



Shire of Esperance Fit-Out or Construction of a Food Business Guide

July 2024



Contents

- Revision History4
- 1. About this Guide.....5
- 2. Approvals5
 - 2.1. Planning Services5
 - 2.2. Building Services6
 - 2.3. Health Services6
- 3. Fees6
 - 3.1. Surveillance Fees6
- 4. Plan Requirements.....7
- 5. Floor Plan Examples8
- 6. Inspection, Food Business Registration & Surveillance Fees9
- 7. External Agencies9
 - 7.1. Department of Local Government, Sport and Cultural Industries9
 - 7.2. Water Corporation9
 - 7.3. Department of Water and Environmental Regulation (DWER)10
 - 7.4. DWER – South Coast Region.....10
 - 7.5. Department of Energy Safety WA.....10
- 8. Residential Food Premises10
- 9. Food Service to Vulnerable Persons.....11
- 10. Food Safety Culture11
- 11. Food Safety Training.....13
 - 11.1. Allergen Training – Recommended13
- 12. Construction and Fit-Out Guidelines14
 - 12.1. General Provisions14
 - 12.2. Food Preparation Area Requirements15
 - 12.3. Water Supply16
 - 12.4. Sewage and Waste Water Disposal17
 - 12.5. Storage of Rubbish and Recyclable Matter18
 - 12.6. Ventilation.....19
 - 12.7. Lighting.....20
 - 12.8. Floors21

12.9. Walls and Ceilings	22
12.10. Fixtures and Fittings	23
12.11. Washing Facilities.....	24
12.12. Handwashing Facilities.....	25
12.13. Hot and Cold Food Storage and Display	26
12.14. Miscellaneous Storage	26
13. Miscellaneous	27
13.1. Temperature Measuring	27
13.2. Cleaning and Sanitising.....	27
13.3. Toilet Facilities.....	28
14. Resources.....	28
14.1. Copies of Legislation can be downloaded from the below websites:	28
14.2. Other useful resources:	29
14.3. For further information, please contact:	29

Revision History

Date	Version	CM Reference	Reason for Change	Next Review
July 2024	1	D23/6408	New guide.	Jul 2026

1. About this Guide

This document is a guide for proprietors, owners, builders and architects of food premises to assist in the establishment of a food premises, based on current legislation.

Food safety begins at the earliest planning stages. The right set up will assist in creating a food premises that is easy to clean and maintain and will facilitate the production of safe food.

The guide aims to ensure that food premises -

- Are easy to clean.
- Have enough space and correct facilities and equipment to produce safe food.
- Have portable water, effective sewage disposal, sufficient light and ventilation for food handling operations.
- Provide facilities for staff to maintain standards of personal hygiene.
- Provide facilities to keep equipment clean and protect food from contamination.
- Ensure the premise is protected against the entry and harbourage of pests and vermin.
- Establish and maintain records applicable the food business.

The Shire's Health Services section should be contacted for more specific details. Furthermore, you should liaise closely with your local Environmental Health Officer through planning, to construction and beyond, as this will prove most beneficial by saving you time and money.

2. Approvals

2.1. Planning Services

Planning approval may be required for a change of use if you are changing the type of business (e.g. changing a hair salon to a restaurant) or for any external works, including advertising signage.

To determine if planning approval is required for your proposal, speak to Planning Services on 9071 0676 or planning@esperance.wa.gov.au.

2.2. Building Services

Building approval may be required for a change of classification or undertaking building works, or where there are no historical building approvals on record e.g. –

- A new building/fit-out;
- Installation of cool rooms and / or exhaust canopies;
- Installation of walls and partitioning changing the building layout.

If required, a building permit must be obtained before construction begins. An occupancy permit may be required at completion of the building works and prior to occupancy.

Contact Building Services to find out if you need a building permit on 9071 0676 or building@esperance.wa.gov.au.

2.3. Health Services

Health Services assess plans as part of the food business registration process. Food business applicants must register their food business 4-6 weeks prior to commencement by lodging a Registration/Notification of Food Business form. See Section 4 of this guide for more information.

To assess your plans, the following is required –

- To-scale plans and elevations (see example plans Section 4);
- Payment of applicable assessment fee.

The Environmental Health Services assessment of plans must happen before any construction or fit-out of equipment begins. Even if you don't need planning approval or a building permit, Environmental Health Officers assess the proposal in accordance with the *Food Act 2008* registration process.

3. Fees

3.1. Surveillance Fees

Food businesses must also pay an annual Surveillance Fee to cover the cost of inspections, technical and administrative support provided throughout the year. These fees are determined by the food business risk: low risk, medium risk, or high. Please note, when additional inspections are required due to non-compliance, additional inspection fees may be charged.

4. Plan Requirements

Refer to Section 9 for the technical specifications required for food premises design.

All plans should include –

- The scale, revision and date the plans were drafted;
- Property address;
- Site plan (scale of 1:100 or appropriate to the site);
- Floor plan (scale of 1:50)
- Hydraulic plans (scale of 1:50)
- Reflected ceiling plan (scale of 1:50)
- Mechanical exhaust ventilation plans (scale of 1:50)
- Sectional elevations (scale of 1:50)

5. Floor Plan Examples

The following diagrams are examples of a floor plan and sectional elevations of food preparation and wash areas.

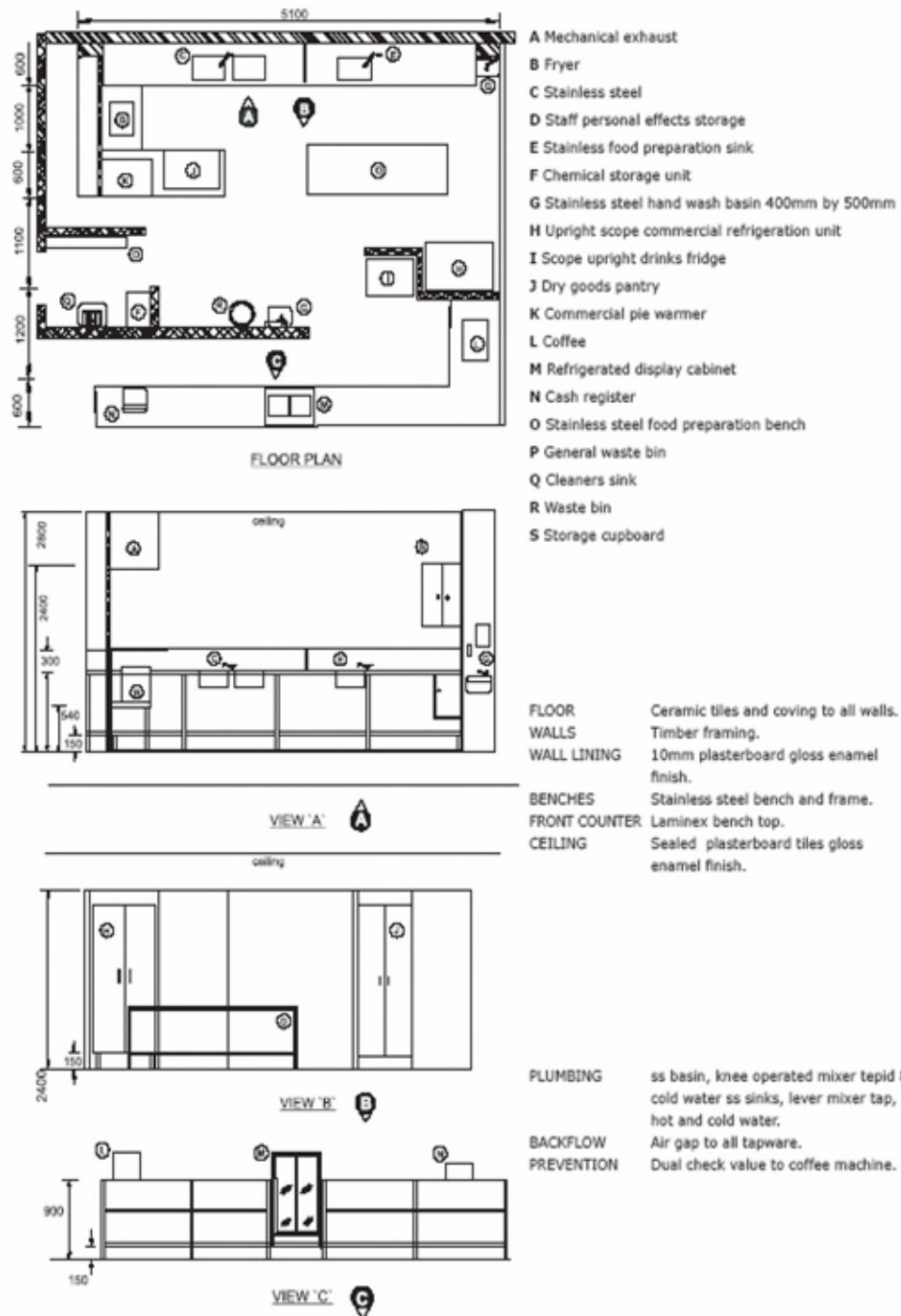


Figure 1. Example floor and elevation plan

6. Inspection, Food Business Registration & Surveillance Fees

Ensure the following prior to final inspection of the food premises –

- The premises are constructed as per the plans, works are complete;
- The premise is clean as if ready to trade;
- Cleaning and sanitisation materials are on site;
- Digital temperature probe;
- Fridges and freezers are at their operating temperatures;
- All record-keeping templates; and
- An authorised person is present.

Food can't be stored or prepared at the premises until the inspection is complete.

Following a successful inspection and payment of fees, the applicant will be issued a Certificate of Registration. If a second inspection is required, any issues must be resolved before the business begins trading.

7. External Agencies

7.1. Department of Local Government, Sport and Cultural Industries

(Racing, Gaming and Liquor)

Any premises wishing to sell alcohol (including small bars, liquor stores, restaurants, pubs, taverns, and hotels) must obtain a licence from the Racing, Gaming and Liquor Licensing Division of the Department of Local Government, Sport and Cultural Industries (RGL). Please contact RGL for further information www.rgl.wa.gov.au.

7.2. Water Corporation

Consult with the Trade Waste Section of the Water Corporation about the provision and location of a grease arrestor for the food premises. This is a requirement for most premises where food preparation occurs.

The Shire may request a copy of your Trade Waste Permit (issued by Water Corporation for premises with a grease arrestor) prior to approving the premises.

Phone Water Corporation on 13 13 95 or visit their [website](#).

7.3. Department of Water and Environmental Regulation (DWER)

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

All food businesses are required to comply with the [Environmental Protection \(Unauthorised Discharges\) Regulations 2004](#) by having adequate drainage, refuse storage, and waste fat and oil storage and collection.

7.4. DWER – South Coast Region

5 Bevan St, Albany

(08) 98410100

southcoast@dwer.wa.gov.au

www.dwer.wa.gov.au

7.5. Department of Energy Safety WA

All electrical and gas fitting should be carried out by a licensed trades person in accordance with the relevant legislation:

[Electricity \(Licensing\) Regulations 1991](#)

8. Residential Food Premises

Only low-risk foods can be produced from a residential food premises, the food handler must comply with the Food Standards Code and be subject to regular inspections.

Low-risk foods include:

Jams and marmalades	Pickled onions
Flour-based products such as biscuits, shortbread, scones, buns, muffins and cakes which don't contain potentially hazardous foods such as cream.	Chutneys, relishes and sauces that are heat treated by boiling or cooking food activities such as cake decorating, repacking of bulk-packaged low risk confectionery products.
Spices & spice mixes including dry curry powders (with ingredients purchased from an approved food business).	Herb vinegars with a pH of less than 4.5

Food manufactured from home or a registered food business for profit will also be required to provide information about their product as part of their registration application. This information includes –

1. Detailed recipes (including ingredient quantities);
2. Detailed manufacturing process;
3. Demonstrate food safety risks are being managed;
4. Information on –
 - a. Food storage;
 - b. Cleaning procedures;
 - c. Product shelf life;
 - d. Food labelling e.g. allergens;
 - e. Food recall procedures;
 - f. The volume of food and the frequency of preparation;
 - g. The place of purchase of ingredients and the method of transportation;
 - h. The storage conditions for raw ingredients and finished products;
 - i. Method of sale e.g. food stall; and
 - j. Any additional information.

9. Food Service to Vulnerable Persons

There are additional requirements for premises that regularly provide food service to six (6) or more vulnerable persons at one time (FSANZ Standard 3.3.1). A 'vulnerable person' includes children less than 4 years of age and individuals who are ill, immunocompromised and/or elderly. This applies to applicable to nursing homes/respite centres, childcare centres, hospitals and manufacturers.

These food premises must have a documented Food Safety Program (FSP) in place that identifies and controls all food safety hazards associated with food-handling activities. This must be submitted to the Shire and verified prior to operation. The FSP must be audited by an independent Food Safety Auditor.

10. Food Safety Culture

Food safety is the responsibility of everyone (owners, managers, employees) within a food business. Food Safety Culture is the prioritisation of strong food-safe attitudes and behaviours within the organisation. The six elements of strong food safety culture are:



Figure 2. Food Safety

Where do you start? Use the following guide and resources to assist you to establish a strong food safety culture within your food business.

Step 1: Know your company's starting point – complete a 'health check' of your food safety culture.

Use the [food standards questionnaire](#) to gauge where your business currently sits. Request a mix of staff to complete the questionnaire.

Step 2: Do something to make a difference – shape and strengthen your food safety culture.

Go to [shaping food safety culture](#) to assist in stepping through this process and guide you using food business leaders as examples.

Step 3: Follow through for a long-lasting impact – track and improve your food safety culture.

The [food standards self-assessment guide](#) is an opportunity to receive anonymous input from staff and steps to analyse responses and implement processes to further strengthen food safety culture.

For overall information please refer to the Food Standards Australia New Zealand website [here](#).

11. Food Safety Training

Anyone involved in the handling and preparation of food must have an appropriate level of knowledge, training, and skills to ensure food is safe, suitable and free from contamination.

In December 2023, *Australian Food Standard 3.2.2A – Food Safety Management Tools* was introduced for food services, catering, and retail businesses' handling unpackaged potentially hazardous and ready-to-eat food to meet training and record-keeping requirements. These businesses will need to ensure records (training and food systems' monitoring) are available onsite and produced when requested.

The role of Food Safety Supervisor (FSS) is a newly appointed role within food businesses. The FSS must undertake the training with a Registered Training Organisation (RTO). This certification is valid for 5 years from issue date. A FSS must be onsite at all times while food is being prepared, handled or processed.

Find a training course in WA [here](#).

Food handlers must complete food safety training. Find a list of food handler training options –

- Online food safety training (FoodSafe®) is available at no charge to food businesses within the Shire. Instructions to access FoodSafe® are available at our [website](#).
- Do Food Safely - Home - DoFoodSafely (health.vic.gov.au)
- Any other approved course.

A copy of the food handlers certificate is to be submitted to health@esperance.wa.gov.au with your application.

11.1. Allergen Training – Recommended

The All about Allergens online free training provides fast, easy and free access to accurate and consistent training for staff working in food service. This course is designed to assist proprietors and workers in any food business to gain knowledge about food allergens, and to develop best practice procedures for making their food business safe for customers with allergies.

For more information, please go to: [Home - Food Allergy Training - Resources](#)

12. Construction and Fit-Out Guidelines

Each of the Food Safety Australia New Zealand 'Food Standards Australia New Zealand (FSANZ)' relating to the design and fit-out of a food premises are specified in the following tables.

Requirements: Specifies outcome-based requirements as set out in the FSANZ.

Solutions: Options to meet the food safety outcomes based on requirements detailed in the FSANZ. These recommendations are in accordance with the *Australian Standard 4674 –2004 for the 'Design, Construction and Fit-Out of Food Premises'* and recommendations in [Safe Food Australia – A guide to the FSANZ](#).

Alternative Solutions: Alternative proposals must be accompanied with supporting information that the design and construction will not affect food safety. Samples of materials may be requested for assessment against the relevant Requirements.

12.1. General Provisions

FSANZ FSS 3.2.3

Requirement	Solutions
Food premises must – <ul style="list-style-type: none">• Be suitable for the food premise;• Be adequately sized;• Be effectively clean and sanitised;• Be free of dirt, dust, fumes, smoke, and other contaminants; and• Be free of pests and vermin.	<ul style="list-style-type: none">• Design layout to avoid cross contamination between processes;• Adequate floor and bench space for the amount and types of food;• Vermin-proof construction with tight-fitting doors, windows, and pest strips;• Self-closing doors.

12.2. Food Preparation Area Requirements

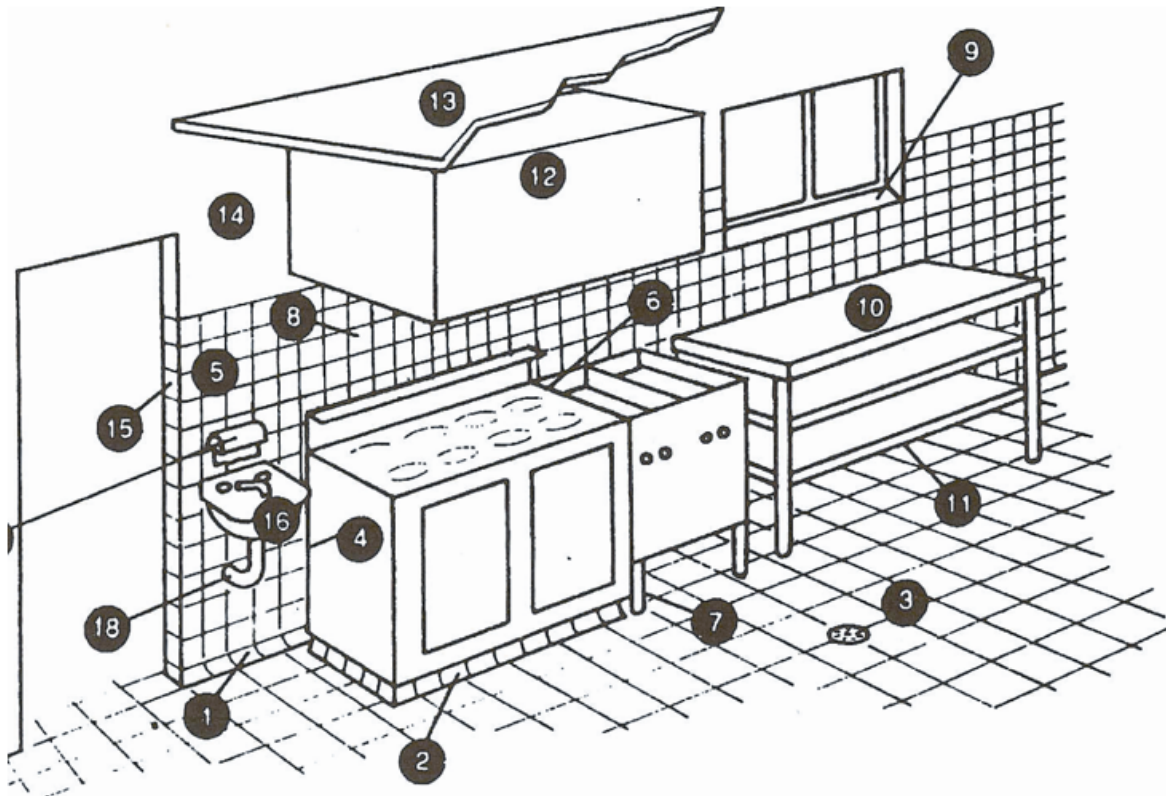


Figure 3. Typical Food Preparation Area

1. Floor/wall coving.
2. Plinth.
3. Impervious floor graded and drained.
4. Fittings sealed to wall or 150 mm clear.
5. Walls tiled/ sealed to 1800 mm.
6. Sealing between fittings.
7. Legs 150 mm minimum or approved casters.
8. No storage shelves below canopy.
9. Splayed windowsill 300 mm above preparation bench.
10. Preparation bench – steel framed.
11. Bottom shelf 250 mm above floor to allow for effective and easy cleaning.
12. Mechanical exhaust ventilation canopy.
13. Rigid smooth faced ceiling.
14. Smooth cement rendering.
15. No timber door frames.
16. Hand basin, hot and cold water mixing set.
17. Soap and towel dispenser.
18. Water and drainage pipes concealed in wall.

12.3. Water Supply

FSANZ FSS 3.2.3 Division 2 Clause 4

Requirements	Solutions
<p>The water supply must be -</p> <ul style="list-style-type: none">• Adequate supply;• Potable; and• Appropriate temperature.	<ul style="list-style-type: none">• Hot water system;• Scheme water supply;• Non-scheme water supply (rain and bore water) regularly tested and compliant with <i>NHMRC Australian Drinking Water Guidelines 2011</i>;• Water supply must be potable and verified by a NATA accredited laboratory;• A Drinking Water Quality Management Plan developed and implemented.

12.4. Sewage and Waste Water Disposal

FSANZ FSS 3.2.3 Division 2 Clause 5

Requirements	Solutions
<p>The premises must have a sewage and waste water disposal system which –</p> <ul style="list-style-type: none"> Effectively disposes of all sewage and wastewater; and Is constructed and located so there is no likelihood of sewage and wastewater polluting water supply or contaminating food. <p>Food transport vehicles –</p> <ul style="list-style-type: none"> Where there is no connection to mains sewer, temporary holding tanks must be installed at minimum 50 litres capacity. 	<p>Connection to deep sewer –</p> <ul style="list-style-type: none"> Trade waste agreement required or evidence of correspondence with Water Corporation; Contact the Water Corporation for information regarding grease traps. The Shire does not process these applications. <p>Connection to on-site waste water system (septic) –</p> <ul style="list-style-type: none"> Waste Water Application must accompany this application; Grease trap may be required; On-site waste water management can be complex, and the engagement of a consultant is recommended in initial planning phase. Waste water from cleaning activities must be disposed of in a slop hopper, cleaner’s sink or similar; Cool room and freezer condensates must discharge to a drainage system outside the cool room/freezer (i.e. tundish funnel).



Figure 4. Examples of (l-r) Slop Hopper, Cleaner's Sink and Tundish

12.5. Storage of Rubbish and Recyclable Matter

FSANZ FSS 3.2.3 Division 2 Clause 6

Requirements	Solutions
<p>The premises must have waste facilities –</p> <ul style="list-style-type: none"> • Suitably sized; • Enclosed, preventing access to pests and animals; and • designed and constructed to be easily and effectively cleaned. 	<ul style="list-style-type: none"> • Bins in food preparation areas must be located where cross contamination will not occur (with plastic liner and lid); • Cleaned and sanitised regularly; • Fats and oils stored in leak-proof container do not wash them down the floor wastes or storm water drains; • Bins must be kept inside enclosures except on collection days and the bin and bin storage area must be cleaned and sanitised regularly; • Some waste may require freezing until collection to prevent nuisance; • Bins stored in an adequately sized designated area, preferably undercover; • Avoid stock piling of waste; • Complies with Health Local Law 2024.

12.6. Ventilation

FSANZ FSS 3.2.3 Division 2 Clause 7

Requirements	Solutions
<p>Ventilation must -</p> <ul style="list-style-type: none">• Be sufficient, easily and effectively cleaned; and• Effectively remove fumes, smoke, steam and vapours.	<p>Mechanical ventilation must be installed for –</p> <ul style="list-style-type: none">• Cooking equipment where electrical input exceeds 8kW or gas input exceeds 29MJ/h; and• Deep fryers;• Mechanical alternative design will require written certification to verify that system meets Requirements;• The total maximum power input to more than one apparatus exceeds 0.5kW electrical power for each 1m² of floor area or 1.8MJ gas for each 1m² of the floor area;• Dishwashers, other washing and sanitising equipment that vent steam in to the area where it is likely to produce condensation.• Mechanical exhaust ventilation system to be designed, constructed and installed in accordance with AS 1668.2-2012;• Air discharges must be located not less than 6m from a property boundary, any boundary to a public street, any outdoor air intake opening or any natural ventilation device or opening.

Typical Design of Mechanical Exhaust System

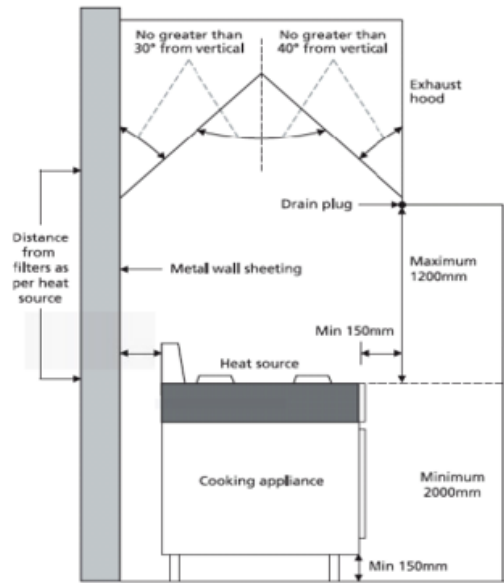


Figure 5. Example of Exhaust Canopy

12.7. Lighting

FSANZ FSS 3.2.3 Division 2 Clause 8

Requirements	Solutions
<p>The premises must –</p> <ul style="list-style-type: none"> • Be sufficiently provided with light; and • Light fittings must be easily and effectively cleaned, unable to provide harbourage for pests and constructed to protect food from contamination. 	<ul style="list-style-type: none"> • Natural light; • Artificial – recessed and diffuser; • Artificial – ceiling mounted and diffuser; • Light fittings are to be provided with protective plastic covers or sleeves to prevent contamination of food with broken glass; • The recommended minimum lighting levels as per AS/NZ 1680 Interior and Workplace Lighting – <ul style="list-style-type: none"> ○ Food preparation areas – 500 lux; ○ Food and equipment storage areas –110 to150 lux; ○ Dish washing, hand washing and toilet area – 200 to 300 lux.

Lighting and ventilation of food businesses shall also comply with Part F4 Light and Ventilation of Volume 1 of the National Construction Code (as amended).

12.8. Floors

FSANZ FSS 3.2.3 Division 3 Clause 10

Requirements	Solutions
<p>Floors must be –</p> <ul style="list-style-type: none"> Be appropriate for the activities conducted within the premises; Impervious and easily cleaned; Laid in a manner to prevent ponding of water; Floor waste should be provided; Unable to provide harbourage for pests. 	<ul style="list-style-type: none"> Ceramic tiles; Coving provided (Figure 6); Concrete and epoxy layer; Commercial grade continuous vinyl; Treated concrete; Flooring must be light coloured.

Table 1 Suitability of floor finishes in food preparation areas									
Finish	Water areas	Food preparation	Vegetable preparation	Servery	Store room	Chillers/ freezers	Bin store	Eating areas	Comments
Stainless Steel non-slip	✓	✓	✓	✓	✓	✓	✓	✓	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
Poly vinyl sheet	✓	✓	✓	✓	✓	✓	✓	✓	Heat welded joints
Vinyl tiles			✓	✓	✓	✓	✓	✓	
Plastic matting				✓				✓	
Cork tiles								✓	Sealed
Epoxy resin	✓	✓	✓	✓	✓	✓	✓	✓	

Table 2 Suitability of wall finishes									
Finish	Wet washed areas	Food preparation	Vegetable preparation	Servery	Store room	Chillers/ freezers	Bin store	Eating areas	Comment
Stainless steel	✓	✓	✓	✓	✓	✓	✓	✓	Welded joints & waterproof screw covers
Ceramic tiles	✓	✓	✓	✓	✓	✓	✓	✓	Epoxy grout
Vinyl sheets	✓	✓	✓	✓	✓	✓	✓	✓	Heat welded joints
Painted plaster					✓		✓	✓	Smooth finish
Feature brick								✓	
Aluminium sheet	✓	✓	✓	✓	✓	✓	✓	✓	Welded or sealed joints
Steel sheet							✓		Welded or sealed joints
Trowelled cement		✓	✓	✓	✓	✓	✓	✓	Polished surface
Wood panelling								✓	Wood sealed
Painted brickwork					✓		✓	✓	Flush joints and solid surfaces
Concrete					✓		✓	✓	Sealed smooth surface
Pre-formed panels	✓	✓	✓	✓	✓	✓	✓	✓	H bar joints mastic sealed.

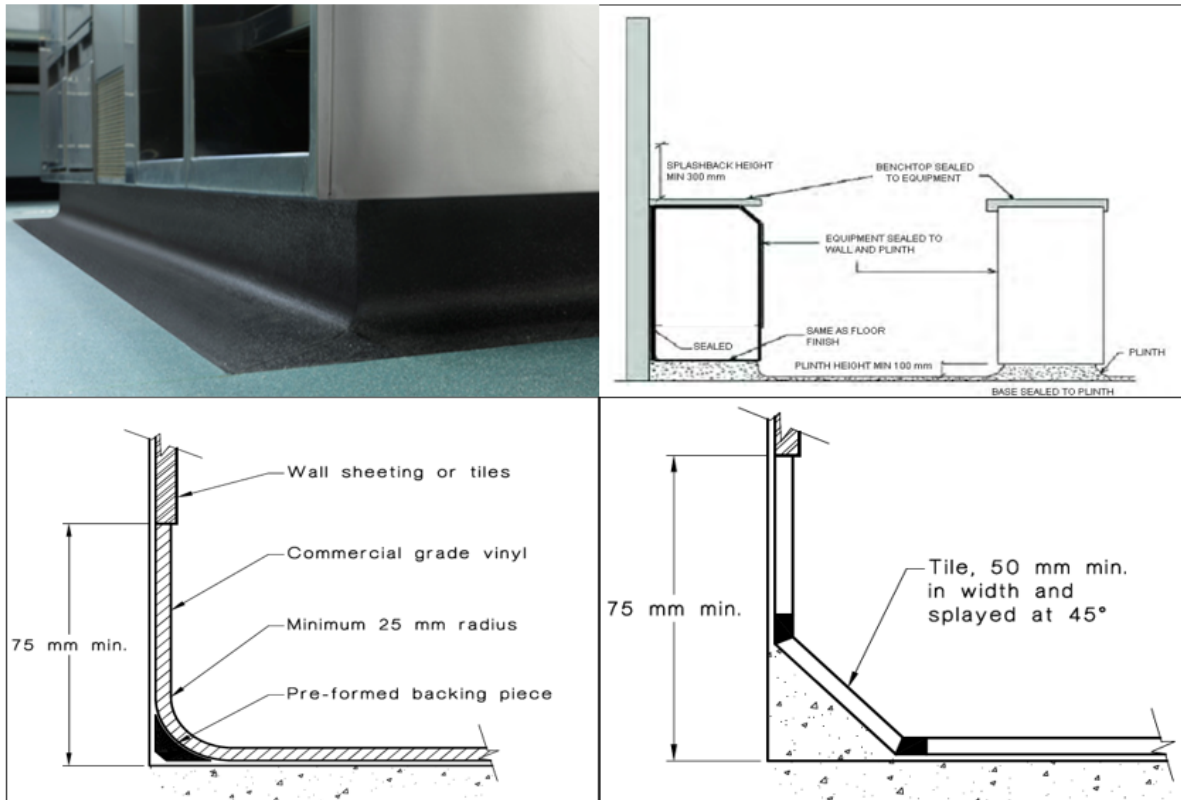


Figure 6. Example of Plinths and Coving

12.9. Walls and Ceilings

FSANZ FSS 3.2.3 Division 3 Clause 11

Requirements	Solutions
<p>Must be –</p> <ul style="list-style-type: none"> • Provided to protect food from contamination; • Appropriate for the activities conducted within the premises; • Sealed to prevent entry of dirt, dust, pests and vermin; • Impervious and easily cleaned; • Solid and continuous. 	<ul style="list-style-type: none"> • Ceramic tiles; • Gloss painted fibre cement sheeting; • Impervious panelling; • Smooth finish; • Splashes on sinks and benches; • Heat-resistant material behind cooking equipment; • Light-coloured paint. <p>NOTE: Drop-in panel ceilings will not be approved in kitchens and food preparations areas.</p>

Table 3 below shows the suitability of ceiling finishes in various areas within a food business.

Finish	Wet areas	Vegetable Preparation	Servery	Store room	Fridges/Freezers	Bin store	Eating areas	Comment
Painted plaster	✓	✓	✓	✓		✓	✓	Smooth finish
Steel Sheet	✓	✓	✓	✓		✓	✓	
Trowelled cement	✓	✓	✓	✓		✓	✓	Polished surface
Wood panelling							✓	Sealed surfaces
Concrete	✓	✓	✓	✓		✓	✓	Sealed smooth surface
Pre-formed panels	✓	✓	✓	✓		✓	✓	
Acoustic panels							✓	Suspended T-bars
Decorative panels							✓	

12.10. Fixtures and Fittings

FSANZ FSS 3.2.3 Division 4 Clause 12

Requirements	Solutions
<p>Must be –</p> <ul style="list-style-type: none"> • Adequate for the production of safe food and fit for intended use; • Capable of preventing food contamination; • Easily cleaned; and • Adequate to prevent pest harbourage. 	<ul style="list-style-type: none"> • Easily moved i.e. castors fitted and flexible connections; • 150mm legs and clear of walls; • Sealed to plinth, surfaces and floor; • Avoid false backs or bottoms; • Stainless steel food contact surfaces; • Concealed pipes, ducts, fitting and fixtures in the wall, floor or ceiling.

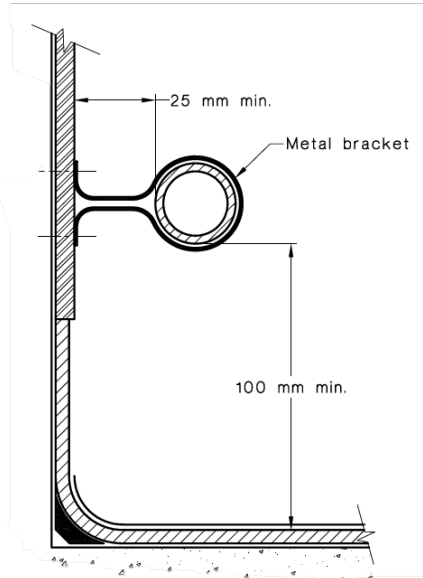


Figure 7. Example of Clearance for Pipes and Conduits

12.11. Washing Facilities

FSANZ FSS 3.2.3 Division 4 Clause 12

Requirements	Solutions
<p>Must be –</p> <ul style="list-style-type: none"> • Able to be easily cleaned and sanitized; • Sufficient size to wash largest piece of equipment. 	<ul style="list-style-type: none"> • Double bowl sink for utensil and equipment washing; • Single bowl sink and commercial dishwasher; • Separate sink for food preparation and separate glass washer.

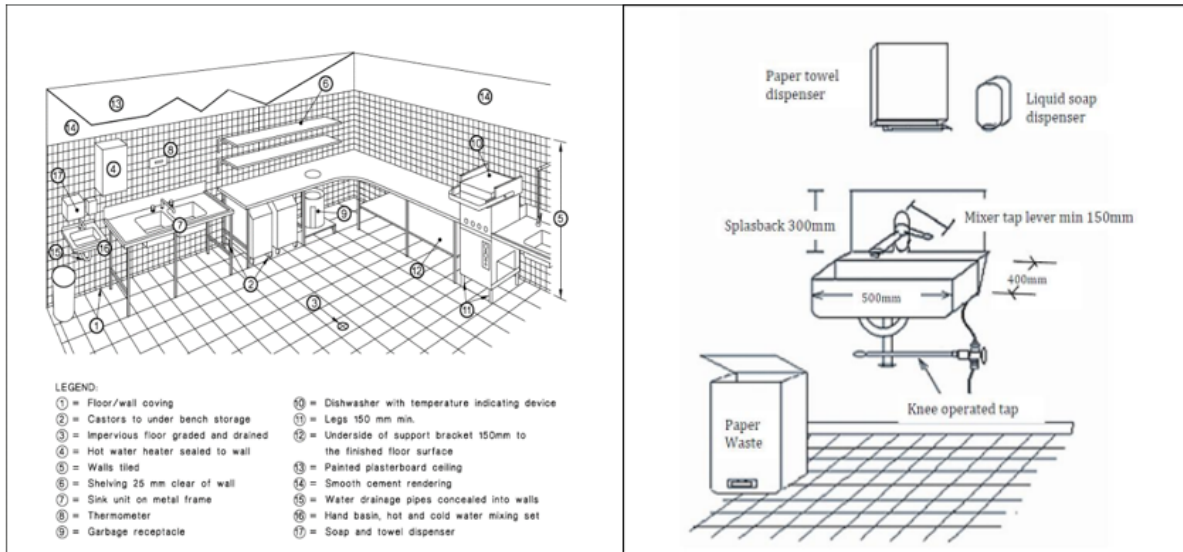


Figure 8. Example of Wash-up area

12.12. Handwashing Facilities

FSANZ FSS 3.2.3 Division 4 Clause 14

Requirements	Solutions
<p>Must be –</p> <ul style="list-style-type: none"> • For hand washing only; • Easily accessible and in immediate area for all food handlers; • Supplied with warm running potable water; • Sufficient size. 	<ul style="list-style-type: none"> • Minimum 11 litre capacity basin provided in area where food handlers are working; • Each hand basin must be supplied with soap, paper towels and a waste container.

12.13. Hot and Cold Food Storage and Display

FSANZ FSS 3.2.3 Division 3 Clause 6 & 8

Requirements	Solutions
<p>Must be –</p> <ul style="list-style-type: none"> • Protected from contamination; • Temperature controlled; • Storage and display areas and containers must be easily cleaned; • Separate serving utensils used for each food type; • Approved with a building permit for installation of walk-in food storage; • Graded to a floor waste outside the premise; • Discharged to a drainage system located outside the cool room/freezer (i.e. tundish); • Capable of opening from inside. 	<p>Food storage</p> <ul style="list-style-type: none"> • Hot storage (minimum 60°C); • Cold storage (maximum 5°C); • Freezer storage (maximum -15°C) and food must remain frozen; • Shelves to be a smooth, impervious, easily cleanable, and non-corrosive material; • A thermometer indicating temperature within +/- 1° C; • Internally controlled alarm outside of cool room. <p>Food display</p> <ul style="list-style-type: none"> • Sneeze barriers.

12.14. Miscellaneous Storage

FSANZ FSS 3.2.3 Division 4 Clause 15

Requirements	Solutions
<p>Must be –</p> <ul style="list-style-type: none"> • Adequate space and designed to prevent contamination of food. 	<ul style="list-style-type: none"> • Separated staff room; • Designated spaces for staff items; • Uncluttered; • Clearly delineated chemical storage as required by Safety Data Sheet.

13. Miscellaneous

13.1. Temperature Measuring

FSANZ FSS 3.2.3 Division 6 Clause 22

Requirements	Solutions
<p>Must have –</p> <ul style="list-style-type: none">• A thermometer to measure the temperature of potentially hazardous food to +/- 1°C.	<ul style="list-style-type: none">• Single mobile device per premises (i.e. Probe thermometer);• Safe operating procedure to guide staff use;• Record keeping (kept for 3 months).

13.2. Cleaning and Sanitising

FSANZ FSS 3.2.3 Division 5 Clause 19 and 20

Requirements	Solutions
<p>All equipment and utensils must be –</p> <ul style="list-style-type: none">• Clean and sanitary to prevent transmission of infectious disease.	<p>Cleaning procedure and schedule:</p> <p>Cleaning</p> <p>Cleaning temperatures should be –</p> <ul style="list-style-type: none">• Sink 54°C;• Dishwasher 75°C;• Glass washer 54°C. <p>Sanitising</p> <ul style="list-style-type: none">• Food-grade chemical sanitiser. <p>Sanitising temperatures should be:</p> <ul style="list-style-type: none">• Water 80°C for 2 min or 75 °C for 10 min or 70 °C for 15 min;• Dish & glass washer: Minimum of 77°C.

13.3. Toilet Facilities

FSANZ FSS 3.2.3 Division 15 Clause 16

Requirements	Solutions
<p>Must be –</p> <ul style="list-style-type: none"> • Available with adequate hand-washing facilities, soap, single-use paper towels or warm air dryer and bin; • Approved by Planning and Building; • Provided for patrons when a food premises accommodates more than 20 persons. 	<ul style="list-style-type: none"> • Supplied with hot and cold water; • Located within a reasonable distance; • Gender identification signs; • Universal access.

14. Resources

14.1. Copies of Legislation can be downloaded from the below websites:

<p>The State Law Publisher</p> <p>https://www.legislation.wa.gov.au/</p> 	<p>National Construction Code (NCC)</p> <p>https://ncc.abcb.gov.au/editions/ncc-2022</p> 
<p>Food Standards Australia New Zealand (FSANZ)</p> <p>https://www.foodstandards.gov.au/food-standards-code/legislation</p> 	<p>Standard 3.2.2A – Food Safety Management Tools</p> <p>https://www.health.wa.gov.au/Articles/F/Food-safety-management-tools-for-food-businesses</p> 

14.2. Other useful resources:

Food Allergy Training
<https://foodallergytraining.org.au/>



Shire of Esperance – Food Businesses
<https://www.esperance.wa.gov.au/development/health/food-businesses.aspx>



14.3. For further information, please contact:

Shire of Esperance
Health Services
77 Windich Street
Esperance WA 6450

Shire of Esperance
P.O Box 507
Telephone: (08) 9071 0666
Email: health@esperance.wa.gov.au