

Food Business Information

A priority of the Shire of Coolgardie's Health department is to ensure that any food being sold from local food businesses is prepared safely and is suitable for consumption. Prior to the purchase or construction of a food business, the proprietor must ensure they fully understand their obligation to comply with the FSANZ Food Safety Standards.

The following information is provided for food business owners and staff, charitable organisations and not-for-profit groups, as well as the general public.

The Role of the Shire

The Shire of Coolgardie is responsible for administering the Food Act 2008 within the district. As the responsible enforcement agency, the Shire undertakes a variety of activities to ensure food is prepared safely and is suitable for public consumption. A number of these activities include, but are not limited to:

- Registering a new food premises
- Routine food sampling
- Routine water sampling of premises not connected to scheme water
- Routine inspections/assessments of all food businesses
- Issuing Improvement Notices and/or Infringement Notices in cases of non-compliance
- Investigating complaints in relation to food businesses within the Shire
- Investigating incidences of food poisoning
- Providing information to the public, or food proprietors, when requested
- Providing information to the public on food recalls

Notification and Registration of food businesses

All food businesses are required to be registered with the Shire of Coolgardie, unless they are classified as 'exempt' – typically charities and community groups. To facilitate this process the Shire has developed the Food Business Registration / Notification Form.

If you have not notified, or do not have a current Registration Certificate in your name, you must submit the relevant form to the Shire as soon as possible. Under the Food Act 2008, failure to do so is an offence, as is operating an unregistered food business.

What to submit to the Shire

- A fully completed Registration Form, along with the applicable fees
- A detailed site plan showing the location of cooking/serving appliances, handwashing facilities, toilets etc
- Photos showing bench surfaces, flooring, walls, handwashing facilities, appliances.

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Food Business Risk Classification

All food premises are risk rated into four categories based on the information provided in the Registration Form and risk of food handling activities being carried out.

This classification helps to determine inspection frequency and associated annual fees. Food premises are classified as:

- Very low risk or exempt
- Low Risk
- Medium Risk
- High Risk

HIGH RISK	Nursing Homes, Childcare Providers, Caterers
MEDIUM RISK	Cafes, Restaurants, Canteens, Takeaway, Hotels, Bakeries, Butchers, Delis, Supermarkets
LOW RISK	Fruit and Vegetable shops, liquor stores
VERY LOW RISK	Newsagents (selling confectionary)

Food businesses are classified : By the nformation provided by the applicant on the Food Business Registration/Notification Form

- Through a 'desktop assessment' conducted by Shire Officers. This is based on the Health Officer's knowledge of the type of food business and the applicant's compliance history (where applicable).

Food Business Annual Surveillance

Inspections of all food businesses are undertaken at a set frequency based on the classification of the food business. Higher risk classifications result in more frequent inspections than lower risk businesses.

The purpose of these inspections is to ensure the business complies with the requirements of the Food Act 2008. The Shire uses a standard assessment form during these inspections.

Inspections will generally be unannounced, and it is an offence to refuse entry to an authorised Shire Health Officer.

The following activities will be undertaken during an inspection which includes, but is not limited to:

- Construction and maintenance of the food premises and equipment
- Storage and handling of food and non-food items
- Temperature control of food, in particular potentially hazardous food
- Knowledge of food handlers and supervisors, as well as personal hygiene
- Pest control and pest control programs

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When necessary, Shire Health Officers will undertake a re-inspection to ensure that any previously identified issues requiring action have been rectified.

The time between initial inspection and re-inspection depends on the severity of the non-compliance issue and the risk it poses to the public. If an Improvement Notice has been issued, it is worth noting that non-action by the due date stated on the Notice will result in further action being taken.

Further information

Further information can be found at:

https://ww2.health.wa.gov.au/Articles/A_E/Cleaning-and-sanitising-food-premises-and-food-equipment

https://ww2.health.wa.gov.au/Articles/F_I/Food-handlers

Alternatively, please call the Shire of Coolgardie on (08) 9080 2111 or email mail@coolgardie.wa.gov.au