/ovens capable of holding food at 60^{o} C or above
Hot display	Display units that protect food from contamination and are capable of holding food at 60^{o} C or above
Chilling	Refrigerators, cool-rooms that are capable of reducing the temperature of potentially hazardous food in accordance with the Food Standards
Chilled display	Display units that protect the food from contamination and are capable of holding the food at 5^{o}C or below

4.2 Design, Construction and Installation of Fixture, Fittings and Equipment

(a) Fixtures, fittings and equipment are constructed and installed to enable cleaning and sanitising to be carried out easily and effectively. Refer to Table 4.2 for details of specific requirements.

(b) The refrigeration system is to be capable of maintaining the designed temperature at all times within the cabinet commensurate with its use.

(c) False bottoms, cavities and similar hollow spaces under fittings are prohibited.

Table 4.2: Specific requirements for fixture, fittings and equipment

Type of fixture, fitting or equipment	Requirements
Refrigerated counters	A continuous top of stainless steel cast or welded in one piece, free of open or rough joints, cracks and crevices and rough surfaces preventing collection of food particles. Raised edge or lip is to be formed around each opening in the bar top to prevent material falling into the food wells.
Counters and bars, food display units, bain maries, window displays and self cabinets.	All surfaces must be smooth, durable, impervious and free from cracks, crevices and cavities. The underside finish is to be of paint, clear lacquer or other smooth, durable impervious finish.
Cupboards and cabinets	Plywood, hardboard and similar materials used for backing are not permitted unless the rear face is finished with a smooth, washable surface.
Doors for cupboards and cabinets	Sliding doors are to be hung from the top of the door. Bottom guides or runners are to terminate not less than 25mm from each end of the door opening.
Counters for food preparation in front of the customer	Protective barrier must be provided as a physical barrier between the customer and the food.
Food conveyors (dumb waiters)	The compartment must be made of smooth impervious surfaces, free from crevices and open joints capable of holding food refuse and vermin. The walls of the shaft must be made of smooth material, free of crevices and cracks and coved at all edges to prevent harbourage of waste. Access must be provided for cleaning.
Shelving	Surface, including edges, must be smooth, durable, non-absorbent and free of cracks, crevices or cavities to enable easy cleaning. In wet areas, where direct contact with food may occur, shelving and supports are to be constructed only in stainless steel. All shelving must be at least 25mm clear of walls and vertical surfaces unless the joint is adequately sealed to prevent refuse collecting. The use of particle board or other absorbent material is not permitted unless the shelving is laminated on all surfaces with an approved impervious material.
Benches and table tops	Constructed of a rigid, smooth, non-absorbent durable material, free of cracks, crevices and cavities. Wet areas where direct contact with food may occur must be constructed of stainless steel.

4.3 Materials

Fixtures, fittings and equipment are to be designed and constructed of metal, plastic or sealed timber sheeting or other impervious material used in accordance with Table 4.3.

Table 4.3: Materials

Materials	Application	Comments
Stainless steel	To be used if surface is in direct contact with food in wet areas.	Durable withstands chemicals
Iron and mild steel	To be used where the surface does not come into direct contact with food.	Very susceptible to corrosion, this can be partly controlled by painting. Galvanised iron is not recommended for equipment since zinc is toxic, soluble in fruit acids and in both acidic and alkali detergents. Zinc wears off and exposed iron corrodes.
Copper and alloys (brass, bronze)	Unsuitable for general use in contact with food unless coated with tin.	Fairly resistant to corrosion and good heat conductor.
Aluminium	Suitable for cooking equipment if not in contact with corrosive acids or alkalis.	
Food grade plastics and laminates	Suitable for wide variety of uses. Laminated chipboard or other laminated absorbent materials are not to be used for shelving or surfaces where they may be affected by water.	
Sealed wood	Only to be used if sealed to be impervious to moisture and grease. Not to be used in contact with food or in areas cleaned frequently using water.	Must have no cracks or holes.

4.4 Installation Of Equipment

4.4.1 General

(a) Equipment if to be easily movable for cleaning; and built into walls with the enclosure completely vermin proof or butted against walls or other equipment and the joints sealed. Easily movable means that equipment can be moved than the clearance space must be provided, as detailed below, so that the surrounds and beneath the equipment can be cleaned without moving.

Table 4.4: Space needed for Equipment

Equipment Length	Space from walls or other equipment
1200mm or less	150mm
1200 – 2400 mm	300mm
2400mm or more	450mm

(b) Where fittings about each other or walls any crevice formed is to be sealed and finished flush with a cover flashing or sealed in such a manner as to eliminate any open joint, space, crevice or cavity which will allow liquids, food particles, grease or other refuse to collect therein.

4.4.2 Supports

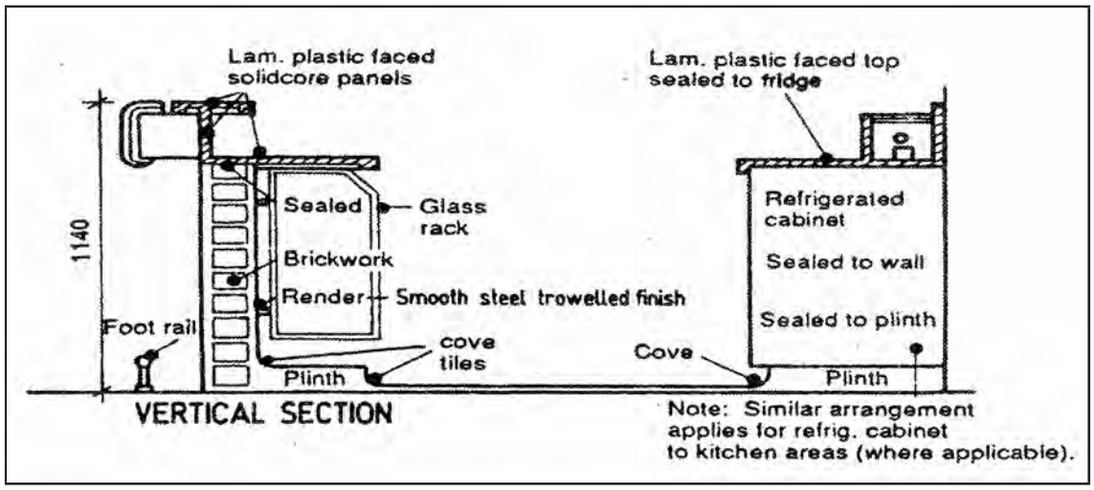
(a) Equipment and fixtures are to be supported on wheels, plinths, legs or brackets or framework as outlined in Table 4.5. This includes stoves, fridges, cupboards, deep fryers and shelves etc.

(b) Open ends of tubular steel used for legs and brackets must be permanently capped or sealed.

Table 4.5: Support for Equipment

Support	Requirements
Wheels or castors	Wheels or castors must support the weight of the fully loaded equipment and enable it to be easily moved. There must be sufficient space to move the equipment to allow access to the floor beneath and the walls adjacent to the equipment for cleaning purposes.
Plinths	Plinths must be: i) at least 75mm high ii) constructed of solid impervious material same as the flooring iii) finished level to a smooth even surface iv) rounded at exposed edges v) coved at the intersection of the wall and floor Service pipes can be concealed in plinths provided that the surface finish of the plinth is restored. Fitting and equipment are to be effectively sealed to the plinth preventing floor washings and refuse from gaining access. Refer to Figure 2 below.
Legs	Supporting legs must be metal or moulded plastic that will be corroded by water or cleaning chemicals. Legs must be: • Finished smooth, and • Free of cavities, crevices, ledges, recesses etc. that will permit the lodgement of dust and grease or provide inaccessible for cleaning. Legs must be designed and securely fixed so that there is a clear space between the floor and the underside of the fitting of not less than 1500mm. Services pipes must not be located in the space beneath fittings unless they run vertically and a clear space of not less than 25mm is provided between the service pipe and any adjoining services.
Brackets	Brackets must be metal that will not be corroded by water or cleaning chemicals. Pressed metal brackets having hollow backs must not be used unless any gap is completely filled. Supporting brackets must be securely fixed so that: • Cracks and crevices are not formed; • A clear space of the fitting of not less than 150mm is provided. Brackets must be; • Finished smooth, and • Free of cavities, crevices, ledges, recesses, etc. that will permit the lodgement of dust and grease or provide areas inaccessible for cleaning.
Framework	As above. In addition to the above, Framework must be : • Designed and fixed in such a manner that easy access is available for cleaning the framework and adjacent surfaces and • Designed to prevent access and harbourage of vermin.

Figure 2: Plinth Arrangements



4.4.3 Sealing of Equipment Bases

(a) Equipment that is fitted directly to the floor or directly to plinths must be:

i. Fitted with a base that will not corrode when in contact with water and cleaning chemicals; or

ii. Installed in such a manner that a complete seals is made between the floor and the base of the cabinets and grease, dirt or water cannot penetrate beneath.

iii. The seal between the floor and the metal base of a cabinet is to be of and approved silicone sealant laid on the floor in a continuous seam; and

iv. Where the floor finish is of commercial-grade vinyl sheeting or similar material the floor covering outside of the cabinet is the cabinet is to be sealed to the floor, turned up and sealed to the base of the cabinet with a cove; and

v. Where commercial-grade vinyl sheeting is turned up to form a cove, a fillet or backing piece is to be fitted to provide support.

(b) Equipment that is placed on bench tops or other work surface is to be:

i. easily movable by one person; and

ii. sealed to the bench or counter top in such a manner as to eliminate any open joint, space, crevice or cavity.

4.5 Washing Facilities

4.5.1 Cleaning Facilities

(a) Premises must be provided with equipment for cleaning and sanitising as specified in Table 4.6 and 4.7.

(b) All equipment in Tables 4.6 and 4.7 must be connected to a continuous supply of hot and cold potable water.

Table 4.6: Minimum Requirements for Equipment in Premises

Type of premises	Minimum facilities
Premises selling: Pre package food and drink; and/or uncut fruit and vegetables	Single bowl sink
All other premises	Double bowl sink; or Dishwasher/glass washer and single bowl sink (where all food contact equipment will fit in the dishwasher); or A double bowl sink and a dishwasher/glass washer (where some equipment has to be washed/sanitised in the sink); or If preparing food by immersion in water a separate sink is required

Table 4.7: Facilities for Cleaning and Sanitising

Cleaning and sanitising operations	Minimum facilities
Premises using equipment that is: • To be washed in sinks; • Will not fit into a standard double bowl sink; and • The equipment does not require sanitising.	Pot size sink adequate for largest equipment. Be constructed of stainless steel.
Premises using equipment that is: • To be washed in sinks; • Will not fit into a standard double bowl sink; and • The equipment does not require sanitising.	Double bowl sink adequate for largest equipment. Be constructed of stainless steel.
Premises where floors etc are wet washed.	Cleaners sinks or similar facility.
Premises where floors and/or equipment are to be hosed.	Hose connections.

4.5.2 Temperature Indicator

(a) Each dishwashing and glass washing machine is to be fitted with a thermometer which is visible to the operator of a light that shows bright red when water temperature reaches 80^{o} C.

4.5.3 Raising Cycle

(a) The rinsing cycle are to be operated at temperature of not less than 80^{o} C. This will ensure that the utensils are cleaned and sanitised. Refer to AS 2945 for details on length of cycles for varying time frames.

4.5.4 Water Temperature

(a) One bowl or each double sink or one compartment of each two compartment tub is to be supplied with hot water at a temperature of not less than 44^{o} C, together with sufficient soap or detergent for effectively washing the eating and drinking utensils and the other is to be supplied with hot water at a temperature of 80^{o} C, for the final rinsing of the eating and drinking utensils. Temperatures in excess f 80^{o} C are necessary to ensure that equipment is sanitised.

4.5.5 Hand Washing Facilities

(a) Hand wash basins:

i. are to be provided in sufficient number in close proximity to spaces where food is prepared and handled;

ii. are to be provided with hot and cold water provided through a single mixing spout;

iii. must not be obstructed; and

iv. provided with a towel dispenser that dispenses single use towel, as detailed in Figure 3 below.

(b) Air dryers installed as the sole means of drying hands are not permitted.

4.5.6 Location Of Hand Basins

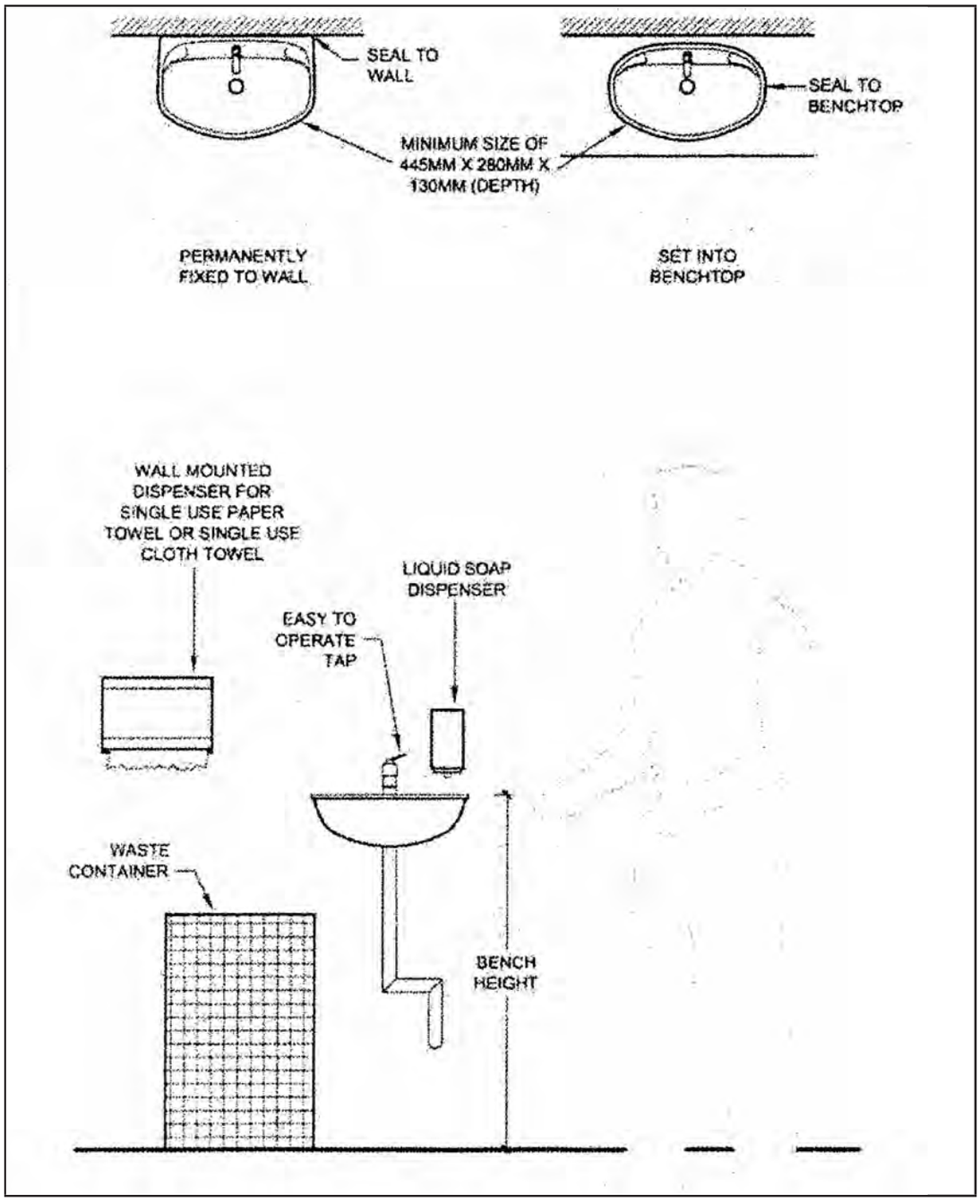
(a) Hand wash basins should be of the freestanding type and are not to be installed under benches or similar fittings, and be separate to the basin provided in the toilets.

(b) It is recommended hand basins be located at the staff entrance to food handling areas.

4.5.7 Capacity Of Hot Water Systems

(a) Hot water systems must be capable of supplying adequate hot water at minimum temperature as outlined in this Policy at all times, especially at peak washing up period.

Figure 3: Handwash basin layout



4.5.8 Design

(a) The distance between the spout and the base of the hand basin must be sufficient to allow the hands and arms to be washed under the running water from the spout.

(b) A dispenser for single use towel must be available above the basin.

(c) A receptacle for used towel must be provided.

4.6 Window Displays

(a) If potentially hazardous food is displayed it must be maintained under correct temperature control and installed in accordance with AS/NZS 3500.2: 2003 *Plumbing and drainage – sanitary plumbing and drainage.*

4.6.1 The Display Shelf

(a) The window display shelf is to be of rigid smooth faced non-absorbent material to enable effective cleaning.

4.6.2 Coved Intersections

(a) Where wet food such as meat, fish and the like are displayed, the display shelf is to be coved at all intersections and graded and drained in an approved manner to prevent build up of food matter and liquid.

4.6.3 Waste Discharge

(a) And aerial disconnection is to be provided between the discharge waste pipe and the connection to the sewerage service.

4.6.4 Supports

(a) Display shelving is to be supported on approved wheels, legs, brackets, castors or framework or on solid construction.

4.7 Toilet Accommodation

4.7.1 Toilet Facilities

(a) Adequate toilet accommodation must be provided for male and female staff during of operation in accordance with the Building Code of Australia.

(b) A good adequate toilet accommodation must be provided to patrons when numbers exceed twenty (20) persons. This includes footpath seating in total.

(c) The toilet/sanitary facilities are to comply with the Building Code Of Australia Table 2.3 as the following.

4.7.2 Air Locks

(a) Internal toilet compartments are to be entered through an air lock and be provided with self closing doors.

(b) Internal toilets are to be provided with mechanical ventilation operable via the light switch should no natural ventilation be available.

4.7.3 Hand Washing Facilities

(a) Toilets are to have a hand wash basins provided with a supply of hot and cold water mixed through a common spout. A supply of soap and towel in a dispenser must be available at all times in accordance with the Building Code Of Australia.

4.7.4 General

(a) No food or equipment is to be stored in the toilets.

(b) Toilets intended for public and/or customer use must not be accessed through areas where open food is handled, displayed or stored.

4.8 Ventilation

4.8.1 General Requirements

(a) Ventilation is to be provided either by natural means or by an approved mechanical ventilating system in accordance with the AS 1668. Parts 1 and 2. 2002 and the Building code Of Australia.

4.8.2 Kitchen Exhaust Ventilation

Must be provided in accordance with Clause F4.12 of the Building Code Of Australia and comply with the following:

(a) An approved mechanical ventilating exhaust system is to be installed in

all commercial kitchens where cooking or processes that produce steam, smoke, odours, fumes or greasy air (or such other processes as may be specified) are carried out in the kitchen or in food preparation areas. Refer to Figure 4.

(b) The mechanical ventilating exhaust system must also be installed where dishwashers and other washing and sanitising equipment vent steam into the area to the extent where there is, or is likely to be, condensation collecting on the walls and ceilings.

(c) The exhaust hood must comply with AS/NZS 1668.1 and AS 1668.2. 2002

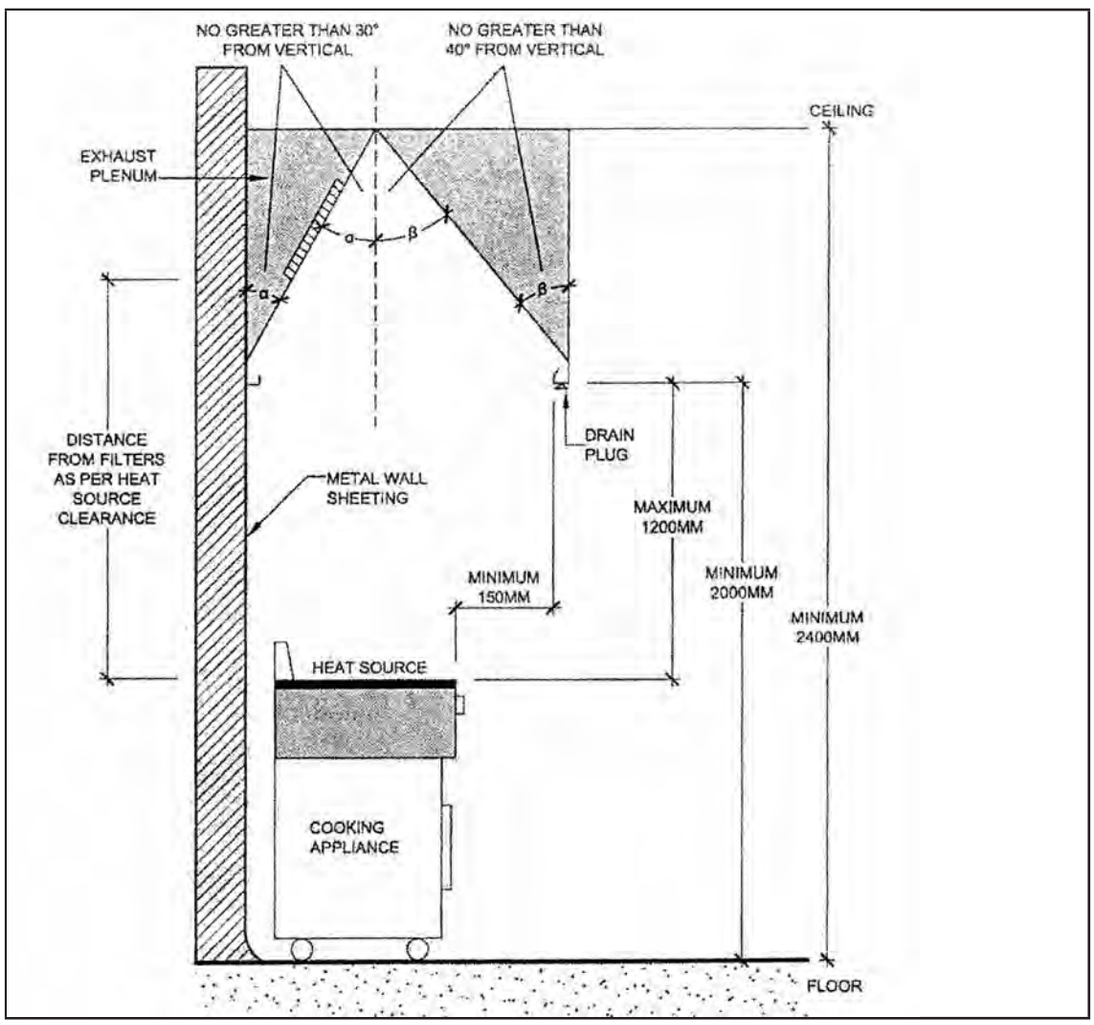
(d) All hoods must be fitted with approved grease filters which must be removed and cleaned regularly.

(e) Regular cleaning of the entire exhaust ducting must also be conducted.

(f) Cleaning receipts must be kept on site detailing what cleaning has been undertaken.

(g) No shelves or equipment must be placed between the cooking equipment and the exhaust hood in order to maintain the flow of air and prevent condensation.

Figure 4: Mechanical exhaust ventilation system



5. Storage Facilities

5.1 General

There must be adequate storage facilities for the storage of items that are likely to be the source of contamination of food, including chemicals, clothing and personal belongings. These storage facilities must be located where there is no likelihood of stored items contaminating food or food contact surfaces.

5.2 Clothing and Personal Effects

Facilities for storing clothing and personal effects belonging to staff must be:

(a) a change rooms; or

(b) lockers/cupboards in a change room; or

(c) enclosed cupboard solely used for the storage of clothing and personal belongings located outside the food preparation, food storage and washing area.

5.3 Cleaning Chemicals and Equipment

Facilities for storing chemicals and cleaning equipment must be:

(a) a room designated for that use; or

(b) enclosed cupboards dedicated for that use located outside of food preparation, storage and display areas; or

(c) in a place physically separated from food storage, preparation or display.

5.4 Storage of Office Materials

Facilities for materials associated with the administration of the business must be:

(a) a room designated for office use; or

(b) enclosed cupboards, drawers or similar sealed storage dedicated for that use.

6. Safety Considerations

Fires usually start in kitchens due to the use of cooking appliances, oils and other hazardous materials and can spread quickly throughout a kitchen, restaurant and even an entire building if there are inadequate measures within the building to suppress, extinguish and control the spread of fire. In this regard, when designing and constructing a commercial/retail kitchen it will be necessary for the premises to be equipped with adequate fire safety measures.

6.1 Fire Safety Measures

- All building works to a food premises, commercial kitchen and/or restaurant must comply with the requirements of the Building Code of Australia and any relevant Australian Standard.
- Every kitchen is to contain portable fire extinguishers and fire blankets as required by Clause E1.6 of the Building Code of Australia and AS 2444.
- Kitchen exhausts, ductwork, mechanical ventilation and air-conditioning must comply with the requirements of the Building Code of Australia and AS 1668 Parts 1 and 2.
- Council encourages the use of fire suppression systems (i.e. Ansul R-102 Fire Suppression System) that provide an automatic/manual fire detection and extinguishing system to protect cooking equipment, extract canopy and ductwork. The system is designed to combat the dangerous fires that occur in cooking appliances and ductwork in commercial kitchens. In the event of a fire, the system discharges a wet chemical agent to rapidly suppress the fire and cool the hot surfaces to prevent re-flash.

The above measures are consider necessary within a food premises so as to protect persons using the building and to facilitate their safe egress from the building in the event of a fire as well as restricting and controlling the spread of fire throughout the building and to other buildings nearby.

Appendix 1 – Development Application Requirements

Council approval is required for all food premises and the following information and documentation is required to accompany a development application:

1. A development application form correctly filled in.
2. Plans required:
    - Floor plans, scale 1:50
    - Sectional elevations, scale 1:50 – through any building showing details of mechanical ventilation. NB inlets and outlets
    - Site Plan, scale 1:1000 – including car parking, adjacent land uses and refuse area
    - Mechanical exhaust ventilation plans
    - Hydraulic plans – detailing plumbing connections, floor waste positions
    - Schedule of finishes
    - Layout of all equipment
    - Door and window openings
    - Customer seating area – square metres of floor space and number of seats
    - Customer and staff toilet details
    - Statement of environmental effects
3. Other information required at time of application:
    - detail of food safety training for owners and managers for example, certificates.
4. Construction certificate plans must address all conditions specified on the development application.

Appendix 2 – Definitions

Cove means having a concave at the junction of two surfaces – the radius of the curve is to be not less than 25mm.

Food handler means a person who directly engages in the handling of food, or who handles surfaces likely to come into contact with food.

Food premises means a business, enterprise or activity that involves the handling of food intended for sale or the sale of food.

Food preparation area means any room, compartment or place used or the purpose of preparing for serving food for sale for human consumption.

Handling of food includes the making, manufacturing, producing, collecting, extracting, processing, storing, transporting, delivering, preparing, treating, preserving, packing, cooking thawing, serving or displaying of food.

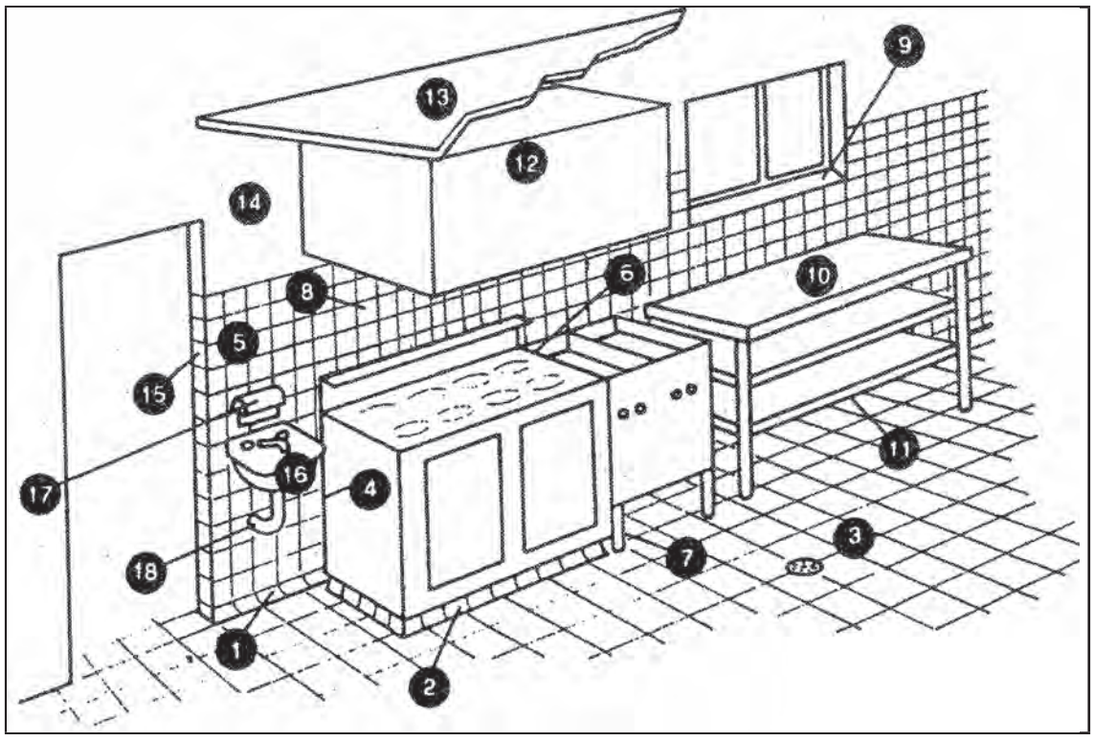
Impervious means impermeable to water, moisture or grease.

Solid construction means brick, concrete, concrete blocks, structural fibrous cement or other similar fibrous material.

Appendix 3 – Preparation Areas

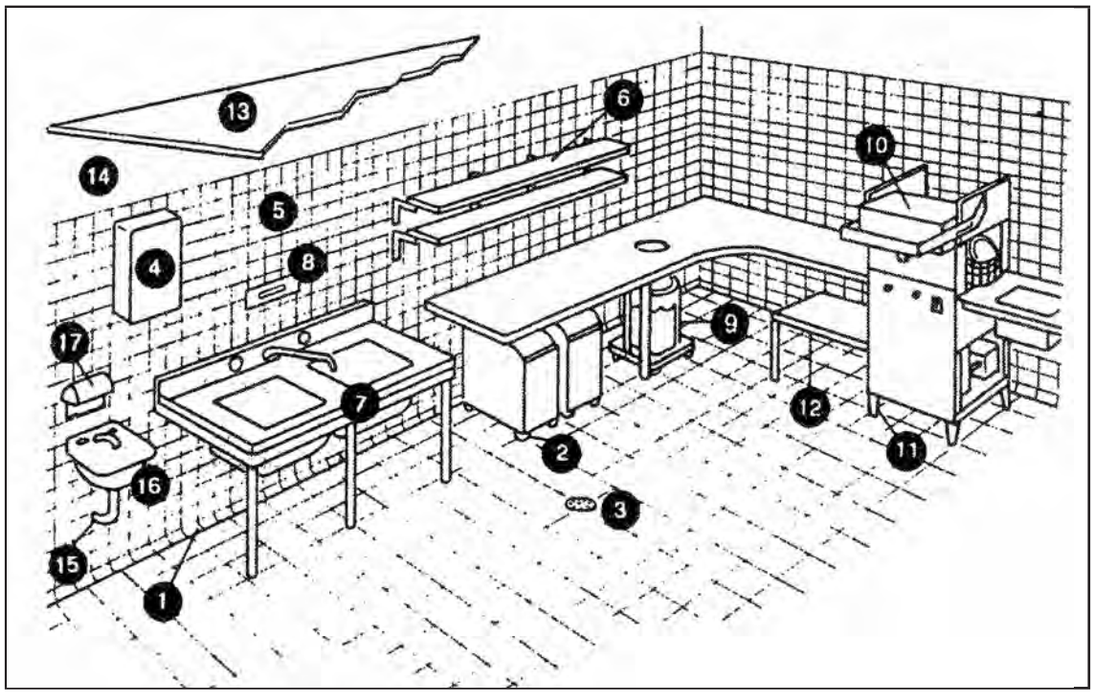
1.Floor/wall coving
2.Plinth not less than 75mm high
3.Impervious floor graded & drained
4.Fitting sealed to wall or 200mm clear
5.Walls tiled to 2000mm
6.Sealing between fittings
7.Legs 150mm min.
8.No storage shelves below canopy
9.Spalyed windowsill 300mm above prep. Bench
10.Preparation bench –steel framed
11.Bottom shelf min.150 mm above floor
12.Mechanical exhaust ventilation canopy
13.Rigid smooth faced ceiling
14.Smooth cement rendering
15.No timber door frames
16.Hand basin, hot & cold water mixing set
17.Soap & towel dispenser
18. Water & draining pipes concealed in wall

Figure A – Typical set up of a preparation area



1.Floor/wall coving
2.Castor to under bench storage
3.Impervious floor graded & drained
4.Hot water heater sealed to wall
5.Walls tiled to 2000mm
6.Shelving 25 mm clear of wall
7.Sink unit on metal frame
8.Thermometer
9.Garbage recepticle
10.Diswasher with temperature indicting device
11.Legs 150 mm min.
12.Bottom shelf min 150mm above floor
13.Rigid smooth faced ceiling
14.Smooth cement rendering
15.Water & drainage pipes concealed into walls
16.Hand basin, hot & cold water mixing set
17.Soap & towel dispenser

Figure B – Typical set up of a preparation area



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