

# FOOD SAFETY SUPERVISOR (FSS) NOMINATION

## Food Act 2006

### APPLICATION TYPE

This form can be used for multiple application types in relation to Food Safety Supervisors (FSS) of Food Businesses. There are no fees payable however you must determine the purpose of your application. Please allow 30 days (subject to requests for information) for Council to decide an application.

- **Food Safety Supervisor (FSS)** if you are nominating a new or additional FSS, have a change to a current FSS contact details or have a removal of a current FSS and need to nominate a new FSS. No fees payable for this application.

<input type="checkbox"/>	Nomination of new FSS complete parts A and B	Existing licence number	
<input type="checkbox"/>	Nomination of additional FSS complete parts A and B	Existing licence number	
<input type="checkbox"/>	Change to current FSS details complete parts A and B	Existing licence number	
<input type="checkbox"/>	Removal of current FSS complete parts A and B	Existing licence number	

### PART A - APPLICANT / LICENSEE DETAILS

<b>Entity type</b> (a trading name or trustee cannot hold a licence)	<input type="checkbox"/> Corporation		
	<input type="checkbox"/> Incorporated association		
	<input type="checkbox"/> Sole trader (continue below)		
<b>Corporation / Association name</b>			
<b>Registered office / Nominated address</b>		<b>Postcode</b>	
<b>ACN / ABN</b>			

Note: The *Food Act 2006* requires a Corporation to provide its name and the names of the directors and the address of its registered office under the *Corporations Act* or if an Incorporated Association to provide its name and the names of the members of its management committee and the nominated address under the *Associations Incorporations Act 1981*. Attach a complete listing of all directors or members of the management committee and registered office details for the organisation.

<b>Title</b>		<b>Surname</b>		<b>Given names</b>		
<b>Residential address</b>					<b>Postcode</b>	
<b>Postal address</b> (if different to above)					<b>Postcode</b>	
<b>Email address</b>						
<b>Contact number (m)</b>						

## PART B - BUSINESS DETAILS

Trading name

### Food Safety Supervisor (FSS)

A food business licensee must, **within 30 days after the licence is issued**, have a FSS for the business under the licence. Please advise Council of the name and contact details of each FSS for the business.

### IMPORTANT INFORMATION

- In accordance with section 57 of the *Food Act 2006*, the applicant should have appropriate skills and knowledge to sell safe and suitable food under the licence or has/can obtain other persons with appropriate skills and knowledge to sell safe and suitable food under the licence.
- In accordance with section 86 of the *Food Act 2006*, a licensee must have and continue to have a Food Safety Supervisor within 30 days after the food business licence is issued.
- All licensable food businesses must have at least one nominated Food Safety Supervisor, however additional Food Safety Supervisors may be nominated which is recommended.
- In accordance with section 87 of the *Food Act 2006*, the licensee must ensure the Food Safety Supervisor for the food business is reasonably available to be contacted by Council and persons who handle food in the food business while the food business is being carried on.
- In accordance with section 88 of the *Food Act 2006*, the licensee must within 14 days advise Council if a nominated Food Safety Supervisor stops being a Food Safety Supervisor or of any change to the nominated Food Safety Supervisor including contact details.

Please advise Council of the name and contact details of each FSS for the food business. If more than two (2) Food Safety Supervisors being nominated, copy this section of the form.

#### Do all Food Safety Supervisors (FSS) hold the required competencies?

- ☐ Yes - attach copies of the Statement of Attainment issued by a Registered Training Organisation within the last 5 years.
- ☐ No - Council will NOT accept a nomination for the FSS without a copy of their competency.

Refer Queensland Health website [www.qld.gov.au / food safety supervisors / training and certification](http://www.qld.gov.au/food-safety-supervisors/training-and-certification) for training competencies required for specific food sectors. Council's free online 'I'm Alert' training portal does NOT constitute a FSS qualification.

- ☐ New FSS nomination      ☐ Additional FSS nomination      ☐ Change to current FSS details

	FSS 1	FSS 2
Full name		
Position		
Residential address		
Postal address		
Contact number (m)		
Email address		
FSS signature		
Date		

#### All Food Safety Supervisors (FSS) nominated above:

- ☐ Have the ability to supervise food handling in the food business.
- ☐ Have the authority to supervise food handlers.
- ☐ Have the skills and knowledge relating to food safety and identification of food safety hazards.
- ☐ Will make themselves reasonably available at all times while the food business is being carried on.

☐ Removal of current FSS (complete Removal of current FSS and New FSS nomination)

Full name		
Position		
Residential address		
Postal address		
Contact number (m)		
Email address		
FSS signature		
Date		

## Keep up to date with Food Recalls

Food Standards Australia New Zealand (FSANZ) offers a free subscription service for food recalls and alerts, refer to the Food Standards website [www.foodstandards.gov.au](http://www.foodstandards.gov.au) and sign up to receive information about food recalls which may affect your business.

### CHECKLIST - REQUIRED WITH APPLICATION

**Failure to submit completed / required documentation will mean your application may not be assessed**

- ☐ Completed and signed application form.
- ☐ Attached copies of Food Safety Supervisor (FSS) training and competency information.

### CUSTOMER ACKNOWLEDGEMENT AND DECLARATION

I certify that information I have provided is true, correct and subject to compliance by the applicant with the *Food Act 2006* and Policy of the Scenic Rim Regional Council.

Submitted by			
Signature		Date	

### PRIVACY STATEMENT - IMPORTANT NOTICE

Scenic Rim Regional Council is collecting your personal information in order to process your request. The information will only be accessed by Scenic Rim Regional Council for Council business related activities. Your information is handled in accordance with the *Information Privacy Act 2009* and will not be given to any other person or agency unless you have given permission or we are required by law.

### TO SUBMIT YOUR FORM TO COUNCIL

By Mail	Scenic Rim Regional Council PO Box 25, BEAUDESERT QLD 4285
By Email	<a href="mailto:mail@scenicrim.qld.gov.au">mail@scenicrim.qld.gov.au</a>
In Person	Beaudesert Customer Service Centre 82 Brisbane Street, Beaudesert Boonah Customer Service Centre 70 High Street, Boonah Tamborine Mountain Library & Customer Service Cnr Main St & Yuulong Rd, Tamborine Mountain

### OFFICE USE ONLY - L&C ADMIN

Date	No Fee Payable	Application #
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L&C Admin