DISTRICT COUNCIL OF Streaky Bay
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FOOD BUSINESS INSPECTION POLICY

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Classification: **Health Management**		
Strategic Plan link: Ensure our Entire Community Feels Safe		
References and related Policies, Procedures and Forms: *Food Act 2001* *Food Regulations 2017* Australia New Zealand Food Standards Code		

Contents

1. Purpose 3
2. Definitions 3
3. Inspection Frequency 3
4. Principles 4
5. Policy Statement 4
4. Roles and Responsibilities 5
5. Policy Review 5
6. Monitoring and Reporting 5
7. Policy Availability 5
8. Policy Details 5

1. Purpose

The purpose of this policy is to ensure that the District Council of Streaky Bay complies with the requirements of the Food Act, associated Regulations, and relevant Standards.

To achieve this, Council will conduct routine inspections of food businesses by Authorised Officers based on a risk classification system. This approach recognises that food safety risks vary between businesses and that prioritising inspections according to risk supports cost-effective enforcement while reducing unnecessary regulatory burden on the local food industry.

2. Definitions

Council - means the District Council of Streaky Bay

Authorised officer - is a person appointed by the District Council of Streaky Bay under the Food Act 2001.

Small Business - A food business with 20 or fewer full-time equivalent (FTE) food handling staff. This includes part-time and casual workers calculated as FTEs. These businesses are typically smaller operations like cafes, bakeries, or takeaway shops, with simpler food processes and lower risk profiles.

Large Business - A food business with more than 20 full-time equivalent (FTE) food handling staff. This includes all staff involved in food preparation and service, converted to FTEs. These businesses are usually larger operations such as restaurants, supermarkets, or food manufacturers, with more complex processes and higher food safety risks.

Mobile Food Vendor - means a business involving the sale of food or beverages from a vehicle (within the meaning of the Road Traffic Act 1961), which is moved on a regular basis.

Community or Charitable organisation - is a group, club or organisation that provides a community benefit that is not for the personal financial gain of an individual person or group of people and includes service clubs like Lions, Apex, church groups, community sporting clubs and school canteens not operated by catering businesses.

Routine Inspection - for which a fee will be charged is a routine food hygiene assessment conducted by an Authorised Officer appointed by Council.

3. Inspection Frequency

For consistency Council adopts the South Australian Food Business Risk Classification System as developed by SA Health. The system results in priority categories of highest risk (P1) to the lowest risk (P4). Frequency of inspection will be in accordance with the following table:

Classification	Inspection Frequency (every 6 months)		
	Starting Point	Maximum	Minimum
P1	6	3	12
P2	12	6	18
P3	18	12	24

P4 classification food businesses are low risk. They require an inspection to confirm risk classification and may require a subsequent inspection upon notification of change in activity or complaint.

1. P4	2. Initial inspection to confirm risk level	3. Re-inspect on complaint or risk change only

Adjustment of inspection frequencies within the minimum/maximum range will be in accordance with the South Australian Food Business Risk Classification System. Inspection frequency of food businesses may increase or decrease depending on their performance history.

4. Principles

To specify the application and imposition of inspection fees relative to food businesses operating within the District Council of Streaky Bay as provided for by Regulations under the Food Act 2001 (Food Regulations 2017, Regulation 13).

Regulation 13 of the Food Regulations 2017 provides that an inspection fee for the carrying out of any inspection of any premises or food transport vehicle must not exceed the reasonable costs of the enforcement agency. The maximum inspection fees set in the Regulations changes from time to time. Any fees and charges will be listed in Council's Fees and Charges, which is available for viewing at www.streakybay.sa.gov.au

Council shall impose inspection fees pursuant to Regulation 13 of the Food Regulations 2017 as adopted in Councils Fees and Charges Register, using the following definitions of food businesses:

- small business being defined as a food business employing not more than 20 full-time equivalent food handling staff
- A large business being defined as a food business with more than 20 full-time equivalent food handling staff

5. Policy Statement

Council is guided by the Food Regulations 2017 in the application of inspection fees. Authorised Officers will consider the risk classification of businesses when applying fee for the Following inspection types

1 **Standard Inspections**

Standard routine food premises inspections will attract a fee for inspection as per the Regulations.

2. **Follow-up Inspections**

Standard follow-up food premises inspections will attract a fee for inspection as per the Regulations.

3. **Complaint Inspections**

Inspections undertaken on the basis of complaints received will attract a fee for inspection as per the Regulations**.**

4. **Inspection of P4 Food Businesses**

These food businesses are considered low risk and will not be inspected on a routine basis. Fees will apply for initial inspections of food businesses of a P4 category or if a complaint has been received and a further routine inspection is deemed necessary.

5. **Inspections of Mobile Food Vendors and Mobile Food Vending Businesses**

We will not apply fees for inspections of mobile food vendors and mobile food vending businesses that have completed their food business notification process in another Council area, provided the proprietor can provide evidence of having notified the Council or enforcement agency where the vehicle is ordinarily garaged (as required under S86 of the Food Act 2001).

Mobile food vendors and mobile food vending businesses ordinarily garaged within our Council will be charged a routine inspection fee as prescribed in clause 1.1. If an inspection is conducted whilst mobile food vendors are trading, a routine inspection fee will be applied if they have not otherwise been inspected and charged within their required inspection frequency.

4. Roles and Responsibilities

The General Manager Prosperity is responsible for the implementation and management of this Policy. Any request for a Fee Waiver must be applied for through the completion of the Fee Waiver Form and shall be forwarded to the CEO for consideration.

Authorised Officers under the Food Act 2001 are responsible for the day-today administration of this policy.

5. Policy Review

This Policy will be subject to review every three (3) years or sooner at the discretion of the relevant Manager or, upon the release of any changes to legislation that impact the Policy.

The CEO has delegated authority to endorse any amendments to the Policy that do not vary the intent of the Policy.

6. Monitoring and Reporting

Records will be kept of inspections and collated on a quarterly basis to account for the performance of Council in meeting the requirements of this Policy.

7. Policy Availability

This policy will be available for inspection at the Council Offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: http://www.streakybay.sa.gov.au

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.

8. Policy Details

VERSION	DATE ADOPTED	MINUTE NUMBER
V1.0	15 April 2025	143/25