

Guidelines and Conditions Food Preparation in a Residential Kitchen

Types of Foods

In line with advice from the WA Department of Health, the City of Mandurah will only consider the following food types to be approved for preparation in residential (domestic) kitchens:

- Cakes (no cream)
- Jams
- Biscuits
- Pickled Onions
- Chocolate
- Muffins
- Chutneys
- Relishes and sauces that are heat treated
- Herb vinegars with a pH of less than 4.5

Conditions

- The food preparation area must be kept in a clean and sanitary condition at all times, and all fixtures, fittings and equipment are to be in good repair.
- The premises should be fully enclosed and protected from the entry of vermin.
- Animals and pets *must not* be allowed to enter the food preparation and service area *at any time*. This also includes caged birds such as pet budgerigars and canaries.
- Adequate rubbish disposal facilities must be provided and in a sanitary condition.
- The food preparation area must be provided with *hot and cold water at all times*. Where practicable a double bowl sink should be available for use (one for cleaning of dishware and another for food preparation), or alternatively be provided with a dishwashing machine.
- Easy access to a handwash basin supplied with hot and cold water, disposable handtowels and hand-soap (preferably anti-bacterial) must be provided at all times.
- Adequate refrigeration must be provided to ensure that all high risk foods such as meat, poultry and dairy products are stored at or below 5 degrees Celsius.
- Raw and cooked food must be stored and handled separately to prevent cross contamination. Furthermore, all food must be completely covered at all times.
- Frozen food *must not* be defrosted at room temperature. The use of refrigerated defrosting or a microwave is recommended.
- Food grade detergents and sanitisers should be used on all food contact surfaces and equipment to ensure that cross contamination does not occur.

Registration

- Ensure that an Application for Approval to Prepare Food in a Residential Kitchen is submitted along with payment of the relevant fee. Ensure to include photographs and/or plans of your kitchen.
- An Environmental Health Officer (EHO) will contact you to arrange for an inspection of your kitchen.

Please return completed form to:

Health Services City of Mandurah PO Box 210 MANDURAH WA 6210	Phone: 9550 3746 (Health Services) Facsimile: 9550 3888 Customer Services: 9550 3777 Email: health@mandurah.wa.gov.au Office Location: 3 Peel Street, Mandurah
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- Food preparation must only be undertaken by persons who have a basic knowledge of food safety principles. Free Training is available on the City's website [Food Safety Training](#). Evidence of basic food safety training must be provided *before* a food registration certificate will be issued.
- Be aware that you will be registered as Food Business in accordance with the *Food Act 2008*, and will therefore be subject to requirements of this Act, such as annual inspections by an EHO to ensure compliance. Under the Act an EHO can access your home at any time to conduct an inspection of the kitchen. A sample of food may be taken for analysis.
- Food labelling requirements must be adhered to. More information about food labelling can be found at [Food Labelling](#), but generally labels must consist of type of food, ingredients, name and address of manufacturer, and date of manufacture.
- Once the kitchen is deemed satisfactory, you need to complete a Food Business Registration/Notification form, where you will be issued with a food business registration certificate. An annual fee is payable, and your kitchen will be inspected once a year. You will be deemed a low risk food business.
- Food safety is the most important facet of selling food to the public. You have a responsibility to provide safe food to the public, and the City has a responsibility to ensure that you comply with the *Food Act 2008*. Please be aware that disruption to your family home may occur because of inspections, need for a clean kitchen at all times, no pets allowed in the house, and general compliance of the Act.
- Please feel free to contact the City's Health Services section for any other questions you may have.