

# ***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/food-act-public-health-act-reporting by **31 August 2021**.
* 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 The information gathered in this section relates to your core functions under the Food Act | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Food Act authorised officers | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | 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 that 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) | | | | | | | | | | | | | | | | | | | | | |  | | |
|  | | Please provide comments in relation to questions 6 – 8 on Food Act authorised officers | | | | | | | | | | | | |  | | | | | | | | | | | |
| 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? | | | | | | | | | | | | | | | | | | | | | |  | | |
|  | | 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 | | | | | | | | | | | | |  | | |
|  | | Please provide comments in relation to questions 10 – 15 on registration and assessment of food businesses | | | | | | | | | | | |  | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | | | | | | | |  | | | | |
|  | Please provide comments in relation to questions 17 - 22 on compliance and enforcement activities | | | | | | | | | | | | | | | |  | | | | | | | | | |
| 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 nursing homes 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 24 - 30 on regulatory food safety auditing | | | | | | | | | | | | | | | |  | | | | | | | | | |
| 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? | |  | | | |  | |  | | |  | | | |  | | | | |  | |  | | | |
|  | How many of these food businesses are registered? | |  | | | |  | |  | | |  | | | |  | | | | |  | |  | | | |
|  | 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 only, not applicable to Division 2- general seafood safety requirements) | | | |  | |  | | |  | | | |  | | | | |  | |  | | | |
|  | How many of these food businesses were assessed or audited in relation to the Standard/s during the reporting year? | |  | | | |  | |  | | |  | | | |  | | | | |  | |  | | | |
|  | Please provide comments in relation to questions 32 – 35 on the implementation of the primary production and processing / Australian Standards | | | | | | | | | | | | | | | |  | | | | | | | | | |
| 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? Click or tap here to enter text.:  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 37 – 40 on Regulatory Guideline 5 and the raw egg package | | | | | | | | | | | | |  | | | | | | | | | | | |

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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? | |
|  | |
|  | Please provide your key highlights and issues over the last 12 months | |
|  | |

Signed declaration by enforcement agency

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 2021**

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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