

<b>SUBJECT:</b> <i>FOOD SAFETY POLICY</i>	<b>FILE NO:</b>	ENH/0700
<b>ADOPTED BY COUNCIL ON:</b> 16 June 2011	<b>MINUTE NO:</b>	171.06.2011
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### **Introduction**

Food poisoning and infectious disease can be a serious health problem for a local community. Where premises handle and sell food, if food is not safely stored and handled correctly bacteria can multiply to dangerous levels and cause illness. This Policy is intended to outline Flinders Council's role, and the measures put in place to prevent such food related illness.

### **Objectives**

This Policy is intended to outline Flinders Council's role, and the measures put in place to prevent such food related illness.

### **Procedure**

#### Food Premises Registration

Council sets a fee each year as per its schedule of fees and charges. The fee for permanent food premises registration shall ensure the provision of inspections per year.

#### Food Premises Registration Common Expiry Date

Annual food premises licences are to expire on the 1st of August each year.

Notifications of impending licence expiry are to be sent out to holders of annual food premises licences, a minimum of two weeks prior to expiry.

#### Food Premises Register

An up to date Food Premises Register is to be maintained of all food premises within the Council municipality. The Register shall outline the class of business, licence expiry date, a record of inspections, and inspection details. Registered Food Premises shall be provided with a Registration Certificate

#### Food Premises Registration Certificate

A Food Premises Registration Certificate will be accompanied by recommended data collection forms. The need for each form will be assessed by the Environmental Health Officer at the time of individual food inspections. Subsequent food inspections will consider all past collated information.

The recommended forms will cover:

- Temperature records;
- Cleaning programs and schedules;
- Food receipt;
- Hot holding temperatures;
- Waste cleaning and removal; and
- Pest eradication.

### Inspection Program

The Island's remote nature can mean that food has to travel quite some distance before it is served or consumed. The Island also supports a strong tourism industry. In light of these factors it is imperative that food handlers remain vigilant on best practice food handling techniques. The best way to ensure this is to maintain a regular and random food inspection program which incorporates some food safety discussion with operators/managers that reinforces proper food safety awareness.

Flinders Council will provide each registered food premises with a minimum of one inspection per year. Additional random inspections will also be conducted.

### Food Safety Seminars

Food safety seminars may be provided each year by Council's Environmental Health Officer (EHO). The seminar covers issues such as:

- Food receipt;
- Food law;
- The 2hr/4hr rule;
- Food poisoning statistics;
- Meat hygiene; Food Storage;
- Food Handling;
- Bacteria; and
- Cooking Techniques.

An assignment paper covering the above issues is issued to seminar attendees. Those who pass the assignment paper will be awarded a Food Safety Seminar Certificate for the current year. Those who do not pass will be asked to attend another seminar or receive personal food handling tuition until the EHO is confident of the food handler's ability.

### Private Water Suppliers

All food premises in the Flinders Municipality utilise a private water supply – usually in the form of tank water. Those premises that provide water to customers will be required to register as a private water supplier with Council depending upon the Water Quality Guidelines in situ at the time.

### Complaints

All complaints received by Council regarding food premises are to be investigated and resolved by the Environmental Health Officer as soon as possible.

### New Registrations of Food Premises

A priority for inspection will be given to new registrations of food premises. The Environmental Health Officer is required to inspect these premises as soon as possible to ensure that the business has all relevant process requirements in place, and that proprietors are aware of resources available with regard to food safety.

## **Related Legislation, Regulations and Policies**

*Food Act 2003 (Tas)*

AS/NZ Food Standards Code

## **Responsibilities**

The Council Environmental Health Officer is responsible for ensuring that the requirements of this policy are in place, and that relevant legislative requirements with regard to food premises/food safety are complied with.