



Brighton Council

POLICY NAME: Food Safety

POLICY No: AP10

PURPOSE OF POLICY:

The purpose of the Food Safety Policy is to outline the processes Council will undertake to reduce the risk that food sold within the Municipality of Brighton is unsafe or not fit for human consumption. The policy is designed to comply with the *Food Act 2003*.

SCOPE:

Food premises/businesses within the Brighton Municipality.

POLICY:

Brighton Council recognises the health issues that can arise from the production or handling of food in a manner that makes it unsafe or not fit for human.

It is the policy of Brighton Council to regulate food businesses to ensure compliance with the *Food Act 2003* and monitor the safety and quality of food for sale. In addition, investigations will be conducted of any complaints relating to the safety and quality of food sold.

Brighton Council will also take an active role in educating food businesses and handlers in appropriate food handling techniques.

1. Maintain a food register

The register will contain the following information:

- The business name and address
- The name and address of the licensee/owner
- The risk category of the food premises

Renewal forms will be sent to the business owner/licensee at the end of each financial year.

2. Risk Classification of Food Businesses

At the initial inspection of a food premises, the Senior Environmental Health Officer will complete a risk assessment in accordance with the Departments of Health ("DOH") *Tasmanian Food Business Risk Classification System* ("Classification").

3. Audits of food premises

After Classification the risk category of the business will be determine and the frequency of required food audits and fee charges will be confirmed.

The frequency of audits could range from every four months for high risk premises to a minimum of annual audits carried out in conjunction with the annual renewal process.

At the audits, the Senior Environmental Health Officer will determine any conditions to be attached to the certificate including, for example, upgrading works or the use of specific food handling practices. The Senior Environmental Health Officer may conduct follow up audits to ensure adherence to these conditions.

4. Food Sampling

Council will participate in the Department of Health and Human Services (DHHS) 'Statewide Food Sampling Program' and will take the necessary action under the *Food Act 2003* in the event of non-compliance.

5. Construction of new premises or alteration of existing premises

- a. The Senior Environmental Health Officer will provide a Building Surveyor with a report on proposals to construct new or alter existing Food Businesses as required by the *Building Act 2016* (Form 49).
- b. The Senior Environmental Health Officer will assess the proposed activities in accordance with The Food Standards Code and the Building Code of Australia (Tas Part H 102).
- c. Once the food premises have been constructed, the Senior Environmental Health Officer will inspect the premises and if compliant, issue a Form 50 and provide a copy to the Building Surveyor.
- d. Enforcement action will be undertaken under the *Food Act 2003* if required.

6. Use of an existing premises for the sale of food

- a. In determining if an existing premises is suitable for the sale of food it will be assessed by the Senior Environmental Health Officer in accordance with *Standard 3.2.2 Food Safety Practices & General Requirements* and *3.2.3 Food Premises and Equipment* of the *Food Safety Standards*. If necessary, the works required to comply with these standards will be identified and once undertaken the premises approved for the sale of food by the Senior Environmental Health Officer.

7. Educational Program

Brighton Council will take a proactive approach in encouraging food business operators to improve their knowledge of food handling techniques. All operators will be encouraged to participate in the 'I'm Alert' and 'Foodsafe' training programs (published by Environmental Health Australia) which are conducted by Council at the request of individual businesses.

8. Investigations of food quality complaints

The Senior Environmental Health Officer will respond to any complaints received from the public regarding food quality.

9. Food Recalls

The Senior Environmental Health Officer will ensure that any state or national food recall programs are implemented at a local level.

10. Management of food business providing raw egg products

Brighton Council will take reasonable steps to minimise the risks associated with food business that supply raw egg products. The following steps will be taken to assist with compliance:

- a. Council's 'Application for Registration/Renewal of a Food Business' requires businesses to declare whether their business uses raw egg products;
- b. Council will issue the DHHS "Raw Egg Control Measures Manual" to any business providing raw egg products
- c. The Senior Environmental Health Officer will follow up with the food business to ensure compliance with control measures.

ROLES AND RESPONSIBILITIES:

COUNCIL

- Provide the necessary funding and operational support for the position of Senior Environmental Health Officer.

SENIOR ENVIRONMENTAL HEALTH OFFICER

- Ensure compliance with the *Food Safety Act 2003*;
- Register and inspect food premises (including temporary)
- As required, provide educational programs to enhance compliance with food handling standards;
- Participate, where applicable, with DHHS Food Sampling Program

REFERENCES:

Food Act 2003

Building Act 2000

ADMINISTRATIVE DETAILS:

Policy compiled: June 2011
Adopted SMT: October 2011
Reviewed: June 2015, June 2019; September 2021
To be reviewed: September 2023
Responsibility: Senior Environmental Health Officer



GENERAL MANAGER