



Food Inspection Fee Policy

1. Policy Statement

The City of Playford in connection with the operation and administration of the Food Act 2001 may impose an inspection fee, for the carrying out of any inspection of any food premises or food transport vehicle by an authorised officer. This policy provides for a consistent and equitable approach when imposing fees for the conducting of a food premises inspection.

2. Scope

This policy applies to all food businesses within the City of Playford.

3. Definitions

Authorised Officer – is an Authorised Officer appointed under Section 94 of the Food Act 2001.

Food Business – as defined in Section 6 of the Food Act 2001 means a business, enterprise or activity (other than primary food production) that involves handling of food intended for sale or the sale of food.

Food Premises – includes land (whether or not vacant), whole or any part of a building, tent, stall or other structure (temporary or permanent), pontoon, or vehicle that is being used as a food business.

Inspection Fee – means the fee charged under Section 11 of the Food Regulations 2002 for the carrying out of any inspection of any food premises or food transport vehicle.

Low Risk Business – is a business that handles for sale low risk foods and processes as determined by an authorised officer.

Maximum Prescribed Fee – is the maximum fee under Section 11 of the Food Regulations 2002.

Mobile Food Van – a mobile structure or vehicle that is being used as a food business.

Nominal Business – is a business that handles for sale only non-perishable pre-packaged food.

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Not for Profit Organisation – applies to organisations that have been endorsed by the Australian Taxation Office as income tax exempt and can produce the written tax office endorsement documentation to Council.

Small Business – as defined in Section 3 of the Food Regulations 2002 means a business where not more than 20 people (full time equivalent) are engaged in handling food.

4. Legislation and References

- Food Act 2001
- Food Regulations 2002
- Memorandum of Understanding between the Minister for Health & Ageing and Local Government Association of SA Inc. Agreement Contemplated by Section 96 (2) of the Food Act 2001 for exercise of Functions under the Food Act 2001
- Environmental Health Australia (EHA) Food Safety Standards of Practice (Incorporating Australian Food Safety Assessment).
- Fees and Charges Register

5. Policy

- The City of Playford will impose inspection fees at the maximum prescribed rate per 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 City of Playford (regardless of their serviced localities).
- Multiple food businesses operating from single premises shall each be charged the maximum inspection fee in accordance with their risk classification.
- Fees associated with routine inspections will relate to one initial inspection and if required a single follow up inspection outlined by the Authorised Officer. Any subsequent follow up inspections required thereafter will incur an additional maximum prescribed fee.
- Complaint inspections will be charged an inspection fee where the complaint is justified or at the discretion of the Authorised Officer. Unless deemed otherwise by the Authorised Officer, unjustified complaint inspections will not be charged.
- Temporary food businesses (festivals, fetes, markets and shows) may be charged as a single inspection fee for the event organiser or a separate fee for each individual food business inspected. This will be at the discretion of the Authorised Officer.
- 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;
 - Nominal and Low Risk Businesses will incur a fee set at 50% of the maximum prescribed fee for the type of business;
 - Temporary food businesses will incur the maximum prescribed fee or a reduced rate at the discretion of the Authorised Officer;

- Not for profit organisations will not incur an inspection fee.
- All inspection fees will be included in the Fees and Charges Register and updated if and when the maximum prescribed fee changes.

6. Responsibilities

- The Manager Health and Immunisation will ensure the implementation and communication of this policy.

7. Relevance to Strategic Plan

Outcome 1.5 Enhanced reputation

Outcome 5.2 Delivering value for money services

8. Approval and Change History

Version	Approval Date	Approval by	Change
1	January 2009	Senior Environmental Health Officer	New Policy
2	14/06/16	Senior Manager Health, Environment & Regulatory Services	Policy transferred to new template. Removed procedural information. Updated reference to specific amounts for fee as these change each year by legislation.