

# ***Food Act 2008* and *Public Health Act 2016* Reporting Form**

### Information from Local Government Authorities (LGA) on the performance of functions under the *Food Act 2008* (Food Act) and the *Public Health Act 2016* (PH Act)

Please note the following:

* This form is provided to assist you in collating your responses, please do not submit this form to the Department of Health.
* Your report must be submitted to the Department of Health online at <https://consultation.health.wa.gov.au/environmental-health-directorate/2022-23-food-act-public-health-act-reporting> by **31 August 2023**.
* When collating this information please refer to the Guideline on Food Act 2008 and Public Health Act 2016 Enforcement Agency Reporting on the [Department of Health website](https://ww2.health.wa.gov.au/Articles/A_E/Annual-performance-reporting-for-local-government-enforcement-agencies)

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|  | What is your LGA name? |  |

#### Part A

The information gathered in this section relates to your functions under the PH Act

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| Public Health Act authorised officers | | | | | |
|  | What is the number of full time equivalent (FTE) PH Act authorised officers working in your LGA? | | | |  |
|  | What is the number of FTE persons that assist authorised officers with their duties in your LGA? | | | |  |
|  | Has your LGA experienced difficulties recruiting appropriately qualified persons to be designated as authorised officers under the PH Act during the reporting period? | | | Yes  No |  |
| If yes, please specify |  | | | |
|  | Has your LGA had any authorised officers return their certificate of authority (i.e. cease to be authorised officers) during the reporting period? | | | Yes  No |  |
| If yes, how many? | |  | | |

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| Part B | | | | | | | | | | | | | | | | |
| Food Act authorised officers The information gathered in this section relates to your core functions under the Food Act | | | | | | | | | | | | | | | | |
|  | | What is the number of FTE Food Act authorised officers? | | | | | | | | | | | | |  | |
|  | | What is the number of FTE persons that assist with the discharge of duties of Food Act authorised officers? | | | | | | | | | | | | |  | |
|  | | What are the primary qualifications of Food Act authorised officers who do not hold qualifications suitable to be appointed as an Environmental Health Officer, and the number of Food Act authorised officers with this qualification? (list each qualification type, subject and number of officers) | | | | | | | | | | | | | | |
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|  | | Please provide comments in relation to questions 6 – 8 on Food Act authorised officers | | | | | | | | | | | | | | |
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| Food businesses | | | | | | | | | | | | | | | | |
|  | | What is the total number of food businesses in the enforcement agency’s jurisdiction? | | | | | | | | | | | | |  | |
|  | | Explain how the enforcement agency determines the frequency of routine onsite food safety assessments of food businesses (please advise if the WA risk priority classification tool is used). | | | | | | | | | | | | |  | |
|  | | How many food businesses were assessed at the frequency that was determined by the enforcement agency? | | | | | | | | | | | | |  | |
|  | | What was the total number of routine onsite food safety assessments that were conducted? | | | | | | | | | | | | |  | |
|  | | Though not formally adopted through the Food Act, *AS4674-2004: Construction and fit out of food premises* is used by some local governments as a guide in their assessment of food businesses and forms the basis of their advice on technical specifications of the construction of food premises. How often does the enforcement agency refer to AS 4674 in the performance of functions under the Food Act?  Never  Rarely  Occasionally  Always  Incorporated into assessments | | | | | | | | | | | | | | |
|  | | If answered “Always” or “Incorporated into assessments” in question 14, in what way does AS4674 assist you in your performance of Food Act enforcement agency functions? | | | | | | | | | | | | | | |
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|  | | What is the number of food businesses by risk rating? | | | | | | | | | | | | | | |
| High |  | Medium |  | | | | Low |  | | Very low/exempt | | |  | |
| Not determined/other risk categories are used | | | | | | | | | | | | |  | |
|  | | What is the number of food businesses by principal type of activity? | | | | | | | | | | | | | | |
| Manufacturer/processor | | | | | |  | Hotel/motel/guesthouse | | | | | | | |  | |
| Retailer | | | | | |  | Pub/tavern | | | | | | | |  | |
| Food service | | | | | |  | Canteen/kitchen | | | | | | | |  | |
| Distributor | | | | | |  | Hospital/nursing home | | | | | | | |  | |
| Importer | | | | | |  | Childcare centre | | | | | | | |  | |
| Packer | | | | | |  | Home delivery | | | | | | | |  | |
| Storage | | | | | |  | Mobile food operator | | | | | | | |  | |
| Transport | | | | | |  | Market Stall | | | | | | | |  | |
| Restaurant/café | | | | | |  | Charitable/community organisation | | | | | | | |  | |
| Snack bar/takeaway | | | | | |  | Temporary food premises | | | | | | | |  | |
| Caterer | | | | | |  | Primary processor | | | | | | | |  | |
| Meals-on-wheels | | | | | |  | Residential manufacturer/processor | | | | | | | |  | |
| Primary producer | | | | | |  | Family day care | | | | | | | |  | |
| Other (please specify other categories and the number of food businesses) | | | | | |  | Not determined | | | | | | | |  | |
|  | | Is the enforcement agency aware of the new Food Safety Standard 3.2.2A? | | | | | | | | | | | | Yes  No | | |
|  | | Has the enforcement agency undertaken any activities to communicate the new Standard 3.2.2A to food businesses? | | | | | | | | | | | | Yes  No | | |
| If yes, please advise what communication activities you have done | | | | | |  | | | | | | | | |
|  | | Please provide comments in relation to questions 10 – 19 on food businesses | | | | | | | | | | | | | | |
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| Pet Meat | | | | | | | | | | | | | | | | |
|  | | What is the total number of pet meat processing establishments in your jurisdiction? | | | | | | | | | | | | | |  |
|  | | What is the total number of retail pet meat shops in your jurisdiction? | | | | | | | | | | | | | |  |
|  | | What is the total number of knackeries in your jurisdiction? | | | | | | | | | | | | | |  |
| Food Act compliance and enforcement activities | | | | | | | | | | | | | | | | |
|  | Does the enforcement agency have a compliance and enforcement policy in place? | | | | | | | | | | | | | | | Yes  No |
| If no, why? | |  | | | | | | | | | | | | | |
|  | Number of prosecutions instigated | | | | | | | | | | | | | | |  |
| Number of successful prosecutions | | | | | | | | | | | | | | |  |
| 1. 0 | Number of seizures performed | | | | | | | | | | | | | | |  |
|  | Number of improvement notices served | | | | | | | | | | | | | | |  |
|  | Number of infringement notices served | | | | | | | | | | | | | | |  |
|  | Number of prohibition orders served | | | | | | | | | | | | | | |  |
|  | What were the types (activities) of food businesses that were served prohibition orders? | | | | | | | | | | | | | | | |
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|  | Please provide comments in relation to questions 24 - 30 on compliance and enforcement activities | | | | | | | | | | | | | | | |
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| Regulatory food safety auditing | | | | | | | | | | | | | | | | |
|  | What is the total number of food businesses captured under Standard 3.3.1? | | | | | | | | | | | | | | |  |
|  | How many of these food businesses have a food safety program that is verified? | | | | | | | | | | | | | | |  |
|  | How many of these food businesses are undergoing regulatory food safety auditing? | | | | | | | | | | | | | | |  |
|  | How many regulatory food safety audits were conducted during the reporting year? | | | | | | | | | | | | | | |  |
|  | How many regulatory food safety audits led to compliance and enforcement action during the reporting year? | | | | | | | | | | | | | | |  |
|  |  | | | | | | | | | | Childcare centres captured by Standard 3.3.1 | | Private hospitals and aged care facilities captured by Standard 3.3.1 | | | |
|  | What is the total number of these food businesses within your district? | | | | | | | | | |  | |  | | | |
|  | How many of these food businesses had at least one regulatory food safety audit during the reporting year? | | | | | | | | | |  | |  | | | |
|  | Please provide comments in relation to questions 32 - 38 on regulatory food safety auditing. | | | | | | | | | | | | | | | |
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| Primary production and processing | | | | | | | | | |
|  | | Seafood primary producer/ processor (Standard 4.2.1) | Poultry producer (Standard 4.2.2) | Poultry processor (Standard 4.2.2) | Meat producer/ processor (Australian Standards related to meat) | Dairy primary producer/ processor (Standard 4.2.4) | Egg producer/ processor (Standard 4.2.5) | Seed sprout producer/ processor (Standard 4.2.6) |
|  | What is the total number of food businesses captured by the Standard/s? |  |  |  |  | (Department of Health only) |  |  |
|  | How many of these food businesses are registered? |  |  |  |  | (Department of Health only) |  |  |
|  | How many of these food businesses have a food safety program/ management system/ statement/ approved arrangement that has been verified or approved or recognised? | (bivalve molluscs - Department of Healthonly, not applicable to Division 2 general seafood safety requirements) |  |  |  | (Department of Health only) |  |  |
|  | How many of these food businesses were assessed or audited in relation to the Standard/s during the reporting year? |  |  |  |  | (Department of Health only) |  |  |
|  | Please provide comments in relation to questions 40 – 43 on the implementation of the primary production and processing / Australian Standards | | | | | | | | |
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| Regulatory Guideline 5 | | |
|  | Did the enforcement agency implement Regulatory Guideline 5 and the “raw egg package”?  Yes  No - if no, why? Click or tap here to enter text.  N/A - there are no/we are not aware of food businesses handling raw egg-based products in the local government’s jurisdiction | |
|  | Has the enforcement agency used the following “raw egg package” resources:  Egg inspection checklist:  Yes  No  N/A  (we did not implement Regulatory Guideline 5) | |
| If yes how many assessments were conducted using the checklist? |  |
| Advisory letter for Council:  Yes  No  N/A  (we did not implement Regulatory Guideline 5) | |
| Compliance strategy:  Yes  No  N/A  (no enforcement required/we did not implement Regulatory Guideline 5) | |
|  | How many improvement notices were served in relation to raw egg based product handling assessments? |  |
|  | How many prohibition orders were served in relation to raw egg based product handling assessments? |  |
| If prohibition orders were served was the template prohibition order used?  Yes  No  N/A  (we did not serve any prohibition orders/we did not implement  Regulatory Guideline 5) | |
|  | Please provide comments in relation to questions 45 – 48 on Regulatory Guideline 5 and the raw egg package | |
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| Mobile food vendor centralised register | | |
|  | Does the enforcement agency find the Mobile Food Vendor Centralised Register useful in your Food Act regulatory role?  Yes, very useful  Yes, somewhat useful  Neutral  No, not very useful  We do not use it | |
|  | How frequently does the enforcement agency use the Mobile Food Vendor Centralised Register in a year?  Weekly – 4 weekly  Monthly – 3 monthly  6 monthly – annually  Never | |
|  | Does using the Mobile Food Vendor Centralised Register reduce administrative burden e.g. having to call other local governments for information?  Yes (reduced burden)  No (burden remains the same)  No (increased burden)  N/A | |

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|  | Do you find the Mobile Food Vendor Centralised Register website easy to use?  Yes  Neutral  No  We do not use it |
|  | Is there enough information and support available from the Department of Health to help you access and use the Mobile Food Vendor Centralised Register?  Yes  No  N/A |
|  | What additional information from the Department of Health would you find beneficial to assist you to use the Mobile Food Vendor Centralised Register? |
|  |
|  | Provide any other feedback or comments on your experience using the Mobile Food Vendor Centralised Register |
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|  | Do you have suggestions for other similar registers that the Department of Health can facilitate on behalf of local governments? |
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| **Part C** | | The Food Act gives enforcement agencies autonomy to implement food related public health initiatives in addition to their core Food Act functions. This section provides you with the opportunity to share these initiatives and to suggest future policy considerations. |
|  | What food safety education or training did your enforcement agency provide during the reporting year? | | |
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|  | Please provide your key highlights and issues over the last 12 months | | |
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Signed declaration by enforcement agency

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| Enforcement Agency: | |  | | |
| Authorised by enforcement agency Chief Executive Officer: | |  | | |
| Signature: |  | | Date: |  |

**This report must be submitted online** **at https://consultation.health.wa.gov.au/environmental-health-directorate/food-act-public-health-act-reporting   
by 31 August 2023**

For enquiries regarding the online form please contact the Food Team, Environmental Health Directorate on (08) 9222 2000 or email [foodsafety@health.wa.gov.au](mailto:foodsafety@health.wa.gov.au)

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