

# Food Inspection Fee Procedure

Procedure Author	General Manager – City Services
Date of next review	July 2025

## 1. Purpose

Council provides food safety services to support local business and the health and wellbeing of the Community. The administration of the *Food Act 2001* allows for an inspection fee to be issued, for carrying out an inspection of any food premises or food transport vehicle by an Authorised Officer. This procedure provides for a consistent and equitable approach when imposing fees for conducting a food premises inspection, clarity on compliance based inspection frequencies, and risk classification.

## 2. References and Supporting Documentation

This Procedure is to be read in conjunction with the Fees & Charges Policy.

Other related documents include:

- *Food Act 2001* - Section 113(2)(i)
- *Food Regulations 2017* - Section 13
- South Australian Food Business Risk Classification 2022
- City of Playford Global Glossary

## 3. Application

Senior Manager Regulatory and Community Safety	Provide systems, processes or guidelines for delegated and authorised officers to utilise to ensure adherence to this procedure.
Manager Environmental Health & Immunisation	Implement appropriate systems, processes or guidelines for delegated and authorised officers to utilise to ensure adherence to this procedure.
Environmental Health Officers	<p>Authorised and delegated officers under the <i>Food Act 2001</i> are required to:</p> <ul style="list-style-type: none"> <li>• apply the relevant fees following Food premises inspections, in line with section 4.2</li> <li>• undertake and schedule food premises inspections in line with the appropriate frequency outlined in 4.2.3</li> </ul>

## 4. Procedure

### 4.1 Application of Inspection Fees

- 4.1.1 Council will impose inspection fees at the maximum prescribed rate for each routine inspection of food premises within the Council area. This includes food premises which may operate primarily from mobile food vans that are housed / garaged within the Council (regardless of their serviced localities).
- 4.1.2 Inspection fees are exempt from GST (Class Ruling 2013/41).
- 4.1.3 Multiple food businesses with different trading names operating from single premises shall each be charged the maximum inspection fee in accordance with their risk classification.
- 4.1.4 Inspections undertaken to follow up and confirm the rectification of non-conformances will incur fees in accordance with:
  - 1<sup>st</sup> follow up inspection – no inspection fee applied
  - 2<sup>nd</sup> and subsequent follow up inspections will incur the maximum prescribed fee.
- 4.1.5 Complaint inspections will incur the maximum prescribed fee where the matter is justified and a non-conformance with the *Food Act 2001* can be demonstrated.
- 4.1.6 Temporary food businesses (festivals, fetes, markets and shows) may be charged a separate fee for each individual food business inspected. Fees applied to individual businesses will be 50% of the maximum prescribed fee.
- 4.1.7 Inspection fees will be applied as follows:
  - Standard food businesses will incur the maximum prescribed fee;
  - Standard small businesses will incur the maximum prescribed fee for a small business;
  - Businesses who are defined by the South Australian Food Business Risk Classification as nominal or low risk will incur a fee set at 50% of the maximum prescribed fee for the type of business;
  - Temporary food businesses will incur a fee set at 50% of the maximum prescribed fee; and
  - Not for profit organisations will not incur an inspection fee.
- 4.1.8 All inspection fees will be included in the fees and charges register and updated in accordance with the maximum prescribed fee changes.

#### 4.1.9 Inspection Frequency:

4.1.9.1 The South Australian Food Business Risk Classification developed by SA Health defines the food safety risk priorities of specific businesses depending on the type of food or processing undertaken.

A business in a higher risk classification will require higher levels of surveillance than those in a lower classification. The business should be inspected within the applicable frequency range for that risk. The frequency of inspection may be reduced or increased depending on whether food safety compliance is satisfactory during the inspection.

Classification	Frequency (every x months)		
	Starting Point	Maximum	Minimum
P1	6	3	12
P2	6	6	12
P3	12	12	18 or no inspection
P4	Initial inspection to confirm risk level		Complaint, recall or risk change

4.1.9.2 With regard to the maximum and minimum frequencies above, the frequency of inspection will change based on the food safety performance of the individual business using in the following way:

- Will increase to the maximum frequency when 2 consecutive inspection scores for compliance is a 0 star rating (poor compliance) or equivalent for non-eligible star rating premises.
- Will decrease to the Starting Point from the Maximum frequency when 2 consecutive inspection scores for compliance is a 4 or 5 star rating (excellent compliance) or equivalent for non-eligible star rating premises.
- Will decrease to the Minimum frequency from the Starting Point when 2 consecutive inspection scores for compliance is a 4 or 5 star rating (excellent compliance) or equivalent for non-eligible star rating premises.

4.1.9.3 The frequency of inspection will revert to the starting point for new food businesses.

## 5. Feedback

Your feedback on this policy is invited and can be directed to the Manager Governance via email to [governance@playford.sa.gov.au](mailto:governance@playford.sa.gov.au) or by calling the Customer Contact Team on 8256 0333.

---

### Administration use only

ECM document set no.	3964497
Version no.	2
Policy link	Fees & Charges Policy
Procedure author	General Manager – City Services
Endorsed by	Chief Executive Officer
Resolution no.	N/A

Legal requirement	N/A
Review schedule	2 Years
Date of current version	August 2023
Date of next review	July 2025

### Version history

Version no.	Approval date	Approval by	Change
1	21 April 2021	Chief Executive Officer	New Procedure
2	7 August 2023	Chief Executive Officer	Scheduled review Amendments made to format in line with corporate template Minor amendments to further define steps.

---