



Government of **Western Australia**  
Department of **Health**

# Report on the *Food Act 2008* (WA)

1 July 2010 – 30 June 2013

## Appendices

## **Prepared by the WA Department of Health**

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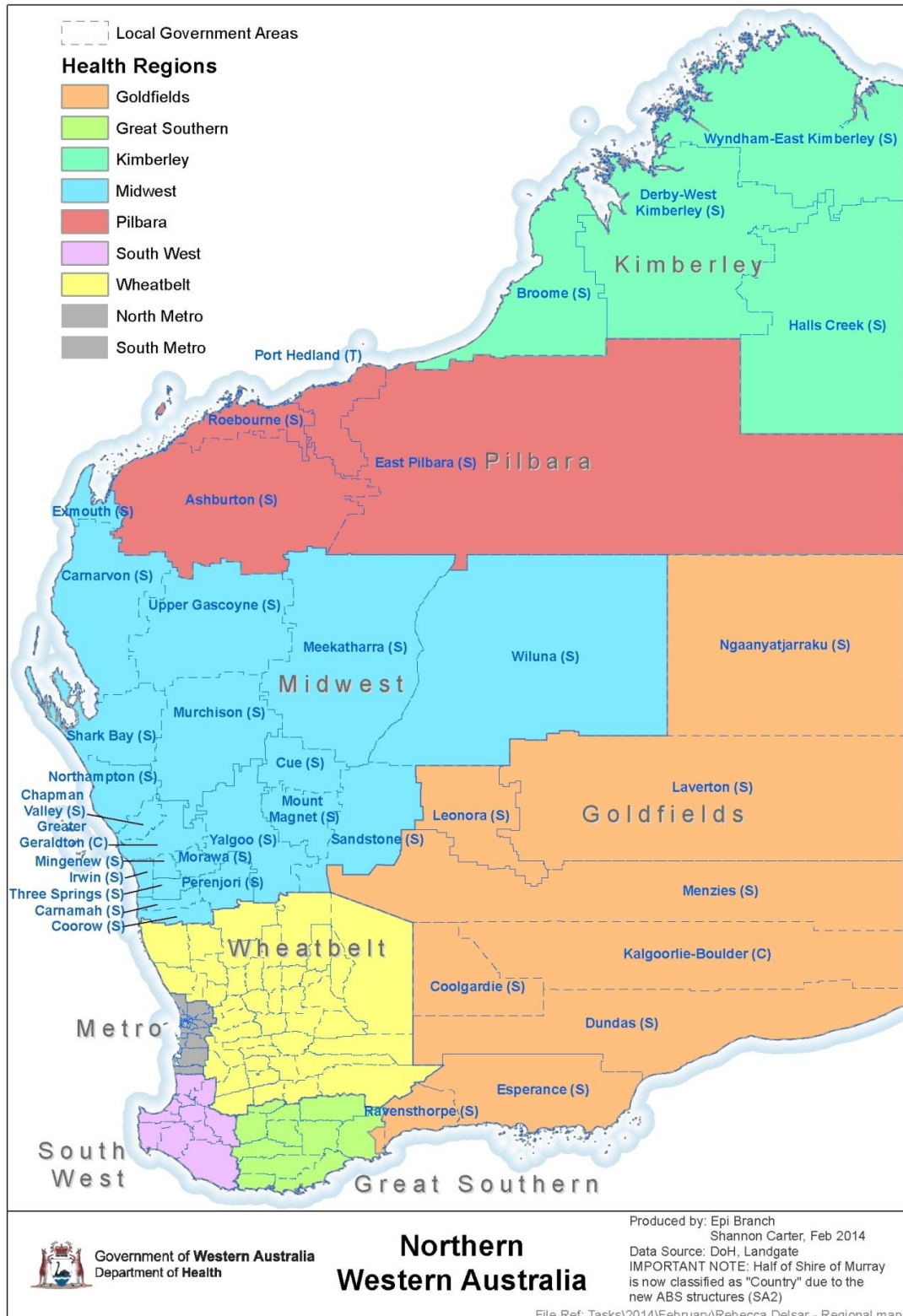
Website [www.public.health.wa.gov.au](http://www.public.health.wa.gov.au)

# Contents

Appendix 1: Map of Kimberley, Pilbara, Midwest and Goldfields enforcement agencies	2
Appendix 2: Map of Wheatbelt, Great Southern and South West enforcement agencies	3
Appendix 3: Map of Metropolitan enforcement agencies	4
Appendix 4: Enforcement agencies by region	5
Appendix 5: 2010/11 proforma	7
Appendix 6: Summary of results from enforcement agencies on Food Act activities for 1 July 2010 to 30 June 2011	9
Appendix 7: 2011/12 proforma	14
Appendix 8: Summary of results from enforcement agencies on Food Act activities for 1 July 2011 to 30 June 2012	16
Appendix 9: 2012/13 Proforma	21
Appendix 10: Summary of results from enforcement agencies on Food Act activities for 1 July 2012 to 30 June 2013	24
Appendix 11: 2013/14 Proforma	30

# Appendix 1

## Map of Kimberley, Pilbara, Midwest and Goldfields enforcement agencies



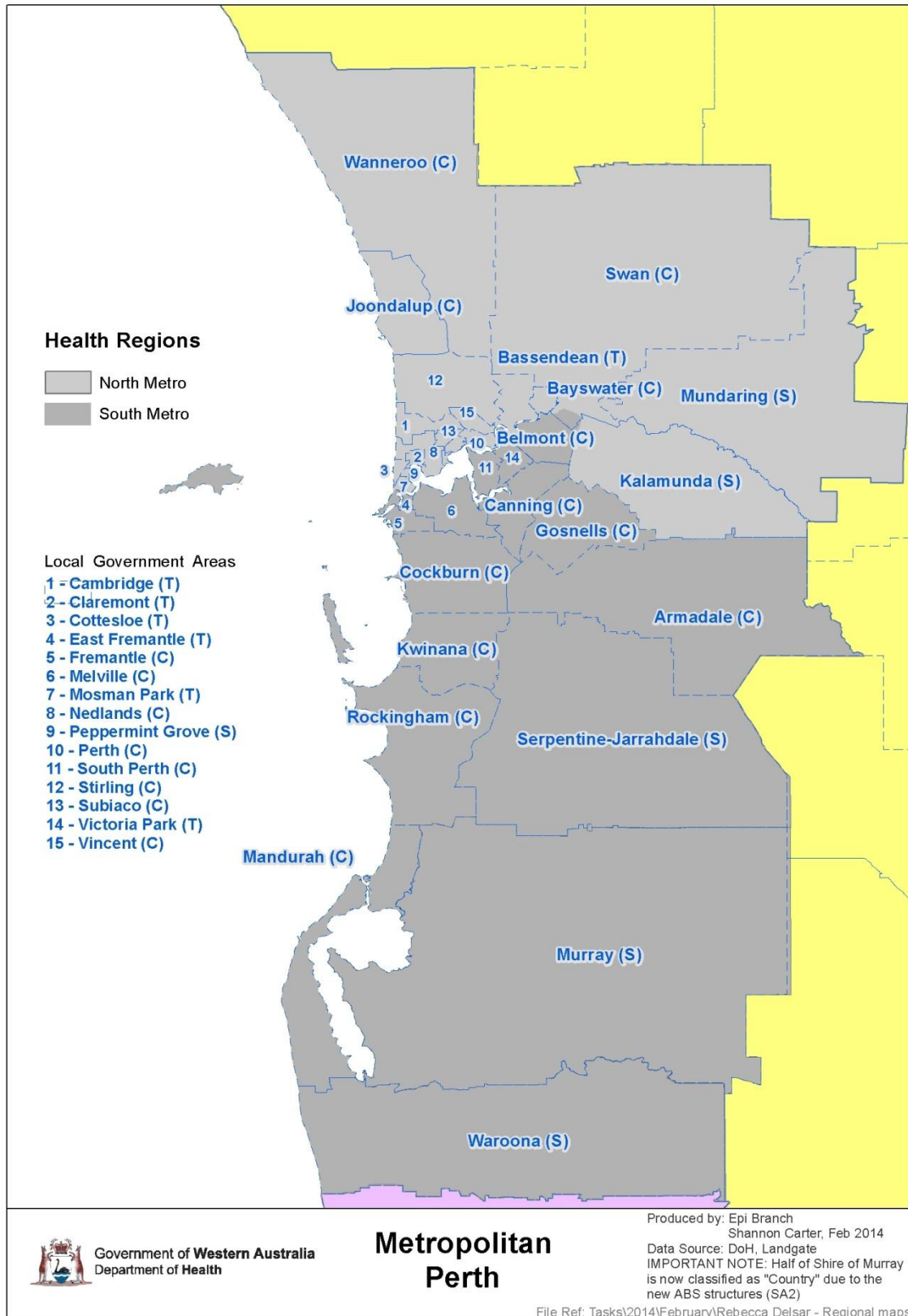
# Appendix 2

## Map of Wheatbelt, Great Southern and South West enforcement agencies



# Appendix 3

## Map of Metropolitan enforcement agencies





## Appendix 4: Enforcement agencies by region

### Goldfields region

City of Kalgoorlie-Boulder. Shires of Coolgardie, Dundas, Esperance, Laverton, Leonora, Menzies, Ngaanyatjarraku and Ravensthorpe.

### Great Southern region

City of Albany. Shires of Broomehill-Tambellup, Cranbrook, Denmark, Gnowangerup, Jerramungup, Katanning, Kent, Kojonup, Plantagenet and Woodanilling.

### Kimberley region

Shires of Broome, Derby-West Kimberley, Halls Creek and Wyndham-East Kimberley.

### Midwest region

Cities of Greater Geraldton<sup>1</sup>. Shires of Carnamah, Carnarvon, Chapman Valley, Coorow, Cue, Exmouth, Irwin, Meekatharra, Mingenew, Morawa, Mt Magnet, Mullewa<sup>1</sup>, Murchison, Northampton, Perenjori, Sandstone, Shark Bay, Three Springs, Upper Gascoyne, Wiluna and Yalgoo.

### North metropolitan region

Cities of Bayswater, Joondalup, Nedlands, Perth, Stirling, Subiaco, Swan, Vincent<sup>2</sup> and Wanneroo. Shires of Kalamunda, Mundaring and Peppermint Grove. Towns of Bassendean, Cambridge, Claremont, Cottesloe and Mosman Park.

### Pilbara region

Shires of Ashburton, East Pilbara, Port Hedland and Roebourne<sup>3</sup>.

### South metropolitan region

Cities of Armadale, Belmont, Canning, Cockburn, Fremantle, Gosnells, Mandurah, Melville, Rockingham and South Perth. Shires of Murray, Waroona and Serpentine-Jarrahdale. Towns of East Fremantle, Kwinana and Victoria Park.

### South West region

City of Bunbury and Busselton<sup>4</sup>, Shires of Augusta-Margaret River, Boyup Brook, Bridgetown-Greenbushes, Capel, Collie, Dardanup, Donnybrook-Balingup, Harvey, Manjimup and Nannup.

### Wheatbelt region

Shires of Beverley, Boddington, Brookton, Bruce Rock, Chittering, Corrigin, Cuballing, Cunderdin, Dalwallinu, Dandaragan, Dowerin, Dumbleyung, Gingin, Goomalling, Kellerberrin,

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<sup>1</sup> The City of Geraldton-Greenough and the Shire of Mullewa amalgamated on 1 July 2011 as the City of Greater Geraldton.

<sup>2</sup> The Town of Vincent was renamed as the City of Vincent on 1 July 2011.

<sup>3</sup> The Shire of Roebourne was renamed as the City of Karratha on 1 July 2014.

<sup>4</sup> The Shire of Busselton was renamed as the City of Busselton on 1 January 2012.

Kondinin, Koorda, Kulin, Lake Grace, Merredin, Moora, Mt Marshall, Mukinbudin, Narembeen, Narrogin, Northam, Nungarin, Pingelly, Quairading, Tammin, Toodyay, Trayning, Victoria Plains, Wagin, Westonia, West Arthur, Wickepin, Williams, Wongan-Ballidu, Wyalkatchem, Yilgarn and York. Town of Narrogin.



## Appendix 5: 2010/11 proforma

<b>Authorised Officers</b>	Delegated Authority to undertake appointments				The number of full time equivalent (FTE) authorised officers working in food safety.*	The number of full time equivalent (FTE) authorised officers assisting in working in food safety.*	The qualifications of authorised officers			Recruiting Difficulties					
	Council	CEO	PEHO	Other			EHO Degree	Audit Competencies	Other (please specify)	Yes	No				
<b>Registration and Assessment of Food Businesses</b>	The total number of food businesses		The number of notifications		The number of registered food businesses		The number of assessments ** conducted		The number of food businesses by principle or type of activity		The number of food businesses by risk rating		Number of food businesses subject to mandatory auditing		
<b>Compliance and Enforcement Activities</b>	Compliance and Enforcement Policy in place				Legal Actions through the Courts				Seizure Powers			Substantiated Complaints			
	Yes		No		Number Prosecutions		Number Successful		Number taken			Number			
	Number of Improvement Notices				Number of Infringement Notices				Number of Prohibition Orders						
	Issued	Complied With	Not Complied with		Issued	Court	Withdrawn		Issued	Complied With	Not Complied with		Withdrawn		

\* An authorised officer working in food safety one day a week is considered to be 0.2FTE

\*\* The process of reviewing a food business in order to confirm compliance or non-compliance with the Food Act 2008, Food Regulations 2009 or Australia New Zealand Food Standards Code

<b>Highlights of Local Government Activities</b>	Does the local government provide food safety education or training?		Key highlights of last 12 months			
	Yes	No				
	If yes, please specify					
<b>Regulatory Food Safety Auditing – provision of auditors</b>	Is the local government providing regulatory food safety auditing services?		Will the regulatory auditing services be made available to businesses outside your jurisdiction?		Has regulatory food safety auditing compliance assessments for those businesses captured by Standard 3.3.1 been undertaken?	
	Yes	No	Yes	No	Yes	No
<b>Signed Declaration by Enforcement Agency</b>	<b>Local government office</b>					
	<b>Authorised by local government Chief Executive Officer</b>					
	<b>Date</b>					

## Appendix 6: Summary of results from enforcement agencies on Food Act activities for 1 July 2010 to 30 June 2011

Authorised Officers Question		Goldfields	Great Southern	Kimberley	Midwest	North Metro	Pilbara	South Metro	South West	Wheatbelt	Department of Health	TOTAL
Number of enforcement agencies		9	11	4	22	17	4	16	12	44	1	<b>140</b>
Delegated Authority to undertake appointments (number of enforcement agencies)	Council	3	3	0	5	2	1	2	0	11	0	<b>27</b>
	CEO	5	6	3	14	14	3	13	11	30	0	<b>99</b>
	PEHO	2	2	0	7	2	0	4	3	6	0	<b>26</b>
	Other	0	0	1	0	0	0	0	0	0	1	<b>2</b>
Number of FTE authorised officers working in food safety		10.28	6.7	9.6	19.81	72.65	7.6	60.12	29.2	19.38	11.5	<b>246.8</b>
Number of FTE authorised officers assisting in working in food safety		0	1.85	1	8.4	23.5	0.4	16.7	2.1	2	0	<b>56</b>
Qualifications of authorised officers	EHO degree	11	8	11	12	70	6	64	22	34	8	<b>246</b>
	Audit competencies	4	5	2	4	19	3	16	2	6	12	<b>73</b>
	Other	3	9	1	14	13	1	7	8	16	5	<b>77</b>
Recruiting Difficulties (number of enforcement agencies)	Yes	7	7	3	10	7	3	8	5	14	0	<b>64</b>
	No	2	4	1	12	10	1	8	7	28	1	<b>74</b>

<b>Registration and Assessment of Food Businesses</b>		Goldfields	Great Southern	Kimberley	Midwest	North Metro	Pilbara	South Metro	South West	Wheatbelt	Department of Health	<b>TOTAL</b>
Question												
Number of enforcement agencies		9	11	4	22	17	4	16	12	44	1	<b>140</b>
Total number of food businesses		514	663	454	694	6259	434	4988	1832	786	344	<b>16 968</b>
Number of notifications		144	472	102	102	1502	218	934	1068	460	9	<b>5011</b>
Number of registered food businesses		515	599	224	657	5686	386	4522	1511	677	255	<b>15 032</b>
Number of assessments conducted		1018	637	521	900	12501	528	7521	1653	721	554	<b>26 554</b>
Number of food businesses by principal or type of activity	Vulnerable Populations	10	2	3	13	186	0	314	12	12	85	<b>637</b>
	Retail	40	48	27	99	376	14	614	83	76	0	<b>1377</b>
	Manufacture / Distributor	31	35	0	38	194	0	330	136	31	235	<b>1030</b>
	Food Service	298	132	55	356	2213	121	1776	594	298	0	<b>5723</b>
	Other	9	6	16	33	687	19	506	22	9	24	<b>1325</b>
	Not Determined	360	440	353	155	2603	280	1448	985	360	0	<b>6876</b>
Number of food businesses by risk rating	High	203	139	27	201	659	70	830	101	27	141	<b>2398</b>
	Medium	165	297	264	260	4176	221	2852	910	556	201	<b>9902</b>
	Low	64	211	100	113	894	63	1009	442	111	2	<b>3009</b>
	Very Low	60	0	25	68	494	57	248	122	27	0	<b>1101</b>
	Not Determined	-1	16	0	8	36	23	40	187	36	0	<b>558</b>
Number of food businesses subject to mandatory auditing		19	16	15	259	307	14	267	44	18	320	<b>1279</b>

<b>Compliance and Enforcement Activities</b> Question		Goldfields	Great Southern	Kimberley	Midwest	North Metro	Pilbara	South Metro	South West	Wheatbelt	Department of Health	<b>TOTAL</b>
Number of enforcement agencies		9	11	4	22	17	4	16	12	44	1	<b>140</b>
Compliance and enforcement policy in place (number of enforcement agencies)		2	1	0	12	11	1	11	4	13	1	<b>56</b>
Prosecutions	Number Instigated	Nil	Nil	Nil	Nil	14	Nil	10	Nil	Nil	Nil	<b>24</b>
	Number Successful	N/A	N/A	N/A	N/A	14	N/A	8	N/A	N/A	N/A	<b>22</b>
Seizure powers used		3	Nil	1	Nil	83	Nil	37	Nil	7	Nil	<b>131</b>
Validated or verified complaints		11	2	3	3	567	9	253	55	8	Nil	<b>911</b>
Improvement Notices	Issued	41	33	14	39	724	3	131	20	14	2	<b>1021</b>
	Complied With	38	33	8	34	697	2	105	19	12	1	<b>949</b>
	Not Complied With	3	0	6	5	26	1	1	1	2	1	<b>46</b>
Infringement Notices	Issued	9	Nil	1	Nil	166	Nil	60	2	Nil	Nil	<b>238</b>
	Taken to Court	0	N/A	0	N/A	8	N/A	1	0	N/A	N/A	<b>9</b>
	Withdrawn	0	N/A	0	N/A	7	N/A	4	0	N/A	N/A	<b>11</b>
Prohibition Orders	Issued	Nil	Nil	Nil	Nil	3	Nil	6	1	2	Nil	<b>12</b>
	Complied With	N/A	N/A	N/A	N/A	2	N/A	5	1	1	N/A	<b>9</b>
	Not Complied With	N/A	N/A	N/A	N/A	0	N/A	1	0	0	N/A	<b>1</b>
	Withdrawn	N/A	N/A	N/A	N/A	0	N/A	0	0	1	N/A	<b>1</b>

<b>Highlights of Enforcement Agency Activities</b> Question		Goldfields	Great Southern	Kimberley	Midwest	North Metro	Pilbara	South Metro	South West	Wheatbelt	Department of Health	<b>TOTAL</b>
Number of enforcement agencies		9	11	4	22	17	4	16	12	44	1	<b>140</b>
Number of enforcement agencies that provide food safety education or training		3	3	4	11	12	4	11	10	15	1	<b>74</b>
Food safety training or education provided (number of enforcement agencies)	Workshops/seminars/presentations	1	0	0	1	3	0	1	0	4	1	<b>11</b>
	Online training	1	0	2	6	8	4	6	7	12	0	<b>46</b>
	Newsletters/fact sheets/guidelines	0	0	0	1	5	0	1	0	0	1	<b>8</b>
	Targeted/ad hoc/on demand training	1	3	2	6	1	0	3	1	2	1	<b>20</b>
Key highlights during reporting period (number of comments provided on each topic)	Food safety education and awareness	3	1	0	11	8	1	5	3	9	0	<b>41</b>
	Staff resourcing	0	4	0	5	4	1	3	3	7	0	<b>27</b>
	Monitoring programs	7	0	2	8	20	3	28	14	25	1	<b>108</b>
	Authorised officer training considerations	3	0	1	0	0	0	0	0	0	0	<b>4</b>
	Policy considerations	3	0	0	0	1	0	0	0	1	1	<b>6</b>

<b>Regulatory Food Safety Auditing Question</b>		<b>Goldfields</b>	<b>Great Southern</b>	<b>Kimberley</b>	<b>Midwest</b>	<b>North Metro</b>	<b>Pilbara</b>	<b>South Metro</b>	<b>South West</b>	<b>Wheatbelt</b>	<b>Department of Health</b>	<b>TOTAL</b>
Number of enforcement agencies		9	11	4	22	17	4	16	12	44	1	<b>140</b>
Regulatory food safety auditing services provided by the enforcement agency	Yes	0	1	0	2	2	2	0	1	0	1	<b>9</b>
	No	5	5	4	0	13	1	13	7	13	0	<b>61</b>
	N/A	4	5	0	20	2	1	3	4	30	0	<b>69</b>
Regulatory food safety auditing services provided by the enforcement agency outside their jurisdiction	Yes	0	0	0	0	0	1	0	0	0	0	<b>1</b>
	No	0	1	0	2	2	1	0	1	0	1	<b>8</b>
	N/A	9	10	4	20	14	2	16	11	43	0	<b>129</b>
Compliance assessments undertaken for those food businesses captured under Standard 3.3.1	Yes	1	2	1	2	5	0	5	1	3	1	<b>21</b>
	No	4	2	3	0	9	3	8	5	11	0	<b>45</b>
	N/A	4	6	0	20	3	1	3	5	29	0	<b>71</b>



## Appendix 7: 2011/12 proforma

<b>Authorised Officers</b>	Delegated Authority to undertake appointments				The number of full time equivalent (FTE) authorised officers working in food safety.*	The number of full time equivalent (FTE) authorised officers assisting in working in food safety.*	The qualifications of authorised officers			Recruiting Difficulties				
	Council	CEO	PEHO	Other			EHO Degree	Audit Competencies	Other (please specify)	Yes	No			
<b>Registration and Assessment of Food Businesses</b>	The total number of food businesses		The number of notifications		The number of registered food businesses		The number of assessments** conducted		The number of food businesses by principle or type of activity		The number of food businesses by risk rating		Number of food businesses subject to mandatory auditing	
<b>Compliance and Enforcement Activities</b>	Compliance and Enforcement Policy in place				Legal Actions through the Courts				Seizure Powers			Validated or Verified Complaints		
	Yes		No		Number Prosecutions		Number Successful		Number taken			Number		
	Number of Improvement Notices				Number of Infringement Notices				Number of Prohibition Orders					
	Issued	Complied With	Not Complied with		Issued	Court	Withdrawn	Issued	Complied With	Not Complied with		Withdrawn		

\* An authorised officer working in food safety one day a week is considered to be 0.2FTE

\*\* The process of reviewing a food business in order to confirm compliance or non-compliance with the Food Act 2008, Food Regulations 2009 or Australia New Zealand Food Standards Code

<b>Highlights of Local Government Activities</b>	Does the local government provide food safety education or training?		Key highlights of last 12 months			
	Yes	No				
	If yes, please specify					
<b>Regulatory Food Safety Auditing – provision of auditors</b>	Is the local government providing regulatory food safety auditing services?		Will the regulatory auditing services be made available to businesses outside your jurisdiction?		Has regulatory food safety auditing compliance assessments for those businesses captured by Standard 3.3.1 been undertaken?	
	Yes	No	Yes	No	Yes	No
<b>Signed Declaration by Enforcement Agency</b>	<b>Local government office</b>					
	<b>Authorised by local government Chief Executive Officer</b>					
	<b>Date</b>					

## Appendix 8: Summary of results from enforcement agencies on Food Act activities for 1 July 2011 to 30 June 2012

Authorised Officers Question		Goldfields	Great Southern	Kimberley	Midwest	North Metro	Pilbara	South Metro	South West	Wheatbelt	Department of Health	TOTAL
Number of enforcement agencies		9	11	4	21	17	4	16	12	44	1	<b>139</b>
Delegated Authority to undertake appointments (number of enforcement agencies)	Council	4	3	1	7	4	1	3	0	6	0	<b>29</b>
	CEO	5	9	4	12	14	4	14	10	41	0	<b>113</b>
	PEHO	3	1	1	5	5	1	4	3	4	0	<b>27</b>
	Other	0	0	1	0	9	0	0	1	0	1	<b>12</b>
Number of FTE authorised officers working in food safety		9.81	5.02	8.65	9.75	77.9	5.6	47.5	22.1	20.73	12	<b>219</b>
Number of FTE authorised officers assisting in working in food safety		0.6	1.7	2.45	1.7	16.5	1.3	9.3	8.3	1	0	<b>42.9</b>
Qualifications of authorised officers	EHO degree	11	6	10	16	68.4	9	57	24	33	7	<b>241.4</b>
	Audit competencies	5	4	1	1	23	3	16	7	4	4	<b>68</b>
	Other	5	3	0	7	8	0	8	7	12	6	<b>56</b>
Recruiting Difficulties (number of enforcement agencies)	Yes	7	5	3	12	8	3	8	5	14	1	<b>66</b>
	No	2	5	1	5	9	1	8	6	27	0	<b>64</b>

<b>Registration and Assessment of Food Businesses</b> Question		Goldfields	Great Southern	Kimberley	Midwest	North Metro	Pilbara	South Metro	South West	Wheatbelt	Department of Health	<b>TOTAL</b>
Number of enforcement agencies		9	11	4	21	17	4	16	12	44	1	<b>139</b>
Total number of food businesses		510	662	520	815	6658	495	5669	1830	841	358	<b>18 358</b>
Number of notifications		147	446	204	264	1470	139	1083	1048	305	21	<b>5127</b>
Number of registered food businesses		510	627	390	704	4634	336	3764	1339	753	238	<b>13 295</b>
Number of assessments conducted		1061	606	176	1337	13965	537	8364	1630	880	296	<b>28 882</b>
Number of food businesses by principal or type of activity	Vulnerable Populations	9	4	6	29	253	7	320	31	21	84	<b>764</b>
	Retail	39	46	27	86	826	13	706	154	110	0	<b>2007</b>
	Manufacture / Distributor	48	27	2	38	235	0	349	270	47	224	<b>1240</b>
	Food Service	155	126	95	399	2658	155	1894	537	329	0	<b>6348</b>
	Other	197	30	30	8	782	77	590	349	54	45	<b>2162</b>
	Not Determined	62	429	360	255	1904	243	1810	489	280	0	<b>5832</b>
Number of food businesses by risk rating	High	198	134	39	192	584	66	744	107	75	147	<b>2286</b>
	Medium	156	317	293	355	4284	268	3052	1002	465	188	<b>10 381</b>
	Low	74	194	100	132	898	85	1069	531	114	2	<b>3199</b>
	Very Low	63	28	50	45	479	74	424	139	18	0	<b>1320</b>
		Not Determined	19	-11	39	91	413	2	380	51	168	0
Number of food businesses subject to mandatory auditing		15	20	10	29	326	154	312	81	25	313	<b>1285</b>

<b>Compliance and Enforcement Activities</b> Question		Goldfields	Great Southern	Kimberley	Midwest	North Metro	Pilbara	South Metro	South West	Wheatbelt	Department of Health	<b>TOTAL</b>
Number of enforcement agencies		9	11	4	21	17	4	16	12	44	1	<b>139</b>
The number of enforcement agencies with a compliance and enforcement policy in place		1	0	2	8	12	4	10	5	15	1	<b>58</b>
Prosecutions	Number Instigated	Nil	Nil	Nil	Nil	14	Nil	11	Nil	1	Nil	<b>26</b>
	Number Successful	N/A	N/A	N/A	N/A	11	N/A	10	N/A	1	N/A	<b>22</b>
Seizure powers used		Nil	Nil	Nil	3	45	Nil	21	Nil	10	Nil	<b>79</b>
Validated or verified complaints		46	3	19	20	595	12	180	23	16	Nil	<b>914</b>
Improvement Notices	Issued	30	20	25	7	368	8	174	18	14	3	<b>667</b>
	Complied With	27	20	18	6	321	5	164	16	11	3	<b>591</b>
	Not Complied With	3	0	7	1	40	3	3	2	1	0	<b>60</b>
Infringement Notices	Issued	2	0	4	4	132	1	57	0	4	Nil	<b>204</b>
	Taken to Court	0	0	0	0	3	0	3	0	0	N/A	<b>6</b>
	Withdrawn	0	0	0	0	5	0	2	1	0	N/A	<b>8</b>
Prohibition Orders	Issued	1	Nil	Nil	1	11	1	8	Nil	1	Nil	<b>22</b>
	Complied With	N/A	N/A	N/A	0	10	0	6	N/A	1	N/A	<b>17</b>
	Not Complied With	1	N/A	N/A	1	1	1	0	N/A	0	N/A	<b>3</b>
	Withdrawn	0	N/A	N/A	0	0	0	2	N/A	1	N/A	<b>3</b>

<b>Highlights of Enforcement Agency Activities</b> Question		Goldfields	Great Southern	Kimberley	Midwest	North Metro	Pilbara	South Metro	South West	Wheatbelt	Department of Health	<b>TOTAL</b>
Number of enforcement agencies		9	11	4	21	17	4	16	12	44	1	<b>139</b>
Number of enforcement agencies that provide food safety education or training		4	3	3	8	13	3	13	8	24	1	<b>80</b>
Food safety training or education provided (number of enforcement agencies)	Workshops/seminars/presentations	1	0	0	1	3	0	1	0	4	1	<b>11</b>
	Online training	1	0	2	6	8	4	6	7	12	0	<b>46</b>
	Newsletters/fact sheets/guidelines	0	0	0	1	5	0	1	0	0	1	<b>8</b>
	Targeted/ad hoc/on demand training	1	3	2	6	1	0	3	1	2	1	<b>20</b>
Key highlights during reporting period (number of comments provided on each topic)	Food safety education and awareness	5	4	1	3	7	0	5	4	1	1	<b>31</b>
	Staff resourcing	1	3	0	0	4	2	2	0	6	0	<b>18</b>
	Monitoring programs	6	1	2	3	11	2	18	9	3	0	<b>55</b>
	Authorised officer training considerations	0	0	0	0	0	0	0	0	0	1	<b>1</b>
	Policy considerations	2	0	0	0	0	0	0	0	1	1	<b>4</b>

<b>Regulatory Food Safety Auditing</b> Question		Goldfields	Great Southern	Kimberley	Midwest	North Metro	Pilbara	South Metro	South West	Wheatbelt	Department of Health	<b>TOTAL</b>
Number of enforcement agencies		9	11	4	21	17	4	16	12	44	1	<b>139</b>
Regulatory food safety auditing services provided by the enforcement agency	Yes	1	0	0	3	1	3	1	1	1	1	<b>12</b>
	No	3	5	3	4	13	0	14	8	15	0	<b>65</b>
	N/A	5	6	1	15	3	1	1	3	27	0	<b>62</b>
Regulatory food safety auditing services provided by the enforcement agency outside their jurisdiction	Yes	0	0	0	0	0	2	0	0	1	0	<b>3</b>
	No	1	0	0	4	1	1	3	1	0	1	<b>12</b>
	N/A	8	10	4	17	16	1	13	11	39	0	<b>119</b>
Compliance assessments undertaken for those food businesses captured under Standard 3.3.1	Yes	0	2	0	3	11	2	11	5	11	1	<b>41</b>
	No	3	2	3	3	2	1	5	3	5	0	<b>29</b>
	N/A	5	7	1	13	3	1	1	4	1	0	<b>64</b>



## Appendix 9: 2012/13 Proforma

<b>Enforcement Agency:</b>	
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**Part A** The information gathered in this section relates to your core functions as a Food Act enforcement agency

### Authorised officers

1.	Who has the delegated authority to appoint authorised officers?					
	Council <input type="checkbox"/>	CEO <input type="checkbox"/>	PEHO <input type="checkbox"/>	Other (please specify)		
2.	What is the number of full time equivalent (FTE) <sup>5</sup> Food Act authorised officers?					
3.	What is the number of full time equivalent (FTE) <sup>1</sup> persons that assist with the discharge of duties of Food Act authorised officers? <sup>2</sup>					
4.	What are the qualifications of Food Act authorised officers (please specify the number of authorised officers with the following qualifications) <sup>6</sup>					
	Environmental Health degree		Audit competencies			
	Other (number)		(please specify qualifications)			
5.	Has the enforcement agency experienced recruiting difficulties during the reporting period?				Yes	<input type="checkbox"/>
					No	<input type="checkbox"/>

### Registration and assessment of food businesses

6.	What is the total number of food businesses in the enforcement agency's jurisdiction <sup>7</sup> ?					
7.	How many onsite assessments <sup>8</sup> were conducted during this reporting period?					
8.	What is the number of food businesses by risk rating?					
	High		Medium		Low	
	Very low/exempt		Not determined		Other	

<sup>5</sup> An authorised officer working in food regulation one day a week is considered to be 0.2FTE.

<sup>6</sup> The response to this question should be in line with the [guidelines on the appointment of authorised officers](#) issued by the CEO of the Department of Health.

<sup>7</sup> Include all food businesses that are registered with the enforcement agency and those exempt from registration (notified only). Do not include temporary and mobile food businesses from other jurisdictions.

<sup>8</sup> The process of reviewing a food business onsite in order to confirm compliance with the Food Act, *Food Regulations 2009* or the *Australia New Zealand Food Standards Code*.

9.	What is the number of food businesses by principal type of activity?		
Manufacturer/producer		Hotel/motel/guesthouse	
Retailer		Pub/tavern	
Food service		Canteen/kitchen	
Distributor/importer		Hospital/nursing home	
Packer		Childcare centre	
Storage		Home delivery	
Transport		Mobile food operator	
Restaurant/café		Market Stall	
Snack bar/takeaway		Charitable/community organisation	
Caterer		Temporary food premises	
Meals-on-wheels		Primary processor <sup>5</sup>	
Primary producer <sup>9</sup>		Not determined	

### Compliance and enforcement activities

10.	Does the enforcement agency have a compliance and enforcement policy in place?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
11.	Number of prosecutions		number of successful prosecutions
12.	Number of seizures taken		
13.	Number of improvement notices served		
	Number: complied with		not complied with
14.	Number of infringement notices served		
	Number: paid	referred to court	withdrawn
15.	Number of prohibition orders served		
	Number: complied with	not complied with	withdrawn

### Regulatory food safety auditing

16.	What is the total number of food businesses captured under Standard 3.3.1?	
17.	In relation to question 16, what is the total number of food safety programs that have been verified <sup>10</sup> as of 30 June 2013? <sup>11</sup>	
18.	In relation to question 17, how many of these businesses have had at least their first regulatory food safety audit as of 30 June 2013? <sup>7</sup>	
19.	How many regulatory food safety audits have lead to compliance and enforcement action as of 30 June 2013? <sup>7</sup>	

<sup>9</sup> Primary producers and processor that are captured under Chapter 4 of the Food Standards Code

<sup>10</sup> Leading to the setting of priority classification and audit frequency as per Food Act Section 100

<sup>11</sup> Since commencement of Part 8 of the Food Act on 23 October 2010

## Part B

The Food Act has given enforcement agencies greater 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.

20.	Does the enforcement agency provide food safety education or training?	Yes No	<input type="checkbox"/> <input type="checkbox"/>
If yes please specify:			
21.	Key highlights of the last 12 months In addition to any highlights related to Food Act functions, please provide details of any food safety or nutrition related public health initiatives you have implemented, for example food business recognition programs, projects with subsectors of the community, point of sale nutrition information or surveys you have undertaken.		

### Signed declaration by enforcement agency

Enforcement Agency:			
Authorised by enforcement agency Chief Executive Officer:			
Signature:		Date:	

**This report should be submitted to the Department of Health by 31 August 2013**

Please submit reports by:

Email to: [foodunit@health.wa.gov.au](mailto:foodunit@health.wa.gov.au)

Fax to: (08) 9382 8119

Post to: Food Unit, Environmental Health Directorate, Department of Health,  
PO Box 8172, Perth Business Centre WA 6849

## . Appendix 10: Summary of results from enforcement agencies on Food Act activities for 1 July 2012 to 30 June 2013

Authorised Officers Question		Goldfields	Great Southern	Kimberley	Midwest	North Metro	Pilbara	South Metro	South West	Wheatbelt	Department of Health	TOTAL
Number of enforcement agencies		9	11	4	21	17	4	16	12	44	1	<b>139</b>
Delegated Authority to undertake appointments (number of enforcement agencies)	Council	1	2	0	9	3	0	1	1	4	0	<b>21</b>
	CEO	7	9	4	10	15	4	13	12	38	0	<b>112</b>
	PEHO	0	1	0	3	1	0	6	0	1	0	<b>12</b>
	Other	0	0	0	0	0	0	0	0	7	1	<b>8</b>
Number of FTE authorised officers working in food safety		8.95	4.145	13	11.55	90.2	10	64.5	27.5	25.85	12	<b>267.69</b>
Number of FTE authorised officers assisting in working in food safety		0.5	0.8	8	7	15.2	4	19.3	5.4	8.3	0	<b>68.51</b>
Qualifications of authorised officers	EHO degree	10	8	12	12	104.4	9	64.1	29	34	8	<b>290.5</b>
	Audit competencies	4	3	2	4	29	1	10	3	3.6	12	<b>71.6</b>
	Other	3	3.1	1	17.4	3	3	6	5	17	6	<b>64.5</b>
Recruiting Difficulties (number of enforcement agencies)	Yes	5	3	2	11	4	3	7	4	10	1	<b>50</b>
	No	3	8	2	10	13	1	9	8	32	0	<b>86</b>

<b>Registration and Assessment of Food Businesses</b>		Goldfields	Great Southern	Kimberley	Midwest	North Metro	Pilbara	South Metro	South West	Wheatbelt	Department of Health	<b>TOTAL</b>
Question												
Number of enforcement agencies		9	11	4	21	17	4	16	12	44	1	<b>139</b>
Total number of food businesses		538	735	557	753	7019	495	5724	2029	811	359	<b>19020</b>
Number of assessments conducted		571	687	478	959	13372	262	9628	1363	713	298	<b>28331</b>
Number of food businesses by principle or type of activity	Manufacturer	6	14	8	31	343	2	328	243	24	0	<b>999</b>
	Retailer	66	42	89	83	899	25	569	318	113	2	<b>2206</b>
	Food service	45	2	12	5	192	13	79	10	8	25	<b>391</b>
	Distributor	9	16	8	6	52	4	48	6	10	0	<b>159</b>
	Packer	1	0	2	0	1	0	44	1	0	0	<b>49</b>
	Storage	0	0	2	0	7	0	29	5	0	0	<b>43</b>
	Transport	4	0	3	0	1	0	35	0	4	0	<b>47</b>
	Restaurant	75	76	68	159	1534	64	1142	354	111	16	<b>3599</b>
	Snack bar	92	40	38	91	1276	40	839	137	118	11	<b>2682</b>
	Caterer	2	6	26	14	69	5	56	37	15	4	<b>234</b>
	Meal on wheels	1	2	4	0	3	0	7	7	1	0	<b>25</b>
	Primary Producer	10	3	2	1	7	0	18	23	18	174	<b>256</b>
	Hotel / motel	23	28	75	52	67	16	59	120	96	1	<b>537</b>
	Put / tavern	39	12	12	18	106	7	123	38	65	3	<b>423</b>
	Canteen	94	13	48	88	293	89	246	109	86	0	<b>1066</b>
Hospital / nursing home	5	7	9	6	112	1	106	22	18	84	<b>370</b>	
Childcare centre	6	7	13	17	189	16	328	57	14	0	<b>647</b>	

	Home delivery	0	4	1	1	1	0	5	6	0	0	<b>18</b>
	Mobile food operator	13	9	37	21	161	23	128	90	18	0	<b>500</b>
	Market stall	20	94	51	40	194	1	109	128	6	0	<b>643</b>
	Charitable / community	13	10	4	23	141	25	146	264	56	0	<b>682</b>
	Temporary	0	7	17	29	392	3	409	9	178	0	<b>1044</b>
	Primary processor	0	4	1	5	2	0	11	11	17	74	<b>125</b>
Number of food businesses by risk rating	High	187	131	49	55	718	102	96	680	27	165	<b>2210</b>
	Medium	189	324	326	315	4340	223	1002	3251	537	193	<b>10700</b>
	Low	75	269	107	168	914	81	421	1116	174	1	<b>3326</b>
	Very Low	71	26	54	74	700	85	416	591	51	0	<b>2068</b>
	Not Determined	13	-15	21	141	337	1	66	94	22	0	<b>680</b>
	Other	3	0	0	0	10	3	0	20	0	0	<b>36</b>

<b>Compliance and Enforcement Activities</b> Question		Goldfields	Great Southern	Kimberley	Midwest	North Metro	Pilbara	South Metro	South West	Wheatbelt	Department of Health	<b>TOTAL</b>
Number of enforcement agencies		9	11	4	21	17	4	16	12	44	1	<b>139</b>
The number of enforcement agencies with a compliance and enforcement policy in place		1	1	3	9	12	2	9	4	15	1	<b>57</b>
Prosecutions	Number Instigated	0	0	0	0	23		11	0	1	0	<b>35</b>
	Number Successful	0	0	0	0	22	0	8	0	1	0	<b>31</b>
Seizure powers used		0	0	0	0	32	0	17	1	0	0	<b>50</b>
Improvement Notices	Issued	51	10	3	22	532	4	208	29	36	8	<b>903</b>
	Complied With	36	10	2	21	467	4	193	28	20	8	<b>789</b>
	Not Complied With	15		1		65		11		7		<b>99</b>
Infringement Notices	Issued	2	0	0	13	258	0	118	3	4	2	<b>400</b>
	Taken to Court	0			0	0		0	0	0	1	<b>1</b>
	Withdrawn	0			0	8		1	0	0	0	<b>9</b>
Prohibition Orders	Issued	0	0	0	3	24	0	6	1	0	0	<b>34</b>
	Complied With				2	25		5	1			<b>33</b>
	Not Complied With							0				<b>0</b>
	Withdrawn							1				<b>1</b>



<b>Highlights of Enforcement Agency Activities</b> Question		Goldfields	Great Southern	Kimberley	Midwest	North Metro	Pilbara	South Metro	South West	Wheatbelt	Department of Health	<b>TOTAL</b>
Number of enforcement agencies		9	11	4	21	17	4	16	12	44	1	<b>139</b>
Number of enforcement agencies that provide food safety education or training		3	3	4	9	13	3	12	11	21	1	<b>80</b>
Food safety training or education provided	Workshops/seminars/presentations	1	0	2	1	0	1	0	1	0	1	<b>7</b>
	Online training	1	2	1	5	13	3	9	10	16	0	<b>50</b>
	Newsletters/fact sheets/guidelines	0	0	0	1	0	0	0	1	0	1	<b>3</b>
	Targeted/ad hoc/on demand training	1	3	3	3	1	2	3	3	3	1	<b>23</b>
Key highlights during reporting period (number of comments provided on each topic)	Food safety education and awareness	0	2	1	5	6	1	3	1	1	1	<b>21</b>
	Staff resourcing	1	1	0	2	0	0	0	0	0	0	<b>4</b>
	Monitoring programs	3	1	0	2	5	0	7	1	5	1	<b>25</b>
	Authorised officer training considerations	0	0	0	0	0	0	0	0	0	0	<b>0</b>
	Policy considerations	1	0	0	0	0	0	0	0	0	0	<b>1</b>
	FSP/verification/RFSA	1	1	0	0	0	2	2	2	0	1	<b>9</b>
	Food safety/nutrition public health initiatives	0	0	1	2	0	0	2	1	0	0	<b>6</b>
Compliance and enforcement	1	1	0	0	2	1	3	1	2	0	<b>11</b>	

<b>Regulatory Food Safety Auditing Question</b>	<b>Goldfields</b>	<b>Great Southern</b>	<b>Kimberley</b>	<b>Midwest</b>	<b>North Metro</b>	<b>Pilbara</b>	<b>South Metro</b>	<b>South West</b>	<b>Wheatbelt</b>	<b>Department of Health</b>	<b>TOTAL</b>
Number of enforcement agencies	9	11	4	21	17	4	16	12	44	1	<b>139</b>
Total number of food businesses captured under Standard 3.3.1	11	15	22	68	317	24	298	49	18	84	<b>906</b>
Total number of food safety programs that have been verified	8	8	2	15	222	5	204	27	7	5	<b>503</b>
Total number that have had their first regulatory food safety audit	3	5	0	16	123	1	123	23	3	4	<b>301</b>
Number of regulatory food safety audits that have lead to compliance and enforcement action	0	3	0	5	7	0	18	6	0	1	<b>40</b>

## Appendix 11: 2013/14 Proforma

# Food Act Report Submission Form

Information from *Food Act 2008 (WA)* (Food Act) enforcement agencies for the period 1 July 2013 to 30 June 2014 as required under Section 121 of the Food Act

Enforcement Agency:	
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**Part A** The information gathered in this section relates to your core functions as a Food Act enforcement agency

### Authorised officers

22.	Who has the delegated authority to appoint authorised officers?				
	Council <input type="checkbox"/>	CEO <input type="checkbox"/>	PEHO <input type="checkbox"/>	Other (please specify) <input type="text"/>	
23.	What is the number of full time equivalent (FTE) <sup>12</sup> Food Act authorised officers?			<input type="text"/>	
24.	What is the number of full time equivalent (FTE) <sup>1</sup> persons that assist with the discharge of duties of Food Act authorised officers? <sup>2</sup>			<input type="text"/>	
25.	What are the qualifications of Food Act authorised officers (please specify the number of authorised officers with the following qualifications) <sup>13</sup>				
	Environmental Health degree	<input type="text"/>	Audit competencies	<input type="text"/>	
	Other (number)	<input type="text"/>	(please specify qualifications)	<input type="text"/>	
26.	Has the enforcement agency experienced recruiting difficulties during the reporting period?			Yes	<input type="checkbox"/>
				No	<input type="checkbox"/>

### Registration and assessment of food businesses

27.	What is the total number of food businesses in the enforcement agency's jurisdiction <sup>14</sup> ?	<input type="text"/>
28.	How many onsite assessments <sup>15</sup> were conducted during this reporting period?	<input type="text"/>

<sup>12</sup> An authorised officer working in food regulation one day a week is considered to be 0.2FTE.

<sup>13</sup> The response to this question should be in line with the [guidelines on the appointment of authorised officers](#) issued by the CEO of the Department of Health.

<sup>14</sup> Include all food businesses that are registered with the enforcement agency and those exempt from registration (notified only). Do not include temporary and mobile food businesses from other jurisdictions.

<sup>15</sup> The process of reviewing a food business onsite in order to confirm compliance with the Food Act, *Food Regulations 2009 (WA)* or the Australia New Zealand Food Standards Code.

29.	What is the number of food businesses by risk rating?					
	High		Medium		Low	
	Very low/exempt		Not determined		Other	
30.	What is the number of food businesses by principal type of activity?					
Manufacturer/producer			Hotel/motel/guesthouse			
Retailer			Pub/tavern			
Food service			Canteen/kitchen			
Distributor/importer			Hospital/nursing home			
Packer			Childcare centre			
Storage			Home delivery			
Transport			Mobile food operator			
Restaurant/café			Market Stall			
Snack bar/takeaway			Charitable/community organisation			
Caterer			Temporary food premises			
Meals-on-wheels			Primary processor <sup>5</sup>			
Primary producer <sup>16</sup>			Not determined			

### Compliance and enforcement activities

31.	Does the enforcement agency have a compliance and enforcement policy in place?			Yes	<input type="checkbox"/>
				No	<input type="checkbox"/>
32.	Number of prosecutions instigated		number of successful		
33.	Number of seizures performed				
34.	Number of improvement notices served				
	Number: complied with		not complied with		
35.	Number of infringement notices served				
	Number: paid		referred to court	withdrawn	
36.	Number of prohibition orders served				
	Number: complied with		not complied with	withdrawn	

### Regulatory food safety auditing

37.	What is the total number of food businesses captured under Standard 3.3.1?				
38.	In relation to question 16, what is the total number of food safety programs that have been verified <sup>17</sup> as of 30 June 2014? <sup>18</sup>				

<sup>16</sup> Primary producers and processor that are captured under Chapter 4 of the Food Standards Code

<sup>17</sup> Leading to the setting of priority classification and audit frequency as per Food Act Section 100

<sup>18</sup> Since commencement of Part 8 of the Food Act on 23 October 2010

39.	In relation to question 17, how many of these businesses have had at least their first regulatory food safety audit as of 30 June 2014? <sup>7</sup>	
40.	How many regulatory food safety audits lead to compliance and enforcement action between 1 July 2012 and 30 June 2014? <sup>7</sup>	

## Part B

The Food Act has given enforcement agencies greater 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.

41.	Does the enforcement agency provide food safety education or training?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
If yes please specify:			
42.	Key highlights of the last 12 months In addition to any highlights related to Food Act functions, please provide details of any food safety or nutrition related public health initiatives you have implemented, for example food business recognition programs, projects with subsectors of the community, point of sale nutrition information or surveys you have undertaken.		

## Signed declaration by enforcement agency

Enforcement Agency:			
Authorised by enforcement agency Chief Executive Officer:			
Signature:		Date:	

**This report should be submitted to the Department of Health by 31 August 2014**

Please submit reports by:

Email to: [foodunit@health.wa.gov.au](mailto:foodunit@health.wa.gov.au)

Fax to: (08) 9382 8119

Post to: Food Unit, Environmental Health Directorate, Department of Health,  
PO Box 8172, Perth Business Centre WA 6849



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