



Reference: Y#229646

18th November, 2016

Nigel Gladstone

Email: foi+request-2529-01a25ad4@righttoknow.org.au

Dear Mr Gladstone,

Please find Council's reports to the Food Safety Authority. The reports contain the information you require.

If you require any further information it will be subject to charging for costs incurred with obtaining the information.

Yours sincerely

LEE A FURNESS
EXECUTIVE DIRECTOR
CORPORATE AND COMMUNITY

att



MAILING ADDRESS

Locked Bag 5,
Young NSW 2594
www.hilltops.nsw.gov.au

BOOROWA OFFICE

6-8 Market Street,
Boorowa NSW 2586
P 02 6380 2000

HARDEN OFFICE

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Harden NSW 2587
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YOUNG OFFICE

189 Boorowa Street,
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E mail@hilltops.nsw.gov.au





Tracking Code:

Council Details

Tips

1. Before entering any data, please review all the questions and collect the required information.
2. Some of the questions have been amended from previous years; please read each question carefully.
3. Data can be entered over several sessions, but if you wish to return to the form later you must keep your log on ID and password.

Council Details

Council name

Young Shire Council

Completed by

Sally Atkinson

Your full name

Email

xxxxx.xxxxxxxx@xxxxx.xxx.xx

Your email address

Telephone

02 6380 1239

Your daytime contact number

Business Profile

Business Profile

Q1. Number of fixed premises food businesses categorised as high risk? *

23

'High risk' typically means businesses which:

- handled and served ready-to-eat foods that may contain pathogenic microorganisms and support their growth, and
- also had known risk-increasing factors such as:
 - potential for inadequate/incorrect temperature control (reheated or hot-held food),
 - larger scale of operations (employed more than 10 people),
 - large catering operations (different preparation and serving location), and/or
 - supplied directly to at-risk customers (child care centres; nursing home caterers).

High risk businesses require at least one programmed inspection per year.

Examples:

Takeaway outlets which sold hot-held food; club bistros which held food in a bain marie; premises which sold raw or lightly-cooked egg products such as dressings, desserts, sauces, Vietnamese-style pork rolls; large hotels/restaurants which served ready-to-eat, high risk, uncooked food eg. oysters; large caterers which served ready-to-eat, high risk food eg. smoked salmon, oysters; childcare centres which served frankfurts, rice.

Q2. Number of fixed premises food businesses categorised as medium risk? *

35

'Medium risk' typically means businesses which:

- handled (incl. cooked, thawed) foods that may contain pathogenic microorganisms and support their growth
- served ready-to-eat foods that may contain pathogenic microorganisms but not generally support growth, or unlikely to contain pathogenic microorganisms but may support growth if present
- served high- and medium-risk, ready-to-eat foods only portioned before receipt by the customer
- were small or medium scale of operations (less than 10 people), and/or
- were small or medium scale catering.

Medium risk businesses require at least one programmed inspection per year.

Examples:

Bakeries; cafés or restaurants which served cooked food eg. lasagne or uncooked food such as pre-prepared salads; dairy sections in supermarkets; delicatessens (which did not manufacture product); grocery stores with cut fruit; fast food outlets; school canteens which served high risk, ready-to-eat foods; service stations or convenience stores which sold pies, milk; takeaway outlets which sold fresh-cooked fish, burgers.

Q3. Number of fixed premises food businesses categorised as low risk? *

16

'Low risk' typically means businesses which:

- served foods unlikely to contain pathogenic microorganisms and unlikely to support growth if present
- served pre-packed food only, or
- supplied foods that are not ready-to-eat.

Low risk businesses should be inspected in response to incident or complaint only.

Examples:

Bars selling packaged crisps only; confectionery stores; liquor shops; newsagents selling packaged low risk foods.

Q4. Number of temporary food business premises that operated in the council area?

'Temporary food businesses': food stalls and facilities which handled, prepared and sold food at periodic markets, fairs, festivals, shows and non-mobile temporary facilities such as fruit stalls. The same stall present at repeated regular events should be counted as 1.

Exclude: mobile food businesses such as vans, food trucks & coffee carts.

Q5. Number of mobile food premises that operated in the council area?

'Mobile food premises': food premises which handled, prepared and sold food, were designed to be movable from place to place (whether motorised or not) and were self-contained with its own hand wash basin, equipment and consistent operating conditions.

Exclude: temporary, non-mobile facilities such as market stalls.

Examples:

Coffee carts, juice carts, food trucks, mobile facilities for hamburgers, hot dogs, kebabs, commercial spits, BBQs grills, popcorn, icecream, fairy floss.

Resources

Resources

Q6. Number of authorised officers engaged in food regulatory work over the 12 month reporting period? *

Number: total number of people appointed as authorised officers under the *Food Act 2003* that have conducted any food regulatory work in the reporting year.

Example:

A council with 1 full time authorised officer, plus 2 authorised officers who work on food part-time for 25% of their time plus 1 contractor appointed as an authorised officer working 25% of their time on food would answer 4. A separate person appointed as an authorised officer who did not perform any food regulatory work in the year is not counted.

Q7. Number of full time equivalent (FTE) authorised officers to fulfil food regulatory duties? *

'FTE': the number of authorised officers required to undertake council's level of food work (as per previous question) if they had worked full time on food.

Example:

A council with 1 full time authorised officer, plus 2 authorised officers who work on food part-time for 25% of their time plus 1 contractor appointed as an authorised officer working 25% of their time on food would answer 1.75.

Surveillance Activity

Number of Inspections

Q8. Number of primary inspections conducted for fixed premises? *

Primary inspections: total number of inspections of fixed premises which were programmed and completed.

Exclude re-inspections for unsatisfactory issues, and inspections of mobile and temporary premises.

Example:

If a council inspects 50 high risk fixed businesses twice per year and 25 medium risk fixed businesses once per year, all of which are completed, then the answer is 125.

Q9. Number of primary inspections conducted for mobile premises?

'Primary inspections': inspections of mobile premises which were programmed and completed.

Exclude re-inspections for unsatisfactory issues, and inspections of fixed and temporary premises.

Example:

If a festival in a council area had 2 mobile coffee carts and inspected them both, and the council has 7 regular mobile food businesses selling ice cream, sandwiches, coffee and hot pies and completes inspections of them all, the answer is 9. Temporary food stalls at the festival should not be counted.

Q10. Number of primary inspections conducted for temporary premises?

'Primary inspections': inspections of temporary premises which were programmed and completed.

Exclude re-inspections for unsatisfactory issues, and inspections of fixed and mobile premises.

Number of Businesses

Q11. Number of high and medium risk, fixed premises food businesses inspected? *

'Fixed premises businesses': include the number of all high and medium risk fixed premises that were inspected.

Exclude multiple visits to the same business, any visit to low risk fixed premises and all mobile and temporary premises inspected.

Example:

If a council inspects 50 high risk fixed businesses twice per year and 25 medium risk fixed businesses once per year, all of which are completed, then the answer is 75.

Based on your answers to Q1, Q2 and Q11, your council completed 94.83% of the required inspections for high and medium risk businesses

If this is not correct, please review your answers and amend.

Q12. Number of fixed premises food businesses requiring re-inspection? *

'Re-inspection': Fixed premises which required follow-up to a primary inspection due to significant breaches or possible enforcement action.

'Significant breaches': those which pose a food safety risk or are matters which cannot be left until the next routine inspection.

Do not count premises where matters are left to the next routine inspection, the officer 'pops in' to check on a minor issue or if council routinely re-visits for minor issues with no enforcement action taken.

Examples:

Re-inspections due to hand washing, temperature control, cross contamination, pest control, inadequate cleaning and sanitation, sale of food past 'use by' dates and maintenance issues that pose a food safety risk.

Q13. Number of fixed premises food businesses requiring additional re-inspection(s)? *

'Additional re-inspection': Fixed premises requiring further follow-up after a first re-inspection.

Example:

A premises found at primary inspection to have evidence of inadequate cleaning of surfaces and equipment and at re-inspection is found to have not addressed the issues, requiring a further reinspection the next day would count as 1.

Complaints

Complaints

Where food complaints were determined to be in relation to multiple matters (eg. both hygiene and labelling) then please count that complaint only in the category identified as the most significant matter at the time of the investigation.

Number of complaints investigated in relation to alleged:

Q14. Hygiene & handling *

Number of complaint investigations which related to cleaning, sanitation, pest control, temperature control, storage, potential for cross contamination, etc.

Q15. Foreign matter *

Number of complaint investigations which related to food contaminated with foreign matter.

Q16. Food quality including deterioration *

Number of complaint investigations which related to poor food quality because of mould, damaged packaging, staleness etc.

Q17. Labelling & advertising *

Number of complaint investigations which related to incorrect labelling, missing labelling such as country of origin information, false or misleading advertising, etc. and may include food sold after a 'use by' date.

Q18. Single-incident foodborne illness *

Number of complaint investigations which related to single-incident cases of alleged foodborne illness (cases of either a single person or a single family).

Q19. Other *

Number of complaint investigations which related to other issues under the *Food Act 2003*.

Enforcement

Enforcement

Q20. Number of warnings issued *

'Warnings': number of warnings written on reports such as Food Premises Assessment Reports (FPARs), plus Warning Letters issued by authorised officers, for all premises types.

Exclude instances where Notices or Orders were issued.

Example:

A premises was found to have no temperature monitoring thermometer on the premises, and was initially issued a verbal warning with instruction to get one. The issue was to be checked at a subsequent inspection.

Q21. Number of Improvement Notices issued? *

Formal Improvement Notices issued relating to Food Act breaches, for all premises types.

Q22. Number of Penalty Notices issued to high risk fixed premises?

Penalty Notices issued to high risk, fixed premises only relating to Food Act breaches.

Examples of high risk businesses:

Takeaway outlet selling hot-held food; club bistro holding food in a bain marie; premises selling raw or lightly-cooked egg products such as dressings, desserts, sauces, Vietnamese-style pork rolls; large hotel/restaurant serving ready-to-eat, high risk, uncooked food eg. oysters; large caterers serving ready-to-eat, high risk food eg. smoked salmon, oysters; childcare centre serving frankfurts, rice.

Q23. Number of Penalty Notices issued to medium risk fixed premises?

0

Penalty Notices issued to medium risk, fixed premises only relating to Food Act breaches.

Examples of medium risk businesses:

Bakery; café or restaurant serving cooked food eg lasagne or uncooked food such as pre-prepared salads; dairy section in supermarket; delicatessen (not manufacturing product); grocery store with cut fruit; fast food outlet; school canteen serving high risk, ready-to-eat foods; service station or convenience store selling pies, milk; takeaway outlet selling fresh-cooked fish, burgers.

Q24. Number of seizure notices issued? *

0

Seizure notices issued for Food Act breaches, for all premises types.

Q25. Number of Prohibition Orders served? *

0

Prohibition Orders issued for Food Act breaches, for all premises types.

Business Inspection Outcomes

Business Inspection Outcomes

Q32. Number of premises with no or only very small numbers of issues found at primary inspection?

59

'Issues' (if any): administrative or minor issues not impacting on food safety. On the FPAR, results equivalent to 1-8 points.

Examples:

Business not notified; no designated Food Safety Supervisor; chipped/broken cutlery.

Q33. Number of premises with multiple issues but no enforcement action required at primary inspection?

6

'Issues': breaches which potentially impact on food safety, not administrative in nature, generally not isolated in nature; or larger numbers of issues that do not significantly impact on food safety. On the FPAR, results equivalent to 9-15 points.

Examples:

Isolated instances of temperature non-compliance across the premises, ranging between 5-10 C above or below requirements; or single-use towels not available at the hand wash basin; or unclean walls, benches and shelving.

Q34. Number of premises with critical food safety failures at primary inspection?

1

'Critical food safety failures': those very likely or have impacted directly on food safety. On the FPAR, results equivalent to more than 15 points or any single 8 point breach.

Examples:

No hand wash basin; uncontrolled pest infestation.

Q35. Please add any other comments regarding your annual activity submission? *

Due to staffing issues, the majority of scheduled inspections were undertaken in April & June - Q13 (additional reinspections) were not in the reporting period.
In regards to Mobile Vans and Temporary events - Council currently only undertakes inspections at the Annual Show (held on a weekday). No inspections were carried out at temporary events on weekends in 2013-2014. Q5 - Council is only aware of 4 mobile food premises operating in the Shire.
In regards to Q 32 and Q 33 - this is the compliance at primary inspections - 10 high/medium risk premises had 2 primary inspections.
The General Manager is away today (due date) but his delegate has approved this submission. The GM has been forwarded a copy

Q36. Has this submission been approved by the General Manager of the council? *

Yes

No

You may be contacted by NSW Food Authority staff to verify responses.



Council Details

Tips

1. Responses are required to questions marked * (as in previous year). Those not marked with * are optional in 2014-15 period.
2. Questions marked # have been re-introduced from 2012-13, and are optional for 2014-15 period.
3. Questions regarding business inspection outcomes have been amended to capture inspection outcomes in a consistent way, regardless of whether Scores on Doors has been implemented.
4. All questions will be mandatory from 2015-16 period onward (ie data to be collected from 1 July 2015).
5. If you wish to save the data form before completing it all, you can click on the 'Save For Later' button at the top right hand of this page

Council Details

Council name *

Young Shire Council

Completed by *

Sally Atkinson

Your full name

Email *

sally.atkinson@young.nsw.gov.au

Your email address

Telephone *

0263801239

Your daytime contact number

Business Profile

Q1. Number of fixed premises food businesses categorised as high risk? *

Fixed Premises

21

'High risk' typically means businesses which:

- handled and served ready-to-eat foods that may contain pathogenic microorganisms and support their growth, and
- also had known risk-increasing factors such as:
 - potential for inadequate/incorrect temperature control (reheated or hot-held food),
 - larger scale of operations (employed more than 10 people),
 - large catering operations (different preparation and serving location), and/or
 - supplied directly to at-risk customers (child care centres; nursing home caterers).

High risk businesses require at least one programmed inspection per year.

Q2. Number of fixed premises food businesses categorised as medium risk? *

39

'Medium risk' typically means businesses which:

- handled (incl. cooked, thawed) foods that may contain pathogenic microorganisms and support their growth
- served ready-to-eat foods that may contain pathogenic microorganisms but not generally support growth, or unlikely to contain pathogenic microorganisms but may support growth if present
- served high- and medium-risk, ready-to-eat foods only portioned before receipt by the customer
- were small or medium scale of operations (less than 10 people), and/or
- were small or medium scale catering.

Medium risk businesses require at least one programmed inspection per year.

Total Number of High-Risk and Med-Risk Fixed Premises

60

Q3. Number of fixed premises food businesses categorised as low risk? *

14

'Low risk' typically means businesses which:

- served foods unlikely to contain pathogenic microorganisms and unlikely to support growth if present
- served pre-packed food only, or
- supplied foods that are not ready-to-eat.

Low risk businesses should be inspected in response to incident or complaint only.

Examples:

Bars selling packaged crisps only; confectionery stores; liquor shops; newsagents selling packaged low risk foods.

Total Number of Fixed Premises

74

Temporary Premises

Q4. Number of temporary food premises that operated in the council area?

'Temporary food businesses': food stalls and facilities which handled, prepared and sold food at periodic markets, fairs, festivals, shows and non-mobile temporary facilities such as fruit stalls. The same stall present at repeated regular events should be counted as 1.

Exclude: mobile food businesses such as vans, food trucks & coffee carts.

Mobile Premises

Q5. Number of mobile food premises that operated in the council area?

'Mobile food premises': food premises which handled, prepared and sold food, were designed to be movable from place to place (whether motorised or not) and were self-contained with its own hand wash basin, equipment and consistent operating conditions.

Exclude: temporary, non-mobile facilities such as market stalls.

Examples:

Coffee carts, juice carts, food trucks, mobile facilities for hamburgers, hot dogs, kebabs, commercial spits, BBQs grills, popcorn, icecream, fairy floss.

Retail sector requirements

Retail sector requirements

Q6. Number of food businesses requiring a Food Safety Supervisor (FSS)? #

Q7. Number of these food businesses that have a current FSS? #

Q8. Number of 'standard food outlets' (Fast Choices)? #

Q9. Are you checking whether nutritional information is displayed at 'standard food outlets'? #

Yes

No

Q10. How many 'standard food outlets' did not display nutritional information? #

Resources

Resources

Q11. Number of authorised officers engaged in food regulatory work over the 12 month reporting period? *

This is the total number of people (head count) appointed as authorised officers under the Food Act 2003 that have conducted any food regulatory work in the reporting year. This is regardless of whether they are full time, part time, consultants or responsible for other work as well. The response must be an integer.

Example:

A council with 1 full time authorised officer, plus 2 authorised officers who work on food part-time for 25% of their time plus 1 contractor appointed as an authorised officer working 25% of their time on food would answer 4. A separate person appointed as an authorised officer who did not perform any food regulatory work in the year is not counted.

Q12. Number of full time equivalent (FTE) authorised officers to fulfil food regulatory duties? *

'FTE': the number of authorised officers required to undertake council's level of food work (as per previous question) if they had worked full time on food.

Example:

A council with 1 full time authorised officer who works only on food (1 FTE), plus 2 authorised officers who work on food part-time for 25% of their time ($2 \times 0.25 \text{ FTE} = 0.5 \text{ FTE}$), plus 1 contractor appointed as an authorised officer who works 25% of their time on food (0.25 FTE) would answer 1.75.

Surveillance Activity

Number of Inspections

Q13. Number of primary inspections conducted for fixed food premises? *

Primary inspections: total number of inspections of fixed premises which were programmed and completed.

Exclude re-inspections for unsatisfactory issues, and inspections of mobile and temporary premises.

Example:

If a council inspects 50 high risk fixed businesses twice per year and 25 medium risk fixed businesses once per year, all of which are completed, then the answer is 125.

Q14. Number of primary inspections conducted for mobile food premises?

'Primary inspections': inspections of mobile premises which were programmed and completed.

Exclude re-inspections for unsatisfactory issues, and inspections of fixed and temporary premises.

Example:

If a festival in a council area had 2 mobile coffee carts and inspected them both, and the council has 7 regular mobile food businesses selling ice cream, sandwiches, coffee and hot pies and completes inspections of them all, the answer is 9. Temporary food stalls at the festival should not be counted.

Q15. Number of primary inspections conducted for temporary food premises?

'Primary inspections': inspections of temporary premises which were programmed and completed.

Exclude re-inspections for unsatisfactory issues, and inspections of fixed and mobile premises.

Number of Businesses

Q16. Number of high and medium risk, fixed premises food businesses inspected? *

'Fixed premises businesses': include the number of all high and medium risk fixed premises that were inspected.

Exclude multiple visits to the same business, any visit to low risk fixed premises and all mobile and temporary premises inspected.

Example:

If a council inspects 50 high risk fixed businesses twice per year and 25 medium risk fixed businesses once per year, all of which are completed, then the answer is 75.

Q17. Number of fixed premises food businesses requiring re-inspection? *

'Re-inspection': Fixed premises which required follow-up to a primary inspection due to significant breaches or possible enforcement action.

'Significant breaches': those which pose a food safety risk or are matters which cannot be left until the next routine inspection.

Do not count premises where matters are left to the next routine inspection, the officer 'pops in' to check on a minor issue or if council routinely re-visits for minor issues with no enforcement action taken.

Examples:

Re-inspections due to hand washing, temperature control, cross contamination, pest control, inadequate cleaning and sanitation, sale of food past 'use by' dates and maintenance issues that pose a food safety risk.

Q18. Number of fixed premises food businesses requiring additional re-inspection(s)? *

'Additional re-inspection': Fixed premises requiring further follow-up after a first re-inspection.

Example:

A premises found at primary inspection to have evidence of inadequate cleaning of surfaces and equipment and at re-inspection is found to have not addressed the issues, requiring a further reinspection the next day would count as 1.

Childcare facilities

Q19. Are childcare facilities serving food included in Council's inspection program? #

Yes

No

Q20. Are all these childcare facilities inspected at least once per year?

Yes

No

If childcare facilities are not inspected, please answer the following questions

Business Inspection Outcomes

If using the FPAR, please report on the FPAR scores achieved during primary inspections; if not using the FPAR, please report on the descriptors below found at primary inspections.

Business Inspection Outcomes

Q24. Number of premises with 5 star Scores on Doors ratings determined (ie 0-3 points) or with no or only very small numbers of issues found at primary inspection?

8

Q25. Number of premises with 4 star Scores on Doors ratings determined (ie 4-8 points) or with small numbers of issues found at primary inspection?

2

Q26. Number of premises with 3 star Scores on Doors ratings determined (ie 9-15 points) or with multiple issues but no enforcement action required at primary inspection?

1

Q27. Number of premises with "no star" Scores on Doors ratings determined (ie more than 15 points or any single 8 point breach) or with critical food safety failures at primary inspection?

1

Complaints

Complaints

Where food complaints were determined to be in relation to multiple matters (eg. both hygiene and labelling) then please count that complaint only in the category identified as the most significant matter at the time of the investigation.

Number of complaints investigated in relation to alleged:

Q28. Hygiene & handling *

Number of complaint investigations which related to cleaning, sanitation, pest control, temperature control, storage, potential for cross contamination, etc.

Q29. Foreign matter *

Number of complaint investigations which related to food contaminated with foreign matter.

Q30. Food quality including deterioration *

Number of complaint investigations which related to poor food quality because of mould, damaged packaging, staleness etc.

Q31. Labelling & advertising *

Number of complaint investigations which related to incorrect labelling, missing labelling such as country of origin information, false or misleading advertising, etc. and may include food sold after a 'use by' date.

Q32. Single-incident foodborne illness *

Number of complaint investigations which related to single-incident cases of alleged foodborne illness (cases of either a single person or a single family).

Q33. Other *

Number of complaint investigations which related to other issues under the *Food Act 2003*.

Total Number of complaints investigated

Enforcement

Enforcement

Q34. Number of warnings issued *

'Warnings': number of warnings written on reports such as Food Premises Assessment Reports (FPARs), plus Warning Letters issued by authorised officers, for all premises types.

Exclude instances where Notices or Orders were issued.

Q35. Number of Improvement Notices issued? *

Formal Improvement Notices issued relating to Food Act breaches, for all premises types.

Q36. Number of Penalty Notices issued relating to Food Act breaches? *

Q37. Number of seizure notices issued? *

Seizure notices issued for Food Act breaches, for all premises types.

Q38. Number of Prohibition Orders served? *

Prohibition Orders issued for Food Act breaches, for all premises types.

Q39. Number of prosecutions determined relating to Food Act breaches?

Comments, Value-added Services and GM Approval

Comments

Q40. Please provide any comments/explanations to support the data in your submission

Value-added Services

Please indicate what value-added services have been provided in the 12 month reporting period. Please provide details for each in the box e.g. type and number of training sessions run

Q41. Participation in 'Scores on Doors'

Yes

Comments

Q42. Technical advice provided to food businesses

Yes

Comments

pre DA and information service available

Q43. Information provided to food businesses e.g. factsheets, website, newsletter

Yes

Comments

Newsletter produced twice per year

Q44. Food handler training organised or facilitated

Yes

Comments

Q45. Any other services provided e.g. participation in surveys

Yes

Comments

GM Approval

Q46. Has this submission been approved by the General Manager of the council? *

Yes

No

You may be contacted by NSW Food Authority staff to verify responses.



Council Details

Tips

1. If you wish to save the data form before completing it all, you can click on the 'Save For Later' button at the top right hand of the pages. You can then login at a later time to complete it.
2. Please ensure that the data is approved by the General Manager or delegate prior to submitting the form.
3. You can print a copy of the data to give to the GM/delegate for approval prior to submission. Just follow the instructions on the last page and you will be provided with a link to download a pdf of the saved form. You will also be prompted for your email address to which can be sent a reminder email with a link to the saved form. You will then need to log back in once you have your GM/delegate's approval, to complete the submission.
4. Please note that you cannot change any data once you hit the 'Submit' button on the last page.

Council Details

Council name *

Young Shire Council

Completed by *

Glen Harper

Your full name

Email *

glen.harper@hilltops.nsw.gov.au

Your email address

Telephone *

0455558644

Your daytime contact number

Business Profile

Fixed Premises

Q1. Number of fixed premises food businesses categorised as high risk? *

'High risk' typically means businesses which:

- handled and served ready-to-eat foods that may contain pathogenic microorganisms and support their growth, and
- also had known risk-increasing factors such as:
 - potential for inadequate/incorrect temperature control (reheated or hot-held food),
 - larger scale of operations (employed more than 10 people),
 - large catering operations (different preparation and serving location), and/or
 - supplied directly to at-risk customers (child care centres; nursing home caterers).

High risk businesses require at least one programmed inspection per year.

Q2. Number of fixed premises food businesses categorised as medium risk? *

'Medium risk' typically means businesses which:

- handled (incl. cooked, thawed) foods that may contain pathogenic microorganisms and support their growth
- served ready-to-eat foods that may contain pathogenic microorganisms but not generally support growth, or unlikely to contain pathogenic microorganisms but may support growth if present
- served high- and medium-risk, ready-to-eat foods only portioned before receipt by the customer
- were small or medium scale of operations (less than 10 people), and/or
- were small or medium scale catering.

Medium risk businesses require at least one programmed inspection per year.

Total Number of High-Risk and Med-Risk Fixed Premises

Q3. Number of fixed premises food businesses categorised as low risk? *

'Low risk' typically means businesses which:

- served foods unlikely to contain pathogenic microorganisms and unlikely to support growth if present
- served pre-packed food only, or
- supplied foods that are not ready-to-eat.

Low risk businesses should be inspected in response to incident or complaint only.

Examples:

Bars selling packaged crisps only; confectionery stores; liquor shops; newsagents selling packaged low risk foods.

Total Number of Fixed Premises

78

Temporary Premises

Q4. Number of temporary food premises that operated in the council area? *

10

'Temporary food businesses': food stalls and facilities which handled, prepared and sold food at periodic markets, fairs, festivals, shows and non-mobile temporary facilities such as fruit stalls. The same stall present at repeated regular events should be counted as 1.

Exclude: mobile food businesses such as vans, food trucks & coffee carts.

Mobile Premises

Q5. Number of mobile food premises that operated in the council area? *

6

'Mobile food premises': food premises which handled, prepared and sold food, were designed to be movable from place to place (whether motorised or not) and were self-contained with its own hand wash basin, equipment and consistent operating conditions.

Exclude: temporary, non-mobile facilities such as market stalls.

Examples:

Coffee carts, juice carts, food trucks, mobile facilities for hamburgers, hot dogs, kebabs, commercial spits, BBQs grills, popcorn, icecream, fairy floss.

Retail sector requirements

Retail sector requirements

Q6. Number of food businesses requiring a Food Safety Supervisor (FSS)? *

50

Q7. Number of these food businesses that have a current FSS? *

33

Q8. Number of 'standard food outlets' (Fast Choices)? *

7

Q9. Are you checking whether nutritional information is displayed at 'standard food outlets'? *

Yes

No

Please explain why these are not being checked *

Majority of the food premises that require nutritional information was checked (5 of the 7).

Resources

Resources

Q11. Number of authorised officers engaged in food regulatory work over the 12 month reporting period? *

This is the total number of people (head count) appointed as authorised officers under the Food Act 2003 that have conducted any food regulatory work in the reporting year. This is regardless of whether they are full time, part time, consultants or responsible for other work as well. The response must be an integer.

Example:

A council with 1 full time authorised officer, plus 2 authorised officers who work on food part-time for 25% of their time plus 1 contractor appointed as an authorised officer working 25% of their time on food would answer 4. A separate person appointed as an authorised officer who did not perform any food regulatory work in the year is not counted.

Q12. Number of full time equivalent (FTE) authorised officers to fulfil food regulatory duties? *

'FTE': the number of authorised officers required to undertake council's level of food work (as per previous question) if they had worked full time on food.

Example:

A council with 1 full time authorised officer who works only on food (1 FTE), plus 2 authorised officers who work on food part-time for 25% of their time ($2 \times 0.25 \text{ FTE} = 0.5 \text{ FTE}$), plus 1 contractor appointed as an authorised officer who works 25% of their time on food (0.25 FTE) would answer 1.75.

Surveillance Activity

Number of
Inspections

Q13. Number of primary inspections conducted for fixed food premises? *

Primary inspections: total number of inspections of fixed premises which were programmed and completed.

Exclude re-inspections for unsatisfactory issues, and inspections of mobile and temporary premises.

Example:

If a council inspects 50 high risk fixed businesses twice per year and 25 medium risk fixed businesses once per year, all of which are completed, then the answer is 125.

Q14. Number of primary inspections conducted for temporary food premises? *

'Primary inspections': inspections of temporary premises which were programmed and completed.

Exclude re-inspections for unsatisfactory issues, and inspections of fixed and mobile premises.

Q15. Number of primary inspections conducted for mobile food premises? *

'Primary inspections': inspections of mobile premises which were programmed and completed.

Exclude re-inspections for unsatisfactory issues, and inspections of fixed and temporary premises.

Example:

If a festival in a council area had 2 mobile coffee carts and inspected them both, and the council has 7 regular mobile food businesses selling ice cream, sandwiches, coffee and hot pies and completes inspections of them all, the answer is 9. Temporary food stalls at the festival should not be counted.

Number of Businesses

Q16. Number of high and medium risk, fixed premises food businesses inspected? *

'Fixed premises businesses': include the number of **all** high and medium risk fixed premises that were inspected.

Exclude multiple visits to the same business, any visit to low risk fixed premises and **all** mobile and temporary premises inspected.

Example:

If a council inspects 50 high risk fixed businesses twice per year and 25 medium risk fixed businesses once per year, **all** of which are completed, then the answer is 75.

Q17. Number of these fixed premises food businesses requiring re-inspection? *

'Re-inspection': Fixed premises which required **follow-up** to a primary inspection due to significant breaches or possible enforcement action.

'Significant breaches': those which pose a food safety risk or are matters which cannot be left until the next routine inspection.

Do not count premises where matters are left to the next routine inspection, the officer 'pops in' to check on a minor issue or if council routinely re-visits for minor issues with no enforcement action taken.

Examples:

Re-inspections due to hand washing, temperature control, cross contamination, pest control, inadequate cleaning and sanitation, sale of food past 'use by' dates and maintenance issues that pose a food safety risk.

Q18. Number of these fixed premises food businesses requiring additional re-inspection(s)? *

'Additional re-inspection': Fixed premises requiring further follow-up after a first re-inspection.

Example:

A premises found at primary inspection to have evidence of inadequate cleaning of surfaces and equipment and at re-inspection is found to have not addressed the issues, requiring a further reinspection the next day would count as 1.

Childcare facilities

Q19. Are there any childcare facilities in your LGA that cook and/or serve PHF? This question does not include childcare facilities that receive and store lunch/food packed by parents/carers. *

Yes No

Q20. Are all these childcare facilities inspected at least once per year? *

Yes No

Business Inspection Outcomes

Please report on the FPAR scores achieved for all premises inspected. For premises where there were two or more primary inspections, please report the score of the most recent primary inspection.

Business Inspection Outcomes

Please indicate the types of premises for which the business inspection outcomes are being reported *

Fixed premises Temporary premises Mobile premises

Q24. Number of premises with 0-3 points (5 star Scores on Doors rating) determined at the most recent primary inspection? *

16

Q25. Number of premises with 4-8 points (4 star Scores on Doors rating) determined at the most recent primary inspection? *

16

Q26. Number of premises with 9-15 points and with no single 8 point breach (3 star Scores on Doors rating) determined at the most recent primary inspection? *

12

Q27. Number of premises with more than 15 points or with any single 8 point breach ('no star' Scores on Doors rating) determined at the most recent primary inspection? *

16

Total

60

Complaints

Complaints

Where food complaints were determined to be in relation to multiple matters (eg. both hygiene and labelling) then please count that complaint only in the category identified as the most significant matter at the time of the investigation.

Number of complaints investigated in relation to alleged:

Q28. Hygiene & handling *

Number of complaint investigations which related to cleaning, sanitation, pest control, temperature control, storage, potential for cross contamination, etc.

Q29. Foreign matter *

Number of complaint investigations which related to food contaminated with foreign matter.

Q30. Food quality including deterioration *

Number of complaint investigations which related to poor food quality because of mould, damaged packaging, staleness etc.

Q31. Labelling & advertising *

Number of complaint investigations which related to incorrect labelling, missing labelling such as country of origin information, false or misleading advertising, etc. and may include food sold after a 'use by' date.

Q32. Single-incident foodborne illness *

Number of complaint investigations which related to single-incident cases of alleged foodborne illness (cases of either a single person or a single family).

Q33. Other *

Number of complaint investigations which related to other issues under the *Food Act 2003*.

Total Number of complaints investigated

Enforcement

Enforcement

Q34. Number of warnings issued *

'Warnings': number of warnings written on reports such as Food Premises Assessment Reports (FPARs), plus Warning Letters issued by authorised officers, for all premises types.

Exclude instances where Notices or Orders were issued.

Q35. Number of Improvement Notices issued? *

Formal Improvement Notices issued relating to Food Act breaches, for all premises types.

Q36. Number of Penalty Notices issued relating to Food Act breaches? *

Q37. Number of seizure notices issued? *

Seizure notices issued for Food Act breaches, for all premises types.

Q38. Number of Prohibition Orders served? *

Prohibition Orders issued for Food Act breaches, for all premises types.

Q39. Number of prosecutions determined relating to Food Act breaches?

Comments, Value-added Services and GM Approval

Comments

Q40. Please provide any comments/explanations to support the data in your submission

Young Shire Council was amalgamated with Harden and Boorowa Councils on the 12th May 2016. The data included within this submission incorporates the inspections undertaken within the former Council boundaries of Young only. Inspections for Boorowa and Harden will be submitted separately by the staff of the former Shires of Boorowa and Harden.

Value-added Services

Please indicate what value-added services have been provided in the 12 month reporting period. Please provide details for each in the box e.g. type and number of training sessions run

Q41. Participation in 'Scores on Doors'

Yes

Comments

Young Shire Council had resolved to participate within the Scores on Doors program. This was expected to commence within the 2016/17 year. However due to the amalgamation, the staff of Harden and Boorowa will need to be consulted to further determine a commencement date for the Scores on Doors program.

Q42. Technical advice provided to food businesses

Yes

Comments

Council staff are available for public consultation during the week in the mornings. This is a period where members of the public are able to ask staff questions regarding to food safety. Staff are also made available to meet people onsite to discuss matters in relation to their food premise. Time is always allocated at the conclusion of any routine food inspection for food businesses to ask questions that relate to the operation of the food business.

Q43. Information provided to food businesses e.g. factsheets, website, newsletter

Yes

Comments

A newsletter was sent to all registered food businesses within the shire during this reporting period. The newsletter incorporated information on sanitising, notification of food businesses, food safety supervisor requirements and the use of raw eggs. The newsletter was also sent with a calendar. The calendar covered matters in regard to food safety (cleaning, sanitising, food storage and labeling). This newsletter was also made available on Councils website.

Q44. Food handler training organised or facilitated

Yes

Comments

Commencing July 2016, Council has organised a series of training sessions for community groups and not-for-profit organisations. The training sessions will incorporate matters in regard to:-

1. General concepts within food safety (i.e. importance of temperature control)
2. Case studies on foodborne illness
3. How to set up a temporary food stall
4. The responsibilities of food handlers.

Council is also in the process of uploading the 'I'M ALERT' food safety training program onto the website. This will enable members of the community to undertake free online training.

Q45. Any other services provided e.g. participation in surveys

Yes

Comments

GM Approval

Q46. Has this submission been approved by the General Manager of the council? *

This report can only be submitted once approved by the General Manager or delegate

Note: If you do not have approval and wish to receive a copy of your report for your GM/delegate to approve, then click the 'Save' button. You will be provided with a link to download a pdf of the saved form. You will also be prompted for your email address to which can be sent a reminder email with a link to the saved form. You will then need to log back in once you have your GM's approval to complete the submission.

Yes

No

You may be contacted by NSW Food Authority staff to verify responses.