

Annual Compliance Calendar

For small Australian catering businesses — a month-by-month checklist of the food safety, WHS, staffing and finance jobs that catch people out. General guidance only; check your state and local council requirements.

Month	What to do	Done
July	New financial year: confirm ABN/GST details, review insurance renewals, set payroll STP for the new year, archive last year's food safety records (keep 12+ months on site).	■
August	Food safety program review: re-read your program, check it still matches your menu and service style, book any refresher training.	■
September	Calibrate and log thermometers. Check cool room and fridge temperature logs are complete for the last quarter.	■
October	WHS walk-through: first aid kits, fire extinguishers/blankets tested and tagged, chemical SDS folder current, incident register reviewed.	■
November	Staff records audit: RSA/food handler certificates, right-to-work checks, signed employment agreements, award rates checked against Fair Work updates.	■
December	Peak season prep: casual staff onboarding packs, allergen matrices for festive menus, confirm supplier lead times and public holiday rates.	■
January	Register renewals: local council food business registration, vehicle registrations for delivery vans, public liability certificate of currency.	■
February	Supplier approval review: current food safety certifications from each supplier, update the approved supplier list.	■
March	Pest control service and report filed. Deep-clean schedule signed off. Test and tag electrical equipment.	■
April	Allergen and labelling review against current Food Standards requirements (PEAL for unpackaged foods).	■
May	Internal mock audit: run your own council-style inspection, log findings and corrective actions with dates and owners.	■
June	End of financial year: reconcile invoices, chase aged debtors, superannuation paid before the deadline, stocktake, asset depreciation list.	■

CaterFlow AI — caterflowai.live — support@caterflowai.live. CaterFlow AI can run these reminders, generate the WHS and food safety reports, and chase the invoices for you.