KIAMA MUNICIPAL COUNCIL
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Kiama Food & Drink Premises Guideline

RESPECT INNOVATION INTEGRITY TEAMWORK EXCELLENCE

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1.0 Purpose

The purpose of this Guideline is to provide details of fit-out and operational requirements for all food and drinks premises, including home based food businesses, in accordance with current Food Safety legislation and best practice standards.

2.0 Aims & Objectives

The aims and objections of this Guideline is to:

- Ensure standards of hygiene and food safety are maintained at the highest possible standard.
- Ensure food premises are constructed is such a way that they are compliant with the requirements set out under the Food Standards Code and associated Australian Standards.
- Protection of the customer and food handlers' health.
- Ensure compliance with minimum construction requirements that enables food handlers to maintain standards of personal hygiene and equipment cleanliness to protect food from contamination.
- Ensure premises and food handling areas are kept safe, clean, and free from waste and dangerous equipment by providing sufficient space, facilities and suitable equipment to produce safe food.
- Ensure the operation of businesses within residential premises is approved, appropriate, safe, and clean for staff, consumers, and residents.
- Ensure that all food shops/businesses 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 to ensure the safety of consumers.
- Ensure that safe operational requirements are implemented in all food and drink premises to facilitate the preparation and sale of safe food according to the Food Act and Food Standards Code.
- Ensure that all food premises operating in the Local Government Area have appropriate consent to conduct their activities, as well as provide notification of their business to Council by way of registration.
- Ensure that all mobile and temporary food stall traders are appropriately registered and operating in compliance with the relevant Food Standards and laws.

3.0 Relationship to other Policy & Legislation

Public Health Act 2010

Public Health Regulation 2022

Local Government Act 1993

Local Government (General) Regulation 2021

Food Act 2003

Food Regulation 2015

Smoke Free Environment Act 2000

Australian & New Zealand Food Standards Code (FSANZ)

Kiama Development Control Plan (DCP) 2020

4.0 Application and Use of Code

This Guideline outlines the requirements for the internal construction and ongoing management of a food premises. This guide is provided for businesses involved in the design, construction, and fit out of fixed and mobile food premises.

This guideline should be used by: Business operators (including home businesses), Private certifiers, Architects, Designers, Builders, Equipment manufacturers, Charities and not-for-profit organisations.

See section 9 of this Guideline for the *dictionary.*

5.0 Design & Construction Guidelines for Fixed Food & Drink Premises

All premises that manufacture, prepare, store or handle food must have development approval from Council. Change of use from food shop to another food shop does not require a development application unless there are structural changes in which case a complying development application must be submitted. Although change of use from food shop to food shop does not require development consent, the proposed operator should **always** contact Council's Environmental Health officer (EHO) to discuss food shop requirements and the process of registration with Council. Please note, it is an offence to begin trading without an Occupation Certificate being issued for the premises by your certifier. If purchasing an existing food premises there are options for the proposed operator to request a pre-purchase inspection.

5.1 Kitchen Space

The minimum area of a kitchen and preparation area for a medium risk premises is to be 20% of the dining room area or 7.5m2, whichever is greater.

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.

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.

5.2 Waste Disposal

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.

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 Topic 3.1 of Chapter 3 for construction requirements).

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

The bins and bin area are to be washed regularly with hot water and detergent. Wash water must not drain into street stormwater openings but must be disposed of down a mop sink or sewer drain. All waste is to be bagged prior to disposal in the bin (see Topic 3.1 of Chapter 3 for construction requirements).

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.

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

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

An approved licensed trade waste company must collect liquid waste, such as oil. The area in which this is stored must be bunded to prevent spills escaping.

All crates and cardboard boxes are to be stored off the floor; boxes are to be broken up and stacked neatly.

When bins or lids are broken they must be replaced immediately. Lids must be tight fitting.

Bins in food preparation areas must be emptied regularly throughout the day and at the end of trade to prevent attracting and harbouring pests. Refer to Topic 3.1 of Chapter 3 for further details on waste.

5.3 Walls

All walls must be of solid construction, or any cavities fully sealed, to prevent access by and harbourage of vermin. All surfaces are to be smooth, impervious, durable, and easy to clean.

In all food preparation areas, walls are to be finished to a height from the floor to at least 300 mm above the food preparation benches or higher depending on the use and types of foods prepared. The suitable wall surfaces are to be in accordance with Table 1.

Table 1 – Suitability of wall surfaces for food premises areas

Finish	Wet Areas	Food Preparation	Vegetable	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								✓	
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					✓		✓	✓	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 to provide a smooth even surface to ensure ease of cleaning; be free of buckles, fixing screws, open joint spaces, cracks, or crevices which may permit access by vermin or the collection of liquids, food particles, grease or other refuse.

5.4 Flooring

The following requirements ensure the floors are 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.

Floors are to be finished with surfaces as specified in Table 2, together with the required slip factor.

Table 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 laid in accordance with AS 3958.1-2007 *"Ceramic tiles – Guide to the installation of ceramic tiles"*.
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 (not suitable adjacent hot fat appliances)
Laminated thermosetting plastic sheet	✓	✓	✓	✓	✓	✓	✓	✓	Heat welded joints (not suitable adjacent hot fat appliances)
Cork tiles								✓	Sealed
Epoxy resins	✓	✓	✓	✓	✓	✓	✓	✓	Complying with AS 3554
Vinyl tiles					✓			✓	Laid over a solid impervious base or an approved underlay is acceptable providing it is laid strictly in accordance with the manufacturer's specifications
Plastic matting				✓				✓	For safety reasons. Must be cleaned and laid in sections that can be removed for cleaning.

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

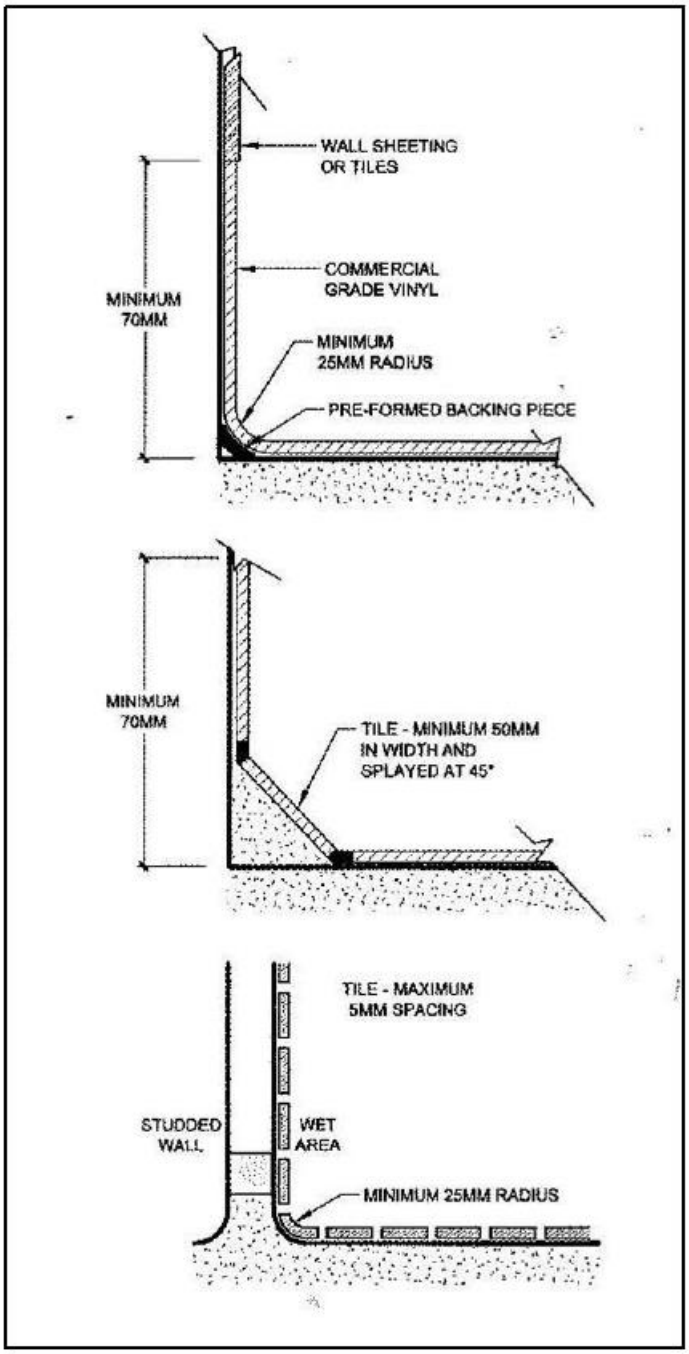
Floor tiles are to be butt joined or alternatively the open joints are to be epoxy grouted.

Tiles are to be spaced not greater than 5.0mm apart.

5.5 Coving

The intersections of floors with walls and exposed plinths are to be coved to assist with cleaning and prevent accumulation of dirt, grease, etc. Where commercial grade vinyl or similar sheeting is installed, and the sheeting is turned up to form a cove, a solid preformed coving fillet is to be used to support the sheeting.

Figure 1: Coving Methods



5.6 Floor Wastes

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.

The floor waste is to be fitted with removable litter baskets.

5.7 Ceilings

Ceilings are to be provided over food preparation, display and storage areas. Ceilings are to be constructed of a rigid smooth surface, non-absorbent material which 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.

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

Panels in suspended ceilings over food preparation areas shall be firmly sealed to the framework to prevent the ingress of dust and vermin.

Table 3 – Suitability of ceiling finishes for food premises areas

Finish	Wet Areas	Food Preparation	Vegetable preparation	Servery	Store Room	Chillers/Freezers	Bin Store	Eating Areas	Comments
Painted plaster	✓	✓	✓	✓	✓		✓	✓	Smooth finish
Steel Sheet	✓	✓	✓	✓	✓		✓	✓	
Trowelled cement	✓	✓	✓	✓	✓		✓	✓	Polished surface
Wood panelling								✓	Sealed surface
Concrete	✓	✓	✓	✓	✓		✓	✓	Sealed to a smooth finish
Pre-formed panels	✓	✓	✓	✓	✓	✓	✓	✓	
Acoustic panels								✓	Suspended T-bars
Decorative panels								✓	

The surface finish is to be free of open joints, cracks, crevices or openings in which grease, vapours or vermin may collect. Refer to Table 3. The intersection of the walls and ceilings are to be tight jointed, sealed, and dustproof. This aims to prevent contamination from above any food preparation areas, provide a surface which is easy to clean and will not offer areas where vermin can hide and breed.

5.8 Light Fittings

Light fittings are to be:

- designed and constructed to prevent contamination of food should the globe or tube shatter, such as covers;
- flush mounted and free from any protrusions that would harbour dirt, dust or insects or make the fitting difficult to clean;
- comply with the requirements of the Building Code of Australia in regard to fire rated ceilings; and
- comply with the requirements of AS/NZS 1680.2.4:1997 *"Interior lighting – industrial tasks and processes*".

5.9 Window openings, Door openings and Serving Hatches

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

Ledges and sills are to be at least 300 mm above sinks, benches, etc.

Window and door architraves are not permitted.

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.

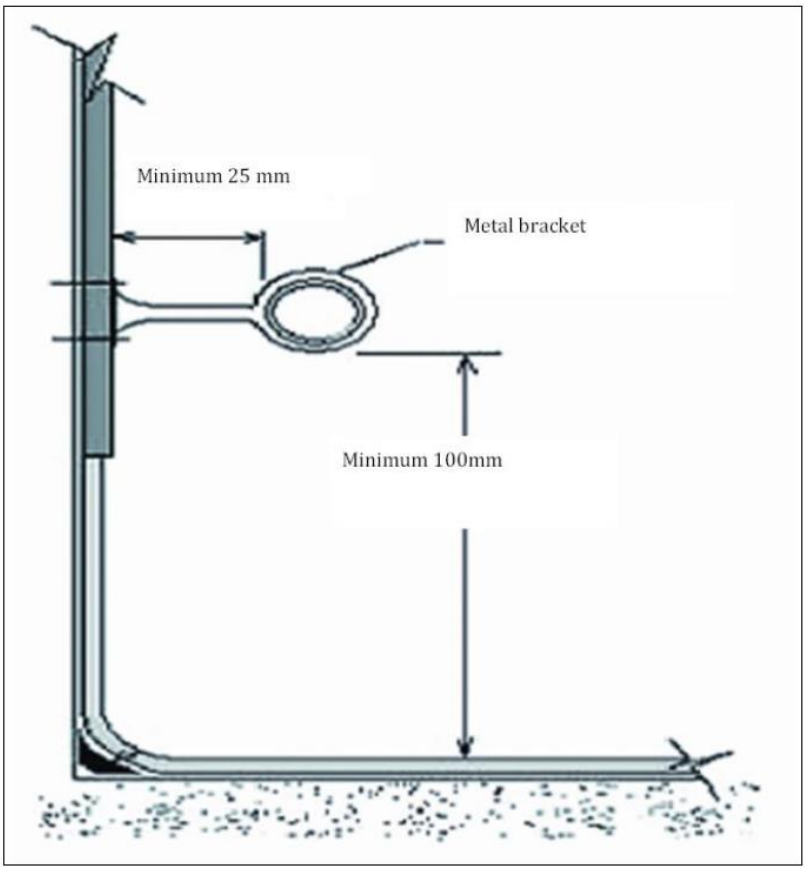
Where door openings are likely to be damaged by trolleys or similar traffic, the vertical corners are to be protected in an approved manner in order to protect the walls and prevent cracking paint and other material from contaminating food preparation areas.

All external door or window openings must have fly proofing.

5.10 Service Pipes

Where possible, all service pipes are to be concealed in floors, plinths, walls or ceilings. 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 to provide at least a 25 mm clearance between the pipe and adjacent vertical surface and 150 mm between the pipe and adjacent horizontal surfaces. This is to facilitate cleaning and to avoid providing harbourage areas for pests.

Figure 2: Pipe support on brackets



The location of sewerage pipes in food preparation, storage or serving areas is not desirable; however, where circumstances will not permit an alternative position, cleaning eyes and access openings 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.

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

5.11 Garbage Rooms and Areas

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.

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

Walls are to be finished with a smooth, impervious surface.

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

External areas where garbage containers are stored are to be:

- provided with a hose tap connected to the hot and cold water supply;
- paved with an impervious material;
- graded and drained to sewerage in accordance with Sydney Water and Council requirements; and
- designed to prevent stormwater contamination – covered, screened, bunded and located away from stormwater drains.

Bins, hoppers, and other containers for storing garbage or recyclable material must:

- be constructed of impervious material such as metal or plastic for easy cleaning; and
- have tight fitting lids or be kept inside pest proofed areas.

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

5.12 Waste Disposal

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, refer to *Waste Management for Proposed Developments Guidelines*.

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.

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

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

An approved licensed trade waste company must collect liquid waste, such as oil. The area in which this is stored must be bunded to prevent spills escaping.

5.13 Grease Arrestors

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

5.14 Internal Grease Arrestor Rooms

Where there is no alternative but to install the grease arrestor within the building, the following conditions must be met:

- the arrestor is to be installed in a separate room;
- the floor, walls and ceiling of the room are to be constructed of solid material and sealed to prevent the escape of odours; and
- 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.

5.15 Cool rooms and Freezers General

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

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.

5.16 Cool rooms and Freezers Construction

Intersections between floors and walls and the vertical wall to wall must be covered. Edges are to be tight fitting and water repellent. A concrete floor at least 75 mm thick is to be provided in all low temperature rooms, graded to the doorway, and finished to be impervious to liquids.

Floor drains connected directly to sewerage are not permitted within low temperature rooms. Where drainage is required a floor waste is to be located outside the low temperature room as close as possible to the door opening.

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 vermin proof.

Adequate provision for the disposal of condensate shall be provided. If disposing to the sewer, then this must comply with the requirements of Sydney Water. Dimensions of a plinth shall be identical to the external face of the cool room.

5.17 Storerooms

All walls must be of solid construction, or any cavities fully sealed, to prevent access and harbourage of vermin. All surfaces are to be smooth, impervious, durable and easy to clean commensurate with use refer to Table 1.

Floors are to be impervious and coved at intersections with walls and plinths for suitable surfaces refer to Table 2.

5.18 Installation of Fixtures and Equipment – General

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

Adequate fixtures, fittings and equipment must be provided for all operations of the business. Premises must be provided with the fixtures, fittings and equipment as given in Table 4 must comply with AS 4674-2004 "*Construction and fit-out of food premises*".

Tanks used for the storage of live fish, lobsters or the like must be supported on framework or brackets. All tanks must be constructed and installed to ensure compliance with – Installation of Fixtures and Equipment.

Table 4 – Fixtures, fittings, and appliances

Food operation	Minimum Fixtures, Fittings or Equipment Necessary
Chilled storage	Cool rooms and fridges of adequate capacity for the business
Preparation	Benches or worktables
Cooking and other processing	Exhaust ventilation, ovens/stoves, and other processing equipment
Hot storage	Hot boxes/ovens capable of holding food at 60oC or above
Hot display	Display units that protect food from contamination and are capable of holding food at 60oC or above
Chilling	Refrigerators, cool rooms 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 5oC or below

5.19 Design, Construction and Installation of fixtures, fittings and equipment.

Fixtures, fittings, and equipment are constructed and installed to enable cleaning and sanitising to be carried out easily and effectively. Refer to Table 5 for details of specific requirements.

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

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

Table 5 – Specific requirements for fixtures, 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, 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, bars, food display units, bain maries, window displays & 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.
Type of fixture, fitting or equipment	**Requirements**
Cupboards & 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 & cabinets	Sliding doors are to be hung from the top of the door. Bottom guides or runners are to terminate not less than 25 mm from each end of the door opening.
Counters for food preparation facing customers	Protective barrier must be provided as a physical barrier between the customer and the food.
Food conveyors	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 25 mm 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 & tabletops	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.

5.20 Materials

Fixtures, fittings, and equipment are to be designed and constructed of metal, plastic or sealed timer sheeting or other impervious material used in accordance with Table 6.

Table 6 – Materials used in food premises

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, can be partly controlled by painting. Galvanised iron is not recommended for equipment as 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 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.

5.21 Installation of Equipment

Equipment is 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 by one person to enable cleaning. If the equipment cannot be moved easily then the clearance space must be provided, as detailed in Table 7, so that the surrounds and beneath the equipment can be cleaned without moving.

Table 7 – specific requirements for clearance spaces

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

Where fittings abut 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.

Equipment and fixtures are to be supported on wheels, plinths, legs or brackets or framework as outlined in Table 8. This includes stoves, fridges, cupboards, deep fryers and shelves, etc.

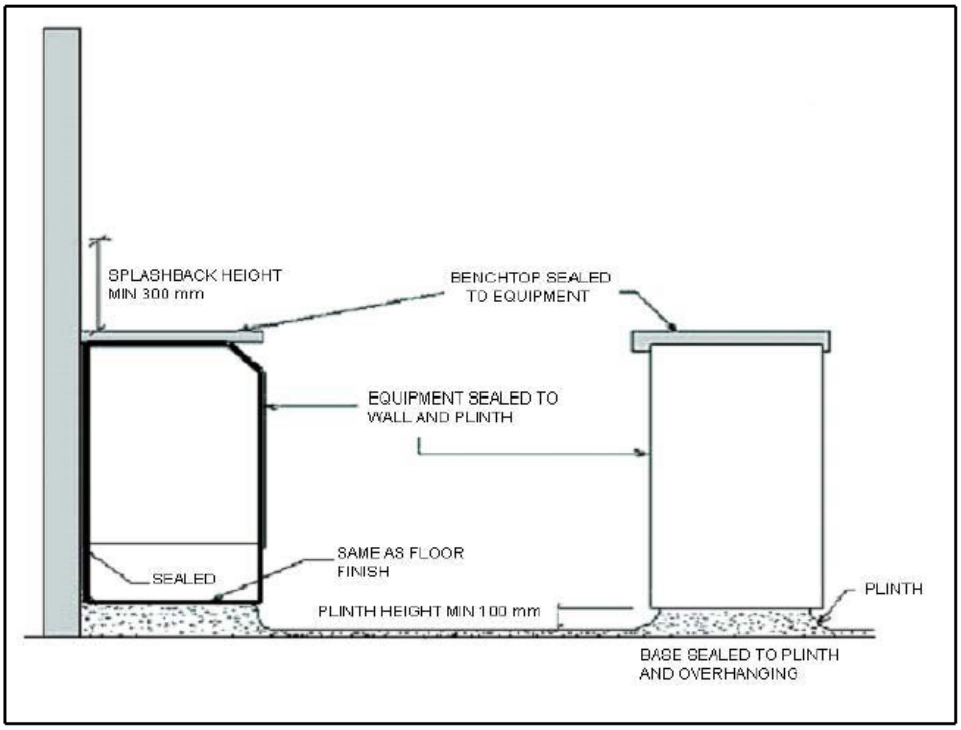
Open ends of tubular steel used for legs and brackets must be permanently capped or sealed.

Table 8 – supports 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: • At least 75 mm high. • Constructed of solid impervious material, same as the flooring. • Finished level to a smooth even surface. • Rounded at exposed edges. • 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. Fittings and equipment are to be effectively sealed to the plinths preventing floor washings and refuse from gaining access.
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 areas 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 150 mm. Service pipes must not be located in the space beneath fittings unless they run vertically and a clear space of not less than 25 mm is provided between the service pipe and any adjoining service.
Support	**Requirements**
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 between the floor and the underside of the fitting of not less than 150 mm 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. Additionally, 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 3: Plinth arrangements



5.22 Sealing of equipment bases

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

- fitted with a base that will not corrode when in contact with water and cleaning chemicals;
- installed in such a manner that a complete seal is made between the floor and the base of the cabinets and grease, dirt or water cannot penetrate beneath;
- sealed between the floor and the metal base of a cabinet with an approved silicone sealant laid on the floor in a continuous seam;
- where the floor finish is of commercial grade vinyl sheeting or similar material the floor covering outside of the cabinet is to be sealed to the floor, turned up and sealed to the base of the cabinet with a cove; and
- where commercial grade vinyl sheeting is turned up to form a cove, a fillet or backing piece is to be fitted to provide support.

Equipment that is placed on bench tops or other work surfaces is to be:

- easily movable by one person; and
- sealed to the bench or countertop in such a manner as to eliminate any open joint, space, crevice or cavity.

5.23 Washing and Cleaning Facilities

Premises must be provided with equipment for cleaning and sanitising as specified in Table 9 and Table 10. All equipment in Table 9 and Table 10 must be connected to a continuous supply of hot and cold potable water.

Table 9 – Minimum requirements for equipment in premises

Type of Premises	Minimum Facilities
Premises selling pre-packaged 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** A triple bowl sink (where rinsing is required before or after sanitising e.g. wash, rinse, sanitise procedure or wash, rinse/ sanitise, rinse procedure).

Table 10 – 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 has **surfaces that are to be sanitised.**	Double bowl sink adequate for largest equipment. Be constructed of stainless steel
Premises where foods are prepared by immersion in water	Designated food preparation sink(s)
Premises where floors, etc are wet washed	Cleaner's sinks or similar facility
Premises where floors and/or equipment are to be hosed	Hose connections

Each dishwashing and glass washing machine is to be fitted with a thermometer which is visible to the operator or a light that shows bright red when water temperature reaches 80oC.

The rinsing cycles are to be operated at a temperature of not less than 80oC for 2 min or 75oC for 10 min or 70oC for 15 min. This will ensure that the utensils are cleaned and sanitised. Refer to AS 2945-2002 *"Batch-type washer/disinfectors for health care facilities"* for details on length of cycles for varying time frames.

One bowl of 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 44oC, 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 80oC, for the final rinsing of the eating and drinking utensils. Temperatures in excess of 80oC are necessary to ensure that equipment is sanitised.

5.24 Hand washing facilities

Hand was basins:

- Are to be provided in sufficient number in close proximity to spaces where food is prepared and handled (within a 5 m walking distance from the food preparation area);
- Be free standing and adequate in size

- Are to be provided with hot and cold water provided through a single mixing spout;
- Must not be obstructed; and
- Provided with a towel dispenser that dispenses single use towels. Airdryers installed as the sole means of drying hands are not permitted.

5.24.1 Location of hand basins

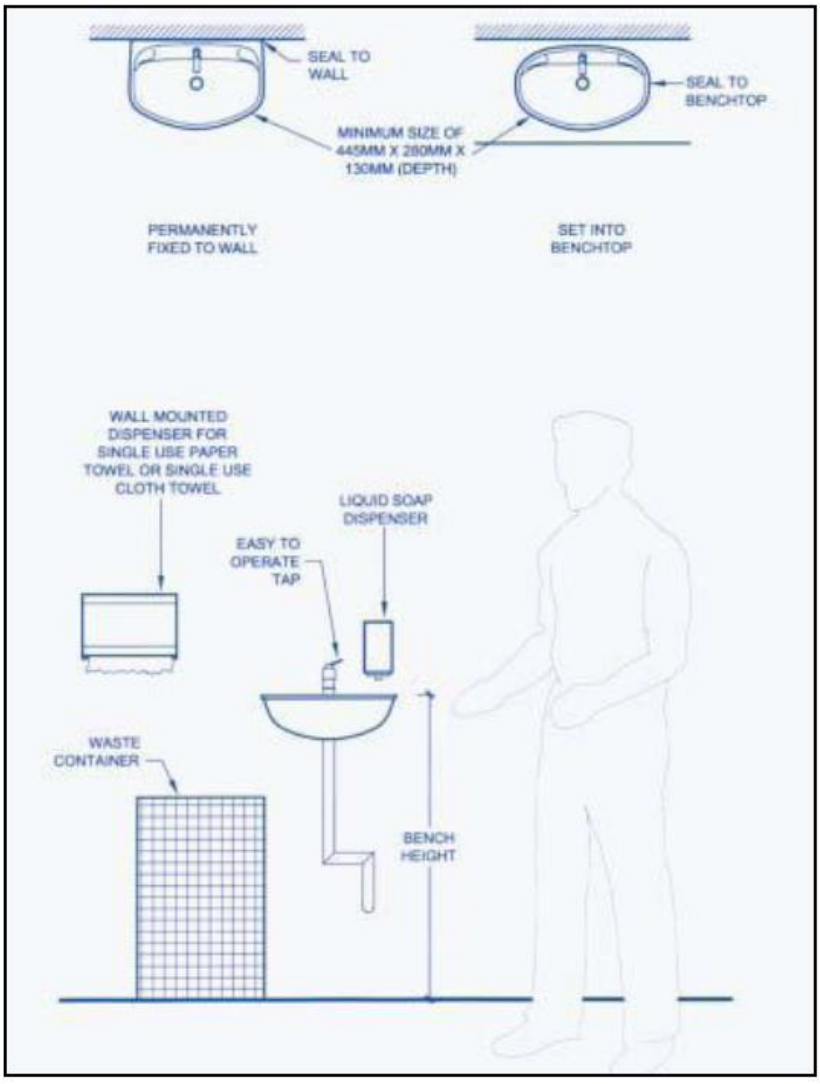
Hand wash basins should be freestanding and are not to be installed under benches or similar fittings, or in toilet cubicles or immediately adjacent basins.

It is recommended hand basins be located at the staff entrance to food handling areas or at a minimum within 5 metres walking distance from a food preparation area.

5.24.2 Capacity of hot water systems

Hot water systems must be capable of supplying adequate hot water at minimum temperatures as outlined at all times, especially at peak washing up periods.

Figure 4: Hand wash basin layout



5.24.3 Design

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.

A dispenser for single use towel must be available above the basin. A receptacle for used towels must be provided.

5.25 Window Displays

If potentially hazardous food is displayed it must be maintained under correct temperature control and display units installed in accordance with AS/NZ 3500.2:2003 *"Plumbing and drainage – sanitary plumbing and drainage"*.

The window display shelf is to be of rigid smooth faced non-absorbent material, free of cracks or crevices – such as stainless steel or other approved material to enable effective cleaning.

Where wet foods 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.

An aerial disconnection is to be provided between the discharge waste pipe and the connection to the sewerage service.

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

5.26 Toilet Accommodation

Internal toilet accommodation must be provided for male and female staff during hours of operation in accordance with the Building Code of Australia.

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

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

Toilets are to have a hand wash basin 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.

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

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

5.27 Ventilation

Ventilation is to be provided either by natural means or by an approved mechanical ventilating system in accordance with the Building Code of Australia.

Food premises must comply with AS/NZ 1668.1:2002/AS/NZS 1668.2:2002 "*The use of ventilation and air-conditioning in buildings – Fire and smoke control in multi-compartment buildings*" and have enough natural or mechanical ventilation to effectively remove fumes, smoke, steam, and vapours from the food premises.

Natural ventilation is only suitable where there is little or no cooking that produces steam or 'greasy' air. Where natural ventilation is allowed it must comply with AS/NZ 1668.1.

5.27.1 Mechanical ventilation

All food preparation areas where odours, fumes, smoke and steam are produced need a mechanical ventilation system that complies with AS/NZ 1668.1 and AS 1668.2-2002 "*The*

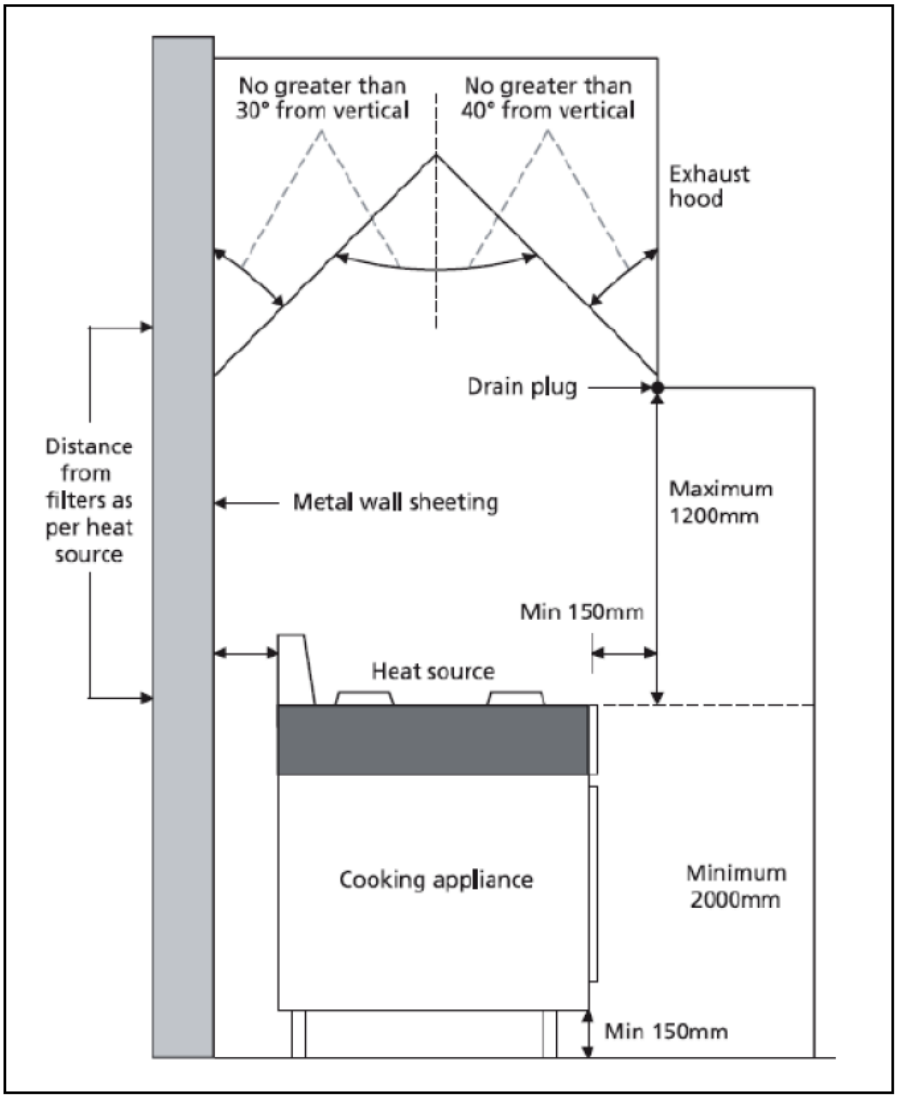
use of ventilation and air-conditioning in buildings – Ventilation design for indoor air contaminant control".

This means:

- any deep-fryer appliance or any cooking apparatus with a total maximum electrical power input exceeding 8kW or a total gas power input exceeding 29MJ/h requires a mechanical ventilation system.
- dishwashers and other washing and sanitising equipment that vent steam and/or heat to the extent that there is, or is likely to be condensation collecting on walls and ceilings, a mechanical ventilation system is required.
- if new equipment is installed in the premises after the mechanical ventilation system has been designed and installed, it must not stop ventilation working adequately.

Microwave ovens and similar low-power cooking equipment used for commercial purposes, which are used infrequently or used solely for the purpose of reheating food, will be exempt from this requirement.

Figure 5: Mechanical exhaust ventilation system (for alternative arrangements refer to Appendix C of AS 1668.2-2002)



5.28 Exhaust hoods

Exhaust hoods should:

- Capture cooking vapours
- Exhaust cooking vapours
- Prevent condensation falling into the food, the cooking appliance or onto the floor.
- Should be able to be easily cleaned.
- Be design in accordance with AS/NZ 1668.1.
- Construct of galvanised sheet steel or other approved rigid impervious hard-faced non-combustible material. Joints are to be smooth and free from obstructions and sealed with a suitable compound.

Hood overhang – the inside of the grease gutter should be 150 mm beyond the end of the appliance and 300 mm for type five cooking process such as woks, salamanders, and open flame charcoal equipment using solid fuel (except on sides adjoining a wall).

The face of the exhaust food filters should be vertical or sloped at an angle not more than 30˚.

Internal surfaces of hoods should be vertical or sloped at an angle not more than 40˚. Internal lights are to sit flat without protrusions. Keep areas above cooking equipment free to maintain the flow of air and prevent condensation. For example, do not fit shelves and equipment above cooking equipment.

Filters – canopies are to be fitted with grease filters that are flush mounted and that can be removed by hand for easy cleaning (unless an existing washing system is provided). The filter should comply with AS/NZ 1668, and non-combustible requirements of AS 1530.1-1994 *"Methods for fire tests on building materials, components and structures – combustibility test for materials*".

The lower edge of the exhaust hood should not be less than two metres above the floor at the operator side of the appliance being ventilated and no higher than 1.2 metres above the cooking appliance. The minimum height of the ceiling must be 2.4 metres in accordance with the Building Code of Australia to allow for this.

Heat source clearance – the distance between the lowest edge of a grease filter and cooking surface should not be less than:

- 1,350 mm where charcoal or a similar type of open fire is used
- 1,050 mm where a naked flame is used
- 600 mm where electrically operated equipment is used.

5.28.1 Hood types

- Hood type one – low side wall where the canopy does not extend at least 150 mm beyond the edge of the cooking surface.
- Hood type two – corner mounted.
- Hood type three – side wall.
- Hood type four – island.

5.28.2 Cooking process types

- Process type one – non-grease producing equipment and void spaces under the hood, which serve to ventilate other cooking equipment.
- Process type two – low-grease, medium-heat producing equipment such as griddles, ranges, conventional fryers, tilting skillets, steam kettles and gas ovens.

- Process type three – high-grease, low-heat producing equipment such as electric deep-fat fryers, grooved griddles, hot tops and hot top ranges.
- Process type four – high-grease, medium-heat producing equipment such as countertop barbecues and gas-fired deep-fat fryers.
- Process type five – high-grease, high-heat producing equipment, such as woks, salamanders, and open flame charcoal equipment utilising solid fuel.

5.28.3 Kitchen exhaust hood airflow

The kitchen exhaust hood airflow will depend on the hood type, the cooking process, the length of hood, the inside perimeter of the hood over all exposed sides, and height of hood above cooking appliance. To determine the kitchen exhaust hood airflow, refer to sections 5.5 and 5.6 of the AS 1668.2.

5.28.4 Duct work

Construct ducts using approved material such as stainless and galvanised steel and have spots for cleaning that provide easy access to the whole duct system. Clean out access points in accordance with AS/NZ 1668. Provide a drain at the lowest point of each section of ducting.

For any ducting consultation with a private building certifier should be sought, especially where ducts penetrate a fire rated wall, floor or ceiling, they must be contained and/or protected in accordance with the Building Code of Australia. They may require additional building approval.

5.28.5 Discharge point

Effluent discharge is to be vertical at a minimum velocity of five metres per second. The point of discharge is to be at least:

- 1.0 metre above the ridge of a pitched roof
- 3.0 metres above a flat roof
- 6.0 metres from a property boundary
- 6.0 metres from any air intake, natural ventilation or opening.

No exhaust can discharge over adjoining properties or where the discharge is less than 3.0 metres above any pedestrian thoroughfare including an accessible roof area.

Exhaust ventilation for wood fired and solid fuel cooking equipment needs to be separate to other ventilation systems and shall not be combined with a system serving grease or oil-generating or oil-heat appliances.

5.28.6 Dining areas

Ventilate dining areas by natural or mechanical methods in accordance with AS 1668.2.

5.28.7 Domestic premises used for bed & breakfast and homestay accommodation

In domestic premises, the type and size of cooking appliances is usually not within the scope of AS/NZ 1668. Domestic mechanical systems are usually sufficient to remove greasy fumes produced by cooking. Contact Council for advice on the right type of mechanical ventilation before you begin installation. The ventilation system you need will depend on the type of food business you will operate, and the amount of cooking being done.

5.28.8 Cleaning

All hoods must be fitted with approved grease filters which must be removed and cleaned regularly. Regular cleaning of the entire exhaust ducting must also be conducted to reduce build-up of grease and assist in fire prevention. Cleaning receipts must be kept on site detailing what cleaning has been undertaken.

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

5.29 Storage Facilities

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.

5.29.1 Clothing and personal effects

Facilities for storing clothing and personal effects belonging to staff must be a change room, lockers/cupboards in a change room, or enclosed cupboards solely used for the storage of clothing and personal belongings located outside the food preparation, food storage and washing areas.

5.29.2 Cleaning chemicals and equipment

Facilities for storing chemicals and cleaning equipment must be:

- A room designed for that use; or
- Enclosed cupboards dedicated for that use located outside of food preparation, storage and display areas; or
- In a place physically separated from food storage, preparation or display.

5.29.3 Storage of office materials

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

- A room designated for office use; or
- Enclosed cupboards, drawers or similar sealed storage dedicated for that use.

5.30 Fire Safety Measures

5.30.1 Required fire safety measures

Every kitchen is to include portable fire extinguishers and fire blankets as outlined in Part E1.6 of the Building Code of Australia to be selected, located, and distributed in accordance with Section 1, 2, 3 & 4 of AS 2444-2001 “Portable fire extinguishers and fire blankets – Selection & location”. Additionally, where a kitchen exhaust hood is required, it is to comply with paragraphs C3, C4 and C9 of Appendix C in AS 1668.2 and where grease vapour is present, it must also comply with paragraphs C5 or C6 and C7 of Appendix C in AS 1668.2 and Section 11 of AS/NZ 1668.1.

5.30.2 Registration

Prior to operating, the proprietor must also complete Kiama Council’s “Food Premises Registration” form and submit it to Council with a copy of the Food Safety Supervisor Certificate issued by the NSWFA. A copy of the Food Safety Supervisor Certificate must be kept on the premises at all times. Council must be notified of the details of the Food Safety Supervisor and any changes that may occur to these details within seven (7) days.

6.0 Design & Construction Guidelines for Mobile Food & Drink Premises

6.1 Conditions of operation

6.1.1 Maintenance

The vehicle and associated fixtures, fittings and equipment must be kept clean and in a good state of repair and working order.

6.1.2 Garbage and recyclable matter

Food business operators must ensure that:

- suitable and adequate garbage vessels with tight-fitting lids are provided.
- when directed, a suitable receptacle should be provided outside the vehicle for depositing take-away food containers and other litter
- arrangements are made to dispose of garbage content each day or more frequently when the need arises
- recyclable, re-useable or compostable products are used wherever possible.

6.1.3 Animals and pests

Take all practicable measures to prevent pests (including birds, spiders and flying insects) from entering the food stall or coming into contact with any fixtures, equipment or parts of vehicles used to transport food.

It is recommended that a regular pest control program be used.

6.1.4 Water and ice

- Potable water must be used for washing or preparing food or as an ingredient in food. Town water supplies are considered potable. Using water from other sources may be suitable, but this should be checked with the Council.
- Only food-grade materials should be used to store water.
- Ice used to keep food cool or to add to food or drink must be potable.
- All hot water for washing purposes should be supplied from a suitable hot water system and should be piped so it can be mixed with cold water.

6.1.5 Waste disposal

The vehicle should be equipped with a wastewater tank external to the vehicle, with a capacity of at least 50 litres, and have an outlet of sufficient diameter to facilitate easy flushing and cleaning.

Wastewater must be disposed of lawfully. Please contact your local water authority prior to the event for advice.

Under no circumstances is liquid waste to be discharged on the ground or to a stormwater drainage system.

All sinks and hand wash basins should be provided with sanitary traps.

6.1.6 Electricity, gas supplies, fire extinguishers and work safety

- Food business operators should ensure there is a sufficient supply of electricity for food handling activities, particularly for hot/cold food holding and heating water.
- Electricity should be supplied through proper supply poles equipped with all necessary safety devices. All work should be carried out by a licensed electrician and conform to ‘AS/NZS 3002-2008: Electrical Installations –

Shows and Carnivals'. SafeWork NSW requires electrical appliances and leads to be tested at least annually, and identification tags attached.

- Fixed gas installations must be installed by a licensed gasfitter and comply with the appropriate provisions of 'AS/NZS 1596-2014: The Storage and Handling of LP Gas' and 'AS 5601-2000 (AG 601- 2002: Gas Installations'. A current compliance plate should be attached to the vehicle for new installations, or any changes made to existing gas appliances.
- All portable gas appliances and appliances connected to Liquefied Petroleum Gas (LPG) cylinders must be certified to comply with Australian Standards by a certifier accredited by NSW Fair Trading. Refer to the NSW Fair Trading webpage on gas appliances: http://www.fairtrading.nsw.gov.au/ftw/Businesses/Product_safety/Gas_appliances.page .
- Portable gas appliances should be located on a non-combustible surface with safe clearance distances from combustible materials and in a well-ventilated location. LPG cylinders should be secured so they remain upright and protected from damage. Refer to Energy Safe Victoria's Gas safety at public events brochure and follow the gas safety checklist: http://www.esv.vic.gov.au/wp-content/uploads/2017/02/Gas-safety-at-publicevents_brochure.pdf or contact SafeWork NSW for further information.
- Cartridge-operated appliances are not approved for use at public events. These appliances are commonly used in domestic situations and are fuelled by a disposable butane gas cartridge.
- A fire extinguisher and fire blanket should be supplied in any vehicle or stall where cooking or heating processes take place. Operators should be able to extinguish small fires if needed.
- Fire safety equipment should be easily accessible. The extinguisher should be suitable for dealing with the type of combustible materials present.
- Fire safety equipment should be tested annually and have current tagging in accordance with 'AS 1851-2012: Routine Service of Fire Protection Systems and Equipment'. Contact Fire and Rescue NSW for more information.
- All measures must be taken to comply with the requirements of SafeWork NSW to protect the health, safety and welfare of workers and visitors at the event. Contact SafeWork NSW for more information.

6.1.7 Pollution prevention

Under the Protection of the Environment Operations Act 1997, operations should not cause any harm to the environment.

6.2 Facilities

6.2.1 Construction of vehicle

The design and construction of a mobile food vending vehicle must:

- be appropriate for the types of food stored, prepared and sold
- have adequate space for all activities and for all equipment to be used or stored
- allow easy cleaning and sanitising procedures of all structures and equipment
- prevent the entry of pests, dust, fumes, smoke and other contaminants where practicable
- exclude favourable sites for pests to harbour (live and breed).

The design and layout of a mobile food vending vehicle should be well planned and should take into consideration a range of key issues including but not limited to:

maximising space without compromising food safety, using effective and durable construction materials, providing preparation and storage areas, hygiene requirements such as hand washing, and compliance with Food Safety Standards to ensure effective and acceptable operation.

Design principles should accommodate food safety flow of product and waste to minimise risks of food and equipment contamination. Separating particular processes must be considered including:

- raw and cooked foods
- hand washing facilities and utensil wash up areas
- storage facilities
- waste disposal areas

Separation of the driving compartment from food storage, handling and serving sections should be considered.

The construction standards required are dependent on the type, extent and frequency of food handling operations. As these standards can vary widely, it is recommended that before constructing or using a vehicle to sell food, the local council be approached and a clear agreement reached.

6.2.2 Floors

Floors are to be constructed of materials which are impervious and durable, the intersection of walls to floors should be coved, sealed and dust proof.

Floors should be graded to the doorsill or, alternatively, a floor waste with a screwed removable plug is to be provided.

Floors that are unlikely to pose any risk of contamination of food handled in the vehicle may be exempted from the constructional requirements of these guidelines provided the food business has obtained council approval.

6.2.3 Walls

Walls are to be provided where they are necessary to protect food from contamination.

Walls must be finished with materials suitable for activities conducted in the vehicle and be easy to clean. See Section *5.3 – 'Walls'* for suitable wall materials in food preparation areas.

6.2.4 Ceilings

Ceilings are to be provided where they are necessary to protect food from contamination. See Section *5.7 – 'Ceilings'* for suitable materials and fit out requirements for ceilings in foo preparation areas.

6.2.5 Door and serving openings

All openings are to be fitted with close fitting doors and shutters where practicable to exclude dust, pests and other contaminants. These should be closed during transport.

Door and serving hatches should be finished internally with the same standard of material as the walls.

6.2.6 Pipes, conduits and wiring

Pipes, conduits, and wiring should be concealed in or behind floors, walls and ceilings, or fixed on brackets providing at least 25 mm clearance between the pipe and adjacent surfaces, and 150mm between the pipe or conduit and adjacent horizontal surfaces.

Service pipes, conduits and wiring should not be placed in the recessed toe space of plinths or equipment.

6.2.7 Equipment and appliances

Equipment should be either built in with no cavities or mounted on castors capable of being easily moved to facilitate cleaning.

Cooking equipment should not be placed beneath windows, wall cupboards, serving openings, shelving or roof vents.

6.2.8 Lighting

Adequate lighting in accordance with Australian Standards is to be provided to ensure safe food handling. In areas where exposed food is handled or stored, light fittings should be shatter-proof or fitted with suitable light diffusers (covers) to prevent contamination of food by broken light globe/tube glass.

6.2.9 Ventilation

There must be sufficient natural or mechanical ventilation to effectively remove fumes, smoke, steam, and vapours. Mechanical ventilation must comply with Australian Standards.

Storage racks should not be fitted above cooking and heating equipment as they can obstruct the airflow.

6.2.10 Hand washing facilities

A dedicated hand washing basin, separate from other facilities and used only for that purpose, must be provided. See Section 5.24 – '*Handwashing facilities'* for specific fit out and construct ion requirements for hand wash basins in a food preparation area.

An additional dedicated sink is required for washing of re-usable eating and drinking dinnerware and tableware.

7.0 Design & Construction Guidelines for Temporary Food Stalls

7.1 Construction of temporary food stalls

Temporary food stalls include any structure set up for an occasional event such as a fete, fair, market or festival, where it can be demonstrated that food safety will not be compromised.

The construction standards for temporary food stalls are as follow:

- walls and ceiling where they are needed to protect food, ensuring there is adequate ventilation if using appliances connected to Liquefied Petroleum Gas (LPG) cylinders
- entire food premises to be adequately screened to reduce the risk of food contamination and to restrict public access
- floors to be in the form of a non-absorbent easily cleaned material cut larger than the floor area to enable it to be turned up at the wall and clipped or fixed into position. The event organiser may coordinate the construction of stalls and should consider these requirements
- walls to be non-absorbent and easily cleaned. The framework of the wall panels should support the fabric taut and rigid. No part of the walls should flap in the breeze or be unsecured
- ceiling to be of similar construction to the walls

- whole structure to be securely fixed together when assembled and protected against wind.

For pre-packaged and low-risk foods at single day events, there may be exemptions from certain construction requirements due to the reduced food safety risk. Contact Council to enquire about exemptions.

7.1.1 Fixtures

Food preparation surfaces must be made from rigid, smooth and durable material, free of cracks or joints. Timber surfaces should be painted, laminated or clear finished. Shelves should be at least 150 mm off the floor to avoid cross contamination and facilitate effective cleaning and sanitising.

The preparation and display of food, including unpackaged ready-to-eat food, must be protected from likely contamination from customers. Sneeze barriers or other enclosures should be considered.

For pre-packaged and low-risk foods, there may be exemptions from certain facility requirements due to the reduced food safety risk. Contact the Council for details.

7.1.2 Cleaning, sanitising and hand washing facilities

- A sealed container of warm potable water (minimum capacity 10 litres) with a tap and suitable bowls or containers should be provided for cleaning, sanitising and hand washing. Clean towels, detergent and food-grade surface sanitiser must also be provided. For pre-packaged and low-risk foods, there may be exemptions from certain facility requirements due to the reduced food safety risk. You will need approval in writing from Council if you wish to be exempt from providing warm potable water for hand washing.
- Reusable eating, drinking, dinnerware and tableware must be washed and sanitised in separate receptacles used only for that purpose. All food preparation utensils, equipment and eating utensils (reusable and disposable) must be stored a minimum 150mm off the ground.
- A hand washing facility, separate from other facilities and used only for that purpose, must be provided where it is easily and readily accessible, e.g. at the staff entrance to the stall. Warm water is needed for effective hand washing and delivered through a single outlet to a dedicated hand basin. Soap and single-use paper towels must be provided at the hand washing facility. Bars also require hand washing facilities.
- A suitable sanitising agent must be available for sanitising food utensils and food contact surfaces. Where utensils are stored in a sanitising solution between uses, the solution should be changed frequently to keep it clean.

7.1.3 Waste disposal

Wastewater must be disposed of lawfully. Please contact your local water authority prior to the event for advice.

8.0 Ongoing Management of Food & Drink Premises

8.1 Notify

Prior to opening, certain food businesses will be required to notify the NSW Food Authority (NSWFA), eligibility can be checked on the NSW Food Authority's Licences and notifying web page https://www.foodauthority.nsw.gov.au/help/licensing If

applicable the NSWFA will generate a notification number which is to be included on Council's 'Food Premises Registration' form.

8.2 Food Safety Supervisor

A food business proprietor must also appoint a Food Safety Supervisor (FSS) if the business deals with all three of the following criteria:

- Ready to eat food;
- Potentially hazardous food, and
- Food not sold and served in its package.

A copy of the Food Safety Supervisor Certificate must be kept on the premises at all times. Council must be notified of the details of the Food Safety Supervisor and any changes that may occur to these details within seven (7) days.

8.3 Registration

8.3.1 Fixed Food Premises

Prior to operating, the proprietor of a fixed food premises must complete Kiama Council's 'Food premises Registration' Form and submit it to Council with a copy of the Food Safety Supervisor Certificate issued by the NSWFA.

8.3.2 Mobile Food Premises

Prior to operating in the Kiama LGA, the proprietor of a mobile food van must apply for a Mobile Food Vendor Permit via the 'Mobile Food Vendor Registration Form' and submit it to Council with the relevant required documentation.

8.3.3 Temporary Food Stalls

Prior to operating in the Kiama LGA, all temporary food stall operators must apply for a Temporary Food Stall Permit via the 'Temporary Food Stall Application Form' and submit it to Council with the required supporting documents 21 days before the event you plan to trade at.

8.4 Inspections

Food premises must be registered with Council prior to the opening of the business to enable regular inspection to be conducted by Council's Environmental Health Officer.

Each premises will be categorised as high, medium or low according to the health risk associated with food storage and preparation. See Appendix 5 - *Priority Classification Score Chart* highlighting how your food business will be categorised to determine the frequency of inspections conducted yearly.

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

8.5 Prevention of Contamination

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.

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

No animals except assistance animals are permitted in the indoor dinning area and no live animals are permitted in the food preparation area.

No bedding, lounges or 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.

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

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 2000*. Signs, as prescribed in the *Smoke-free Regulation 2000*, must be displayed in smoke-free zones. Council's Outdoor Eating Agreement conditions state that the "*Licensee must ensure that the footpath is maintained as a smoke-free area at all times*."

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.

Self-serve units:

- must have signage requesting that utensils are to be used to handle food;
- must have protective barriers to prevent contamination, such as lids or sneeze guards;
- must have separate serving utensils for each food, stored to prevent cross contamination, for example a utensil holder; and
- must be supervised at all times.

Raw foods must be stored underneath ready-to-eat or cooked foods to prevent contamination.

Food display containers/units must be constructed of a material that can be cleaned and sanitised and is food-grade. 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.

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

Foods stored in containers must be covered with tight fitting lids, foil or plastic film.

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 glove is removed from the hand it must be disposed of.

8.6 Food for Disposal

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

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

8.7 Temperature Control

A probe thermometer accurate to +/-1°C must be provided at any premises where potentially hazardous food is handled.

Probes are to be cleaned and sanitised before and after use, and must be calibrated regularly for accuracy.

All potentially hazardous food must be kept under temperature control which means below 5°C or above 60°C.

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

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

Appliances used for the storage of potentially hazardous foods must be capable of maintaining them under temperature control requirements ie below 5°C or above 60°C.

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

8.8 Hygiene

Hand wash basins must be:

- of an adequate size (must comfortably fit both hands) and be free standing;
- provided with a supply of soap and disposable towel at all times;
- accessible and used solely for the washing of hands, face and arms; and
- supplied with warm running water through a mixing spout to enable effective hand washing.

Hands must be washed whenever they are contaminated, for example:

- after going to the toilet;
- after handling garbage;
- between handling raw and ready-to-eat food;
- after smoking, sneezing, touching the face; and
- contact with another person.

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

A food handler who is suffering or suspected of suffering from a food-borne illness must cease handling food where there is a likelihood of contamination and inform the supervisor.

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:

- tying hair back or wearing a hat or hairnet;
- not wearing nail polish or false nails;
- wearing minimal jewellery;
- keeping clothing and protective clothing such as aprons clean;
- washing hands; and
- handling food with clean utensils or other barriers

8.9 Waste Disposal

The bins and bin area are to be washed regularly with hot water and detergent. Wash water must not drain into the street stormwater openings, but must be disposed of down mop sink or sewer drain. All waste is to be bagged prior to disposal in the bin.

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.

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

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

When bin lids are broken they must be replaced immediately. Lids must be tight fitting.

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

8.10 Pest Control

A regular pest control program must be undertaken by a licensed pest controller and a record of the program maintained at the food premise.

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

All holes and gaps in walls, ceilings, walls and floors must be adequately sealed to prevent access by vermin.

Cavities, false bottoms and similar hollow spaces capable of providing access by 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 or such spaces are completely sealed in an approved manner.

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.

8.11 Food Handling and Hygiene

Food handling and hygiene applies equally for a home based food business.

Food must be kept protected from pests and vermin at all stages, including storage of ingredients. Premises must be designed to exclude pests where practical.

Temperature control for certain foods is an important way to minimise food safety issues. Overloading domestic refrigerators and constantly opening the door means food takes longer to cool and harmful microorganisms have greater chance to grow. Adequate refrigeration capacity is essential.

Refrigerate foods in small portions to allow proper cooling. Refrigerated foods should be kept below 5°C.

There are a number of aspects to safe and hygienic food handling that need to be considered in a home-based food business.

Avoiding cross contamination between ready-to-eat food and raw food or ingredients – including from food contact surfaces, utensils, sinks, taps, splash areas, tea towels and so on.

- Temperature control is important.

- Cook food thoroughly without overloading the oven.
- Keep hot food hot then cool as quickly as possible for storage.
- Keep cold food cold below 5°C.
- Monitor temperature with thermometers in the oven and refrigerator.
- Control temperatures during transport.

Some food containers are not intended for re-use and can transfer harmful chemicals to food if not used properly. Food containers and other materials should not be re-used if they are not rated for multiple uses by the manufacturer.

Maintaining hygiene with frequent, adequate hand washing. Consider using single-use towels for drying hands. Do not use tea towels.

- An adequate cleaning regime should be in place.
- Other people living at or visiting the premises who are sick can leave bacteria in bathrooms, laundries and common areas. These can be passed onto food. Limit their access to food preparation areas.

Young children and pets should not have access to food preparation or storage areas.

More detailed information about safe food handling can be found in the Factsheets, guides and policies | NSW Food Authority such as; Correct Cooking Temperatures, Safe Food Tips and Safe Handling – Poultry & Red Meat.

For further details on handling requirements - see the fact sheet Health and Hygiene Requirements for Food Handlers.

8.12 Product labelling

There are various minimum labelling requirements for all foods, but there are also some exemptions.

Requirements include: manufacturer details; ingredient lists; ‘best before’ or ‘use by’ marking as appropriate to the product; batch numbering for traceability; and certain other requirements – see the Food Standards Code User Guides (above) for details.

Unless exempt all packaged food for retail sale is required to display a Nutrition Information Panel (NIP). There is an online calculator to help generate complying NIPs.

There are also labelling restrictions to comply with, such as ‘characterising ingredients’, making health claims in product marketing and other prohibitions.

8.13 Food Hygiene Knowledge & Training

Anyone in charge of a food business should be able to identify all relevant food safety issues and control them. You may also be required to have a Food Safety Supervisor (FSS). If you are unsure as to whether you require a FSS contact the NSW Food Authority.

Home-based businesses should consider how they will keep the operation running if the usual food handlers are sick. Sick food handlers must not prepare or handle food for sale.

8.14 Record Keeping

It’s a good idea to keep records of ingredients’ batches used to enable traceability, for example if an ingredient is recalled by another producer.

Proprietors should be aware that food safety officers from the NSW Food Authority and Environmental Health Officers (EHOs) from the local Council are entitled to visit and inspect premises involved in a food business. EHOs may charge an inspection fee.

Licensing or notification to the NSW Food Authority does not override any local Council requirements. It is highly recommended to contact the local Council with respect to zoning restrictions, development planning, construction and fit-out standards (e.g. AS 4674.2004), waste disposal, environmental controls and other local regulations.

8.15 Food Transport Vehicles

Certain food businesses are required to hold a licence with the NSW Food Authority to operate. Businesses that operate without the appropriate food transport licence from the NSWFA are committing an offence under the Food Act 2003. If you are unsure as to whether you require a food transport licence please contact the SWFA on 1300 552 406 for further details.

Some general requirements to be adhered to when transporting food are:

- the area in the vehicle where food is stored, transported or displayed must be clean;
- personal belongings in a food transport vehicle must not be in contact with areas where food is located;
- all potentially hazardous foods must be maintained at required temperatures, which is less than 5°C for chilled foods and greater than 60˚C for hot food;
- food and utensils must be transported in clean, closed containers and stored correctly to prevent cross-contamination;
- frozen food must remain frozen until sold;
- no animals are permitted in the vehicle.

8.16 Potable Water Quality Assurance Program (QAP)

For premises located in a non-reticulated water supply area, the premises must comply with the Public Health Act 2010, Public Health Regulation 2022 and Australian Drinking Water guidelines 2011 and NSW Health Private Water Supply Guidelines 2016. Prior to any occupation, the proprietor must provide NSW Health with a Quality Assurance Program for the safe supply of drinking water in compliance with the above mentioned frameworks. The QAP must address the elements of the Framework for Management of Drinking Water Quality that are relevant to the operations of the supplier of drinking water concerned. Refer to the NSW Health Private Water Supply guidelines 2016 which helps private water suppliers to develop a QAP.

8.17 Health and Public Nuisance

The use of the premises shall not give rise to an environmental health nuisance to the adjoining or nearby premises and environment. There are to be no emissions or discharges from the premises, which will give rise to a public nuisance or result in an offence under the *Protection of the Environment Operations Act 1997* and Regulations. The use of the premises and the operation of plant and equipment shall not give rise to the transmission of vibration nuisance or damage other premises.

8.18 Miscellaneous

8.18.1 Trade Waste

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 of the Trade Waste Agreement must be provided to Council prior to opening and the issue of any Occupation Certificate.

8.18.2 Signage

Internal signage including menus and menu boards are to be in English but may include a translation in another language. Any translation must be accurate and complete.

8.18.3 Smoke Free Eating Areas

Any enclosed area must be smoke free. No smoking signs must be displayed within the eating areas to ensure all patrons comply with this requirement (*Smoke Free Environment Act 2000).*

9.0 Design & Construction Guidelines for a Home Based Food & Drink Premises

9.1 Construction Guidelines for High Risk (potentially hazardous) Food Premises

The premises must comply fully with AS 4674-2004 Design, construction and fit-out of food premises, sections 9 & 10 of this guideline and Chapter 7 of Kiama Councils DCP 2020.

9.2 Construction Guidelines for Low Risk (non-potentially hazardous) Food Premises

9.2.1 Food safety program (HACCP Plan)

A food safety program (HACCP Plan) is to be provided with Development Application by approved by Council (*See Councils Development Application Guide for Home Based Food Businesses 2020 for further details*).

9.2.2 General Requirements

The premises must have adequate space for the activities conducted on the food premises including:

- Sufficient bench/table area for workflow so that, for the volume of food being handled, prepared ready-to-eat foods are separated from raw foods and ingredients.
- Sufficient cupboards/secure storage areas for the scale of operations to ensure that ingredients, food packaging and other raw materials are safely stored.
- Sufficient refrigerator/s or freezer/s space if required.

Every fixture, fitting or appliance shall be so constructed as to be:

- impervious, durable, non-toxic, and resistant to corrosion;
- free from cracks and crevices;
- capable of being easily and thoroughly cleaned; and
- constructed as to prevent the harbourage of vermin.

Cooking equipment and similar heating appliances shall be in good condition and easy to clean.

9.2.3 Hand wash basin

Hand washing facilities must always be available while food is being prepared and that they do not become contaminated. The kitchen therefore must comply with the following:

- At minimum, a double bowl sink with one compartment dedicated for handwashing or a washbasin adjacent to the kitchen of easily accessible from the kitchen (*See attachment 6 for floor & cross-sectional plan examples*).
- Liquid hand soap and paper hand towels at the washing facilities at all time.

9.2.4 Cleaning and Sanitising

The premises must contain a dishwashing machine. The dishwashing machine must be used on the hottest and longest dishwasher program (e.g. 'hygienic wash' or equivalent heavy duty, high-intensity settings).

9.2.5 Contamination Prevention

Designated storage areas are required for food (e.g. in secured containers, cupboards, rooms, refrigerators) to keep family food separate from the business's food.

Child safety gates are to be installed to prevent young children accessing food handling areas.

Food must be stored in a secure room, cupboard or storage containers.

9.2.6 Animals and Pets

Physical barriers are to be installed to prevent animal access to areas where food handling activities are occurring (e.g. self-closing doors, child safety gates).

9.2.7 Bench and Food Preparation Surfaces

All bench surfaces must be smooth impervious and easy to clean. Wooden bench tops are not an appropriate surface as they are porous, absorbent and not able to be easily cleaned (*See attachment 6 for an example schedule of finishes*).

9.2.8 Flooring

Floors must be appropriate for the activities conducted by the food business so they can be effectively cleaned and unable to absorb grease, food particles and water. Appropriate flooring includes:

- Ceramic tiles with flush epoxy grouting
- Sealed quarry tiles
- Polyvinyl sheeting
- Laminated thermosetting plastic sheeting
- Epoxy resins
- Non-slip stainless steel

Non appropriate flooring includes carpet and other absorbent flooring such as worn, cracked and rough wood. Coving is not a requirement for low-risk production.

9.2.9 Walls and Ceilings

Walls and ceilings must be:

- sealed to prevent the entry of dirt, dust and pests;
- unable to absorb grease, food particles or water; and
- able to be easily and effectively cleaned. Thus, it is recommended that food storage areas be finished with one or a combination of the following materials:
  - glazed tiles;
  - stainless steel or aluminium sheeting;
  - laminated thermosetting plastic sheeting;
  - similar impervious material adhered directly to the wall.

The finishing materials of the wall surfaces shall provide a smooth even surface, free of buckles or legs, fixing screws, picture rails, open joint spaces, cracks or crevices.

9.2.10 Waste Management

The premises must have adequate facilities for the storage of garbage and recyclable matter that are adequate for the volume and type of garbage and recyclables produced by the business. Additional storage may be required for the waste produced. If more storage is required, the premises must either:

- Obtain additional and or modified (larger) domestic bins or other domestic waste collection services through Kiama Council or;
- Engage a commercial waste service company.

9.2.11 Ventilation

Domestic range hoods must be provided for low-risk production of food. For high risk and large quantity production where frying is involved, an assessment of the existing exhaust system is required and must comply with AS/NZ 1668.1 and AS 1668.2-2002 —The use of ventilation and air conditioning in buildings – Ventilation design for indoor air contaminant control.

9.2.12 Amenities

The toilet must be provided with a connection to a permanent supply of warm running potable water delivered through a single outlet and it must be provided with liquid hand soap and paper hand towel.

9.2.13 Water Supply

The premises must have hot and cold water systems and a potable water supply. For a reticulated town water supply, the supply is deemed as potable. For rural non-reticulated water supplied for rain water tanks, the storage tanks must be adequately designed and constructed to prevent contamination.

Non-reticulated water suppliers must comply with:

- The Australian Drinking Water Guidelines 2011
- NSW Health Private Water Supply Guidelines 2016
- Public Health Act 2010
- Public Health Regulation 2022

Under the *Public Health Act 2010 & Public Health Regulation 2022,* a Quality Assurance Program (QAP) must be provided to NSW Health. The Quality Assurance Program must address the elements of the Framework for Management of Drinking Water Quality (as set out in the Australian Drinking Water Guidelines published by the National Health and Medical Research Council) that are relevant to the operations of the supplier of drinking water concerned. Refer to the NSW Health Private Water Supply Guidelines 2016 which helps private water suppliers to develop a QAP.

10.0 Ongoing Management of a Home-Based Food & Drink Premises

10.1 Operational Guidelines for High Risk (potentially hazardous) Food Premises

The premises must comply fully with the Food Standards Code, Food Act 2003, Food Regulation 2015, sections 9 & 10 of this guideline and Chapter 7 of Kiama Councils DCP 2020.

10.2 Operational Guidelines for Low Risk (non-potentially hazardous) Food Premises

10.2.1 Hygiene of food handlers & Handwash Basins

The sink/s must be cleaned and sanitised in between uses if there is a risk of contamination occurring (for example between using a sink for hand washing and washing of food).

One or two people maximum are permitted in the kitchen so that a sink is always available.

Food handling activities must be organised so that the sink can separated by time (i.e. the sink is only used for one purposes at a time) and it is available when required.

A food business must take all practicable measures to ensure all people on the food premises of the food business:

- Do not contaminate food;
- Do not have unnecessary contact with ready-to-eat food; and
- Do not spit, smoke, or use tobacco or similar preparations in areas where there is unprotected food or surfaces likely to come into contact with food.

10.2.2 Contamination Prevention

Visitors and family members must be kept away from the kitchen or other food preparation areas when food is being processed.

Young children are not permitted within the food preparation areas when food is being processed. Smoking is not permitted in the food preparation areas.

10.2.3 Animals and Pets

Animals are not permitted to be inside the premises when food is being processed. Animals are not permitted to be in the vehicle when transporting food.

10.2.4 Temperature Control

The applicant when storing potentially hazardous food must:

- Store it under temperature control; and
- If it is food that is intended to be stored frozen, ensure the food remains frozen during storage.
- Ensure that a calibrated thermometer is onsite to check temperatures.

10.2.5 Environment

Emissions from this activity (e.g. dusts, noise, solvents or odours) must comply with those outlined in the *Protection of the Environment Operations Act 1997 and Regulations*.

11.0 Definitions

Term	Definition
AS (Australian Standard)	a published document which sets out technical specifications or other criteria necessary to ensure that a material or method will consistently do the job it is intended to do.
Bacteria	a single celled organism that is capable of causing disease, and has the potential to multiply on any surface including the skin with the right

	conditions. Body substance includes any human bodily secretion or substance other than blood.
Contamination	The introduction/occurrence of a biological or chemical agent, foreign matter, or other substance that may compromise the safety/suitability of food.
Cleaning	the physical removal of dirt from equipment surfaces by washing in detergent and warm water with mechanical action such as scrubbing.
Cove	having a concave curve at the junction of two surfaces – the radius of the curve is to be not less than 25 mm.
Food handler	a person who directly engages in the handling of food, or who handles surfaces likely to come into contact with food.
Food premises	a business, enterprise or activity that involves the handling of food intended for sale or the sale of food.
Food preparation area	any room, compartment or place used for the purpose of preparing and 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	impermeable to water, moisture, or grease
Mobile Food Vending Vehicle	any means of transport, whether self-propelled or not or designed to be movable from place to place, and which is used for selling food, whether on land, sea or air.
Potentially hazardous food	• Food that must be kept at certain temperatures to minimise multiplication of any food-poisoning bacteria that may be present in the food or to prevent the formation of toxins in the food. • Potentially hazardous foods are foods that meet both criteria below: o They might contain the types of food-poisoning bacteria that need to multiply to large numbers to cause food poisoning, and o The food will allow the food-poisoning bacteria to multiply. • The associated definition of temperature control is important. It means “maintaining food at a temperature of: o 5°C, or below if this is necessary to minimise the growth of infectious or toxic microorganisms in the food so that the microbial safety of the food will not be adversely affected for the time that the food is at that temperature, or o 60°C or above, or o Another temperature — if the food business demonstrates that maintenance of the food at this temperature for the period of time for which it will be so maintained, will not adversely affect the microbiological safety of the food”. • Clause 25 of the Standard sets out requirements for the use of other temperatures. Guidance on the Standard is provided in Safe Food Australia (ANZFA 2001). Appendix 1 of that document provides guidance

	on the use of time as a control for potentially hazardous food and summarises the “4-hour/2-hour rule” as follows: ○ Any ready-to-eat potentially hazardous food, if it has been at temperatures between 5°C and 60°C: i. For a total less than two hours, must be refrigerated or used immediately, ii. For a total of longer than two hours but less than four hours, must be used immediately, or iii. For a total of four hours or longer, must be thrown out.
Purchaser	a person, party or entity buying the business.
Sanitising	the process of applying heat or chemicals or a combination of both, to an already clean surface to reduce the number of bacteria and other organisms to a safe level.
Sell	• barter, offer or attempt to sell, or, receive for sale, or • have in possession for sale, or • display for sale, or • cause or permit to be sold or offered for sale, or • send, forward or deliver for sale, or • dispose of by any method for valuable consideration, or • dispose of to an agent for sale on consignment, or • provide under a contract of service, or • supply food as a meal or part of a meal to an employee, in accordance with a term of an award governing the employment of the employee or a term of the employee’s contract of service, for consumption by the employee at the employee’s place of work, or • dispose of by way of raffle, lottery or other game of chance, or • offer as a prize or reward, or • give away for the purpose of advertisement or in furtherance of trade or business, or • supply food under a contract (whether or not the contract is made with the consumer of the food), together with accommodation, service or entertainment, in consideration of an inclusive charge for the food supplied and the accommodation, service or entertainment, or • supply food (whether or not for consideration) in the course of providing services to patients in public hospitals (within the meaning of the Health Services Act 1997) or inmates in correctional centres (within the meaning of the Crimes (Administration of Sentences) Act 1999), or • sell for the purpose of resale.
Single-use items	instruments, apparatus, utensils or other things intended by the manufacturer to be used only once, for example disposable gloves
Solid construction	means brick, concrete blocks, structural fibrous cement or other similar fibrous material
Temporary Food Stall	a temporary premises such as a tent or marquee used to sell food at an occasion such as markets or shows, often dismantled after the event.
Vendor	a person, party or entity selling the business

12.0 Document Control

Date reviewed	Date adopted	Amendment
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13.0 Signature

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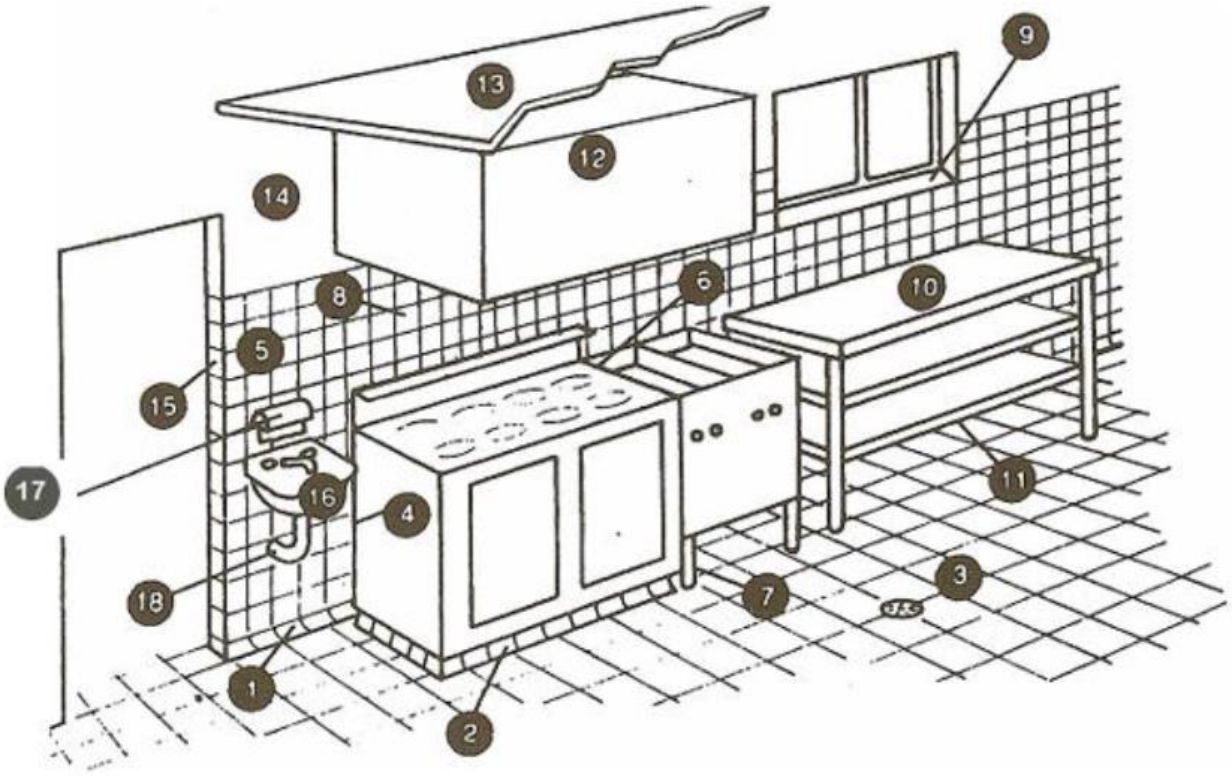
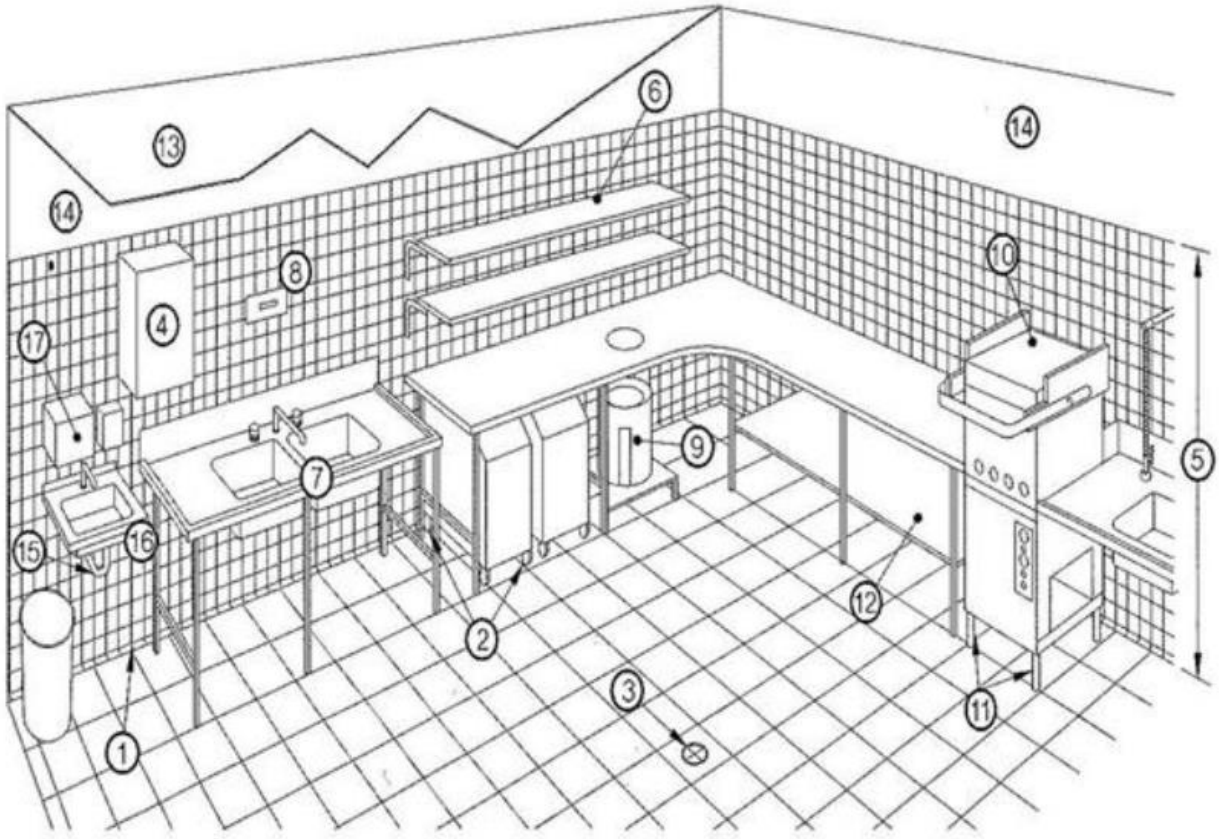
14.0 Appendix 1 – Typical layout of food preparation area



Requirements – Typical Food Preparation Area

1. Floor/wall covering	10. Preparation bench – steel framed bench
2. Plinth not less than 100mm high	11. Bottom shelf – min 250mm above floor
3. Impervious floor graded and drained	12. Mechanical exhaust ventilation canopy
4. Fittings sealed to wall or 200mm clear of wall	13. Rigid smooth faced ceiling
5. Walls finished as per table 6.1	14. Smooth cement rendering
6. Sealing between fittings	15. No timber door frames
7. Legs 150 mm minimum	16. Hand basin, hot and cold water mixing set
8. No storage shelves below canopy	17. Soap and towel dispenser
9. Splayed windowsill 300mm above preparation	18. Water and drainage pipes concealed in wall

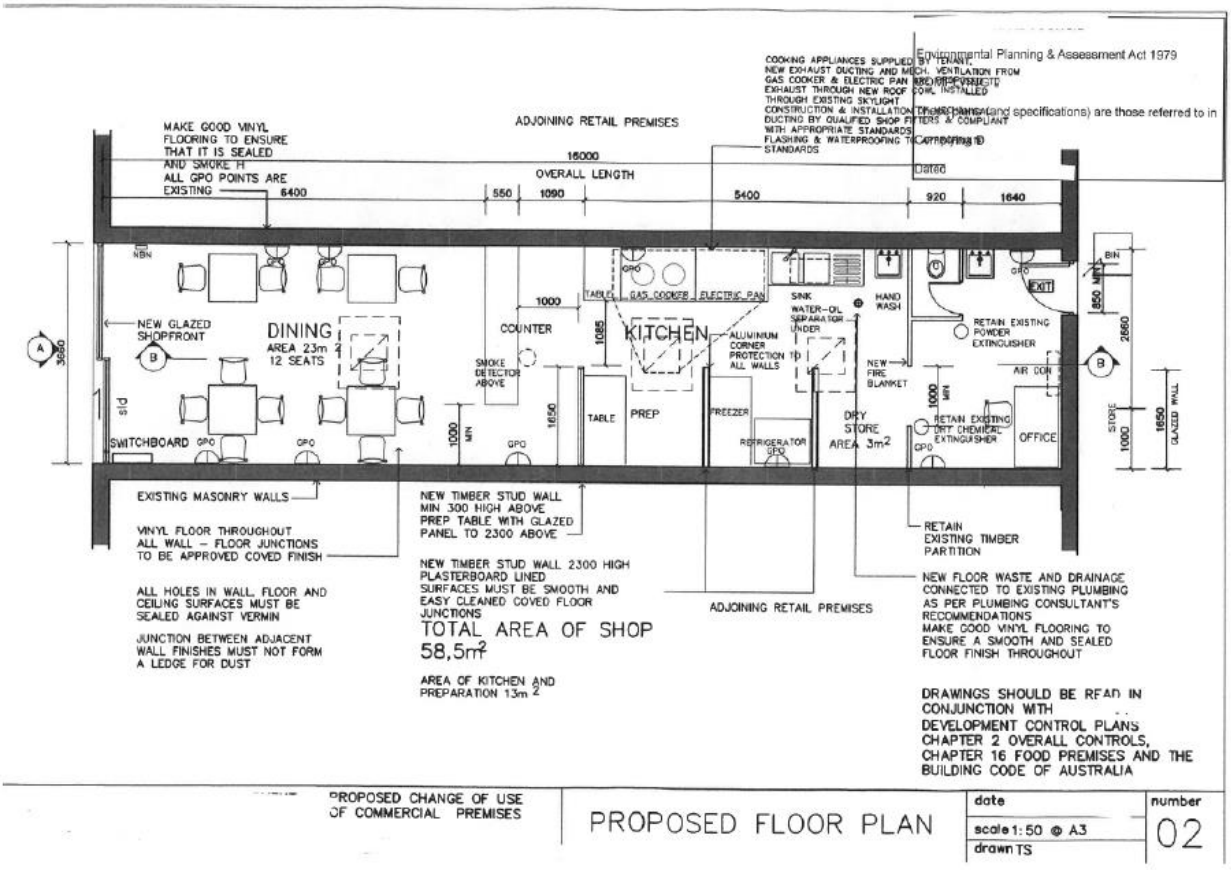
15.0 Appendix 2 – Typical set up of a wash area for a food premises



LEGEND:

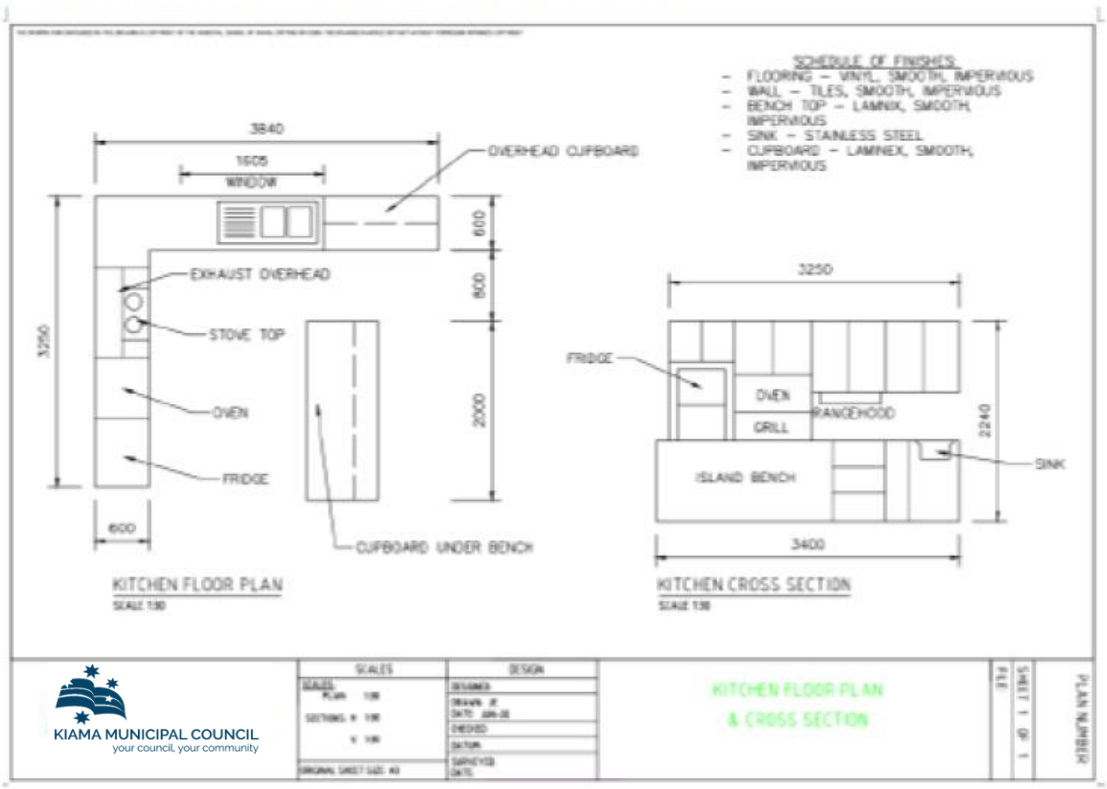
(1) = Floor/wall coving
(2) = Castors to under bench storage
(3) = Impervious floor graded and drained
(4) = Hot water heater sealed to wall
(5) = Walls tiled
(6) = Shelving 25 mm clear of wall
(7) = Sink unit on metal frame
(8) = Thermometer
(9) = Garbage receptacle
(10) = Dishwasher with temperature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

16.0 Appendix 3 – Example of a floor plan, Scale 1:50



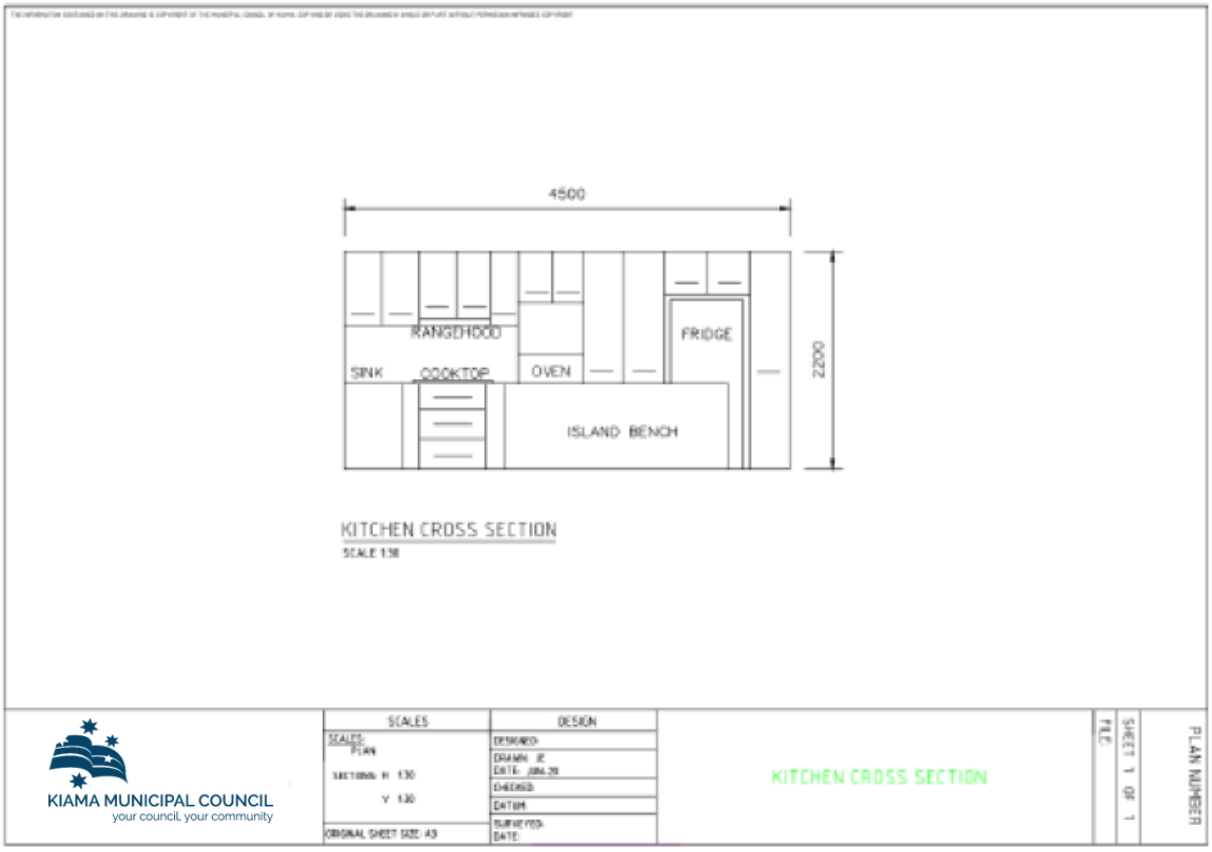
17.0 Appendix 4 – Example of floor, site and cross-sectional plans for a low risk home based food business

Example Floor Plan & Schedule of Finishes (scale 1:50):



Example Site plan (scale 1:100)

Examples cross section of kitchen (1:50 scale)



18.0 Appendix 5 - Priority Classification Score Chart

Priority Classification Score Chart		
Food Type and Intended Use		**Ticket those that apply**
High-risk foods that are ready-to-eat	35	
Medium-risk foods that are ready-to-eat	25	
High-risk foods that are not ready-to-eat	15	
Medium-risk foods that are not ready-to-eat	5	
Low- risk foods that may or may not be ready-to-eat	0	
Activity		
High- and medium-risk ready-to-eat foods are handled during processing or manufacturing of food	25	
High- and medium-risk ready-to-eat foods are only portioned before receipt by the customer	20	
A catering business prepares and serves food at different locations	15	
Low- risk or non-ready-to-eat foods are handled during processing or manufacturing of food	15	
Storage, distribution or sale of pre-packaged food only	5	
Method of processing		
A pathogen reduction step is performed during processing by the food business prior to sale	-10	
A pathogen reduction step is not performed during processing by the food business prior to sale	0	
Customer Base		
Business directly supplies food to at-risk groups	20	
The food business is not a small business	10	
The food business is a small business	5	
Total Score		
Priority Classification		
Very Low	**39 <**	
Low	**40-64**	
Medium	**65 >**	

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