

Baked by Zahra Bakery

Background

We would like to submit a proposal to lease the space allocated in the new 'Home Island Retail Precinct' for a bakery named 'Baked by Zahra'. Siti Az-Zahra Azah will be a qualified baker at the end of 2021. With her passion, innovation and creativity she, along with her Manager, Azah Badlu, will provide a successful bakery to Home Island with the support of the Cocos (K) Islands Shire.

What is the opportunity you see and Market Analysis.

There is currently no bakery on Home Island to provide fresh bread and other bakery items to the local community of approximately 500 people.

Cocos Keeling Islands Visitor Numbers: 2016 - 2020

January - December	2016	2017	2018	2019	2020
Holidaymakers:	1546	1752	2026	2103	1836
VFR:	274	360	389	462	261
Business:	1044	857	849	799	301
Locals:	1312	1246	1155	1159	731
TOTAL:	4176	4215	4419	4523	3129

Baked by Zahra feels there is an opportunity to work with local businesses.

1. Seafront Restaurant
2. Island Brunch Café
3. Shamrock Supermarket
4. Cocos club

This would help cater to their daily bakery needs in lieu of buying from the mainland. Having a local bakery will assist with the following:

- Provide fresh bread, rolls and cakes to local food businesses.
- Alleviating costly and timely freight issues
- Catering opportunities offered to local businesses and the wider community for special events/functions.
- Speciality cakes made to order for all occasions.
- Creating employment on Home Island
- Possible future apprenticeship opportunities in Bakery Services
- Establishing a much-needed opportunity for an essential service to our community.

Proposed Business Opening Hours will be:

- Monday to Friday; 5.30am – 1.00pm
- Saturday's; 6.00am – 1.00pm
- Sunday's; Closed

We will open early morning to cater for workers starting at 6.00am with barista coffee and bakery items. At present there are no other businesses on the Island which cater for this time of day.

We will close at 1pm. This shows good will and allows the community to eat at other places who cater for lunch so as not to compete against other businesses.

Proposed Services To Be Offered

- Fresh Bread and Rolls
- Sweet Breads
- Pizza, Pies and Sausage rolls
- Patisserie Danish
- Local Traditional Cakes
- Local Curry Puffs
- Local Spring Rolls
- Barista Coffee s
- Specialty Cakes made to order ie. Birthday, Wedding, Anniversary
- Deserts made to order ie; Cheesecakes etc.
- Catering services

How will you promote your business?

- We will utilise social media (Facebook, Instagram) and regularly update them.
- We would become a Member of the Tourism Association, so advertising can be extended to visitors looking at travelling to the Islands and when they arrive the Cocos (K) Islands Visitor Centre can help promote our business.
- Supporting the Shire 'Atoll'
- If successful, we will do a letter drop to advise all community.
- (both Home and West Islands) of our services, opening times, location, specials, etc.
- Sign up for regular small business updates from Small Business Development Association
- Support local community events where possible.
- Offer incentives for regular customers ie; buy 10 coffees, get 1 free.



Management & Staff

The Business structure will be- Managed by Azah Badlu, with Siti Az-Zahra Azah as the Baker.

Azah is currently working as Supermarket Manager for the Cocos Co-op and has been for 35yrs. His tasks include but are not limited to in-stock control, purchasing, managing shop staff, cooking of chickens, baking bread, pies and pastries. He fully understands how a retail business needs to operate together with a detailed knowledge of how business currently works on 'Cocos'. He also has a current first aid certificate.

Siti Az-Zahra Azah has over six years' experience within the hospitality industry, together with baking her own cakes for special occasions at home. Siti has shown her passion and interest in baking, this has led to her opportunity to undertake a Bakery Apprenticeship with Saltys' which she will complete in December of this year, prior to the opening of the bakery.

Siti has very good customer service skills and her dream is to open her own Bakery. Her work experience and certificates include:

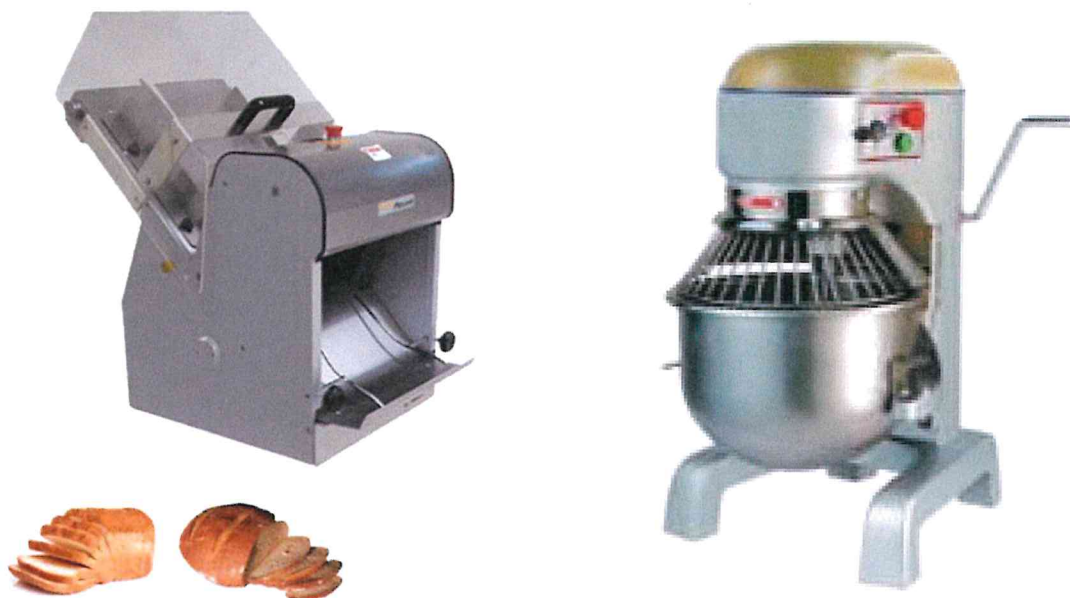
- Current – Enrolled in Certificate III in Bakery Apprenticeship
- January 2020 to Current – Saltys' Café – Bakery Supervisor – baking bread and serving customers.
- Current – Island Brunch Café – preparing food, cooking of cakes, serving customers.
- Current - private orders for locals for speciality and occasion cakes
- 2018 – FoodSafe Food Handlers Training Program
- 2016 – Kebab Shop – Kitchen Hand Duties
- 2015 - Crown Hotel Kitchen – Kitchen Hand Duties
- 2015 - Certificate III in Commercial Kitchen Operations

How Much will it cost and what return do you need to make.

- Initial set up will require the following equipment and products for our bakery to operate, however these costs do not include general shop fit-out (shelving, stainless bench tops, cupboards etc.) together with labour costs: (see below):

Bakery Equipment

Item	Size	Cost
Tray Rack – 18 shelves	W 450mm D 550mm H 1600mm	\$600
Rotel Oven	W 750mm D 783mm H 1010mm	\$15,000
Chef 60 cm Stove Top	600mm ²	\$600
Paramount Bread Slicer	15 mm	\$3,000
Anvil Planetary Bowl Mixer	20 L	\$3,000
Woodson Pie Warmer	W 745mm D 350mm H 600mm	\$1,200
Paramount Dough Divider	W 610mm D 680mm H 1100mm	\$12,000
La Marzocco Coffee Machine	2 Cup	\$4,400
Pastry Sheeter-Bench Top	W 850mm L 1750mm	\$6,700
Skope Glass Door Fridge	2-door	\$3,500
Miscellaneous equipment Cash Register, Microwave, etc.		\$4,000
Sub-Total		\$54,000
Freight		6,000
Total		\$60,000



Consumable Products Needed to Establish Bakery

Item	Qty	Size	Cost	Freight	Total
Allied Mill Bread Flour	10	25 kg	\$37.62	\$200.00	\$576.20
Mauripan Dry Yeast	1 ctn	500 g	\$52.85	\$3.00	\$55.85
Saxa Cooking Salt	1	10 kg	\$6.45	\$5.00	\$11.45
Anchor Unsalted Butter	1	5 kg	\$262.00	\$50.00	\$267.00
Anchor Butter	1	5 kg	\$262.00	\$5.00	\$267.00
Canola Oil	2	20 Lt	\$40.00	\$5.00	\$90.00
CSR White Sugar	1	15 kg	\$21.65	\$7.00	\$28.65
CSR Caster Sugar	1	15 kg	\$21.75	\$7.00	\$28.75
Long Life Milk	1 ctn	10	\$20.00	\$6.00	\$26.00
Capri Coffee Cups	1 ctn	Standard	\$99.02	\$20.00	\$119.02
Grinders Coffee	1 ctn (10x1kg)	1kg	\$200.00	\$50.00	\$250.00
Miscellaneous costs			\$500.00	\$100.00	\$600.00
Packaging	Various		\$300.00	\$50.00	\$350.00
					\$2,402.92

Note – it is our intention, where possible, we will purchase fresh produce from local businesses on the Island.

Projected Bakery Sales – Based on our research; we estimate to generate sales of around \$800.00/day (\$200/Local Business + \$200 Specialised Orders + \$450.00 Walk-in Sales); \$4,000/week x 52weeks = \$208,000.00/year

With growth and increasing relationships, building of business opportunities to other small business with contracts and growing of our reputation on the Island, we would hope to increase our sales to approximately \$1,000/day.

These values shown above could change based on quantity and variety of purchases.

The basic estimated costs to set up a new bakery are as set out above. However, with the precinct being owned by the Shire and a proposed tenant renting this space, it is a large outlay to fit out a new Bakery, from just the 4 walls, air conditioner and sink which the Shire has advised, is all that is going to be allowed for with the initial build at this stage.

We believe that Health regulations for commercial food preparation areas are very strict, and the premises will need to meet these required regulations. We would expect the Shire, as the property owner, would ensure the premises would meet or exceed these expectations.

Food Act 2008 and Food Regulations 2009 www.slp.wa.gov.au

OH&S/Workplace Safety Requirements /Other requirements– For a New Fitout

- Installation of Exhaust Fan
- Non-slip floor tiles and walls tiled (floor to ceiling)
- Double size industrial sink for washing of equipment and a second sink for hands and cleaning equipment ie; mop bucket.
- Ceiling fan
- Fire Extinguishers/Blankets and ongoing testing
- Clarification that premises will have access to 3-phase power.

For Consideration By Shire of Cocos (K) Islands

The Shire has determined that the Cocos Islands community has a need for the establishment of a Bakery on the Home Island. For this to become a reality, the Shire Council will need to consider the following:

- 1) As the Shire is unable, at this stage, to provide a reasonable estimate of business outgoing costs, we are unable to determine if the establishment of a bakery will be a commercially viable proposition.
- 2) The capital costs (equipment, freight, and installation costs) associated with the establishment of a bakery are extremely high. Would the Shire consider funding the establishment of the bakery and amortise this cost into the lease?
- 3) We have been advised that Cocos (K) Islands does not have a current Service Delivery agreement with the IOT area, will the Shire be addressing this issue?

In Summary

We are very interested and excited about the opportunity of being involved in the establishment of a bakery.

We confirm the above figures provided are an estimate only and does not allow for the rent, insurance, electricity, water and ongoing air conditioner maintenance costs. Therefore, a true prediction of the viability of the business is not known at this point in time.

Please also find attached 'A guide to the Structural Requirements of Food Premises' courtesy of the City of Swan, which outlines the requirements for setting up a new food establishment.

We look forward to your careful consideration of our proposal and would like the opportunity to discuss the above further, to better understand what the shire is willing to provide. We would ask that further discussions include our colleague Mrs Mardi Bertram, who has been assisting us with our Business Proposal.

Kind Regards



Azah Badlu & Siti Az-Zahra Azah

Baked by Zahra Bakery

Attachments: A Guide to The Structural Requirements of Food Premises
(Courtesy from the City of Swan)

A Guide to the Structural Requirements for Food Premises

Health Services Information Package

Introduction

The purpose of these guidelines is to provide information in an easy to read format to assist prospective food business proprietors meet their obligations under legislation when fitting out or constructing a food premises.

Legislation

All food businesses within the City must comply with the requirements of the following legislation;

- *Food Act 2008* (available from the State Law Publisher at www.slp.wa.gov.au)
- *Food Regulations 2009* (available from the State Law Publisher www.slp.wa.gov.au)
- *Australia New Zealand Food Standards Code* (available from FSANZ www.foodstandards.gov.au)

Approval Process

Planning Services

The premises you have selected may require planning approval and a Development Application may need to be submitted. This is usually to ascertain the suitability of the intended use under the Local Planning Scheme and covers aspects such as zoning, parking and other issues. For more information on planning requirements please contact the City on 9267 9267.

Building Services

It may also be necessary to obtain a Building Permit (formally a Building Licence). This is usually for;

- Newly Constructed premises
- Where cool rooms and exhaust canopies are to be installed
- Where alterations may affect the structural integrity of the building

For more information on whether a Building Permit is required please contact the City's Building Services on 9267 9267.

Health Services

Unlike in the past, food businesses are no longer required to submit an application for approval to the City's Health Services. It is the food businesses responsibility simply to comply with the legislation requirements. Food businesses must however Notify or be Registered with the City prior to operating. This is done by submitting either of the City's following forms which are available on the City's website at www.swan.wa.gov.au;

- Notification Form for an Exempt Food Business
- New Food Business Registration Form

To assist businesses meet the requirements the City has developed this guideline. Proprietors should refer to these guidelines to ensure what is being proposed will be acceptable. The City can however provide advice to proprietors seeking further clarification if they are unsure of the requirements and whether what is being proposed will be acceptable.

Submission of Plans

When submitting the New Food Business Registration Form it is a requirement that a copy of plans are provided. As a minimum plans should be a floor plan of the food handling area (showing all appliances and equipment), to scale (typically 1:100 or 1:200) and with details of specifications (including details of floor, wall and ceiling finishes, bench surfaces etc). Additional information by way of elevations may also be provided. See below for a typical example.

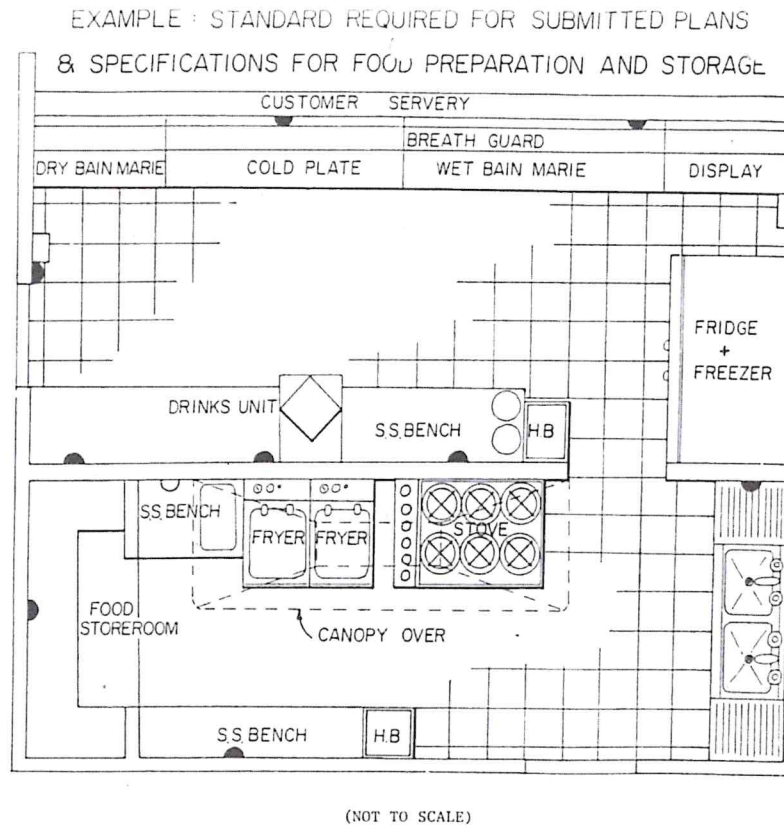


Fig. 1

SPECIFICATIONS

- CEILING : GYPSOCK WITH A SMOOTH FLUSH SURFACE & PAINTED WITH A LIGHT COLOURED WASHABLE GLOSS PAINT
- WALLS : TILED TO CEILING HEIGHT
- FLOORS : TILED OR COMMERCIAL QUALITY WELDED VINYL WITH ALL FLOOR/WALL JUNCTIONS COVERED TO A 25mm RADIUS
- COOLROOM : FINISHED WITH COLORBOND MATERIAL. CAVITY BETWEEN COOLROOM WALL & BRICK WALL BEING COMPLETELY FILLED WITH FIBREGLASS WOOL & ALL JUNCTIONS COVER & SEALED WITH SILICONE MASTIC
- CUPBOARDS/ BACKLESS & ON METAL CABINETS & LEGS 150mm HIGH. WORKBENCHES ALL SURFACES ARE STAINLESS STEEL.
- SHELVING : LAMINATED SOLID CORE TIMBER
- DOUBLE BOWL SINK : SUPPLIED WITH HOT & COLD RUNNING WATER. SINK TOP FLASHED TO THE WALL WITH 600mm OF TILES ABOVE.
- EQUIPMENT : STOVE, FRYERS & DRINKS UNIT ON CASTORS
- MECHANICAL : PLANS & SPECIFICATIONS IN ACCORDANCE WITH SHIRE OF SWAN GUIDELINES FOR KITCHEN. VENTILATION BEING SUBMITTED SEPARATELY.

Design Objectives

Your Food Premises should be designed with the following aims;

- Exclude locations that may allow harbourage to vermin by such measures as eliminating cavities, cracks and crevices
- Facilitate easy cleaning by measures such as providing open access to all surfaces where grease and dust may accumulate and ensuring that all surfaces are durable, smooth, impervious and washable
- Allow the flow of food in one direction, from receipt, to storage, to preparation, to packing/serving/dispatch incorporating in the design process, provision for safe food handling practices so that the risk of contamination is minimised

Further to the above the areas used for food handling, storage of food, packaging or equipment used in food preparation are required to be designed and located separate from:

- Chemical storage areas
- Toilets and change rooms
- Garbage and recyclable material storage areas
- Areas used for activities which may contaminate food or food preparation surfaces

Design and Construction Requirements

The following information has been taken from the requirements of the *Australia New Zealand Food Standards Code*, Standard 3.2.3 - Food Premises and Equipment. It is provided as a guide and Food Proprietors should refer to the Code directly for specific details. In relation to acceptable solutions this is a guide only. Different solutions (other than those listed) may also be acceptable depending on the specific nature of the food business or as new technology emerges. Additional information on suitable design requirements is available in the Australian Standard 4674-2004 *Design, Construction and Fitout of Food Premises*. Premises meeting this standard will be deemed to have met the acceptable solution requirement. For further information on the requirements of this standard copies can be obtained from SAI Global at www.saiglobal.com. If you are unsure whether what is being proposed will be deemed an acceptable solution please contact the City's Health Services on 9267 9153.

General Requirements

Relevant Standard	Performance Criteria	Examples of Acceptable Solutions
FSS 3.2.3 Division 2 Clause 3	Design and construction of food premise to be: <ul style="list-style-type: none"> • Appropriate for activities • Provide sufficient space • Permit effective cleaning • Prevent entry of dirt, dust, fumes and pests 	Premises to be provided with sufficient space for undertaking required activities, equipment and storage. Materials used in premises should facilitate cleaning by being smooth and impervious. All openings shall be covered by screens, self closing doors or other inhibiting mechanism (eg air curtain or fly-strips).

Water Supply

Relevant Standard	Performance Criteria	Examples of Acceptable Solutions
FSS 3.2.3 Division 2 Clause 4	The water supply must be: <ul style="list-style-type: none"> • Provided in adequate quantity • Be of a potable standard • If non potable water to be used the premises must demonstrate that it will not adversely affect the safety of the food 	Where available premises shall be connected to scheme water. Where scheme water is not available another source of supplying potable water is required (such as bore water). In these situations it is recommended that the water pass through a sterilization unit to ensure it is of a potable water standard. An acceptable example of using non potable water would be for cleaning floors. Non potable water should not be used where it contacts the food. The water supply for mobile food vehicles should be a minimum of 25 litres.

Sewerage and Waste Water Disposal

Relevant Standard	Performance Criteria	Examples of Acceptable Solutions
FSS 3.2.3 Division 2 Clause 5	Premises must effectively dispose of sewerage and waste water in a manner that is unlikely to contaminate the water supply or food	Premises to be connected to deep sewer if available or an approved onsite effluent disposal system. Premises undertaking cooking or likely to generate oils and fats will also be required to install a grease trap to the satisfaction of the Water Corporation. Mobile food vehicles not connected to sewer or approved disposal system should have temporary holding tanks with a minimum capacity of 50 litres.

Storage of Garbage and Recyclable Matter

Relevant Standard	Performance Criteria	Examples of Acceptable Solutions
FSS 3.2.3 Division 2 Clause 6	<p>The premises must have waste facilities that:</p> <ul style="list-style-type: none"> • Adequately contain the quantity and type of waste and recyclable matter • Are enclosed so as to not allow access to pests and animals • Designed and constructed to be easily and effectively cleaned 	<p>Premises must have facilities designed to store all rubbish until collection. Premises that generate high volumes of waste material may require a larger bin store or a more regular collection.</p> <p>Facilities shall be designed to keep pests away from it eg bin enclosure, bin lids kept closed.</p> <p>In order to ensure easy and effective cleaning, an adequate supply of water should be provided in the bin store eg tap or hose cock. Wastewater is not permitted to enter stormwater drainage systems and for this reason the floor of the bin store should be graded to a floor waste drain connected to sewer or an approved onsite effluent disposal system.</p> <p>Consideration should also be given to how contractors will access the area to enable easy removal of material. The location of the bin store should be carefully considered so that neighbouring properties are not affected by odour issues, which may be dealt with under nuisance provisions of the City's Local Laws.</p>

Ventilation

Relevant Standard	Performance Criteria	Examples of Acceptable Solutions
FSS 3.2.3 Division 2 Clause 7	<p>Premises must have sufficient natural or mechanical ventilation to effectively remove fumes, smoke, steam and vapours</p>	<p>For premises which don't generate fumes, smoke, steam or vapours, natural ventilation may be sufficient. For other types of premises mechanical ventilation will be required.</p> <p>Mechanical ventilation which complies with Australian Standard AS 1668.2 - <i>The use of ventilation and airconditioning in buildings Part 2: Mechanical ventilation in buildings</i> will be considered satisfactory in meeting this requirement and those of the National Building Code of Australia.</p> <p>This standard requires mechanical ventilation be installed where heated air is produced by cooking or dishwasher equipment where:</p> <ul style="list-style-type: none"> • Electrical cooking equipment exceeds an input of 8kW • Gas cooking equipment exceeds an input of 29MJ/H • Any deep fryer appliance • For more than one appliance a maximum power input exceeding 0.5kW/m² (1.8MJ/m² for gas appliances) <p>For more information on the requirements of mechanical ventilation please refer to the separate section below on Exhaust Hoods.</p>

Lighting

Relevant Standard	Performance Criteria	Examples of Acceptable Solutions
FSS 3.2.3 Division 2 Clause 8	Premises must have sufficient natural or artificial light for the activities conducted	Premises must have sufficient light to enable activities to be undertaken in a safe manner with good visibility. Light fittings shall be designed so that accumulation of dust or dirt is prevented (eg recessed into ceiling or have a sectional profile that prevents the accumulation of dust). Light fittings shall be fitted with protective covers to prevent contamination of food with broken glass.

Floors

Relevant Standard	Performance Criteria	Examples of Acceptable Solutions
FSS 3.2.3 Division 3 Clause 10	Floors to be suitable for the activities and be able to be effectively cleaned, unable to absorb grease, food particles or water and be laid so that there is no ponding of water	Suitable materials include ceramic tiles, vinyl sheeting, stainless steel (eg used in some coolrooms), polished concrete with a sealer or epoxy resins. Timber flooring is generally only suitable in dining areas. In premises undertaking cooking or likely to produce grease floors should also have coving at the floor wall junction to facilitate cleaning. In premises using high volumes of water for general cleaning the floor should also be graded to a floor waste gully.

Walls and Ceilings

Relevant Standard	Performance Criteria	Examples of Acceptable Solutions
FSS 3.2.3 Division 3 Clause 11	Walls and ceiling to be suitable for the activities and be unable to absorb grease, food particles or water, be easily cleaned and to the extent that is practicable not provide harbourage of pests.	<p>Suitable wall materials include ceramic tiles, vinyl sheeting, stainless steel, polished concrete with a sealer or preformed panels (eg cool room panelling). Rendered plaster with a gloss paint does meet the performance criteria however it is prone to damage quite easily. Premises which use rendered plaster will be required to maintain the surface free from cracks and other damage and it is not recommended for use in food preparation areas or high traffic areas prone to damage.</p> <p>Suitable ceiling materials include flush jointed gyprock ceiling painted with gloss paint, polished concrete with a sealer or preformed panels (eg cool room panelling). Other types of panelled ceilings may be suitable in non food preparation areas.</p> <p>The ceiling/wall junctions should effectively be sealed to prevent entry by dust, dirt and pests. Where stud framed walls have been used the internal cavity shall be filled with an insulation or similar type material to minimise harbourage by pests.</p>

Fixtures, Fittings and Equipment General Requirements

Relevant Standard	Performance Criteria	Examples of Acceptable Solutions
FSS 3.2.3 Division 4 Clause 12	Fixtures, fittings and equipment must be adequate for the production of safe food, be easily cleaned, unable to absorb grease, food particles and water and not contaminate food.	<p>Suitable materials include stainless steel, aluminium, plastics, laminates and glass. Iron or mild steel may be used for non food contact surfaces such as shelving brackets but may become corroded over time and require replacing. Galvanised iron is not recommended as a food contact surface as the zinc is toxic and becomes soluble in fruit acids and in both acid and alkali detergents.</p> <p>Equipment should be used as per the manufacturers direction, be maintained and be located so that adjacent floor, walls and ceilings are able to be easily cleaned. Equipment should be able to be easily moved (may require castors and flexible connections). Fittings and fixtures should be concealed in the wall, floor or ceiling where possible or on brackets with at least 25 mm clearance between the vertical surface and 100 mm between the adjacent horizontal surfaces</p>

Connections for Specific Fixtures, Fittings and Equipment

Relevant Standard	Performance Criteria	Examples of Acceptable Solutions
FSS 3.2.3 Division 4 Clause 13	<p>Fixtures, fittings and equipment which is designed to be connected to a water supply and waste water disposal system must be connected to such systems.</p> <p>Automatic equipment which uses water to sanitise, must do so at a sufficient temperature for sanitization.</p>	<p>Fixtures using water must be connected to the water supply by permanent plumbing connections. The use of buckets, hoses or kettles for example in sinks is not acceptable. Similarly these type of fixtures must be connected by fixed plumbing to an approved waste water disposal system.</p> <p>Automatic washers must operate at sufficient temperature and time to ensure adequate sanitisation of utensils or equipment occurs. Proprietors should refer to the manufacturers instructions.</p>

Hand Washing Facilities

Relevant Standard	Performance Criteria	Examples of Acceptable Solutions
FSS 3.2.3 Division 4 Clause 14	<p>Hand wash facilities must be:</p> <ul style="list-style-type: none"> • Within areas where food handlers work if their hands may be a source of contamination of food • Immediately adjacent to any toilets • Permanent fixture (other than temporary food premises) • Connected to warm running potable water • Of a size that allows easy and effective hand washing • Used only for washing hands, arms or face 	<p>Hand wash facilities should be located in food preparation areas and immediately adjacent to any toilets. Facilities are to be permanent fixtures connected with warm potable water (hot and cold water typically between 22°C and 48°C). The provision of warm water should be via connection to a hot water system. The use of kettles or urns to provide warm water will not be considered acceptable other than in temporary food stalls. Facilities should be of a sufficient size that allows the moving and rubbing of hands under running water. Hand wash facilities are in addition to any sinks used for food preparation or equipment washing. Whilst it is recommended that hand wash facilities be operated by a means other than by hand (eg hands free taps) this is not a specific requirement. Hand wash basins should be provided with soap and disposable paper towels.</p>

Storage Facilities

Relevant Standard	Performance Criteria	Examples of Acceptable Solutions
FSS 3.2.3 Division 4 Clause 15	Food premises must have adequate storage facilities for the storage of chemicals, clothing and personal items and these must be located so as to not likely contaminate food or food contact surfaces.	Separate chemical stores, lockers or staff room are good ways of achieving this. Chemicals should not be stored on shelving above food preparation surfaces but below benches and away from other food storage areas.

Toilet Facilities

Relevant Standard	Performance Criteria	Examples of Acceptable Solutions
FSS 3.2.3 Division 4 Clause 16	Food businesses must ensure adequate toilet facilities are available	A food business must ensure that toilets are available for the use of all food handlers working for the food business. Toilet facilities are also to comply with the National Building Code of Australia. This requires disabled facilities for newly constructed premises and may be required in premises undergoing alterations. Also business accommodating more than 20 patrons require public toilets.

Exhaust Hoods

The following diagrams have been taken from AS 1668.2. For further information on the requirements of this standard copies can be obtained from SAI Global at www.saiglobal.com. It is recommended that anyone installing exhaust hoods use a reputable installer familiar with this standard. It should also be noted that a building permit is generally required prior to installation and food proprietors should contact the City's Building Services for more information.

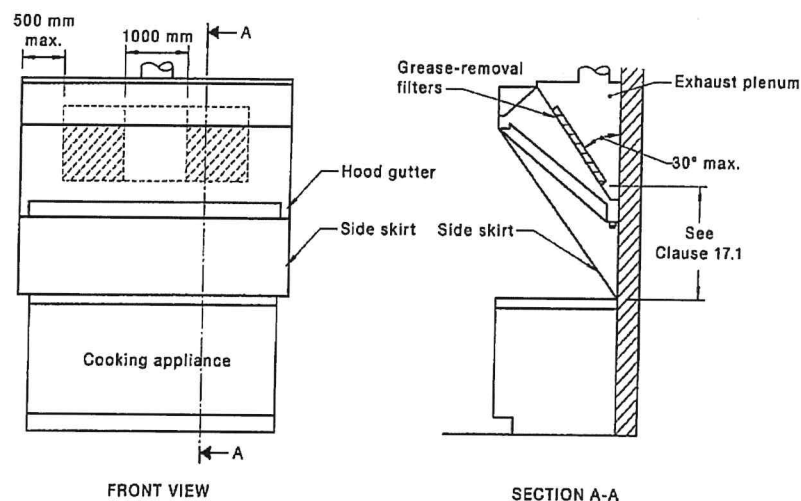
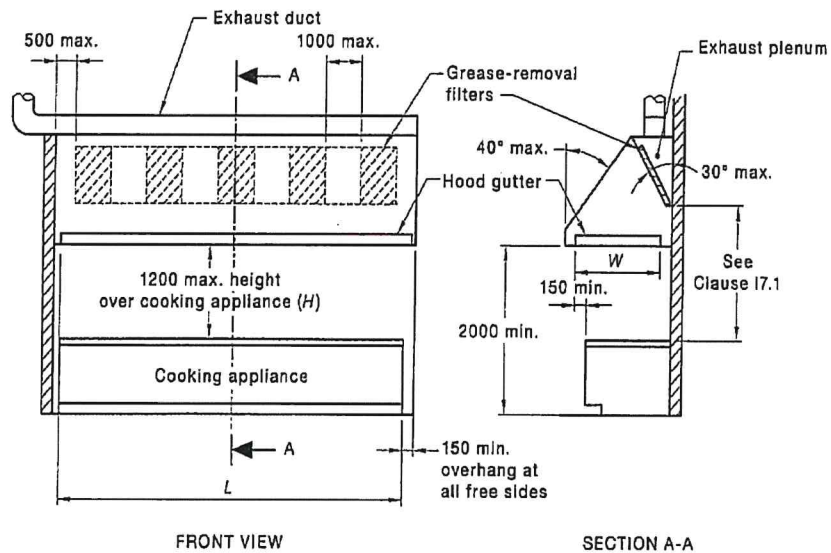
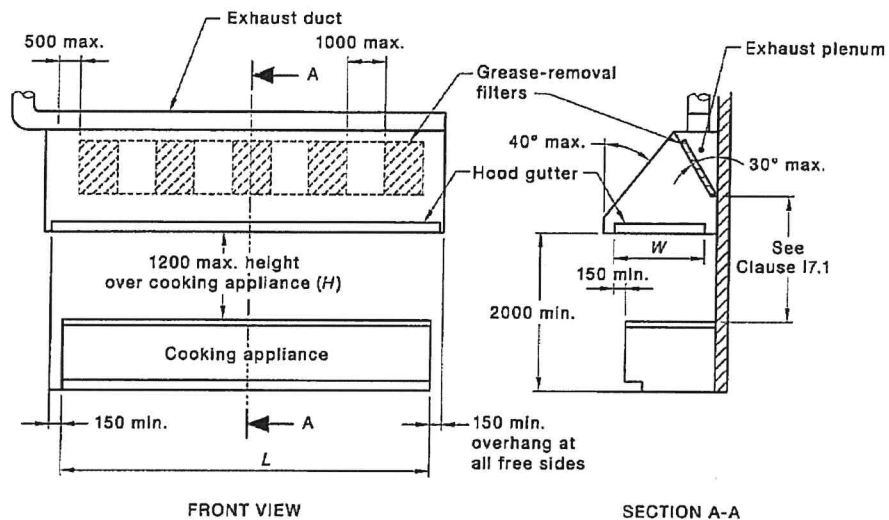


FIGURE E3 TYPICAL LOW SIDEWALL (BACK SHELF) TYPE 1 HOOD INCORPORATING GREASE-REMOVAL FILTERS



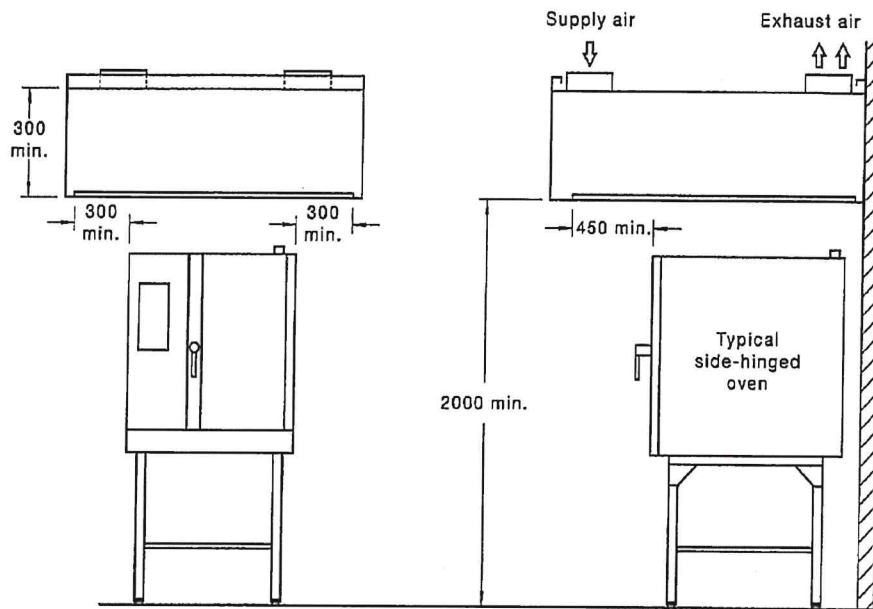
DIMENSIONS IN MILLIMETRES

FIGURE E4 TYPICAL CORNER-MOUNTED HOOD TYPE 2—INCORPORATING GREASE-REMOVAL DEVICES



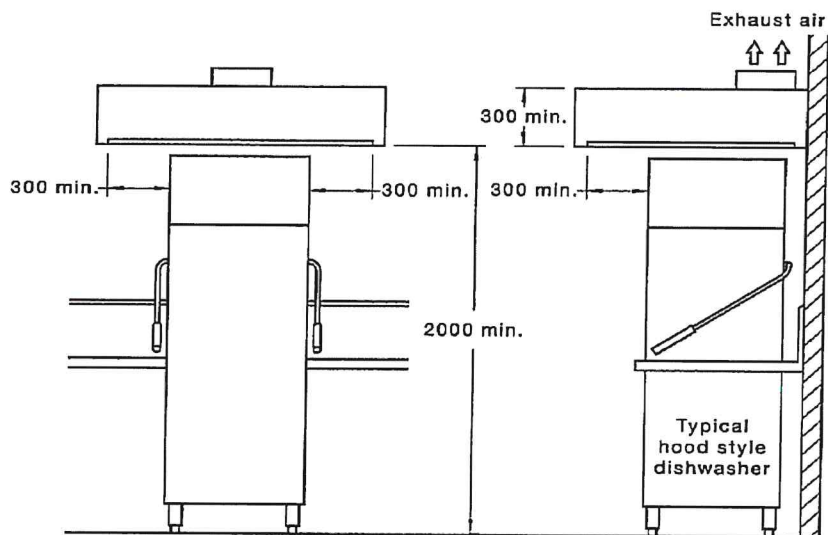
DIMENSIONS IN MILLIMETRES

FIGURE E5 TYPICAL TYPE 3 SIDEWALL HOOD CANOPY INCORPORATING GREASE-REMOVAL DEVICES



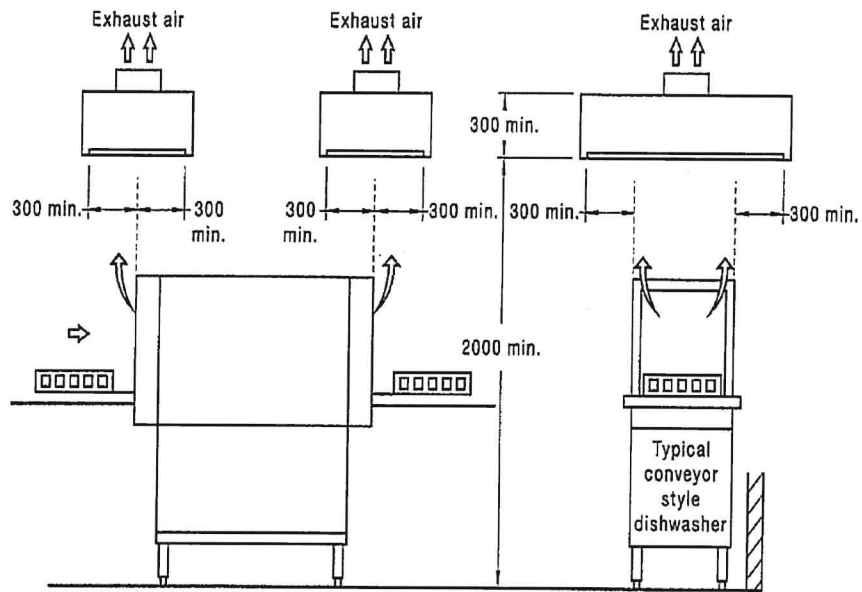
DIMENSIONS IN MILLIMETRES

FIGURE E8 TYPICAL SIDE HINGED OVEN CANOPY HOOD TYPE 3
INCORPORATING GREASE-REMOVAL DEVICES



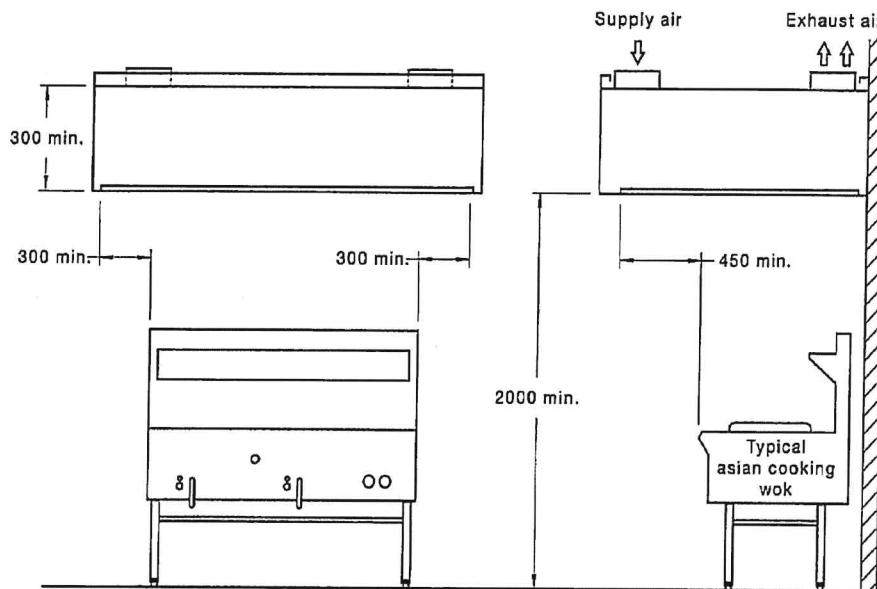
DIMENSIONS IN MILLIMETRES

FIGURE E9 TYPICAL HOOD DISHWASHER STYLE CANOPY HOOD TYPE 3



DIMENSIONS IN MILLIMETRES

FIGURE E10 TYPICAL CONVEYOR DISHWASHER STYLE HOOD TYPE 6 CANOPY



DIMENSIONS IN MILLIMETRES

FIGURE E11 TYPICAL WOK STYLE HOOD TYPE 3 CANOPY
INCORPORATING GREASE-REMOVAL DEVICES

Coolrooms and Walk in Freezers

The installation of a walk in coolroom or freezer requires a building permit and food proprietors should contact the City's Building Services for more information. In general a coolroom or freezer should be designed so that;

- All internal angles between walls, ceilings and floors are coved.
- Graded to a floor waste if required.
- All racks and shelving should be of a smooth, non absorbant, easily cleanable and non corrosive material.
- Coolroom condensates should discharge to a drainage system located outside the coolroom or freezer ie. tundish.
- A thermometer and guage indicating temperature within +/- 1°C.
- All doors are fitted with a rubber or similar seal which effectively prevents the escape of cold air or the entry of warm air and the door must be capable of being opened from the inside at all times.
- An alarm is required to be provided on the outside of the the coolroom which is controlled only from the inside of the coolroom.
- Internal lighting controlled by a switch located adjacent to the enterance of the coolroom.

Operational Requirements

Like the structural requirements operational requirements are also covered by the Food Standards Code. This covers such issues as food storage, food handling and preparation, cleaning, waste disposal, maintenance, personal hygiene and pest control. The requirements and practices of the food business will be dependant on the type of activities undertaken.

How a food business meets these requirements is largely up to them. However some businesses find the use of checklists particularly useful. To further explain these requirements food proprietors may wish to refer to the City's 'A Guide to the Operational Requirements of Food Premises'.

Lodging a Notification or Registration Form

If you have not notified or do not have a Registration Certificate in your name you should submit the relevant form as soon as possible. Failure to notify is an offence as is operating an unregistered food business.

Lodging your Form:

- In Person: City of Swan Administration Centre, 2 Midland Square, Midland
- By Mail: PO Box 196, Midland WA 6936
- By Email: swan@swan.wa.gov.au
- By Fax: 9267 9444

Responsibilities of Food Business Proprietor

It is the responsibility of the Food Business Proprietor to ensure the food business complies with the Act. The City's role is a safeguard that this is happening. Where non compliance is observed, the City can take enforcement action as required.

Enforcement Action

Where issues of non compliance are identified the City has a range of enforcement options open to it. These include but are not limited to issuing Improvement Notices, issuing Infringement Notices, seizing equipment or food products or undertaking a prosecution.

The action taken by the City will depend on the severity of the offence, the risk to the public and the history of the food business with regards to past non compliance issues. The amount of penalty for an infringement notices is set in legislation and is usually \$1000 per offence. The amount of penalty for a prosecution is determined by the magistrate and may be up to \$250 000. In addition a business found guilty via a prosecution may also be liable to cover the City's legal costs and will have the details published on the Department of Health's Publication of Names of Offenders List.

Skills and Knowledge

A food business must ensure all food handlers have skills and knowledge commensurate with their work activities. To assist food businesses meet this requirement the City provides free food safety training via an online learning program called 'I'm Alert'. This is available on the City's website at www.swan.wa.gov.au. Upon completion of the training course a certificate can be printed out verifying the person has completed the course.

Further Information

Additional information, including fact sheets and guidelines on food handling and food safety, may be found on the following websites;

- Department of Health – www.public.health.wa.gov.au
- Food Standards Australia New Zealand – www.foodstandards.gov.au
- City of Swan – www.swan.wa.gov.au
- Australia Standards (SAI Global) - www.saiglobal.com

Should you have any queries regarding any of the above, please do not hesitate to contact the City of Swan's Health Services on 9267 9153.

Simple Checklist For New Food Premises

The checklist below has been designed as a simple guide to some of the basic requirements. New Food Business Proprietors should not rely on it solely but always refer to the specific requirements of the legislation. The specific requirements will vary between premises and be dependant of the specific activities of the business. The checklist is intended for individual reference and is not required to be submitted to the City.

Criteria to be met	Yes	No	N/A
Do I need Planning approval (contact 9267 9267 for more information)			
Do I need Building approval (contact 9267 9267 for more information)			
Is the premises appropriate for the intended activity			
Is there sufficient storage space for all items			
Is the premise/equipment easily cleaned			
Does premises prevent entry by dirt, dust fumes and pests			
Does the premises have an appropriate water supply			
If water supply is from a bore does premises use a sterilisation unit			
Does the premises have an approved waste water disposal system			
Will a grease trap be required			
If grease trap is required has this been approved by the Water Corporation (sewered) or the City (non sewered)			
Is waste storage arrangements adequate and does not create a nuisance			
Does bin store have a tap and floor waste drain			
Is a mechanical exhaust required			
Does mechanical exhaust comply with AS 1668.2			
Does the premises have sufficient lighting			
Are floor/wall/ceiling surfaces suitable and easily cleaned			
Is coving required at floor/wall junctions			
Is there a separate designated hand wash basin			
Are there sufficient other sinks provided for food preparation			
Are there sufficient other sinks provided for equipment washing			
Are personal items and chemicals stored so as not to contaminate food			
Are there toilet facilities as required by the National Building Code			
Is there a coolroom or walk in freezer			
If so has the coolroom/freezer been approved by Building Services			
Has the required Notification/Registration form been submitted to the City			
Is food proprietor aware of operational requirements			
Have all staff undertaken appropriate training			

If you are unsure whether your premises will meet the above requirements or wish to discuss your proposal please do not hesitate to contact the City's Health Services on 9267 9153.