



**GUIDELINES**  
**For the**  
**establishment**  
**or alteration of**  
**a food business**



This guideline is to provide information to establish or alter a food premises within the City of Greater Geraldton. This guide will assist with you making decisions on the design and construction of your food premises and describe the process for approval and registration of the food business.

## **Legislation**

The construction and fit out of a food premises at the City of Greater Geraldton needs to comply with the following:

- Food Act 2008
- Food Regulations 2009
- Food Standards Australia New Zealand Food Standards Code
- Australian Standard 4674 2004: Design, construction and fit out of premises.

To comply with the Food Act a food business that is either permanent or temporary are required to notify or register with the City of Greater Geraldton.

A food business means a business, enterprise or activity that involves:

1. The handling of food intended for sale; or
2. The sale of food, regardless of whether it is of a commercial, charitable or community nature or if it is handling or sale of food on one occasion only.

## **COUNCIL REQUIREMENTS**



### **Planning**

Planning approval may be required. You may need approval for a change of use if you are changing the type of business that is currently on site.

A residential property wanting to be used as a food premises will need to seek approval from town planning.

To determine if you require a town planning approval you are recommended to discuss your proposal with a Town Planning on 9956 6600 or at [council@cgg.wa.gov.au](mailto:council@cgg.wa.gov.au).

### **Building**

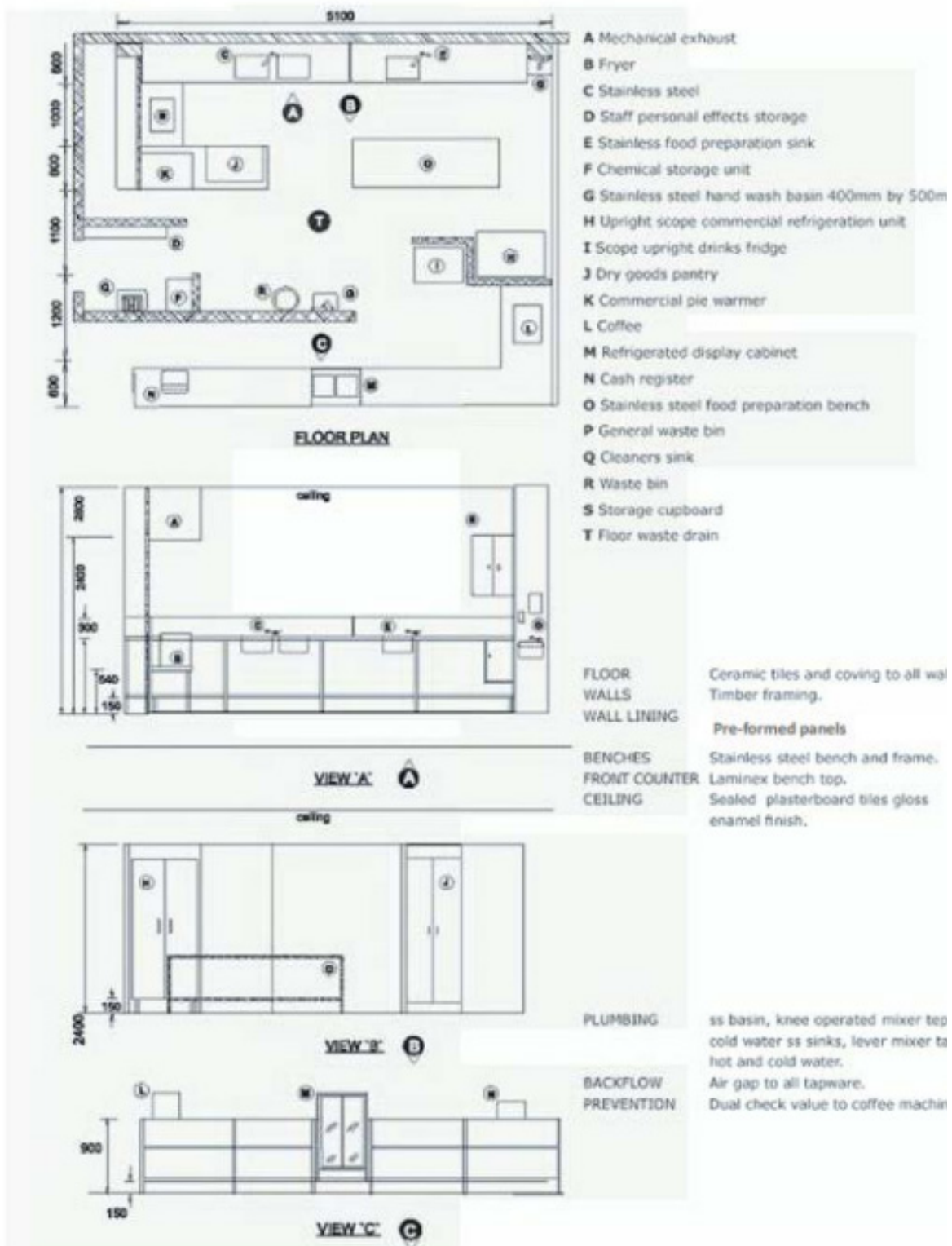
You will be required to submit a certified building permit for newly constructed premises or where alterations may affect structural integrity of the building. For any further information regarding this process contact the Building team on 9956 6600 or at [council@cgg.wa.gov.au](mailto:council@cgg.wa.gov.au).

### **Environmental Health**

Prior to undertaking any developments, alterations or extensions, approval must be obtained from the Environmental Health team. The following must be submitted:

- (a) A completed food business registration/notification form including payment.
- (b) A set of to scale drawings of the floor plan showing:
  - a. The use of each area,
  - b. The structural finish of every wall, floor and ceiling.
  - c. The position and type of each fixture and fitting.
  - d. Toilet facilities, personal storage and change rooms.
  - e. Mechanical exhaust ventilations systems, drains, sinks, grease traps and provision for waste disposal.

**Note:** the higher quality of submitted plans that clearly show details will assist with the Environment Health team assessing and approving the plans.



An example of submitted plans required for food premises.

## Approval of Plan

The Environmental Health Officer will assess the plans with compliance against the legislation in relation to the type of food handling activities taking place at the premises. If further information is required, an email or letter will be sent requesting further information. Please note that until the information is received the application will not progress.

Once the plan has been approved a letter will be sent to you with a list of outstanding conditions. You can then commence construction of the food premises, but the conditions of the letter must be complied with.

## Final Inspection

Once construction is complete, you will need to contact the Environmental Health team to arrange for an Environmental Health Officer to attend the premises to undertake a final inspection to assess compliance with the approved plans and conditions.

At the time of inspection all building works should be completed, the premises thoroughly cleaned and sanitised, cold storage working and be ready for commencement of food preparation. If this is not the case and approval cannot be granted an additional inspection fee may be issued for a follow up inspection.

After the food business has been approved to operate you will be issued with a Food Registration that occurs once and does not expire. An annual inspection will be undertaken and an invoice for this inspection will be issued which must be paid to maintain registration.

## Residential Food Premises

Food preparation in a residential premises for sale or other reasons such as for charity and fundraiser purposes, are also considered food business activity and must comply with the relevant legislation. A residential premises without a purpose build facility will not be approved for large scale manufacturing and wholesale activities.

The preparation of low-risk food such as jams, pickles and cake decorating, family day care with less than seven children and charitable or fundraising activities can operate at residential premises. The low-risk nature of these facilities allows for certain exemption to the Food Standards code as following:

- Hand wash basin can be adjacent to the food handling area.
- If the premises has a single bowl sink and dishwasher the other bowl of the double bowl can be designated for hand washing.

The preparation of medium risk foods must comply with all requirements within the design requirements of this document without any exemptions. The premises must have sufficient space to undertake the activities without the likelihood of causing contamination. This will be assessed once an application and plans are provided to determine the level of activity that can be undertaken at the premises.

Depending on the nature and size of your business and premises, you may be required to have a purpose-built isolated facility within the residential property such as a spare room fitted out to a commercial standard. The preparation of high-risk food and/or selling allergen free food may be required to have an entirely separate kitchen.

## Mobile Food Van

If a mobile food van is housed overnight within the City of Greater Geraldton, you must have a Certificate of registration issued by the City's Environmental Health team.

The design and construction of the van must also meet the requirements outlined in the below design and construction requirements. There are some specific acceptable solutions that apply to mobile food vans only within the table, but the mobile food van must comply with the requirements of the Food Standards Code.



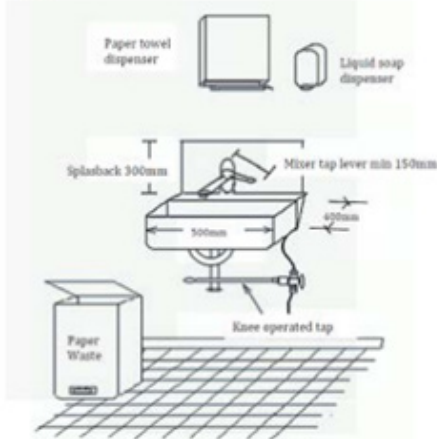
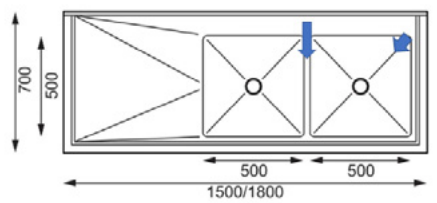
## DESIGN & CONSTRUCTION REQUIREMENTS

The design and construction of a food premises will be dictated by the risk and how the food will be handled at the premises.

General Provisions		
Relevant Food Safety Standards	Performance Criteria	Acceptable Solutions
Food Standards Code 3.2.3 Division 2 Clause 3	Food premises must be: <ul style="list-style-type: none"> <li>• Appropriate for the activities</li> <li>• Provide adequate space for the activities to be conducted.</li> <li>• Permit effective cleaning and sanitising</li> <li>• Exclude dirt, dust, fumes, smoke and other contaminant and</li> <li>• Not permit entry or harbourage of pests and vermin.</li> </ul>	<ul style="list-style-type: none"> <li>• Food handling areas designed to avoid potential cross contamination between processes (e.g. one way flow of food from raw to ready to eat/goods inwards/outwards).</li> <li>• Premises has adequate floor and bench space for the amount and type of food produced.</li> <li>• Vermin proof constructions with tight fitting doors, windows, and pest strip.</li> <li>• Self-closing doors</li> <li>• Insect screening to windows and door that may be open</li> <li>• Residential premises must not have pets within food preparation area.</li> </ul>
Floors		
Relevant Food Safety Standards	Performance Criteria	Acceptable Solutions
Food Standards Code 3.2.3 Division 3 Clause 10	Floors must be: <ul style="list-style-type: none"> <li>• Constructed appropriately for the activities being carried out within the premises.</li> <li>• Impervious and easily and effectively cleaned.</li> <li>• Laid so that pool or ponding of water cannot occur.</li> <li>• unable to provide harbourage for pests.</li> </ul>	<ul style="list-style-type: none"> <li>• Ceramic tiles</li> <li>• Commercial grade vinyl</li> <li>• Smooth concrete with a hard waring sealant</li> <li>• Epoxy</li> <li>• Covering provided in food preparation and storage areas.</li> <li>• Graded to a floor waste drain.</li> </ul> <p><i>An exemption is allowed for temporary food premises that are unlikely to pose any risk to contamination of food handled at the food premises. Low risk premises are also included in the exemption if the floor at the food premises is unlikely to pose a risk to contamination of food handled at the premises</i></p>
Walls		
Relevant Food Safety Standards	Performance Criteria	Acceptable Solutions
Food Standards Code 3.2.3 Division 3 Clause 11	Walls must be: <ul style="list-style-type: none"> <li>• provided to protect food from contamination.</li> <li>• constructed appropriately for the activities being carried out within the premises.</li> <li>• Sealed to prevent dirt, dust pest and vermin.</li> <li>• Unable to provide harbourage for pests.</li> <li>• Impervious and unable to absorb grease, food particles or water and easily and effectively cleaned.</li> </ul>	<ul style="list-style-type: none"> <li>• Waterproof, gloss painted surfaces</li> <li>• Ceramic tiles or metal sheeting in hard wearing/high impact areas.</li> <li>• Splash backs provided to sinks and benches.</li> <li>• Smooth finish provided.</li> <li>• Heat resistant materials behind cooking equipment.</li> <li>• Voids between equipment/wall finish are filled or equipment is easily removable for cleaning.</li> </ul> <p><b>Mobile Food Vans</b></p> <ul style="list-style-type: none"> <li>• High and Medium risk food preparation areas should be sealed off from the driving area.</li> </ul>

Ceilings		
Relevant Food Safety Standards	Performance Criteria	Acceptable Solutions
Food Standards Code 3.2.3 Division 3 Clause 11	<p>Ceilings must be:</p> <ul style="list-style-type: none"> <li>• Provided to protect from contamination.</li> <li>• Constructed appropriately for the activities being carried out within the premises.</li> <li>• Sealed to prevent entry of dirt, dust, pests and vermin.</li> <li>• Unable to provide harbourage of pests.</li> <li>• Impervious and unable to absorb grease, food particles or water and</li> <li>• Easily and effectively cleaned.</li> </ul>	<ul style="list-style-type: none"> <li>• Waterproof, gloss painted flush Gyprock/ plaster cement/fibre cement.</li> <li>• Solid, continuous construction with a smooth finish over food preparation and servery areas. Drop in ceiling panels are not approved in food preparation area.</li> </ul>
Lighting		
Relevant Food Safety Standards	Performance Criteria	Acceptable Solutions
Food Standards Code 3.2.3 Division 2 Clause 8	<p>The premises must:</p> <ul style="list-style-type: none"> <li>• sufficiently provided with light.</li> <li>• light fittings must be easily and effectively cleaned.</li> <li>• unable to provide harbourage for pests and constructed to protect food from contamination.</li> </ul>	<p>Light fittings in food handling and bar areas are to be:</p> <ul style="list-style-type: none"> <li>• shatterproof.</li> <li>• free from features that would harbour dirt, dust, or insect.</li> <li>• be able to be cleaned.</li> <li>• Lighting brightness to meet or exceed the minimum requirements of AS 1680.1 and AS/ NZS 1680.24.</li> </ul>
Ventilation		
Relevant Food Safety Standards	Performance Criteria	Acceptable Solutions
Food Standards Code 3.2.3 Division 2 Clause 7	<p>Ventilation throughout the premises must:</p> <ul style="list-style-type: none"> <li>• Be sufficient to remove fumes, smoke, steam, and vapours.</li> <li>• Be easily and effectively cleaned.</li> <li>• Mechanical Ventilation must comply with AS 1668.2 2023. Ventilation must not cause danger or nuisance odours:</li> <li>• to occupants in the building</li> <li>• occupants of neighbouring buildings or</li> <li>• members of the public.</li> </ul>	<p>Mechanical ventilation that complies with AS 1668.2-2012 is to be installed where there is:</p> <ul style="list-style-type: none"> <li>• cooking equipment where electrical input exceeds 8kW</li> <li>• cooking equipment where gas input exceeds 29 Mj/h</li> </ul> <p>Written certification from a suitably qualified installer or builder is required to verify that system meets performance criteria.</p> <p><b>Typical Design of Mechanical Exhaust System</b></p>

Washing Facilities		
Relevant Food Safety Standards	Performance Criteria	Acceptable Solutions
Food Standards Code 3.2.3 Division 4 Clause 12	Food contact surfaces must be able to be easily and effectively cleaned and sanitised.	<ul style="list-style-type: none"> <li>• Double bowl sink or a single sink and dishwasher.</li> <li>• Must be adequate size to fit largest piece of equipment.</li> <li>• Separate sink for food preparation where frequent washing of food is taking place.</li> <li>• Cleaners sink or suitable alternative for filling and disposing of mop water.</li> <li>• The largest piece of food contact surface equipment must fit within the sink or dishwasher.</li> </ul>
Hand Washing Facilities		
Relevant Food Safety Standards	Performance Criteria	Acceptable Solutions
Food Standards Code 3.2.3 Division 4 Clause 14	<p>A food premises must have a designated hand wash basin that is:</p> <ul style="list-style-type: none"> <li>• A permanent fixture.</li> <li>• Located in an easily accessible location for all food handlers.</li> <li>• Within immediate area where food handler work.</li> <li>• Adjacent to toilets at the food premises (if any).</li> <li>• Connected to provide a supply of warm running potable water.</li> <li>• Supplied with warm and cold through a common spout.</li> <li>• Of a size which allows easy and effective hand washing.</li> <li>• Supplied with paper towel, soap and waste receptacle.</li> <li>• Must be connected to sewer.</li> </ul>	<ul style="list-style-type: none"> <li>• Hand wash basin provided in each area food handlers are working (including bars and front service areas)</li> <li>• Must be in located in the immediate area of food handling. (Not adjacent to the area)</li> <li>• Multiple hand wash basin may be required in a room with several food handlers or in a large food preparation area.</li> <li>• Hand wash basin must be available within 5 metres from any place where food is handled.</li> <li>• Hand wash basin must be adjacent to toilet facilities.</li> <li>• Each hand wash basin supplied with liquid soap, paper towel and waste receptacle.</li> <li>• Hand wash basin is a permanent fixture that is connected to sewer.</li> <li>• Hand free tap design such as sensor, leg operated switch, pop top or long handled flick mixer can be operated by wrist action.</li> <li>• Warm running water (temperature between 22 and 48)</li> </ul> <p><i>Temporary food premises are exempt from hand wash basins being permanent fixture connected to water and sewer but must have a bucket with a tap with warm water collected underneath for correct disposal.</i></p> <p><i>Low risk food premises can use the second bowl sink as a designated hand wash basin if the premises has a single bowl and dishwasher and doesn't require a food preparation sink.</i></p>

Hand Washing Facilities [cont]		
Relevant Food Safety Standards	Performance Criteria	Acceptable Solutions
		<p>If this is to be applied the following conditions are to be adhered to:</p> <ul style="list-style-type: none"> <li>• Adequate signage clearly stating, "Hand Washing Only".</li> <li>• Liquid soap, paper towel to be located near designated hand wash basin.</li> <li>• Suitable size and location for operations.</li> <li>• Connected to warm running water through a single outlet.</li> <li>• Must be a flick mixer.</li> </ul> <p><b>Typical Handwash Basin</b></p>  <ul style="list-style-type: none"> <li>• Medium to high risks premises can install a second hands free or flick mixer in the second bowl of the double bowl sink if the premises already has a single bowl sink and dishwasher and doesn't require a food preparation sink. See example picture below with blue arrows indicating water outlets.</li> </ul>  <p>If this is to be applied, then the premises must adhere to the following conditions:</p> <ul style="list-style-type: none"> <li>• Adequate signage clearly stating, "Hand Washing Only".</li> <li>• Liquid soap and paper towel located at designated hand wash basin.</li> <li>• Suitable size for operations.</li> <li>• Suitable located for easy accessibility of operations.</li> <li>• Connected to warm running water through a single outlet.</li> <li>• Must be hands free or long lever flick mixer.</li> </ul>



Water Supply		
Relevant Food Safety Standards	Performance Criteria	Acceptable Solutions
Food Standards Code 3.2.3 Division 2 Clause 4	The Supply of water must be: <ul style="list-style-type: none"> <li>• Potable</li> </ul> And available at an adequate <ul style="list-style-type: none"> <li>• Volume</li> <li>• Pressure and temperature</li> </ul> For the purpose for which the water is used.	<ul style="list-style-type: none"> <li>• Mains water supply.</li> <li>• If rainwater tank then you must have water quality testing management plan or when requested.</li> <li>• If bore water is used then a sanitisation unit may need to be installed.</li> <li>• Hot water system installed with an adequate capacity for the activities occurring at the premises.</li> </ul>
Sewerage and Wastewater Disposal		
Relevant Food Safety Standards	Performance Criteria	Acceptable Solutions
Food Standards Code 3.2.3 Division 2 Clause 5	The premises must have a sewerage and wastewater disposal system which: <ul style="list-style-type: none"> <li>• Effectively disposes of all sewerage and wastewater.</li> <li>• Is constructed and located so that there is no likelihood of the sewerage and wastewater polluting the water supply or contaminating food.</li> </ul>	<ul style="list-style-type: none"> <li>• Connect to deep sewer but if unable ensure septic system has enough capacity for extra wastewater capacity.</li> <li>• All fixtures and fittings that generate wastewater are to be connected to sewer.</li> <li>• Trade waste permit where required (Water Corporation)</li> </ul> <b>Mobile Food Vans</b> <ul style="list-style-type: none"> <li>• The premises must be equipped with a wastewater tank of at least 50L capacity with an outlet of sufficient diameter to facilitate easy flushing and cleaning.</li> <li>• This tank should only be emptied at an approved wastewater disposal point or other disposal point as approved by the City.</li> </ul>
Fixtures, Fitting and Equipment		
Relevant Food Safety Standards	Performance Criteria	Acceptable Solutions
Food Standards Code 3.2.3 Division 4 Clause 12	Fixtures and fitting are to be: <ul style="list-style-type: none"> <li>• Adequate to produce safe food,</li> <li>• Fit for intended use.</li> <li>• Provide no likelihood of causing food contamination.</li> <li>• Able to be easily and effectively cleaned.</li> <li>• Allow adjacent floors, walls and ceiling and other surfaces to be easily cleaned and sanitised.</li> <li>• Unable to provide harbourage for pests.</li> </ul> Food contact surfaces must be: <ul style="list-style-type: none"> <li>• Able to be easily and effectively cleaned and sanitised.</li> <li>• Unable to absorb grease, food particles and water.</li> <li>• Made of material that will not contaminate the food.</li> </ul>	Fixtures, fittings, shelving and equipment should: <ul style="list-style-type: none"> <li>• Be able to be easily moved.</li> <li>• Have castors fitted and flexible connections.</li> <li>• Be spaced to allow floors and walls to be easily and effectively cleaned.</li> <li>• Not to be installed to crease voids that may provide harbourage for pests.</li> </ul> Benchtop and food contact should be: <ul style="list-style-type: none"> <li>• Stainless steel.</li> <li>• Fully laminated.</li> <li>• Have a laminated top and sealed underside.</li> <li>• Other solid, smooth, and washable surface.</li> </ul> Timber or chipboard materials are not supported as food contact surfaces.

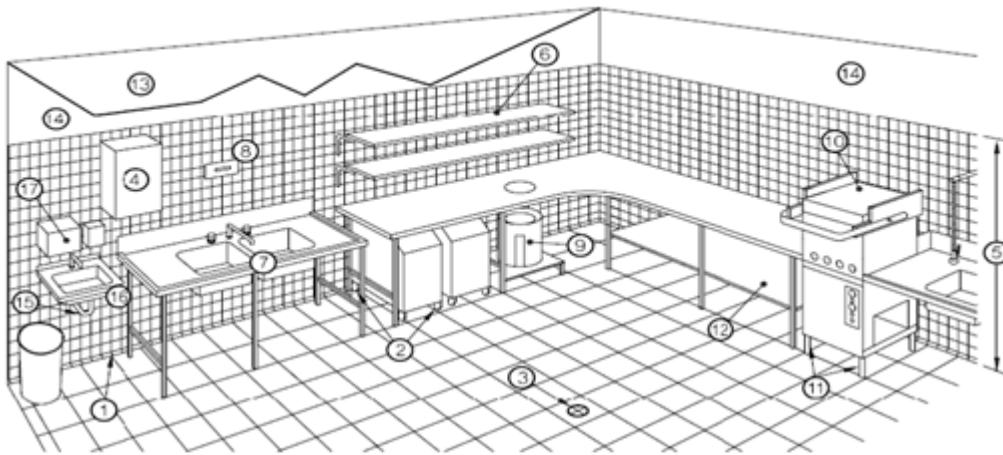
Food Storage		
Relevant Food Safety Standards	Performance Criteria	Acceptable Solutions
Food Standards Code 3.2.2 Division 3 Clause 6	<p>Food must be stored to:</p> <ul style="list-style-type: none"> <li>Protected from the likelihood of contamination.</li> <li>Stored under environmental conditions that will not adversely affect the safety and suitability of the food.</li> <li>Under appropriate temperature control as applicable.</li> <li>If food is intended to be stored frozen, ensure food remains frozen during storage.</li> </ul> <p>Storage areas and containers must be capable of being easily and effectively cleaned.</p>	<ul style="list-style-type: none"> <li>Food must remain covered when stored.</li> <li>Date marking is recommended for all stored food.</li> <li>The storage containers are to be of a food grade standard.</li> <li>In a residential premises food for the business must be stored separately to other food.</li> </ul> <p><b>Hot storage</b></p> <ul style="list-style-type: none"> <li>Capable of maintaining potentially hazardous food at 60° or above.</li> </ul> <p><b>Cold Storage</b></p> <ul style="list-style-type: none"> <li>Capable of maintaining potentially hazardous food below 5°.</li> </ul> <p><b>Freezer Units</b></p> <ul style="list-style-type: none"> <li>Food must remain frozen solid.</li> </ul>
Food Display		
Relevant Food Safety Standards	Performance Criteria	Acceptable Solutions
Food Standards Code 3.2.2 Division 3 Clause 6	<p>A food business must take all practicable measures to protect display food from contamination. Unpackaged ready to eat food for self-service must be:</p> <ul style="list-style-type: none"> <li>Effectively supervised so than any contaminated food is removed immediately.</li> <li>Provided with separate utensils or other dispensing methods to reduce the likelihood of contamination.</li> <li>Protected by barriers that minimise the likelihood of contamination.</li> </ul> <p>Potentially hazardous foods must be:</p> <ul style="list-style-type: none"> <li>Displayed under temperature control.</li> <li>Where it is intended to be frozen is kept frozen.</li> </ul> <p>Ready to eat food that is not intended for self-service must be:</p> <ul style="list-style-type: none"> <li>Enclosed.</li> <li>Contained.</li> <li>Wrapped.</li> <li>Protected from likelihood of contamination.</li> </ul>	<ul style="list-style-type: none"> <li>Open food display unit with unpackage foods are to be continually supervised.</li> <li>Separate serving utensils or other dispensing methods per food item.</li> <li>Barriers designed to be appropriate to the premises, risks and food types.</li> <li>Ready to eat food must be displayed with a barrier. No cakes and muffins stored without a barrier from the customer.</li> </ul> <p><b>Hot display</b></p> <ul style="list-style-type: none"> <li>Capable of maintaining potentially hazardous food at 60° or above</li> </ul> <p><b>Cold display</b></p> <ul style="list-style-type: none"> <li>Capable of maintaining potentially hazardous food below 5°.</li> </ul> <p><b>Freezer display</b></p> <ul style="list-style-type: none"> <li>Food must remain frozen solid.</li> </ul>

<b>Food Labelling</b>		
<b>Relevant Food Safety Standards</b>	<b>Performance Criteria</b>	<b>Acceptable Solutions</b>
Food Standards Code 1.2.1 and 1.2.5	Food for sale that is packaged must have the following labelling requirements. <ul style="list-style-type: none"> <li>• Name of food.</li> <li>• Lot identification.</li> <li>• Name and address of supplier.</li> <li>• Warning statement and declarations.</li> <li>• Statement of ingredients.</li> <li>• Date marking information.</li> <li>• Storage conditions and directions.</li> <li>• Information relating to nutrition, health and related claims.</li> </ul>	The following packaged food is exempt from labelling: <ul style="list-style-type: none"> <li>• The food is not packaged.</li> <li>• The food is made and packaged at the premises it was made.</li> <li>• Is packaged in the presence of the purchaser.</li> <li>• Is whole or cut fruit and vegetable.</li> <li>• Is delivered packaged ready for consumption.</li> <li>• Is sold at a fund raiser.</li> <li>• Is displayed in an assisted service display case.</li> </ul>
<b>Storage Facilities</b>		
<b>Relevant Food Safety Standards</b>	<b>Performance Criteria</b>	<b>Acceptable Solutions</b>
Food Standards Code 3.2.3 Division 5 Clause 15	Adequate storage facilities must be provided for items that are likely to contaminate food, including: <ul style="list-style-type: none"> <li>• Chemicals</li> <li>• Clothing</li> <li>• Personal belongings</li> <li>• Cleaning equipment</li> </ul> Storage facilities must be located where there is no likelihood of the above items contaminating food or food contact surfaces.	<ul style="list-style-type: none"> <li>• Clearly designated room, shelf, or cupboard for staff items.</li> <li>• Clearly designated chemical/cleaning items storage rooms, shelf or cupboard.</li> </ul>
<b>Storage of Garbage and Recyclable Matter</b>		
<b>Relevant Food Safety Standards</b>	<b>Performance Criteria</b>	<b>Acceptable Solutions</b>
Food Standards Code 3.2.3 Division 2 Clause 6	The premises must have waste facilities that: <ul style="list-style-type: none"> <li>• Adequately contain the quantity and type of waste and recyclable matter.</li> <li>• Are enclosed as necessary to prevent access to pest and animals.</li> <li>• Are designed and constructed to be easily and effectively cleaned.</li> </ul>	<ul style="list-style-type: none"> <li>• Adequate refuse container within premises.</li> <li>• Commercial refuse bins for large quantities.</li> <li>• Suitable bin store of an adequate size with ability to wash bins.</li> </ul>
<b>Toilet Facilities</b>		
<b>Relevant Food Safety Standards</b>	<b>Performance Criteria</b>	<b>Acceptable Solutions</b>
Food Standards Code 3.2.3 Division 5 Clause 16	The food business must ensure that adequate toilets are available for the use of food handlers. Sanitary facilities are to comply with the National Construction Code.	Designated internal staff toilets containing: <ul style="list-style-type: none"> <li>• Double air lock or self-closer</li> <li>• Single door with mechanical ventilation and self-closer.</li> </ul> Patrons cannot move through area where food is prepared, handled or stored to access toilets.

Food Safety Training and Supervisor		
Relevant Food Safety Standards	Performance Criteria	Acceptable Solutions
Food Standard Code 3.2.2A	<p>Category one and two type premises must have all staff trained in food safety.</p> <p>Category one and two type premises must appoint a food safety supervisor before handling unpackaged, potentially hazardous, ready to eat food.</p> <p>Category one food premises are: Restaurants, cafes, takeaways, caterers, childcare centres, family day care, bakeries, supermarkets, and service stations with potentially hazardous foods that process the unpackaged food or serves the food directly to the customer.</p> <p>Category two food premises are: Supermarkets, delis, service stations, convenience stores that sell potentially hazardous food but only unpackage it and don't make or process the food.</p>	<p><b>Food Handler Training</b></p> <ul style="list-style-type: none"> <li>• All food handlers in the business must complete a food safety training course such as I'm alert Food Safety training. The training can be found at this link.</li> <li>• <a href="http://imalert.com.au">I'M ALERT Food Safety - FREE Online and Interactive Training Programs (imalert.com.au)</a></li> <li>• Food business must keep a copy of each food handlers food safety training.</li> <li>• Ensure refresher training is undertaken regularly.</li> </ul> <p><b>Food Safety Supervisor</b></p> <ul style="list-style-type: none"> <li>• Appoint a suitable person within the organisation that can give direction to safe handling food.</li> <li>• The person needs to be reasonable available to advise and supervise food handlers.</li> <li>• The appointed person must have undergone training by a registered training organisation with the correct units of competency.</li> <li>• The certificate must be renewed every 5 years.</li> <li>• Unit competency for the Food Safety Supervisor training must be the following: SITSS00069 – Food Safety Supervision Skill Set: <ul style="list-style-type: none"> <li>• SITXFSA005 – Use hygienic practices for food safety</li> <li>• SITXFSA006 – Participate in safe food handling practices</li> <li>• SIRRFSA001 – Handle food safely in a retail environment</li> <li>• HLTSS00061 – Food safety supervision skill set – for community services and health industries (consisting of HLTFFSE001, HLTFFSE005 and HLTFFSE007)</li> <li>• SITSS00051 – Food Safety Supervision Skill Set (consisting of SITXFSA001 and SITXFSA002)</li> </ul> </li> </ul>

Food Safety Management Plan		
Relevant Food Safety Standards	Performance Criteria	Acceptable Solutions
Food Standards Code 3.2.2A	Category one food businesses need to either maintain records or demonstrate that the specific requirements of the code are being met when handling unpackaged potential hazardous ready to foods.	<ul style="list-style-type: none"> <li>• Demonstrate that all food handlers can carry out the activity during an Environmental Health Officer attended inspection or train all food handling staff using a standard operating procedure.</li> <li>• Alternatively, and the recommended option is for the food premises to keep records to demonstrate compliance as outlined below.</li> <li>• Records must be kept for 3 months.</li> <li>• Supplier details</li> <li>• Food receipt</li> <li>• Cooking and cooling food</li> <li>• Temperature record for display</li> <li>• Log for 2 hour/4 hour rule</li> <li>• Cleaning and sanitising procedure and record</li> <li>• General temperature records</li> </ul> <p>Template example can be found at the below link:  <a href="http://www.foodstandards.gov.au">Safe Food Australia - A guide to the Food Safety Standards (foodstandards.gov.au)</a></p>

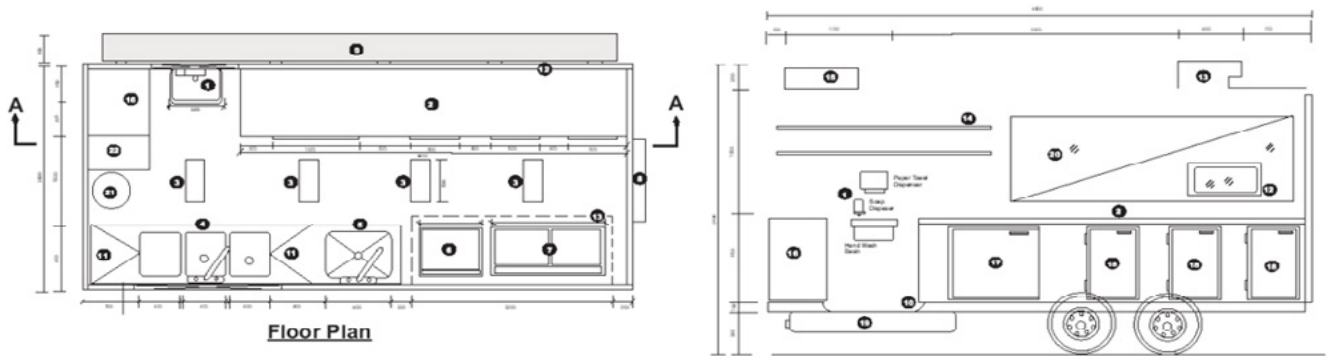
## Typical layout of a food business and a mobile food van



**LEGEND:**

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

**FIGURE 4.2 TYPICAL WASH-UP AREA**



### Section A-A

- |  |   |
|--|---|
| <p>1 Stainless steel hand wash basin provided with hot and cold water through single spout 450mm by 450mm. Knee operated basin supplied with liquid soap and paper towel dispensers fixed directly above.</p> <p>2 Food preparation bench stainless steel construction.</p> <p>3 Ample fluorescent lighting - 30 Watt 12 Volt DC.</p> <p>4 3-compartments/dishwashing sink (hot and cold mixed water faucet) 300mm(w) by 400mm(l) by 300mm(d).</p> <p>5 Food preparation/large pot wash sink (hot and cold mixed water faucet) 600mm(w) by 550mm(l) by 400mm(d).</p> <p>6 Cooktop/Grill natural gas fitted with large wheels for cleaning requirements.</p> <p>7 Commercial natural gas deep fryer with large wheels for cleaning requirements.</p> <p>8 Self closing entrance door.</p> <p>9 Stainless steel folding table.</p> <p>10 Commercial grade seamless vinyl flooring covered to walls.</p> <p>11 Stainless steel drainboards.</p> | <p>12 Self-closing screened pass-out window.</p> <p>13 Mechanical exhaust extraction unit compliant with A.S 1668 Part 1 &amp; 2 Discharge vent screened to prevent pest and vermin entry.</p> <p>14 Stainless steel shelving sealed to wall.</p> <p>15 250L gravity portable water storage unit tank - food grade reinforced plastic.</p> <p>16 Storage cupboards - personal effects, cleaning equipment/chemicals</p> <p>17 Gas operated commercial stainless steel Freezer unit fitted with external temperature gauges accurate to +/- 1c.</p> <p>18 Gas operated commercial stainless steel refrigeration unit fitted with external temperature gauges accurate to +/- 1c.</p> <p>19 Primary waste water tank 90L.</p> <p>20 Window.</p> <p>21 Swing window perspex for protection from exterior dust.</p> <p>22 Waste bin with close fitting lid.</p> <p>23 Dry goods storage pantry.</p> |
|--|---|

This document is only used as a guide to assist with the establishment a food premises within the City of Greater Geraldton. This information is based on the current legislation, standards, and guides at the time of production. The City makes all reasonable efforts to ensure the information is accurate. This information should not be relied upon as legal advice. Please see the below links to the Food Standards Code and WA Legislation for the Food Act and Regulations.

[Food Standards Code](#)

[WALW - Home \(legislation.wa.gov.au\)](#)

The City's Environmental Health team can be contacted for more specific details and applicants are strongly encouraged to liaise with an Environmental Health Officer through the application and fit out process. Contact the City on 9956 6600 or at [council@cgg.wa.gov.au](mailto:council@cgg.wa.gov.au).

## SIMPLE CHECKLIST FOR NEW FOOD PREMISES

The checklist below has been designed to provide simple guidance to some of the basic requirements to establish a food premises. The specific requirements will differ between premises dependent on the specific activities of the business. This checklist is intended for referral not to be submitted to the City for assessment.

CRITERIA TO BE MET	Tick
<b>Planning Approvals</b> Check the premises has the correct planning approval for a food premises.	
<b>Building Approvals</b> Check the relevant building/occupancy permits have been obtained.	
<b>Water Corporation</b> Contact the Water Corporation to determine if a grease trap is required. Contact the Trade Waste in 13 13 95 or at Food handling & preparation ( <a href="http://watercorporation.com.au">watercorporation.com.au</a> )	
<b>Existing Food Premises - Fit Out Application</b> Even if a planning or building licence application is not required, changes to an existing food premises must still be submitted to Environmental Health Services.	
<b>New Food Premises - Food Act Registration</b> Premises must meet compliance with the requirements of this guideline. An application to register a food premises is to be submitted to the Environmental Health Services with a to scale plan accompanied with the appropriate fee and menu proposal to determine risk.	
<b>Food Safety Training</b> Submit all food handler's safe food handling certificates. Submit the nominated a Food Safety Supervisor qualification as per the requirements of Standard 3.2.2 A	
<b>Food Safety Requirements</b> The Food Business must demonstrate that all food handlers can undertake safe food handling practices or comply with a standard operating procedure. Records outlined in this guide can demonstrate this requirement.	



City of  
Greater Geraldton  
a vibrant future



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