



Australian Government

Department of Education, Employment and Workplace Relations

LGAEHRR501C Implement council's responsibilities in food safety

Release 2

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Modification History

LGAEHRR501C Release 2: Layout adjusted.

LGAEHRR501C Release 1: Primary release.

Unit Descriptor

This unit covers the processing of applications, training of food handlers, and auditing of premises, including assessments, investigations and enforcement.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance within councils of varying size and locations. Knowledge of the legislation and regulations within which councils must operate is essential. The role of council staff, elected members and management in protecting and managing the natural and built environment must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Assess suitability and compliance of proposed food premises	1.1 Written or verbal communication between relevant parties is undertaken in a clear, concise manner to ensure compliance with relevant legislation. 1.2 Plans for food safety are checked to ensure adequate risk practices have been incorporated. 1.3 Plans are approved by comparing details against legislative requirements, codes of practice and council requirements. 1.4 Premises are inspected for compliance with approved plans. 1.5 Liaison with other appropriate council departments and authorities is undertaken to ensure relevant approvals are provided. 1.6 Interpretations, assessments and judgements are made that maximise the functionality of premises within relevant legislation and codes of practice.
2. Process applications for registration or notification of food premises	2.1 Applications are checked for completeness, accuracy, payment of fees and compliance with relevant legislation. 2.2 Inspection of premises is undertaken to ensure compliance with relevant legislation, codes of practice and council policies and procedures. 2.3 Premises identified as non-compliant are given time frame for meeting requirements and food standards. 2.4 Legal action is commenced against those identified as a serious risk. 2.5 Certificates of registration are checked prior to issue for accuracy, completeness and inclusion of appropriate conditions.
3. Administer food premises audits	3.1 Audits are administered in accordance with codes of practice, legislation and council requirements. 3.2 Audits are monitored to ensure that they are carried out at the required frequency. 3.3 Reports of audits are registered on council's management information system. 3.4 Allegations of serious risk are followed up and appropriate action is taken. 3.5 Auditors' recommendations are followed to ensure work is in accordance with criteria and conditions of certification.
4. Administer food-sampling analysis	4.1 Sampling program is followed that identifies parameters according to classification, risk and previous history. 4.2 Sampling schedules are established according to legislative and council requirements. 4.3 Procedures for sampling, storage and transport are carried out in accordance with legislative and council

ELEMENT	PERFORMANCE CRITERIA
5. Investigate food-related problems and complaints	requirements. 4.4 Analysis reports are interpreted to determine appropriate further action. 5.1 Need for food-related investigation is identified from assessments and reports and prioritised according to risk factors. 5.2 Appropriate form of investigation is determined based on risk assessment and hazard analysis of the problem. 5.3 Investigation is carried out efficiently within priorities and legislative and council requirements. 5.4 Data and information are collected in accordance with applicable procedures to enable a clear determination of the problem. 5.5 Action on the food-related problem is determined to minimise impact of problem and likelihood of recurrence. 5.6 Report is prepared and submitted via management to council for information or direction.
	6.1 Strategies to inform and educate food proprietors are developed in accordance with council practices. 6.2 Communication tools are used to inform and educate. 6.3 Food-handling training and education are delivered where required to provide essential competencies in food handling. 6.4 Assessment of food handlers' knowledge and expertise is undertaken, where required. 6.5 Information is provided on recognised external training courses that train and assess in food hygiene and food safety competencies.
	7.1 Offence is established through detection of a breach of relevant legislation. 7.2 Information related to offence is collated through a review of existing documentation. 7.3 Additional information is obtained by interview, audit or sampling to substantiate details of the offence. 7.4 Decision to proceed with prosecution, issue warning or not pursue is determined in consultation with departmental or council management. 7.5 Brief is prepared for prosecution that identifies relevant facts and sections of appropriate legislation, codes of practice and council policy.
7. Detect and process food-related offences	7.1 Offence is established through detection of a breach of relevant legislation. 7.2 Information related to offence is collated through a review of existing documentation. 7.3 Additional information is obtained by interview, audit or sampling to substantiate details of the offence. 7.4 Decision to proceed with prosecution, issue warning or not pursue is determined in consultation with departmental or council management. 7.5 Brief is prepared for prosecution that identifies relevant facts and sections of appropriate legislation, codes of practice and council policy.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit

Required Skills

- reading and interpreting a range of information, including legislation, codes, standards and policies relevant to the job role
- investigating food premises
- identifying hazards at food premises
- taking food samples
- handling and storing food samples, including chain of custody of evidence requirements
- communicating and liaising with professional practitioners
- demonstrating clear, open communication and consultation with the community and stakeholders and managing stakeholder relationships using a range of communication techniques to assess their needs and expectations
- achieving effective working relationships that demonstrate an ability to work collaboratively with people from diverse backgrounds
- problem solving and conflict management
- monitoring own work and adjusting to meet agreed standards and expectations
- engaging in activities that promote own ongoing learning requirements, which may include maintaining current knowledge of legislation and common law
- using technology relevant to the job/role, which may include the use of computers and other relevant office technology
- promoting services to the public
- record keeping
- food safety audit implementation

Required Knowledge

- food-related legislation, codes of practice and procedures
- relevant epidemiology, microbiology and chemistry
- hazard analysis and hazard control systems
- food hygiene competencies
- food sampling and testing procedures
- food surveillance:
 - food sampling
 - government and non-government
 - industry
 - on and off-site analysis
 - personal hygiene
 - pest control
 - premises and equipment maintenance
 - premises and vehicle audits

- council policies and procedures
- written reports and administration
- hazard analysis:
 - storage
 - preparation
 - display
 - packaging
 - transport

Evidence Guide

Overview of assessment requirements

A person who demonstrates competency in this unit will be able to perform the outcomes described in the elements to the required performance level detailed in the performance criteria. The unit's skill and knowledge requirements must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.

Critical aspects of evidence to be considered

The demonstrated ability to:

- assess and process applications for registration of food premises
- identify and investigate food safety problems and complaints through food safety audits, sampling and analysis
- adhere to legislative and safety requirements
- promote and communicate safe food-handling practices to proprietors and staff of food premises
- detect and process food-related offences

Context of assessment

On the job or in a simulated work environment.

Method of assessment

The following assessment methods are suggested:

- observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies
- written and oral questioning to assess knowledge and understanding
- completion of workplace documentation
- third-party reports from experienced practitioners
- completion of self-paced learning materials, including personal reflection and feedback from trainer, coach or supervisor

Evidence required for demonstration of consistent performance

Competency must be demonstrated in all elements across a range of variables relevant to council's size, location and strategic plan.

Resource implications

Access to a workplace or simulated case study that provides the following resources:

- relevant legislation and codes of practice
- council policies
- government guides for local government
- real or simulated food premises
- relevant data

- real or simulated food handlers

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

<i>Checking plans</i> may include:	• existence and suitability of food safety plan • existence of food safety instructor • signature • fees attached
<i>Council requirements</i> may include:	• council policies, procedures and guidelines • council internal review mechanisms • strategic, business and management plans • local ordinances, laws and by-laws
<i>Premises</i> may include:	• food transport vehicles • structures • stalls • permanent or semi-permanent structures • retail • domestic-based • wholesale • factories • warehouses • institutions • markets • classification schedule of food businesses
<i>Legislation and codes</i> may include:	• federal, state or territory and local government legislation, including: • Food Acts • food standards codes • council local laws • codes of practice • legislative and industry codes of practice
<i>Food standards</i> may include:	• federal and state legislation • Food Standards Australia New Zealand codes • Australian Quarantine and Inspection Service standards • industry standards • competency standards • Australian Safety Association • World Health Organisation • International Organisation for Standardisation (ISO) standards

Analysis may include:	• microbiological counts • chemical and physical food • top swabbing • hand washing • sampling • appearance • texture • odour • production means • cleanliness • random • routine • target products
Risk factors may include:	• nature of food additives • level of complaints • procedures • surveys • types of food • storage • temperature • oxidation • decay • toxins • chemical and microbial actions • industrial procedures • personal hygiene • infectious agents and modes of transmission • critical limits
Communication tools may include:	• council newsletter • information sheets • brochures • workshops and forums
Food hygiene principles may include:	• temperature control measures • critical limits • monitoring systems • storage • operator hygiene • food protection • sanitation • internal audits • documentation and recording systems • building structure

- building layout and design
- materials
- finishes
- appliances
- equipment
- home and community care program principles

Unit Sector(s)

Health and Environment