



Date: 25 June 2019
Enquiries: (08) 9222 2000

Attention: Chief Executive Officer

Dear Sir/Madam

LOCAL GOVERNMENT REPORTING REQUIREMENTS – 2018/19 FINANCIAL YEAR

Please be advised that the Department of Health (DOH) is now collecting information from local government (LG) enforcement agencies on their performance of functions under the *Food Act 2008* (the Food Act), as required by Section 121, and the *Public Health Act 2016* (the Public Health Act), as required by Section 22, for the period 1 July 2018 to 30 June 2019.

Online reporting

In order to meet your reporting requirements please complete the reporting form online at <https://consultation.health.wa.gov.au>

The reporting questions are enclosed for your reference however **the report must be submitted online**. Authorised officers completing the online report will have to obtain authorisation from the LG Chief Executive Officer.

Please submit the mandatory report by **31 August 2019**.

Optional reporting – Public Health Act 2016

In addition to the mandatory reporting, the DOH is seeking support from LGs to assist in the regulatory review process that is being undertaken as part of the implementation of the Public Health Act.

Optional reporting questions are being asked to provide the DOH with data necessary to support any proposals for new environmental health related regulations that may be developed under the Public Health Act.

The optional reporting survey can be completed online at <https://consultation.health.wa.gov.au>

It is preferred that the optional reporting is completed online, however you may request a hardcopy of the form by contacting the Public Health Act Legislation team on (08) 9222 2000 or via email to publichealthact@health.wa.gov.au

Please submit the optional report by **31 August 2019**.

Online resources

Please refer to the following links for assistance with the mandatory and optional reporting:

- Public Health Act reporting information (including links to the reporting forms and the online reporting tool)
<https://ww2.health.wa.gov.au/Improving-WA-Health/Public-health/Public-Health-Act/Local-government/Public-Health-Act-Toolkit-for-Local-Government/Part-2-Administration/Reporting-requirements>
- Food Act reporting information
http://ww2.health.wa.gov.au/Articles/N_R/Reporting-requirements-for-enforcement-agencies-under-Section-121-of-the-Food-Act-2008-WA

Thank you for your assistance with this matter. Should you have any queries concerning the reporting requirements please contact System Performance or Public Health Act Legislation at the Environmental Health Directorate on (08) 9222 2000.

Yours sincerely



Dr Michael Lindsay
A/EXECUTIVE DIRECTOR
ENVIRONMENTAL HEALTH DIRECTORATE

25 June 2019

Att.