



2012-13

Annual Report

Safe Food Production Queensland



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Letter of Compliance

The Honourable John McVeigh
Minister for Department of Agriculture, Fisheries and Forestry
GPO Box 46
Brisbane Q 4000

Dear Minister

I am pleased to present the Annual Report 2012-13 and financial statements for Safe Food Production Queensland.

I certify that this Annual Report complies with:

- the prescribed requirements of the *Financial Accountability Act 2009* and the *Financial and Performance Management Standard 2009*, and
- the detailed requirements set out in the *Annual report requirements for Queensland Government agencies*.

A checklist outlining the annual reporting requirements can be accessed at www.safefood.qld.gov.au

Yours sincerely



Ross Keane
Chair
Safe Food Production Queensland

Communication Objective

The 2012-13 Safe Food Production Queensland (SFPQ) annual report outlines how we work towards achieving our vision of promoting and protecting food safety in primary production and processing.

We use this report to inform our diverse range of stakeholders about our activities and to meet our legislative reporting obligations under the *Financial Accountability Act 2009* and the *Financial and Performance Management Standard 2009*.

This annual report is available on our website at www.safefood.qld.gov.au and in hard copy on request using the contact details below.

Stakeholder feedback is important to us and contributes to improving the value of future annual reports for our readers. We welcome your comments on this report. You can contact us by:

Email: info@safefood.qld.gov.au
Freecall: 1800 300 815
Fax: (07) 3253 9810
Post: Safe Food Production Queensland
GPO Box 440
Spring Hill Q 4004

The Queensland Government is committed to providing accessible services to Queenslanders from all culturally and linguistically diverse backgrounds. If you have difficulty in understanding the annual report, you can contact us on either (07) 3253 9800 or 1800 300 815 and we will arrange for an interpreter to effectively communicate the report to you.

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Bib ID 4561622



Outgoing Chair Message

By the time this annual report is published, Mr. Ross Keane will have succeeded me as Chair of Safe Food Production Queensland. I wish Ross well in his new role and trust that he will enjoy the challenge of working with SFPQ as much I have done.

Since my appointment as Chair in 2010 there have been a number of important advances made by the Agency. These have been achieved during some of the most trying times for our State in terms of natural disasters and an economic downturn. Advances include the reduction of regulatory impost on businesses by adopting monitoring and compliance options that take full advantage of existing industry systems.

SFPQ has strong connections with stakeholders in Food Safety Schemes for meat, dairy, seafood and eggs. This allows a tailored approach to implementing every aspect of the *Food Production (Safety) Act 2000*. Most importantly, experience from these existing schemes is the basis for developing better, simpler and more responsive regulation in the future.

The sustained financial and operational performance of the agency and high levels of compliance with food safety requirements in Queensland is evidence of a sound and well managed approach to regulation.

SFPQ remains a leader in the adoption of latest technology to improve communication and responsiveness across an expanding group of stakeholders.

In this context, I am pleased to see that significant industry initiatives such as NLIS and biosecurity controls are playing their part in supporting the work of SFPQ. In turn, the ongoing respect that is shown by overseas markets for our food safety and food security measures helps to maintain a strong economic contribution from agriculture in the future.

SFPQ is made up of focused and dedicated people who understand the job they have to do here in Queensland and nationally. While the Board of SFPQ sets the strategy and direction for the Agency, it is the day to day work of each staff member that delivers the results.

I am proud of my contribution to the development of Food Standards in a previous appointment to the FSANZ Board. It is gratifying to follow this through at grass roots level with SFPQ and to see these standards implemented with success in Queensland.

I would like to acknowledge the support and contribution of my fellow directors and the CEO, Barbara Wilson and her management team. My thanks to all the staff employed at SFPQ during my tenure for their dedication and commitment. I am confident that the Agency is in good hands and will continue to build on its strengths.

I wish SFPQ every success in 2013-14 and beyond.

Peter Milne



Chair's report

On behalf of the Board, I am pleased to present the annual report of Safe Food Production Queensland (SFPQ) for 2012-13.

Since my appointment as Chair of the SFPQ Board in May 2013, I have worked with my fellow Directors to optimise the role of the Agency within its brief as a State regulator.

Through my contact with SFPQ and a range of industry peak bodies, I appreciate the significance of this regulatory function to primary industries in our State. I look forward to working with SFPQ and its many stakeholders on the challenges we face.

The Board and Executive of SFPQ are working together to implement a three year business plan that delivers regulatory support to the *"Queensland's agriculture strategy: A 2040 vision to double agricultural production"*.

There is a clear alignment between SFPQ's functions and the market access pathway in the Strategy. Queensland's reputation as a supplier of clean and green products is dependent upon maintaining standards that fit the

expectations of our diverse range of overseas markets, as well as our consumers in Australia.

As the State regulator, SFPQ's regulatory activity is harmonised with national and international standards giving Queensland a strong platform for trade and for consumer protection.

This report highlights the outcomes from SFPQ's implementation of food safety systems in Queensland and how these results contribute to the national food safety framework.

SFPQ is well regarded nationally for its contribution to Australia's food safety network and for its involvement in the development of standards. The Agency continues to identify new ways to detect and respond to food safety issues whether these issues arise locally or are generated by external influences such as emerging risks from biological, chemical or physical hazards.

This important work must continue. The Board will ensure that priorities already identified in our business plan are resourced and managed for the benefit of stakeholders.

I acknowledge the significant contribution to our outgoing chairman, Peter Milne and thank him for the stewardship he has provided since 2010. His counsel on a range of issues is greatly appreciated.

Peter has particularly contributed to the development of the working relationship with stakeholders. This is an ongoing priority for the Board and SFPQ staff at all levels.

I would also like to thank retiring Board Directors, Bob Shead and Kathryn Adams for their outstanding service. Their commitment to developing stakeholders' appreciation of the importance of food safety has been extraordinary.

I look forward to working with SFPQ in the future.

Ross Keane
Chair
Safe Food Production Queensland



Chief Executive Officer's report

2012-13 has been another year of changes for SFPQ.

The Agency responded to priorities in Government policy, particularly in reducing the regulatory burden on business. We said farewell to three of our Directors and welcomed new appointments with extensive experience in the meat and seafood industries.

SFPQ continues to deliver efficiencies within our systems and practices to make the benefits of regulation apparent and to make existing resources go further.

A focus on the development of our people ensured our workforce is able to meet demands across a wide range of technical and administrative issues. We completed more than 5500 surveillance and compliance checks across Queensland.

I would like to particularly mention our contract auditors who have made an outstanding effort this year to complete compliance audits in our meat, dairy, seafood, and egg food safety schemes. The information generated by these compliance checks is critical to our level of confidence in food safety controls, managing response to food safety

incidents and to the implementation of surveillance activities.

We had many conversations this year with individuals, groups and organisations who work in food safety or have their businesses accredited with SFPQ. These conversations continue to guide our approach to each of the initiatives that are highlighted in this report.

Business has more options when demonstrating compliance including recognition of industry quality assurance measures. SFPQ has provided and will continue to provide support and training to assist businesses with compliance requirements. The adoption of technology assists both SFPQ and businesses in a competitive market place.

The report shows the range of activities completed this year by a willing and able workforce of thirty eight people in SFPQ. We maintain a strong working relationship with other service delivery agencies working in food safety as part of national network of food regulators.

The Board and Executive focus on governance to ensure that business processes and administration within

SFPQ meet all statutory requirements. The financial statements show a saving in operating expenses from streamlining business processes this year. The revenue budget has been delivered with a small variation from the estimated position.

I would like to thank everyone at SFPQ, our Board and our many businesses and industry contacts who helped us achieve these results.

We love a challenge at SFPQ and I am sure that the coming year will not disappoint. However, I believe we are well placed to show the response and the resilience that current markets demand.

I am equally sure that we have built a team at SFPQ that will continue to meet a high standard of performance.

Barbara Wilson
CEO
Safe Food Production Queensland



Snapshot of our performance

SFPQ performed well in 2012-13 against our commitment to promote and protect food safety in Queensland.

Financial and service delivery expectations were met. SFPQ continued to reduce the regulatory impost on businesses by reforming monitoring methods, simplifying risk categories and reengineering business processes for Queensland primary production and processing businesses.

This means it is easier to find the information you need to apply for and maintain accreditation with SFPQ. Accreditation allows access to domestic and global export markets.

Adoption and monitoring of National Standards

- National standards implemented for eggs, seafood, dairy, red meat, poultry meat and ready to eat meat
- Full compliance with national audit framework across all Food Safety Schemes
- Compliance verified at 90% across all accreditations
- Increased surveillance using lab testing and onsite assessments

Reduce regulatory impost

- Reform monitoring methods e.g. self-assessment in place for dairy, butcher shops and transporters
- Market access reforms – new service agreement with DAFF (AQIS) for meat, dairy, seafood and eggs (eliminates duplication)
- Simplified risk categories and reduced compulsory auditing (all schemes)

Active stakeholder engagement

- Reengineered approvals processes for applications (making it simpler and faster)
- Implemented a single point for notifications and responses back to stakeholders (a more responsive approach)
- New capability for online applications and collaborative monitoring strategies
- Web enabled information site for stakeholders (information stored all in one place with regular updates on topical issues)
- Expanded public register for accreditation holders and approved auditors (open and transparent information)

Resilient Agency

- Expenditure and revenue targets met consistently
- Staff capability reviewed, development initiated to build necessary skills and retain essential expertise
- Continuous improvement strategies for information systems – mobile access for all staff



Applications and Accreditations

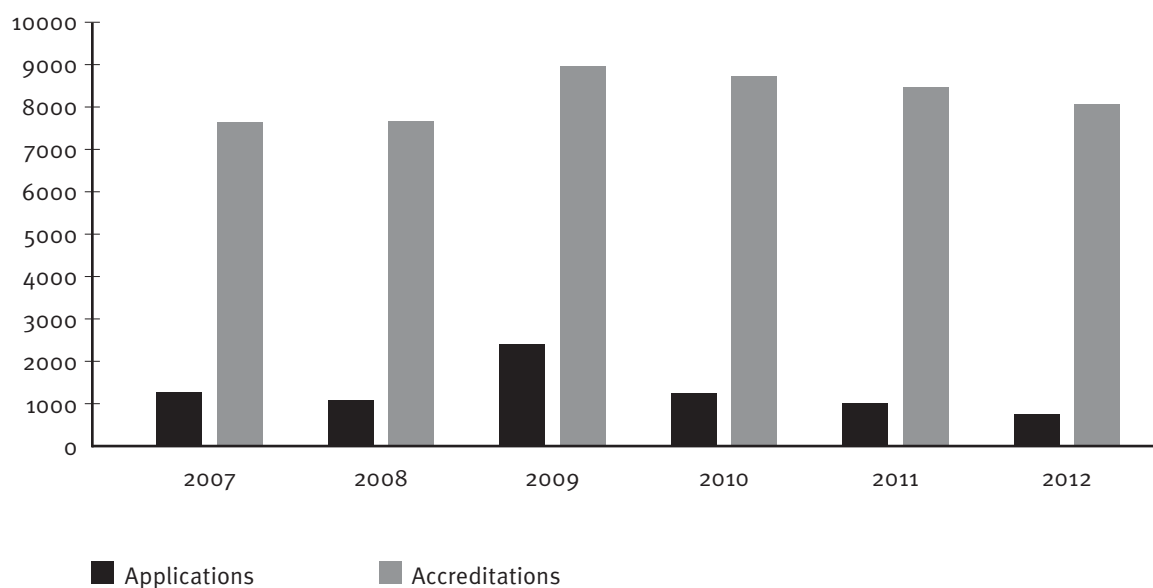


Table 1: Accreditations and applications by all schemes over the calendar year.

Audits

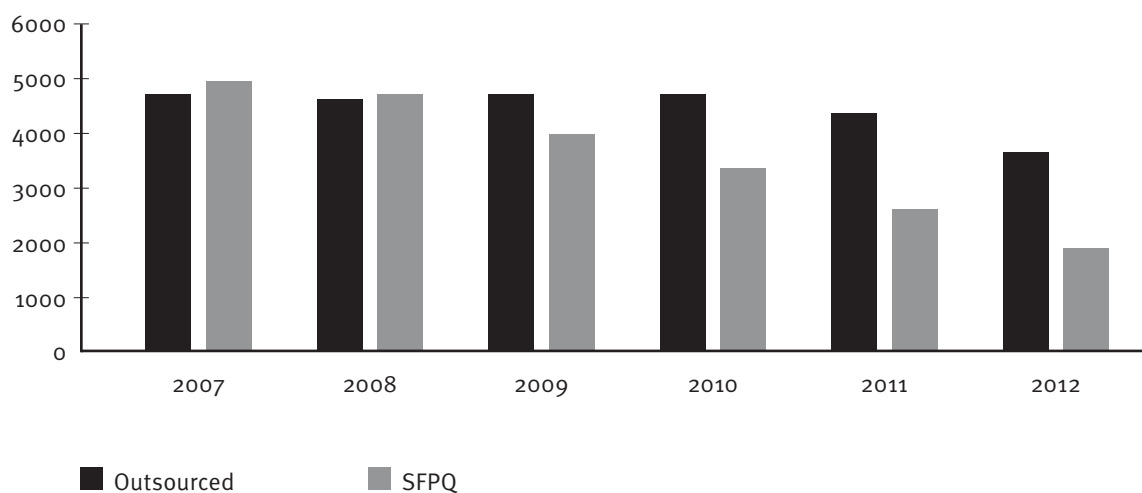


Table 2: Audits conducted over the calendar year by SFPQ and contract auditors.



About us

Our mission

Ensure the reliability and safety of the Queensland food chain by promoting and protecting food safety in primary production and processing.

Our purpose

Safe Food Production Queensland (SFPQ) is a statutory body established under the *Food Production (Safety) Act 2000* (FPS Act) to regulate food safety within the primary production and processing sectors in Queensland.

It reports to the Minister for the Queensland Department of Agriculture, Fisheries and Forestry (QDAFF).

The objectives of the FPS Act are to:

- ensure the production and processing of primary produce is carried out in a way that makes produce fit for human or animal consumption and maintains food quality
- provide food safety measures for the production and processing of primary produce consistent with other State laws

Queensland's Agriculture Strategy

SFPQ is committed to supporting *Queensland's Agriculture Strategy: A 2040 Vision to Double Agricultural Production*, released by the Minister in May. SFPQ's strategic and business plans support key elements of the strategy, particularly the development of sustainable production and market access.

Food safety and integrity of the supply chain support both domestic and export trade. Maintaining robust and reliable food safety arrangements underpins access to both domestic and export markets.

Presentation of Queensland's credentials to consumers here and overseas is an ongoing responsibility that is shared by industry and SFPQ. The importance of developing and maintaining customer relations at a level where both proactive and reactive capability exists is paramount.

This capability means that SFPQ stakeholders understand existing and emerging food issues that impact food safety and are prepared to take the actions necessary to prevent and control food safety incidents.

SFPQ's Strategic Direction

SFPQ's strategic direction for 2012-15 involves four strategies that align with, and address, the challenges and opportunities being faced by the primary production and processing sector.

It provides the direction of SFPQ to staff, clients and other stakeholders, and demonstrates alignment of our corporate objectives with the Queensland Government's objectives for the community.

The plan strives to achieve a balance between responsible regulation (consumer expectations) and individual responsibility of businesses to protect and manage food safety.

We evaluate the corporate plan annually with respect to progress towards achieving our corporate objectives and to identify whether it needs to be amended in response to changes in the internal and external environment.



Business Plan 2012-2015

Mission: to promote and protect food safety in primary production and processing

2012 Achievements	2013 Priorities	2015 Outcomes
<p>Implement and monitor National Standards National PPP</p> <ul style="list-style-type: none"> Standards for Poultry Meat approved by Minister and legislative amendments made Maintained good working relationship with industry Significant progress on the FSANZ model for Horticulture Participated on FSANZ SDCs for red meat and raw milk Leadership on implementation working groups to maximise industry involvement 	<p>Implement and monitor National Standards</p> <ul style="list-style-type: none"> Rewrite the regulations taking into account the national egg standard and seed sprout standard Compliance and Implementation for Animal welfare in slaughter houses with Qualified persons to assess Implementation of the National Egg Standard – surveillance and monitoring of interstate product 	<p>Implement and monitor National Food Standards</p> <ul style="list-style-type: none"> Strategies to strengthen food industry culture of compliance are effective Effective and nationally aligned regulatory framework supporting growth in agriculture, production and processing Food safety regulation and incidence response guided by public health risks
<p>Reduce regulatory impost</p> <ul style="list-style-type: none"> Implemented streamlined web based monitoring system for meat transporters based on their systems BBC reviewed and proven to be a streamlined system for the participants Dairy CMS adopted by NSW DAFF (AQIS) Servic Agreement operational Economic survey on EFSS 	<p>Reduce regulatory impost</p> <ul style="list-style-type: none"> Transporter project to be fully functional Seafood, Dairy and Poultry to move to a monitoring system Build industry support for BBC program Alternate compliance initiatives for small dairy processors 	<p>Reduce regulatory impost</p> <ul style="list-style-type: none"> Risk based response to existing and emerging food safety issues Acknowledged industry capability and performance Harmonised national and international standards Reliance on audits reduced by 40%
<p>Active Stakeholder engagement</p> <ul style="list-style-type: none"> Service delivery and stakeholder engagement training conducted for staff Further development of the Food Hub and increased use of social media Regular meetings with QHealth and DAFF Consultation with stakeholders on proposals for new standards undertaken 	<p>Active Stakeholder engagement</p> <ul style="list-style-type: none"> Implement and evaluate measures Further development of the complaints register with stakeholder involvement and systems (Local Gov, QH) Collaboration with DAFF for Approved Auditor training and letter of exchange Joint endeavours with NSW Food authority on matters related to food safety impacting both agencies Increase online renewal uptake 	<p>Active Stakeholder engagement</p> <ul style="list-style-type: none"> Stakeholder engagement strategies in place to focus service delivery Issues of mutual concern resolved Consumer expectations balanced with business needs Relevant information available in one place
<p>Resilient Agency</p> <ul style="list-style-type: none"> Solid relationship with new Minister established Cabinet submission submitted and funding model sustained Safe Food staff achieved auditor qualifications to assist in achieving strategic outcomes Training in risk, baseline methodology, notification system, customer service, TMS profiles 80% of renewals complete by 31 December 2012 	<p>Resilient Agency</p> <ul style="list-style-type: none"> Reduce administrative outsourcing and increase capability 'in-house' Optimise funding model Expand competence base amongst staff in Welfare and Audit Greater contribution from Team Leaders Animal welfare training 	<p>Resilient Agency</p> <ul style="list-style-type: none"> Secure and resilient funding Sustainable workforce with appropriate skill and knowledge Proactive, results based culture Links to wide range of expertise and support Laboratory capability meets needs

How we deliver							
Innovative, results driven regulation	Commitment to collaborative solutions	Focus on sustaining human and financial resources	Building and using science and evidence base	Position QLD to lead nationally and internationally	Leveraging technology	Open and transparent communication	Involve stakeholders



Making it happen 2012 – 2015

Making it happen 2012 – 2015							
Innovative, results driven regulation	Commitment to collaborative solutions	Focus on sustaining resources	Building and using science and evidence base	Position QLD to lead nationally and internationally	Leveraging technology	Open and transparent communication	Involve stakeholders

<p>Innovative, results driven regulation</p> <ul style="list-style-type: none"> Effectively address food safety risks using minimum and effective regulation Base regulatory activity on risk analysis principles: risk assessment, risk management, risk communication relationships and horizon scanning Proactive detection of emerging risks Decisive response to food incidents Use protocols to efficiently coordinate resources Evaluate cost effectiveness and relevance of activities against the funding model 	<p>Focus on sustaining human and financial resources</p> <ul style="list-style-type: none"> Sustain results based workforce culture Build staff capability to meet individual and organisational needs Conduct workshops to inform and engage staff on priorities Infrastructure supports staff roles Encourage flexible working arrangements which meet work life balance Evaluate relevance of activities and satisfaction with results 	<p>Position QLD to lead nationally and internationally</p> <ul style="list-style-type: none"> Participate in national regulatory forums, focussing on areas relevant to 2012 targets Influence FSANZ standards development processes to maximise benefits Coordinate input from businesses and relevant QLD agencies Tap into Australia's work in international forums Enhance SFPQ's network in regional QLD Promote QLD's food safety systems 	<p>Open and transparent communication</p> <ul style="list-style-type: none"> Concise quarterly report to Minister Develop/use web based and social media platforms (Food Hub) Open and responsive communications practices Communicate any regulatory changes to stakeholders Ensure communications meet audience needs Use appropriate communication media to deliver key messages
<p>Commitment to collaborative solutions</p> <ul style="list-style-type: none"> Work proactively with industry and other stakeholders on issues and solutions Strengthen relationships, use existing forums Continue to build partnerships with Local Government and approved auditors Enhance collaboration with other government agencies Link with like agencies to share expertise 	<p>Building and using a science and evidence base</p> <ul style="list-style-type: none"> Regulatory process supported by current science and best practice Survey program used to: <ul style="list-style-type: none"> Identify problem areas Verify solutions are sustainable Review decisions in light of emerging science Foodborne illness reporting informs regulatory process and priorities Laboratory capability meets testing standards required for regulation 	<p>Leveraging technology</p> <ul style="list-style-type: none"> Identify least cost, best fit systems for information storage and retrieval Meet all government standards for privacy and confidentiality Maintain business critical systems Tailored monitoring tools developed Keep abreast of developments within technology sectors to identify opportunities for developing business solutions 	<p>Involve and engage stakeholders</p> <ul style="list-style-type: none"> Incorporate Engagement Model in all corporate processes Develop, maintain and enhance consultative process that suit regulated industry sectors Regularly communicate in industry journals, newsletters and forums Seek support and assistance from stakeholders in their area of expertise Utilise Board expertise

Mission

To promote and protect food safety in primary production and processing



Our values

Our values are the platform for our action at SFPQ. They influence the way we work with each other and the way in which we engage with our stakeholders and the community. Our values emphasise SFPQ's commitment to being a responsive, innovative and dynamic organisation, driven by strong cultural values and a dedicated professional team. Our organisational values are:

Integrity

We value our reputation for integrity and independence. We are constantly striving to uphold the highest professional standards, provide sound advice and rigorously maintain our independence.

We 'walk the talk' even during the most challenging of times and always strive to do what is right. We take responsibility for our actions. We handle sensitive information with care. We strive to earn the public's trust and avoid any real or apparent conflict of interest.

Family happiness

We are committed to ensuring a safe, supportive and healthy working environment which supports work/life balance for our staff. We bring passion to the task and have energised conversations about work. We are happy to come to and to be at work, contributing to a good vibe and always greeting others with a smile.

Economic security

We provide our staff with a stable income to support them now and into the future and acknowledge our responsibility to deal fairly, openly and honestly with each other. However, we also acknowledge the ongoing challenge of reviewing, challenging and improving work practices and processes.

Commitment

We especially value the commitment and contribution of our staff, and seek to maximise their work satisfaction through fostering a progressive and responsive workplace. We respond in a timely way and recognise the needs of others. We identify and promote best practices, acknowledge and recognise good work.

Achievement

We achieve our goals by being innovative, creative and responsive in the way we think, act and learn. In overcoming challenges, we expand capabilities to achieve desired outcomes. We are accountable for our own work and time. We work quickly, but to a high standard. We focus on the results.



Our people

SFPQ is an organisation of skilled and committed people with a substantial record of achievement. Our people are committed to achieving excellence through a high performance culture. All of our staff demonstrate this by providing high level support and advice to our clients. They have extensive knowledge and experience in the industries with whom they work.

SFPQ Board of Directors

The Board provides strategic leadership and direction to enable the response to food safety issues to be prioritised and for the development and implementation of food safety initiatives.

It ensures the effectiveness of planning processes and governance practices and the integrity of reporting systems. It is also responsible for ensuring the organisation operates according to sound financial management strategies and practices.

The Board maintains an overview of the administration and policies of the organisation but it has no direct management responsibility nor does it play a regulatory role.

The Board delegates responsibility to the Chief Executive Officer for the day-to-day management of the organisation and consists of a Chair and four other Directors, who for the reporting period were:

- Mr Ross Keane (Chair)
- Mr Peter White (Director)
- Mr Martin Perkins (Director)
- Mr Peter Milne (outgoing Chair)
- Ms Kathryn Adams (outgoing Board Director)
- Mr Bob Shead (outgoing Board Director)
- Mr Elton Miller
- Ms Sophie Dwyer

The Chair and Directors are appointed by the Governor in Council upon the recommendation of the Minister. All Board Directors are independent, non-executive Directors, appointed on a part-time basis for up to three years and are eligible for reappointment. Directors are appointed on the basis of having each demonstrated substantial achievement in their chosen field.

Board meetings

The Board meets quarterly and requires a quorum of directors eligible to vote (i.e. at least three members). In order to meet operational needs, the Board may convene special meetings or use electronic methods to agree or respond to specific issues. The Board met four times during 2012-13.

Board Director	Board Meetings planned	Board Meetings attended	Strategic Planning Workshop planned	Strategic Planning Workshop attended
Mr Ross Keane (Chair)	2*	2*	-	-
Mr Peter White	2*	2*	-	-
Mr Martin Perkins	2*	2*	-	-
Mr Peter Milne (Outgoing Chair)	3	3	1	1
Ms Kathryn Adams	3	3	1	1
Mr Elton Miller	4	3	1	1
Mr Bob Shead	3	1	1	-
Ms Sophie Dwyer	4	3	1	-

*Board members appointed in April 2013.



Chair - Mr Ross Keane JP, MAICD

Mr Ross Keane was appointed as Chair in 2013.

Ross has extensive experience in the livestock and meat processing sectors. For over 20 years, Ross worked in senior managerial roles, including as Company Director with JBS Swift Australia – Australia's largest meat processing company. Prior to this, he worked in branch manager roles and was involved in marketing and auctioneering.

Ross is currently Chairman and Director of the Red Meat Advisory Council (RMAC), Chairman of Safemeat Partners and a Non-Executive Director of travel agency, Quadrant.

Ross is also a Member of the Australian Institute of Company Directors.

Mr Elton Miller

Elton Miller was appointed as a Director in 2010.

Elton Miller is the General Manager Strategic Policy, Department of Agriculture, Fisheries and Forestry (DAFF). Elton serves as DAFF's representative on the National Food Regulation Standing Committee (FRSC) and is a member of the joint Queensland Health, SFPQ and DAFF Senior Officers Working Group (SOWG). Elton has a background in agricultural economics and worked with the Australian Bureau of Agricultural and Resource Economics in Canberra.

Mr Martin Perkins

Mr Martin Perkins was appointed as a Director in 2013.

Martin is currently a consultant to the seafood industry where he specialises in projects relevant to seafood production and marketing. Martin has over 25 years seafood industry experience in a variety of senior management positions and has extensive working knowledge of export marketing requirements.

He has been a member of a number of organisations including the Queensland Fisheries Research Advisory Board, Queensland Trawl Advisory Group and Queensland Seafood Marketers Association.

Mr Peter White

Mr Peter White was appointed as a Director in 2013.

Peter has extensive experience in meat business operations in both domestic and export markets. Peter was General Manager for Marketing for over 20 years at Australia Meat Holdings and was Joint Chief Executive Officer and Director from 1998.

Prior to that Peter worked for over 15 years in senior management roles at Thomas Borthwick & Sons in both Australia and in London.

Ms Sophie Dwyer PSM

Sophie Dwyer was appointed as a Director in 2010.

Sophie Dwyer is the Executive Director of the Health Protection Directorate in Queensland Health. The Directorate is responsible for communicable disease control and health risk assessment and regulation in environmental health (including food safety, drugs and poisons, radiation safety and water). Her career has covered a wide range of public health responsibilities, including the management of local public health units and Queensland Health's health promotion programs and was awarded the Public Service Medal in 2008. She has a Bachelor of Environmental Science, a Bachelor of Social Work, a Graduate Diploma in Management and a Masters of Public Health.

During 2012-13, SFPQ employed 38 staff at its head office in Brisbane and at offices in Toowoomba, Townsville, Bundaberg and the Gold Coast.



SFPQ Organisational Chart June 2013

Minister for Agriculture, Fisheries and Forestry

SFPQ Board

Executive Management Group

The SFPQ Board delegates responsibility to the Chief Executive Officer for the day to day management of the organisation who is assisted in this process by the Executive Management Group (EMG)

EMG is responsible for monitoring the performance of the business, ensuring statutory requirements are met and overseeing the development of risk management strategies for SFPQ.

Business Functions

- Monitor business performance in accordance with direction set by the Minister and Board and described in the Business Plan and KPIs
- Ensure SFPQ comply with statutory requirements
- Reduce red tape and unnecessary regulatory burden on business
- Develop and execute risk management strategies consistent with SFPQ's role
- Manage compliance with all areas of corporate governance as required by the QAO
- Ensure SFPQ achieves its objectives as outlined in SFPQ's strategic documents and policies

Dr Barbara Wilson, Chief Executive Officer

The Chief Executive Officer reports to SFPQ's Board of Directors and the Minister for Agriculture, Fisheries and Forestry. She is responsible for leading and managing the affairs of SFPQ including strategically positioning the Agency to achieve organisational and financials goals and implementing Board policy.

Business Functions

- Business performance and planning
- Evaluation and reporting
- Interagency operations and coordination
- National food regulation standards, development and implementation
- Risk communication, emerging issues and education

Phil Pond, General Manager Compliance, Strategy and Response

The compliance, strategy and response area is responsible for all field operations including incident response, notifications, assessment and compliance. It is also responsible for the development and implementation of Standard and legislative reviews.

Business Functions

- Compliance and enforcement activities
- Field operations, audits, inspections
- Food incident response
- Legislative requirements including red tape reduction
- Monitoring systems and reporting (Food Safety Schemes)
- National Standards development and implementation
- Notification and assessment
- Systems development recognising industry best practice and QA systems

P Armstrong, L Bartsch, K Bell, I Bray, W Bredden, E Crimston, D Haig, R Jacobson, R Johnson, A McCullough, S Myrowkah, M O'Halloran, K Rogers, B Schofield, R Schultz, S Sinclair, M Soutar, B Timms, D Wilkinson, A Wilson, R Winters, B Witherspoon, B Wruck and N Zimnoch (left SFPQ in October 2012)

Mandy Mawson, General Manager Service Delivery and Business Support

The service delivery and business support area develops and manages SFPQ's systems, policies and processes in the areas of corporate governance, finance, human resources. It is also responsible for managing the regional and technical services for the organisation.

Business Functions

- Business information services
- Business solutions and technology
- Corporate governance and planning
- Finance and HR services
- Regional infrastructure
- Information management and IT systems
- Outsourcing, contract services

A Bhardwaj, J Cheung, S Dyer, K Gemmell, M George, A Johnston, K Lopes, B Lubbers-Schroeder, R Quick, L Shaw, J Spargo, M Taylor and J Coady (left SFPQ in September 2012)



Our performance

SFPQ is a small agency that has a well-defined regulatory purpose. The function of the Agency is to administer a single piece of legislation aimed at harmonising standards and regulatory response to known food safety risks.

Throughout the past financial year SFPQ has performed well as an effective food safety regulator. We have established a set of performance indicators to improve our performance over time.

As part of the strategic planning process, SFPQ sets annual targets for each of these key performance indicators.

We have met or exceeded our standard performance indicators established under the key priorities of adopting and monitoring national standards, reducing regulatory imposts on businesses, actively engaging stakeholders as an effective and resilient Agency.

The results are a reflection of how SFPQ staff have effectively managed workloads often under difficult circumstances.

In the face of many challenges, SFPQ has successfully implemented national standards for eggs, seafood, dairy and red meat, poultry meat and ready to eat meat.

Compliance across all schemes has been verified at 90% with simplified risk categories and reduced compulsory auditing (all schemes).

SFPQ has also worked hard to reengineer approval processes for applications and deliver online capability.

SFPQ operates within a well-defined regulatory footprint – every food safety scheme is consistent with a relevant national standard, no more - no less.



Adoption and monitoring of National Standards

Objective: To position Queensland to lead nationally and internationally

The National Framework

Food regulation is aimed at achieving predetermined food safety outcomes. The achievement of these outcomes is also measured nationally through a framework involving Commonwealth agencies, the State and Territories and Local Governments.

Food safety policies are set by the Australia New Zealand Food Regulation Ministerial Council (ANZFRMC) under the Council of Australian Governments (COAG) intergovernmental food regulation agreement. Queensland is a signatory to this agreement.

National standards are developed through a rigorous process involving consultation with industry, government and the community at all levels. All standards developed by Food Standards Australia New Zealand (FSANZ) are subject to scrutiny through a Regulatory Impact

Statement process and must satisfy requirements of the Office of Best Practice Regulation. Through involvement in standards development process, SFPQ influences the impact and scope of standards (and therefore compliance costs) at the most fundamental level.

The uptake of simple management statements (in place of sometimes complex and costly food safety programs) as a means of documenting food safety approaches by business is a good example. SFPQ was the first jurisdiction to devise and implement this under the Seafood Food Safety Scheme.

SFPQ is a major participant in a national process to reduce potential compliance costs for industry through the development of clear and comprehensive guidance material to assist businesses to meet their regulatory obligations.

The Agency plays a key role in the development of new standards that help improve food safety.

The State Regulatory Framework

Queensland implements food regulation using three government agencies that work together (SFPQ, QH and DAFF). Each agency contributes to maintaining Queensland’s reputation for providing safe and suitable food for both human and animal consumption.

The goals of this multi-agency approach are to:

- Achieve the regulatory outcomes defined within legislation in Queensland
- Improve collaboration between regulatory partners including addressing emerging issues
- Introduce practical reforms
- Reduce any potential overlap of agency efforts to improve the delivery of minimal, yet effective regulation.

A Collaborative Approach

The following table depicts the legislative scope for each agency in respect of food safety.

DAFF	SFPQ	QH and Local Government
State Regulator for Biosecurity <i>Animal Care and Protection Act 2001 and Stock Act 1915</i>	State Regulator for Food <i>Food Production (Safety) Act 2000 Food Production (Safety) Regulation 2002</i>	State Regulator for Public Health <i>Food Act 2006 and Food Regulation 2006</i>



Reducing the Regulatory Impost

Objective: Create innovative, results driven regulation by building (and using) a strong science and evidence base and leveraging technology.

Regulatory reform and reduction of red tape

SFPQ is responding to the call for red tape reduction and regulatory reform. SFPQ is implementing a range of initiatives in consultation with business that will reduce the cost of compliance for individual customers and/or industry sectors.

SFPQ adopts a risk-based approach in determining how compliance is monitored. Experience shows that a combination of simple monitoring methodologies, together with a straightforward process for business to demonstrate their bona fides in managing food safety (such as through submission of a management statement mentioned above) works well. This often results in significant cost savings to industry.

SFPQ currently employs a range of monitoring approaches across all of the four food safety schemes it currently administers. These include a number of alternatives that have been implemented where the traditional use of audit as a monitoring tool could have been employed. Reductions in compliance costs to business, some significant, are evident across all of these initiatives.

The Meat Food Safety Scheme is the oldest scheme that SFPQ administers. When implemented, all compliance under the meat scheme was monitored by way of physical audits. At least one annual compliance audit was conducted at the accreditation holders' expense.

Alternative compliance options are now operational under the meat scheme. These include the Benchmark Butcher's Community and the use of electronic reporting for certain sectors of the industry such as mobile wild game field depots. Key food safety information such as product temperature and location is automatically transmitted to SFPQ under these arrangements and audits are no longer required.

SFPQ firmly believes that local knowledge and existing systems influence food safety in changing the amount of regulation required. Recognising this and incorporating it into the regulatory approach wherever possible is a high priority for SFPQ.

Consistent with this philosophy, the use of electronic data to report on key food safety matters is now extensively supported by SFPQ within the Queensland dairy industry. This initiative builds upon the knowledge that the dairy industry, through its processing sector, already collects and maintains comprehensive product information in relation to such matters as product temperature and microbiological profile. The provision of this existing data in electronic format has resulted in significant compliance cost reductions for the dairy industry.

Further reductions in regulatory costs for industry have been achieved under the Egg Food Safety Scheme and the Seafood Food Safety Scheme. Under the Egg Scheme there are a number of egg producers that have been accredited by SFPQ on the basis of a preferred supplier arrangement (PSA). These are primarily small business operators who supply product exclusively to egg processors.

SFPQ accredits these businesses for no annual or ongoing fees and monitors their compliance with the scheme through information provided by the processor. SFPQ is currently initiating the use of electronic data reporting within the egg industry, which should mean compliance cost reductions for further businesses in this sector.

SFPQ firmly believes that local knowledge and existing systems influence food safety

In the development and implementation of the National Seafood Standard under the Seafood Scheme, SFPQ was specifically mindful of the issue of industry compliance costs. Minimisation of these costs has been achieved in a variety of ways.

For example, accreditation categories for seafood were related to both the existing accreditation categories under other food schemes and to seafood activities that have historically been undertaken on commercial fishing boats, etc. The Seafood Scheme was also the first food safety scheme to provide the opportunity for businesses to operate under an approved management statement.

One of the most recent standards developed by FSANZ is the Poultry Meat Primary Production and Processing Standard.

SFPQ recognises the current structure and nature of the industry and has proposed that poultry farming activities be accredited and monitored under a PSA arrangement, similar to the Egg Scheme.



Data submitted electronically by poultry processors will reflect food safety information collected at key steps in the production process. This alternative is less costly and less time-consuming compared to the auditing approach.

It also means that poultry producers are registered with SFPQ at no cost and monitoring activities are coordinated through poultry processors.

Based on the success of the above initiatives, SFPQ is well placed to recognise and implement further measures that will increase the return on investment for the effort required to sustain a good food safety record. Work has already commenced on the next round of initiatives that will reduce red tape by simplifying compliance requirements. Examples include:

- The expansion of online application facilities in 2013 and dairy industry electronic reporting (Compliance Monitoring System).
- The introduction of online processing for new applications. This facility will be expanded to include accreditation renewals and amendments to food safety

program details in 2014. This allows customers to access information 24/7 and lodge applications and notifications with SFPQ at their convenience.

- Agreement with transporters to provide information electronically to SFPQ using their existing cold chain monitoring systems. This approach utilises information management systems developed within SFPQ and could be offered to further groups of accreditation holders in future.
- Developing monitoring and early warning systems that are valuable to business, to the regulator and to community. This includes notification systems between Safe Food and DAFF (AQIS), and collaborative work with other agencies such as the NSW Food Authority on matters involving national and international companies.
- Continued outsourcing of approximately 5,500 compliance audits annually to private sector providers. National verification activities organised by SFPQ support market access including exports.

Food incident investigation and food recalls

SFPQ works closely with its regulatory counterparts Queensland Health and DAFF to investigate actual and potential outbreaks of foodborne illness using our Food Incident Response and Surveillance Team (FIRST).

Incidents involving more than one jurisdiction are managed using the national food incident response protocol. A notification system run by SFPQ informs Queensland Health and DAFF of potential food safety risks and acts as an early warning system for regulators and industry (see Table 3).

In 2013, SFPQ has been notified of 306 individual cases of foodborne illness. A summary of food safety alerts (i.e. complaints and notifications) investigated by SFPQ is provided in Table 3 below, together with projected numbers of alerts for the remainder of the year (noted in grey).

Food Safety Alerts (Complaints/Notifications) received by SFPQ

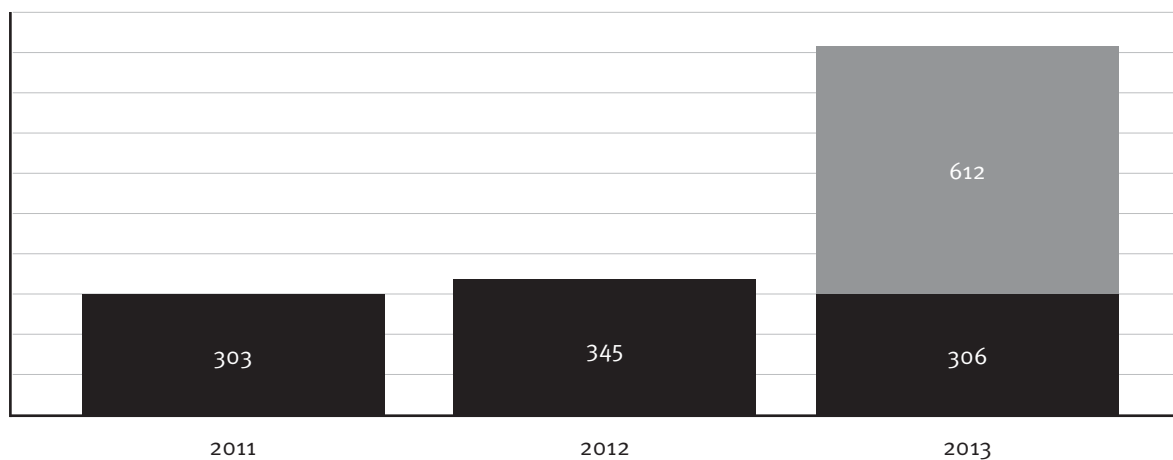


Table 3: Food Safety Alerts

■ Alerts

■ Projected Alerts



Complaint by type from 1st January to 30th June 2013

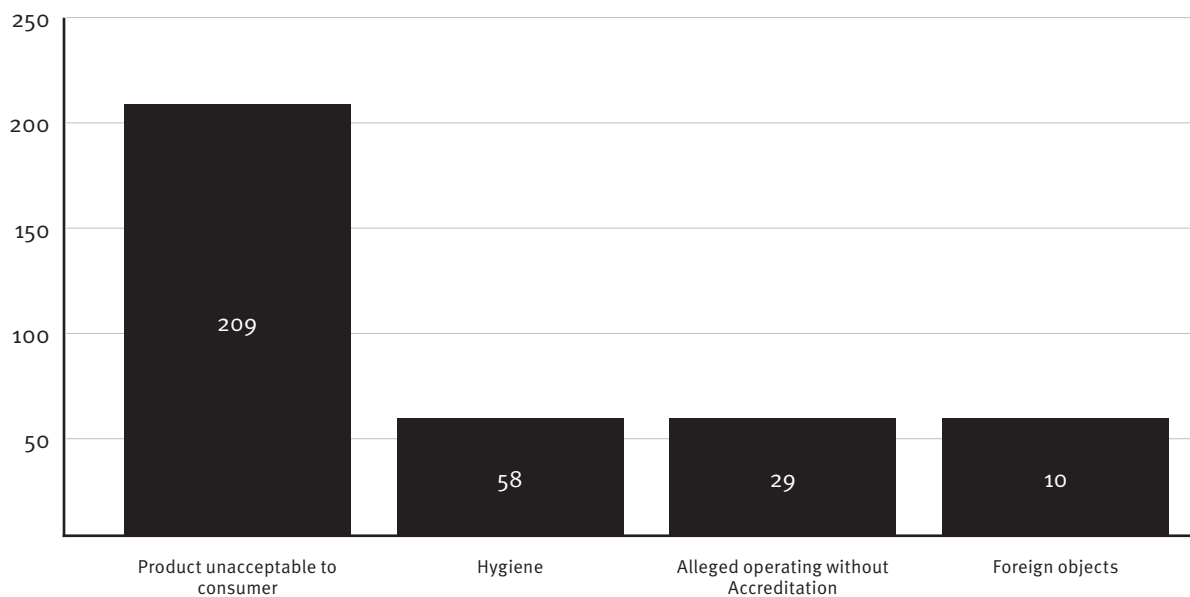


Table 4 sets out the number of alerts by type from 1st January to 30th June 2013.

Food Complaints/Notifications by Industry from 1st January to 30th June 2013

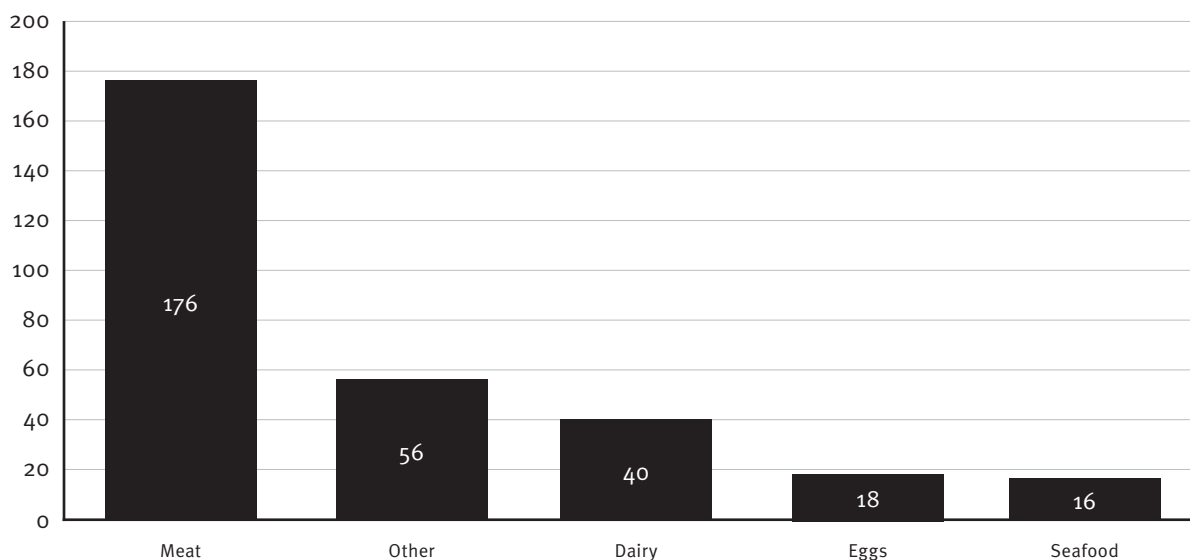


Table 5 is the proportion of alerts by industry sector for the period 1st January to 30th June 2013. 'Other' figures are alerts received by SFPQ about food businesses regulated by Local Government and Queensland Health.



Public concerns about animal welfare

SFPQ worked closely with the meat industry this year to improve awareness of animal welfare requirements. The adoption of practical measures to support compliance with all regulatory requirements, including the protection of animal welfare has been reinforced.

Queensland Country Meat Processors (QCMP) initiated a collaborative arrangement with SFPQ to advance best practice at slaughter establishments and to train industry operators.

Also, through arrangements negotiated with Biosecurity Queensland, a number of SFPQ officers are authorised to act under the *Animal Care and Protection Act 2001*.

SFPQ Approach to Best Practice Regulation

SFPQ identifies the ideal of minimum effective regulation with the concept of best practice. Adopting best practice through regulatory reform drives ongoing process improvement within SFPQ. It's about achieving a balance between assurance and compliance.

Therefore, SFPQ's approach to regulation allows businesses to demonstrate that primary produce is safe and suitable, whilst enjoying significant flexibility in how this is achieved.

An example of these features can be found in the independent economic analysis of the egg Food Safety Scheme.

In November 2012, SFPQ engaged Synergies Economic Consulting (Synergies) to conduct an economic analysis of the Food Safety Scheme for Eggs and Egg Products (the scheme) which has been in effect since 1 January 2006.

In the period since introduction of the Scheme, the competitive position of the Queensland Industry improved from third to second nationally in

terms of shell eggs production. A comparison estimate of annual egg production during this period is 46 million dozen eggs in 2005/06 increasing to 92.5 million dozen eggs in 2011/12.

An estimated public benefit of \$14.81 million since the introduction of the Scheme in 2005.

The report provides evidence of food safety benefits and cost savings that can be achieved through the effective implementation of an outcome-focused food safety scheme.

Industry growth is also assisted by the confidence generated under an appropriate regulatory regime.

This result is also significant because benefits were attributed across both large and small egg producers in the scheme.

Further examples showing how SFPQ adopts best practice principles are shown below.



SFPQ Project/Activity	Key elements of best practice regulation
<p>Seafood Scheme</p> <p>The Seafood scheme commenced with a comprehensive RIS on which there was extensive consultation. The regulations for the Seafood Scheme are outcomes based and reference Management Statements and monitoring as regulatory tools.</p> <p>There has been ongoing consultation with industry as the Seafood Scheme has been implemented.</p>	<ul style="list-style-type: none"> • Risk based • Outcomes oriented • Inclusive • Fully consultative • Risk management closely linked to the risk analysis and risk modelling
<p>Benchmark Butchers Community</p> <p>Each business develops a Management Statement which defines food safety objectives and how they are managed by the business and then monitor data in an interactive workspace.</p>	<ul style="list-style-type: none"> • Regulation should fit into a commercial framework but at the same time pursue the regulatory objectives that the regulation is attempting to achieve. • Risk Based • Risk management closely linked to the risk analysis and risk modelling • Outcomes oriented • System to achieve high levels of compliance • Flexibility • Ease of understanding
<p>Remote Monitoring</p> <p>SFPQ can provide a web based system where Holders of Accreditation (HOA) can self monitor by entering data which is measured against a 'predictive curve'. This data is collected and entered remotely from SFPQ at the place of business. This data is compared with acceptable parameters. Where variances arise the HOA will provide information on corrective actions taken. This data can be read in real time by SFPQ who can make decisions about what regulatory intervention if any needs to be taken. Data can be collated and compared, leading to a benchmarking approach to business improvement.</p>	<ul style="list-style-type: none"> • Regulation should fit into a commercial framework but at the same time pursue the regulatory objectives that the regulation is attempting to achieve • Cost efficient and cost effective • System to achieve high levels of compliance • Risk Based • Risk management closely linked to the risk analysis and risk modelling • Outcomes oriented • Ease of understanding



Active Stakeholder Engagement

Objective: To involve and engage stakeholders by providing collaborative solutions using open and transparent communication methods.

SFPQ's Engagement Model

As a small agency with limited resources, SFPQ's website and social media platforms are the key tools in communicating with stakeholders. In 2012–13, SFPQ's Facebook pages attracted more than 1300 followers (a mix of food businesses and industry stakeholders, consumers and many others).

The reach of our Twitter channel is growing steadily. We tweet food alerts, advice of new resources for food businesses, and corporate and media announcements. It has also become an important tool for monitoring, and responding to, breaking news.

These channels have not only strengthened our ability to disseminate information to a wider range of audiences, but also stimulated real-time feedback on issues of the day.

During 2012–13, we also made several enhancements and additions to our website, many of them based on visitor feedback and changes in regulations.

These included new pages on standards development and regulations and also updates in the meat, dairy, eggs and seafood pages. The consumer pages were also refreshed.

SFPQ is committed to developing cooperative working relationships with business whereby accreditation holders and SFPQ agree to and share the principles of:

- *Awareness* of food safety requirements including the

legislation and how it affects the result in food safety and the success of the business

- *Provision* for food safety controls and measures as evidenced by HOA's compliance instruments e.g. food safety program and across the board in business documentation and practices
- *Commitment* to implementing and maintaining the first two principles as demonstrated by the way food safety knowledge is actioned in the business and passed on to staff and customers

SFPQ is confident that by adopting and demonstrating these principles, businesses achieve a good food safety record. SFPQ is able, therefore, to minimise the time spent checking compliance with these businesses. Information is exchanged on a 'need to know' rather than 'nice to know' basis using baseline data to compare each business with an accepted industry standard for compliance.



Resilient Agency

Objective: To focus on sustaining human and financial resources to meet organisational needs

Corporate governance practices

We work towards achieving our corporate objectives through strong corporate governance, planning and continuous business improvement. Our corporate priorities are aligned with our corporate policies and processes. Effective corporate planning across the agency ensures all statutory obligations are met.

We continually review our operational plans to strengthen our corporate planning processes and to improve the way we monitor, evaluate and deliver our performance information.

SFPQ's ability to make quality decisions and act upon them relies on the provision of sound information, good judgement, ethical behaviour and effective relationships.

The application of effective compliance, performance and risk management processes and mechanisms develops robust corporate governance and underpins our approach.

Our framework is based on the ethics principles outlined in the *Public Service Ethics Act 1994* and the governance concepts in the *Financial and Performance Management Standard 2009*.

We have a number of internal accountability mechanisms that enable us to manage risk, seize opportunities, and monitor, evaluate and report on our performance.

Internal audit charter

SFPQ has an internal audit plan that is reviewed and approved by the Board annually to ensure it has been framed with due regard to the guidelines of the Queensland Treasury Audit Committee. SFPQ's internal audit process is provided by an independent

auditor, with the outcomes of that process being addressed by the Executive Management Group.

Corporate planning and performance management

We continually seek to improve the way in which we manage our corporate planning and performance management activities to ensure the integrity of the data and to be innovative and efficient in how we use the data.

Corporate Planning

Plan	Objectives	Outcome	Document
Strategic Plan	Prioritises the strategic direction over the long term	Summary of performance against agreed targets and priorities	Annual report
Corporate Priorities Plan	Identifies specific corporate priorities for the year	Provides information to the SFPQ Board and EMG group against targets	Quarterly reports
Operational Plans	Supports the delivery of corporate priorities	Provides EMG with information on progress towards targets	Monthly reports
Personal development plans	Supports staff in contributing to strategic priorities	Provides feedback to staff	Yearly reviews



Public sector ethics

SFPQ requires all employees to maintain high standards of ethical behaviour in the execution of their duties. It provides direction and guidance to our people in shaping an ethical workplace and helping staff to make better decisions while striving to achieve our objectives.

The five principles set out in the *Public Sector Ethics Act 1994* form the basis of our Code of Conduct and our integrity framework. The SFPQ Code of Conduct requires staff to:

- Act with integrity and impartiality, ensuring high standards of workplace behaviour and personal conduct
- Promote the public good through excellence in customer service, community engagement and working with other agencies
- Commit to the system of government through conscientious service to SFPQ and government
- Act with accountability and transparency to support high standards of administration

All new officers participate in Code of Conduct training as part of their induction. EMG facilitates a culture of ethics within the organisation primarily by developing and implementing policies, processes and procedural systems that are designed to raise ethical awareness and prevent misconduct.

Code of Conduct

SFPQ's Code of Conduct reflects the diversity and uniqueness of the organisation's business. It is a practical guide to ethical decision-making and responsible behaviour that incorporates the five principles outlined in the *Public Sector Ethics Act 1994*, namely:

- Respect for the law and the system of government
- Respect for persons
- Integrity
- Diligence
- Economy and efficiency

The SFPQ Code of Conduct and all policies and procedures are promoted regularly and are available to staff on the SFPQ intranet. All employees must comply with the Code.

Workplace health and safety

SFPQ is committed to ensuring healthy and safe working conditions for employees, contract staff and visitors with a number of workplace health and safety policies having been introduced, underpinned by a comprehensive program of audits, inspections, risk assessments and training.

All SFPQ employees are provided with training in how to perform their work safely and without risk to their own or others' health and safety.

New employees are thoroughly briefed about workplace health and safety during their staff induction program and provided with appropriate training by SFPQ's workplace health and safety officers and first aid officers to ensure they carry out their duties in accordance with the *Workplace Health and Safety Act 1995* and associated SFPQ policy.



Additional Information

Right to information and information privacy

Accessing our documents

We are committed to providing the community with open and transparent access to information about our services and activities while protecting the privacy of clients and staff.

SFPQ is committed to releasing as much information as possible and provides access to information in accordance with the legislation. Our website also contains a wide range of information, most of which is also downloadable.

Although we provide the community with a significant amount of easily accessible information, interested parties are also able to make an application under the *Right to Information Act 2009* (RTI Act) should they wish to obtain access to information that is not their personal information.

The *Information Privacy Act 2009* (IP Act) provides people with the means to access their personal information to ensure it is accurate, complete, up-to-date and not misleading.

Making right to information and privacy applications

SFPQ most commonly receives requests for access to accreditation-related documents as well as documents relating to major organisational projects. In 2012-13, one application was received.

Making an application

An application for access to documents under either the RTI Act or IP Act may be made via:

- <https://www.smartservice.qld.gov.au/services/information-requests/apply.action>
- calling SFPQ on (07) 3253 9800
- e-mail to privacy@safefood.qld.gov.au

Applicants must provide proof of identity when applying for access to documents concerning their personal information.

If applying for access to information that is not your personal information, an initial application fee must be paid before the application will be processed. Processing and photocopying charges may also apply.

If applying for access to information that is your personal information, an application fee is not payable, but access charges may be levied.

Protecting stakeholders' privacy

The Information Privacy Act recognises the importance of protecting the personal information of individuals, gives individuals control over the use and disclosure of their personal information and creates the right for individuals to access and amend their own personal information and stipulates how agencies must handle personal information.

Concerns or queries relating to the collection, access, storage, use or disclosure of personal information, can be obtained by:

- calling SFPQ on (07) 3253 9800
- e-mailing to privacy@safefood.qld.gov.au

Record keeping

Information systems and recordkeeping are an important part of SFPQ's management of the application and assessment processes for our accreditation holders.

We continue to develop strategies and activities supporting the implementation of the Queensland Information Standards IS31 and IS40 under the *Public Records Act 2002*.

Hard files are maintained for all accreditations with each one having a unique number that preserves the identity and privacy of the holder of accreditation.

SFPQ's accreditation and auditing management system (HENRI) provides live real-time record management that supports day-to-day activities and backs-up other systems.

The organisation's accounting database, Finance One, is responsible for payments, invoicing and revenue management.

Open data

In the financial year 2012-2013 consultancies and overseas travel were to be reported via Open Data, however Safe Food Production Queensland did not incur any expenses for these matters in the financial year in question.



Our financial position

Safe Food Production Queensland

Statement of Comprehensive Income for the year ended 30 June 2013

	Notes	2013 \$	2012 \$
Income			
Revenue			
User charges	2(a)	4,425,292	4,190,107
Government contributions	2(a)	1,900,000	1,900,000
Interest	2(a)	161,728	229,817
Other revenue	2(a)	11,892	9,737
Total income		6,498,912	6,329,661
Expenses			
Employee expenses	2(c)	3,899,233	3,851,142
Supplies and services	2(b)	1,810,580	1,801,565
Depreciation and amortisation	2(b)	112,223	134,946
Other expenses	2(b)	597,193	706,577
Total expenses		6,419,229	6,494,230
Operating surplus/ (deficit)		79,683	(164,569)
Other comprehensive income for the year		-	-
Total comprehensive income for the year		79,683	(164,569)

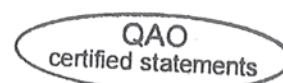
The accompanying notes form part of these financial statements.

Safe Food Production Queensland

Statement of Financial Position as at 30 June 2013

	Notes	2013 \$	2012 \$
ASSETS			
Current assets			
Cash and cash equivalents	3	4,768,853	4,656,522
Receivables	4	285,526	160,015
Other	5	118,740	148,940
Total current assets		5,173,119	4,965,477
Non-current assets			
Intangible assets	6	115,866	102,056
Property, plant and equipment	7	117,930	81,982
Total non-current assets		233,796	184,038
TOTAL ASSETS		5,406,915	5,149,515
LIABILITIES			
Current liabilities			
Payables	8	496,179	338,251
Accrued employee benefits	9	275,488	292,351
Other	10	1,439,862	1,403,210
Total current liabilities		2,211,529	2,033,812
TOTAL LIABILITIES		2,211,529	2,033,812
NET ASSETS		3,195,386	3,115,703
EQUITY			
Accumulated surplus		3,195,386	3,115,703
TOTAL EQUITY		3,195,386	3,115,703

The accompanying notes form part of these financial statements.

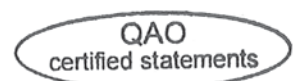


Safe Food Production Queensland

Statement of Changes in Equity for the year ended 30 June 2013

	2013	2012
	\$	\$
Accumulated Surplus		
Balance 1 July	3,115,703	3,280,272
Total comprehensive income for the year	79,683	(164,569)
Balance 30 June	<u>3,195,386</u>	<u>3,115,703</u>

The accompanying notes form part of these financial statements.

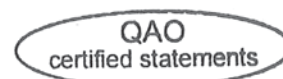


Safe Food Production Queensland

Statement of Cash Flows for the year ended 30 June 2013

	Notes	2013 \$	2012 \$
Cash Flows from Operating Activities			
Inflows			
User charges		4,336,433	4,213,889
Government contributions		1,900,000	1,900,000
GST input tax credits from ATO		263,781	267,315
GST collected from customers		336,375	304,405
Interest		161,728	229,817
Other		11,892	9,737
		7,010,209	6,925,163
Outflows			
Employee expenses		(3,916,096)	(3,848,825)
Supplies and services		(1,675,708)	(1,817,342)
GST paid to suppliers		(248,754)	(271,150)
GST remitted to the ATO		(298,177)	(310,651)
Other		(597,162)	(748,058)
		(6,735,897)	(6,996,026)
Net cash provided by operating activities	11	274,312	(70,863)
Cash Flows from Investing Activities			
Outflows			
Payments for property, plant and equipment		(72,456)	(22,560)
Payments for intangibles		(89,525)	(58,971)
		(161,981)	(81,531)
Net cash used in investing activities		(161,981)	(81,531)
Net increase in cash and cash equivalents held		112,331	(152,394)
Cash at beginning of financial year		4,656,522	4,808,916
Cash and cash equivalents at end of financial year	3	4,768,853	4,656,522

The accompanying notes form part of these financial statements.



Safe Food Production Queensland

Notes to and forming part of the financial statements for the year ended 30 June 2013

Objectives and Principal Activities of Safe Food Production Queensland

Safe Food Production Queensland was established as a Statutory Body under the *Food Production Safety Act 2001*.

The objective of Safe Food Production Queensland is to work in partnership with industry and with its co-regulatory partners Queensland Health, the Department of Agriculture, Fisheries and Forestry (DAFF) and Food Standards Australia and New Zealand (FSANZ) to ensure Queensland's food production systems comply with national food safety standards and deliver safe and suitable food.

Note 1 Summary of Significant Accounting Policies

(a) Statement of Compliance

The financial statements have been prepared in accordance with section 43 of the *Financial and Performance Management Standards 2009*.

These financial statements are general purpose financial statements, and have been prepared on an accrual basis in accordance with Australian Accounting Standards and Interpretations. In addition, the financial statements comply with Queensland Treasury and Trade's Minimum Reporting Requirements for the year ending 30 June 2013, and other authoritative pronouncements.

With respect to compliance with Australian Accounting Standards and Interpretations, Safe Food Production Queensland has applied those requirements applicable to non-for-profit entities, as the Safe Food Production Queensland is a not-for-profit entity. Except where stated, the historical cost convention is used.

(b) User Charges and Fees

User charges and fees controlled by Safe Food Production Queensland are recognised as revenues when the revenue has been earned and can be measured reliably with a sufficient degree of certainty. User charges and fees, except for accreditation fees, are recognised in full as revenues when invoices for the related services are issued. Accreditation fees are recognised in full once received, however recognised over the period of the accreditation.

(c) Grants and Contributions

Grants, contributions, donations and gifts that are non-reciprocal in nature are recognised as revenue in the year in which Safe Food Production Queensland obtains control over them (control is generally obtained at the time of receipt). If grants are received that are reciprocal in nature, revenue is progressively recognised as it is earned according to the term of the funding arrangements.

(d) Cash and Cash Equivalents

For the purposes of the Statement of Financial Position and the Statement of Cash Flows, cash assets include all cash and cheques received but not banked as at 30 June as well as deposits at call with financial institutions. It also includes investments with short periods to maturity that are readily convertible to cash on hand at Safe Food Production Queensland's option and that are subject to a low risk of changes in value.

(e) Receivables

Trade debtors are recognised at the nominal amounts due at the time of sale or service delivery, with settlement being generally required within 30 days from the invoice date.

The collectability of receivables is assessed periodically with provision being made for impairment. Bad debts are written off in the period in which they are recognised. All known bad debts were written off as at 30 June 2013.

(f) Acquisition of Assets

Actual cost is used for the initial recording of all acquisitions of assets controlled and administered by Safe Food Production Queensland.

Assets acquired at no cost or for nominal considerations are recognised at their fair value at date of acquisition in accordance with AASB 116 *Property, Plant and Equipment*.

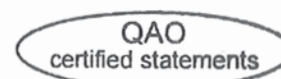
(g) Property, Plant and Equipment

Items of property, plant and equipment with a cost or other value equal to or in excess of the following thresholds are recognised for financial reporting purposes in the year of acquisition:

Building and Infrastructure	\$10,000
Land	\$1
Other (including heritage and cultural)	\$5,000

Items with a lesser value are expensed in the year of acquisition.

Plant and equipment is measured at cost in accordance with Queensland Treasury and Trade's *Non-Current Asset Policies*.



Safe Food Production Queensland

Notes to and forming part of the financial statements for the year ended 30 June 2013

Note 1 Summary of Significant Accounting Policies (continued)

(h) Intangibles

Intangible assets with a cost or other value greater than \$100,000 are recognised in the financial statements, items with a lesser value being expensed. Each intangible asset less any anticipated residual value is amortised over its estimated useful life to the Statutory Body. The residual value is zero for all intangible assets.

It has been determined that there is no active market for any of the Safe Food Production Queensland's intangible assets. As such the assets are recognised and carried at cost less accumulated amortisation and accumulated impairment losses.

No intangible assets have been classified as held for sale or form part of a disposal group held for sale.

Purchased Software

The purchase cost of software has been capitalised and is being amortised on a straight-line basis over the period of the expected benefit to Safe Food Production Queensland, namely 3 years.

Internally Generated Software

Expenditure on research activities relating to internally-generated intangible assets is recognised as an expense in the year in which it is incurred.

Costs associated with the development of computer software have been capitalised and are amortised on a straight-line basis over the period of expected benefit to Safe Food Production Queensland, namely 3 years.

(i) Amortisation and Depreciation of Intangibles, Property, Plant and Equipment

Depreciation of equipment and motor vehicles, and amortisation of computer software is calculated on a straight-line basis so as to write-off the net cost or revalued amount of each depreciable asset, less its estimated residual value, progressively over its estimated useful life to Safe Food Production Queensland.

Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset.

Depreciation rates used are listed below and are consistent with the prior year unless otherwise stated:

Class	Rate %
Plant and Equipment	
Computer Hardware	33.3
Motor Vehicles	20.0
Other Plant and Equipment	20.0
Leasehold Improvements	14.0
Computer Software	
Software Purchased	33.3
Software Internally Generated	33.3

(j) Impairment of Non-current Assets

All non-current physical and intangible assets are assessed for indicators of impairment on an annual basis. If an indicator of possible impairment exists, the Statutory Body determines the asset's recoverable amount. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

The asset's recoverable amount is determined as the higher of the asset's fair value less costs to sell and depreciated replacement cost.

An impairment loss is recognised immediately in the Statement of Comprehensive Income, unless the asset is carried at a revalued amount. When the asset is measured at a revalued amount, the impairment loss is offset against the asset revaluation surplus of the relevant class to the extent available.

(k) Leases

Operating lease payments are representative of the pattern of benefits derived from the leased assets and are expensed in the periods in which they are incurred.

(l) Payables

Payables are recognised for amounts payable in the future for goods and services received, whether or not billed to Safe Food Production Queensland. Creditors are generally unsecured, not subject to interest charges and are normally settled within 30 days of invoice receipt.

(m) Financial Instruments

Recognition

Financial assets and financial liabilities are recognised in the Statement of Financial Position when Safe Food Production Queensland becomes party to the contractual provisions of the financial instrument.

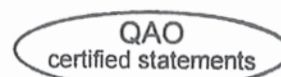
Classification

Financial instruments are classified and measured as follows:

- Cash and Cash equivalents - held at fair value through profit or loss
- Receivables - held at amortised cost
- Payables - held at amortised cost

Safe Food Production Queensland does not enter into transactions for speculative purposes, nor for hedging. Apart from cash and cash equivalents, the Statutory Body holds no financial assets classified at fair value through profit or loss.

All other disclosures relating to the measurement and financial risk management of financial instruments held by Safe Food Production Queensland are included in note 13.



Safe Food Production Queensland

Notes to and forming part of the financial statements for the year ended 30 June 2013

Note 1 Summary of Significant Accounting Policies (continued)

(n) Employee Benefits

Employer superannuation contributions, annual leave and long service leave levies are regarded as employee benefits.

Payroll tax and worker's compensation insurance are a consequence of employing employees, but are not counted in an employee's total remuneration package. They are not employee benefits and are recognised separately as employee related expenses.

Wages, salaries, recreation leave and sick leave

Wages and salaries due but unpaid at reporting date are recognised in the Statement of Financial Position at the current salary rates.

Prior history indicates that on average, sick leave taken in each reporting period is less than the entitlement accrued. This is expected to continue in future periods. Accordingly, it is unlikely that existing accumulated entitlements will be used by employees and no liability for unused sick leave entitlements is recognised.

As sick leave is non-vesting, an expense is recognised for this leave as it is taken.

Annual leave

Annual leave entitlements are accrued on a pro rata basis in respect of services provided by employees up to balance date, having regard to future rates of pay and on-costs. Annual leave entitlements are provided for at their nominal value.

Long service leave

Under the Queensland Government's long service leave scheme, a levy is made on Safe Food Production Queensland to cover this cost. Levies are expensed in the period in which they are paid or payable. Amounts paid to employees for long service leave are claimed from the scheme as and when the leave is taken.

No provision for long service leave is recognised in the financial statements, the liability being held on a Whole of Government basis and reported in the financial report prepared pursuant to AASB 1049 *Whole of Government and General Government Sector Financial Reporting*.

Superannuation

Employer superannuation contributions are paid to QSuper, the superannuation plan for Queensland Government employees, at rates determined by the Treasurer on the advice of the State Actuary. Contributions are expensed in the period in which they are paid or payable. Safe Food Production Queensland's obligation is limited to its contribution to QSuper.

Therefore, no liability is recognised for accruing superannuation benefits in Safe Food Queensland's financial statements, the liability being held on a whole-of-Government basis and reported in those financial statements pursuant to AASB 1049 *Whole of Government and General Government Sector Financial Reporting*.

Key executive management personnel and remuneration

Key executive management personnel and remuneration disclosures are made in accordance with the section 5 Addendum (issued in May 2011) to the *Financial Reporting Requirements for Queensland Government Agencies* issued by Queensland Treasury and Trade. Refer to note 2(d) for the disclosures on key executive management personnel and remuneration.

(o) Insurance

Safe Food Production Queensland's non-current physical assets and other risks are insured through the Queensland Government Insurance Fund, premiums being paid on a risk assessment basis. In addition, Safe Food Production Queensland pays premiums to Work Cover Queensland in respect of its obligation for employee compensation.

(p) Taxation

Safe Food Production Queensland is a State body as defined under the *Income Tax Assessment Act 1936* and is exempt from Commonwealth taxation with the exception of Fringe Benefit Tax (FBT) and Goods and Services Tax (GST). FBT and GST are the only taxes accounted for by Safe Food Production Queensland. GST credits receivable from, and GST payable to the ATO, are recognised (refer to note 8).

(q) Issuance of Financial Statements

The financial statements are authorised for issue by the Chief Executive Officer and Chair of the Board of Safe Food Production Queensland at the signing of the Management Certificate.

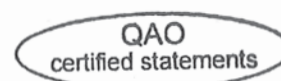
(r) Judgments and Assumptions

Safe Food Production Queensland has made no judgments or assessments which may cause a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

(s) Rounding and Comparatives

Amounts included in the financial statements are in Australian dollars and have been rounded to the nearest dollar, unless disclosure of the full amount is specifically required.

Comparative information has been restated where necessary to be consistent with disclosures in the current report period.



Safe Food Production Queensland

Notes to and forming part of the financial statements for the year ended 30 June 2013

Note 1 Summary of Significant Accounting Policies (continued)

(t) New and Revised Accounting Standards

Safe Food Production Queensland did not voluntarily change any of its accounting policies during 2012-13. Australian Accounting Standard changes applicable for the first time for 2012-13 have had minimal effect on Safe Food Production Queensland's financial statements, as explained below.

AASB 2011-9 Amendments to Australian Accounting Standards – Presentation of Items of Other Comprehensive Income [AASB 1, 5, 7, 101, 112, 120, 121, 132, 133, 134, 1039 & 1049] became effective from reporting periods beginning on or after 1 July 2012. The only impact for Safe Food Production Queensland is that, in the Statement of Comprehensive Income, items within the 'Other Comprehensive Income' section are now presented in different subsections, according to whether or not they are subsequently classifiable to the operating result. Whether subsequent reclassification is possible depends on the requirements or criteria in the accounting standard/interpretation that relates to the item concerned.

Safe Food Production Queensland is not permitted to early adopt a new or amended accounting standard ahead of the specified commencement date unless approval is obtained from Queensland Treasury and Trade. Consequently, Safe Food Production Queensland has not applied any Australian Accounting Standards and Interpretations that have been issued but are not yet effective. Safe Food Production Queensland applies standards and interpretations in accordance with their respective commencement dates.

At the date of authorisation of the financial report, the expected impacts of new or amended Australian Accounting Standards with future commencement dates are as set out below.

AASB 13 Fair Value Measurement applies from reporting periods beginning on or after 1 January 2013. AASB 13 sets out a new definition of 'fair value' as well as new principles to be applied when determining the fair value of assets and liabilities. The new requirements will apply to all of Safe Food Production Queensland's assets and liabilities (excluding leases) that are measured and/or disclosed at fair value or another measurement based on fair value. The potential impacts of AASB 13 relate to the fair value measurement methodologies used and financial statement disclosures made in respect of such assets and liabilities.

Safe Food Production Queensland has commenced reviewing its fair value methodologies for all items of property, plant and equipment measured at fair value to determine whether those methodologies comply with AASB 13. To the extent that the methodologies don't comply, changes will be necessary. While Safe Food Production Queensland is yet to complete this review, no substantial changes are anticipated, based on the fair value methodologies presently used. Therefore, at this stage, no consequential material impacts are expected for Safe Food Production Queensland property, plant and equipment as from 2013-14.

AASB 13 will require an increased amount of information to be disclosed in relation to fair value measurements for both assets and liabilities. To the extent that any fair value measurement for an asset or liability uses data that is not 'observable' outside Safe Food Production Queensland, the amount of information to be disclosed will be relatively greater.

A revised version of AASB 119 Employee Benefits applies from reporting periods beginning on or after 1 January 2013. The revised AASB 119 is generally to be applied retrospectively. Given Safe Food Production Queensland's circumstances, the only implications for the agency are that the revised standard clarifies the concept of 'termination benefits', and the recognition criteria for liabilities for termination benefits will be different. If termination benefits meet the timeframe criterion for 'short-term employee benefits', they will be measured according to the AASB 119 requirements for 'short-term employee benefits'. Otherwise, termination benefits will need to be measured according to the AASB 119 requirements for 'other long-term employee benefits'. Under the revised standard, the recognition and measurement of employer obligations for 'other long-term employee benefits' will need to be accounted for according to most of the requirements for defined benefit plans.

The revised AASB 119 includes changed criteria for accounting for employee benefits as 'short-term employee benefits'. However, as Safe Food Production Queensland is a member of the Queensland Government central scheme for long service leave, this change in criteria has no impact on Safe Food Production's financial statements as the employer liability is held by the central scheme. The revised AASB 119 also includes changed requirements for the measurement of employer liabilities/assets arising from defined benefit plans, and the measurement and presentation of changes in such liabilities/assets. The Safe Food Production Queensland makes employer superannuation contributions only to the QSuper defined benefit plan, and the corresponding QSuper employer benefit obligation is held by the State. Therefore, those changes to AASB 119 will have no impact on Safe Food Production Queensland.

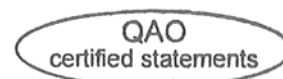
AASB 1053 Application of Tiers of Australian Accounting Standards applies as from reporting periods beginning on or after 1 July 2013. AASB 1053 establishes a differential reporting framework for those entities that prepare general purpose financial statements, consisting of two Tiers of reporting requirements – Australian Accounting Standards (commonly referred to as 'Tier 1'), and Australian Accounting Standards – Reduced Disclosure Requirements (commonly referred to as 'Tier 2'). Tier 1 requirements comprise the full range of AASB recognition, measurement, presentation and disclosure requirements that are currently applicable to reporting entities in Australia. The only difference between the Tier 1 and Tier 2 requirements is that Tier 2 requires fewer disclosures than Tier 1.

Details of which disclosures in standards and interpretations are not required under Tier 2 reporting are set out in amending standards AASB 2010-2, AASB 2011-2, AASB 2011-6, AASB 2011-11, AASB 2012-1, AASB 2012-7 and AASB 2012-11 (which also apply from reporting periods beginning on or after 1 July 2013). However, Queensland Treasury and Trade's Financial Reporting Requirements effectively do not allow application of AASB 2011-6 in respect of controlled entities, associates or interests in jointly controlled entities.

Pursuant to AASB 1053, public sector entities like Safe Food Production Queensland may adopt Tier 2 requirements for their general purpose financial statements. However, AASB 1053 acknowledges the power of a regulator to require application of the Tier 1 requirements. In the case of Safe Food Production Queensland, Queensland Treasury and Trade is the regulator. Queensland Treasury and Trade has advised that its policy decision is to require adoption of Tier 1 reporting by all Queensland Government departments and statutory bodies (including Safe Food Production Queensland) that are consolidated into the whole-of-Government financial statements. Therefore, the release of AASB 1053 and associated amending standards will have no impact on Safe Food Production Queensland.

The following new and revised standards apply as from reporting periods beginning on or after 1 January 2014 –

- AASB 10 Consolidated Financial Statements;
- AASB 11 Joint Arrangements ;
- AASB 12 Disclosure of Interests in Other Entities;
- AASB 127 (revised) Separate Financial Statements;
- AASB 128 (revised) Investments in Associates and
- AASB 2011 -7 Amendments to Australian Accounting Standards arising from the Consolidation and Joint Arrangements Standards [AASB 1, 2, 3, 5, 7, 9, 2009-11, 101, 107, 112, 118, 121, 124, 132, 133, 136, 138, 139, 1023 & 1038 and Interpretations 5, 9, 16 & 17].



Safe Food Production Queensland

Notes to and forming part of the financial statements for the year ended 30 June 2013

The AASB is planning to amend AASB 10. Such amendments are expected to clarify how the IASB's principles about control of entities should be applied by not-for-profit entities in an Australian context. Hence, Safe Food Production Queensland is not yet in a position to reliably determine the future implications of these new and revised standards for the Safe Food Production Queensland's financial statements.

AASB 10 redefines and clarifies the concept of control of another entity, and is the basis for determining which entities should be consolidated into an entity's financial statements. Therefore, once the AASB finalises its not-for-profit amendments to AASB 10, Safe Food Production Queensland will need to reassess the nature of its relationships with other entities, including entities that aren't currently consolidated.

AASB 11 deals with the concept of joint control and sets out new principles for determining the type of joint arrangement that exists, which in turn dictates the accounting treatment. The new categories of joint arrangements under AASB 11 are more aligned to the actual rights and obligations of the parties to the arrangement. Subject to any not-for-profit amendments to be made to AASB 11 Safe Food Production Queensland will need to assess the nature of any arrangements with other entities to determine whether a joint arrangement exists in terms of AASB 11. If a joint arrangement does exist, Safe Food Production Queensland will need to follow the relevant accounting treatment specified in either AASB 11 or the revised AASB 128, depending on the nature of the joint arrangement.

AASB 1055 Budgetary Reporting applies from reporting periods beginning on or after 1 July 2014. From that date, based on what is currently published in the Queensland Government's Budgetary Service Delivery Statements, this means Safe Food Production Queensland will need to include in these financial statements the original budgeted statements for the Statement of Comprehensive Income, Statement of Financial Position, Statement of Changes in Equity, and Statement of Cash Flows. These budgeted statements will need to be presented consistently with the corresponding (actuals) financial statements, and will be accompanied by explanations of major variances between the actual amounts and the corresponding budgeted financial statement. In addition, based on what is currently published in the Queensland Government's Service Delivery Statements, Safe Food Production Queensland will need to include in these financial statements the original budgeted information for major classes of administered income and expenses, and major classes of administered assets and liabilities. This budgeted information will need to be presented consistently with the corresponding (actuals) administered information, and will be accompanied by explanations of major variances between the actual amounts and the corresponding budgeted financial statements.

AASB 9 Financial Instruments (December 2010) and AASB 2010-7 Amendments to Australian Accounting Standards arising from AASB 9 (December 2010) [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 120, 121, 127, 128, 131, 132, 136, 137, 139, 1023 & 1038 and Interpretations 2, 5, 10, 12, 19 & 127] become effective from reporting periods beginning on or after 1 January 2015. The main impacts of these standards on Safe Food Production Queensland are that they will change the requirements for the classification, measurement and disclosures associated with Safe Food Production Queensland's financial assets. Under the new requirements, financial assets will be more simply classified according to whether they are measured at amortised cost or fair value. Pursuant to AASB 9, financial assets can only be measured at amortised cost if two conditions are met. One of these conditions is that the asset must be held within a business model whose objective is to hold assets in order to collect contractual cash flows. The other condition is that the contractual terms of the asset give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding.

All other Australian accounting standards and interpretations with future commencement dates are either not applicable to Safe Food Production Queensland's activities, or have no material impact on Safe Food Production Queensland.



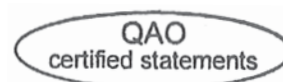
Safe Food Production Queensland

Notes to and forming part of the financial statements 2012-13

Note 2

(a) Income

	2013 \$	2012 \$
User charges		
Accreditation fees	2,941,338	2,963,980
Application fees	103,396	106,199
Audit fees	1,282,203	1,014,192
Fee for service income	98,355	105,736
	<u>4,425,292</u>	<u>4,190,107</u>
Government Contributions		
Department of Agriculture, Fisheries and Forestry (DAFF)	<u>1,900,000</u>	<u>1,900,000</u>
Interest	<u>161,728</u>	<u>229,817</u>
Other revenue	<u>11,892</u>	<u>9,737</u>
Total income	<u>6,498,912</u>	<u>6,329,661</u>



Safe Food Production Queensland

Notes to and forming part of the financial statements 2012-13

Note 2

(b) Expenses

	2013 \$	2012 \$
Depreciation and Amortisation		
<i>Depreciation</i>		
Plant and equipment	36,508	35,847
<i>Amortisation</i>		
Computer Software	75,715	99,099
Total Depreciation & Amortisation	<u>112,223</u>	<u>134,946</u>
Supplies and Services		
Administration Expenses	147,386	142,271
Advertising and Conference Costs	45,701	91,839
Communication Costs	76,063	81,976
Computer Costs	202,584	238,889
Contracting, Professional Services and Temps	1,050,745	918,655
Legal Costs	4,055	10,625
Motor Vehicle Costs	71,750	56,358
Property, Plant and Equipment Costs	75,824	76,218
Travel Costs	134,101	182,906
Other	2,371	1,828
	<u>1,810,580</u>	<u>1,801,565</u>
Other Expenses		
Operating Lease Rentals	566,880	675,088
Bad / Doubtful Debts Written off	8,813	3,989
<i>Auditors' remuneration</i>		
Queensland Audit Office - external audit services*	18,000	17,500
Barr Group Pty Ltd - internal audit services	3,500	10,000
Total Other Expenses	<u>597,193</u>	<u>706,577</u>

*Total audit fees paid to Queensland Audit Office relating to the 2012-2013 financial statements are estimated to be \$19,800 GST inclusive (2012: \$19,250). There are no no-audit services included in this amount.

(c) Employee Expenses

The Authority had 37 full time equivalent employees at 30 June 2013 (38 at 30 June 2012)

Wages and salaries	3,214,787	3,200,503
Employer superannuation contributions	394,431	386,721
Workers compensation	12,939	9,400
Other	277,076	254,518
Total Employee Expenses	<u>3,899,233</u>	<u>3,851,142</u>

No employees of Safe Food Production Queensland are employed under the *Public Service Act 2008*.



Safe Food Production Queensland

Notes to and forming part of the financial statements 2012-13

Note 2 (continued)

(d) Key Executive Management Personnel

The following details for key executive management personnel include those positions that had authority and responsibility for planning, directing and controlling the activities of the agency during 2012-13. Furthermore information on these positions can be found in the body of the Annual Report under the section relating to Executive Management.

Position and Responsibility	Contract classification and appointment authority	Contract Renewal Date
<i>Chief Executive Officer</i> Responsible for ensuring the Authority is managed as required by the Board.	SES 3/ Governor in Council	23rd July 2015
<i>General Manager - Compliance, Strategy & Response</i> Supports functions of the CEO in the management of SFPQ	SES 2/ Food Production Safety Act 2001	4th February 2014
<i>General Manager - Service delivery & Business support</i> Supports functions of the CEO in the management of SFPQ	SO 1/ Food Production Safety Act 2001	30th July 2014

(e) Remuneration

The remuneration and other terms of employment for the key executive management personnel are specified in employment contracts.

For the 2012-13 year, remuneration of key executive management personnel increased by 2.2% in accordance with government policy.

Remuneration packages for key executive management personnel comprise the following components:

- Short term employee benefits which include:
 - a) Base - consisting of base salary, allowances and leave entitlements paid and provided for the entire year or for that part of the year during which the employee occupied the specified position. Amounts disclosed equal the amount expensed in the Statement of Comprehensive Income.
 - b) Non-monetary benefits - consisting of provision of vehicle together with fringe benefits tax applicable to the benefit.
- Long term employee benefits include long service leave accrued.
- Post employment benefits include superannuation contributions.
- Redundancy payments are not provided for within individual contracts of employment. Contracts of employment provide only for notice periods or payment in lieu of notice on termination, regardless of the reason for termination.

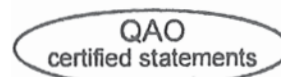
Total fixed remuneration is calculated on a 'total cost' basis and includes the base and non-monetary benefits, long term employee benefits and post employment benefits.

1 July 2012 - 30 June 2013

Position	Short Term Employee Benefits		Long Term Employee Benefits (\$)	Post Employment Benefits (\$)	Total Remuneration (\$)
	Base (\$)	Non-Monetary (Motor Vehicle)			
Chief Executive Officer	182,814	13,326	4,509	22,999	223,648
General Manager - Compliance, Strategy & Response	174,658	17,080	3,820	20,807	216,365
General Manager - Service Delivery & Business Support	141,573	16,752	3,140	16,923	178,388

1 July 2011 - 30 June 2012

Position	Short Term Employee Benefits		Long Term Employee Benefits (\$)	Post Employment Benefits (\$)	Total Remuneration (\$)
	Base (\$)	Non-Monetary (Motor Vehicle)			
Chief Executive Officer	178,880	13,326	4,413	22,506	219,125
General Manager - Compliance, Strategy & Response	170,962	12,965	3,738	20,383	208,048
General Manager - Service Delivery & Business Support	123,481	20,062	2,874	15,102	161,519



Safe Food Production Queensland

Notes to and forming part of the financial statements 2012-13

	2013 \$	2012 \$
Note 3 Cash and cash equivalents		
Cash on hand	500	500
Cash at bank	383,408	419,032
Deposits at call	4,384,945	4,236,990
	<u>4,768,853</u>	<u>4,656,522</u>
Note 4 Receivables		
Trade debtors	296,823	171,429
Less: Allowance for impairment loss	(16,297)	(17,414)
	<u>280,526</u>	<u>154,015</u>
Other debtors	5,000	6,000
	<u>285,526</u>	<u>160,015</u>
Movement in the allowance for impairment loss		
Balance at beginning of the year	(17,414)	(19,699)
(Increase)decrease in allowance recognised in the operating result	1,117	2,285
Balance at the end of the year	<u>(16,297)</u>	<u>(17,414)</u>
Note 5 Other current assets		
Prepayments and deposits	<u>118,740</u>	<u>148,940</u>
Note 6 Intangible assets		
Software Purchased:		
At cost	925,590	863,206
Less: Accumulated amortisation	(849,156)	(803,431)
	<u>76,434</u>	<u>59,775</u>
Software Internally Generated:		
At cost	525,536	498,396
Less: Accumulated amortisation	(486,104)	(456,115)
	<u>39,432</u>	<u>42,281</u>
Total	<u>115,866</u>	<u>102,056</u>
Reconciliation		
Carrying amount at start of year	102,056	142,184
Additions	89,525	58,971
Amortisation	(75,715)	(99,099)
Carrying amount at end of year	<u>115,866</u>	<u>102,056</u>

Safe Food Production Queensland

Notes to and forming part of the financial statements 2012-13

	2013 \$	2012 \$
Note 7 Property, plant and equipment		
Plant and equipment		
At cost	327,182	294,236
Less: accumulated depreciation	<u>(209,252)</u>	<u>(212,254)</u>
	<u>117,930</u>	<u>81,982</u>
 Reconciliation		
Plant and equipment		
Carrying amount at start of year	81,982	95,269
Additions	72,456	22,560
Depreciation	<u>(36,508)</u>	<u>(35,847)</u>
Carrying amount at end of year	<u>117,930</u>	<u>81,982</u>
 Note 8 Payables		
Trade creditors	437,785	332,531
GST receivable	64,725	40,208
GST payable	<u>(16,922)</u>	<u>(45,626)</u>
Net GST payable	47,803	(5,418)
Other creditors	<u>10,591</u>	<u>11,138</u>
	<u>496,179</u>	<u>338,251</u>
 Note 9 Accrued employee benefits		
Annual leave	<u>275,488</u>	<u>292,351</u>
 Note 10 Other Liabilities		
Unearned revenue - accreditation fees	<u>1,439,862</u>	<u>1,403,210</u>



Safe Food Production Queensland

Notes to and forming part of the financial statements 2012-13

	2013 \$	2012 \$
Note 11 Cash flow statement		
Reconciliation of Operating gain (loss) to Net Cash from Operating Activities		
Operating gain (loss)	79,683	(164,569)
<i>Non-cash items</i>		
Depreciation and amortisation expense	112,223	134,946
<i>Change in assets and liabilities</i>		
(Increase) / decrease in receivables	(125,511)	44,884
(Increase) / decrease in other assets	30,200	(27,489)
Increase / (decrease) in payables	157,928	19,747
Increase / (decrease) in accrued employee benefits	(16,863)	(12,304)
Increase / (decrease) in other liabilities	36,652	(66,078)
Net cash from operating activities	<u>274,312</u>	<u>(70,863)</u>

Note 12 Commitments

Capital expenditure commitments

There are no capital expenditure commitments for Safe Food Production Queensland at 30 June 2013 (no commitments at 30 June 2012).

Finance lease commitments

There are no finance lease commitments for Safe Food Production Queensland at 30 June 2013 (no commitments at 30 June 2012).

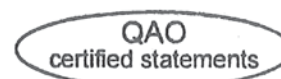
Operating commitments

Lease commitments

At 30 June, Safe Food Production Queensland had the following operating lease commitments inclusive of GST:

	2013 \$	2012 \$
<i>Motor vehicles</i>	236,480	237,811
<i>Rented premises</i>	416,637	728,618
<i>Photocopiers / Printers / Communication</i>	41,420	70,518
	<u>694,537</u>	<u>1,036,947</u>
Outstanding lease commitments are due for payment as follows:		
· within one year	593,120	539,096
· one to five years	101,417	497,851
	<u>694,537</u>	<u>1,036,947</u>

Operating Leases are entered into as a means of acquiring access to motor vehicle, office premises and office equipment. Lease payments are generally fixed, but with inflation escalation clauses on which contingent rentals are determined.



Safe Food Production Queensland

Notes to and forming part of the financial statements 2012-13

Note 13 Financial Instruments

(a) Categorisation of Financial Instruments

Categorisation of Financial Instruments

Safe Food Production Queensland has categorised the financial assets and financial liabilities held as:

Category	Note	2013 \$	2012 \$
Financial Assets			
Cash and cash equivalents	3	4,768,853	4,656,522
Receivables	4	285,526	160,015
Total		5,054,379	4,816,537
Financial Liabilities			
Payables	8	496,179	338,251

(b) Financial Risk Management

Safe Food Production Queensland's activities expose it to a variety of financial risks - interest rate risk, credit risk, liquidity risk and market risk.

Financial risk management is implemented pursuant to Government and Safe Food Production Queensland policy. These policies focus on the unpredictability of financial markets and seek to minimise potential adverse effects on the financial performance of Safe Food Production Queensland.

Safe Food Production Queensland measures risk exposure using a variety of methods as follows -

Risk Exposure	Measurement method
Credit risk	Ageing analysis, earning at risk
Liquidity risk	Sensitivity analysis
Market risk	Interest rate sensitivity analysis

(c) Credit Risk Exposure

Credit risk exposure refers to the situation where Safe Food Production Queensland may incur financial loss as a result of another party to a financial instrument failing to discharge their obligations.

The maximum exposure to credit risk at balance date in relation to each class of recognised financial assets is the gross carrying amount of those assets inclusive of any provision for impairment.

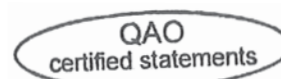
The following table represents Safe Food Production Queensland's maximum exposure to credit risk based on contractual amounts net of any allowances.

Maximum Exposure to Credit Risk

Category	Note	2013 \$	2012 \$
Financial Assets			
Cash and cash equivalents	3	4,768,853	4,656,522
Receivable	4	285,526	160,015
Total		5,054,379	4,816,537

Financial Assets

No collateral is held as security and no credit enhancements relate to financial assets held by Safe Food Production Queensland.



Safe Food Production Queensland

Notes to and forming part of the financial statements 2012-13

Note 13 Financial Instruments

(c) Credit Risk Exposure (continued)

No financial assets and financial liabilities have been offset and presented net in the Statement of Financial Position.

The method for calculating any allowance for impairment is based on past experience, current and expected changes in economic conditions and changes in client credit rating.

No financial assets have had their terms renegotiated so as to prevent them from being past due or impaired, and are stated at the carrying amounts as indicated.

Ageing of past due but not impaired as well as impaired financial assets are disclosed in the following tables:

2013 Financial Assets Past Due But Not Impaired

	Overdue				Total (\$)
	Less than 30 days (\$)	30-60 days (\$)	61-90 days (\$)	More than 90 days (\$)	
Receivable	228,105	43,026	7,250	2,145	280,526
Total	228,105	43,026	7,250	2,145	280,526

2012 Financial Assets

	Overdue				Total (\$)
	Less than 30 days (\$)	30-60 days (\$)	61-90 days (\$)	More than 90 days (\$)	
Receivable	127,741	19,188	3,313	3,773	154,015
Total	127,741	19,188	3,313	3,773	154,015

2013 Individually

	Overdue				Total (\$)
	Less than 30 days (\$)	30-60 days (\$)	61-90 days (\$)	More than 90 days (\$)	
Receivable (gross)	-	8,964	4,074	3,259	16,297
Allowance for Impairment	-	(8,964)	(4,074)	(3,259)	(16,297)
Carrying Amount	-	-	-	-	-

2012 Individually

	Overdue				Total (\$)
	Less than 30 days (\$)	30-60 days (\$)	61-90 days (\$)	More than 90 days (\$)	
Receivable (gross)	-	9,578	1,741	6,095	17,414
Allowance for Impairment	-	(9,578)	(1,741)	(6,095)	(17,414)
Carrying Amount	-	-	-	-	-

(d) Liquidity Risk

Safe Food Production Queensland is exposed to liquidity risk through its trading in the normal course of business. Liquidity risk is managed on an ongoing basis by ensuring funds are readily available for day to day operations. This is achieved by investing available cash funds in the Safe Food Production Queensland bank account or at call deposit accounts.

The following table sets out the liquidity risk of financial liabilities. It represents the contractual maturity of financial liabilities, calculated based on cash flows relating to the repayment of the principal amount outstanding at balance date.

	Note	2013 Payable in			Total (\$)
		< 1 year (\$)	1 - 5 years (\$)	> 5 years (\$)	
Financial Liabilities					
Payables	8	496,179	-	-	496,179
Total		496,179	-	-	496,179

	Note	2012 Payable in			Total (\$)
		< 1 year (\$)	1 - 5 years (\$)	> 5 years (\$)	
Financial Liabilities					
Payables	8	338,251	-	-	338,251
Total		338,251	-	-	338,251

(e) Market Risk

Safe Food Production Queensland does not trade in foreign currency and is not materially exposed to commodity price changes. The Authority is exposed to interest rate risk through its cash deposited in interest bearing accounts.



Safe Food Production Queensland

Notes to and forming part of the financial statements 2012-13

(f) Interest Rate Sensitivity Analysis

The following interest rate sensitivity analysis is based on a report similar to that which would be provided to management, depicting the outcome to profit and loss if interest rates would change by +/- 1% from the year-end rates applicable to the Authority's financial assets and liabilities. With all other variables held constant, the Authority would have a surplus and equity increase/ (decrease) of \$47,684 (2012: \$46,565). This is mainly attributable to the Authority's exposure to variable interest rates on its cash and deposit at bank.

Financial Instruments	Carrying Amount (\$)	2013 Interest rate risk			
		- 1%		+ 1%	
		Profit (\$)	Equity (\$)	Profit (\$)	Equity (\$)
Cash at Bank	4,768,353	(47,684)	(47,684)	47,684	47,684
Potential Impact		(47,684)	(47,684)	47,684	47,684

Financial Instruments	Carrying Amount (\$)	2012 Interest rate risk			
		- 1%		+ 1%	
		Profit (\$)	Equity (\$)	Profit (\$)	Equity (\$)
Cash at Bank	4,656,522	(46,565)	(46,565)	46,565	46,565
Potential Impact		(46,565)	(46,565)	46,565	46,565

(g) Fair Value

The net fair value is determined as follows - the net fair value of cash and cash equivalents and non-interest bearing monetary financial assets and financial liabilities approximate their carrying amounts.

The aggregate net fair values of financial assets and financial liabilities, at balance date are as follows:

Financial Instruments	Total carrying amount as per Balance Sheet		Aggregate net fair value	
	2013	2012	2013	2012
	\$	\$	\$	\$
<i>Financial assets</i>				
Cash assets	4,768,853	4,656,522	4,768,853	4,656,522
Receivables	285,526	160,015	285,526	160,015
Total financial assets	5,054,379	4,816,537	5,054,379	4,816,537
<i>Financial liabilities</i>				
Payables	496,179	338,251	496,179	338,251
Total financial liabilities	496,179	338,251	496,179	338,251

Safe Food Production Queensland

Notes to and forming part of the financial statements 2012-13

Note 14 Contingencies

There are no known material contingent liabilities or assets at 30 June 2013 (2012: Nil).

Note 15 Post Balance Date Events

There have been no known material post balance date events.

Note 16 Remuneration of Board Members

The *Food Production (Safety) Act 2000* was amended in 2003 to provide Safe Food Production Queensland with a decision-making Board. The Board was appointed in May 2004.

Remuneration received, or due and receivable by Board Members from Safe Food Production Queensland in connection with management of the entity is disclosed below. Remuneration includes fees received by Members. There were no payments made to the Members for salaries, commissions and contributions to member's superannuation and other benefits.

SFPQ new board members commenced on the 16th May 2013.

	2013	2012
Nil	5	3
\$1 - \$10,000	3	2

The total remuneration paid or due and payable to each Safe Food Production Qld Board Member is as follows:

	\$	\$
Mr Peter Milne*	2,306	3,918
Ms Kathryn Adams*	1,040	2,458
Mr Bob Shead*	-	-
Ross Keane**	-	-
Peter White**	-	-
Martin Perkins**	567	-
Sophie Dwyer***	-	-
Elton Miller***	-	-
Total remuneration	<u>3,913</u>	<u>6,376</u>

*Board Members ceased in accordance with Executive Council of Queensland Minute dated 16th May 2013

**Board Members appointed in accordance with Executive Council of Queensland Minute dated 16th May 2013

*** Queensland public sector employee - no remuneration payable. Representatives of their respective departments attended Board meetings on their behalf.



CERTIFICATE OF SAFE FOOD PRODUCTION QUEENSLAND

These general purpose financial statements have been prepared pursuant to section 62(1) of the *Financial Management Accountability Act 2009* (the Act), relevant sections of the *Financial and Performance Management Standards 2009* and other prescribed requirements. In accordance with section 62(1)(b) of the Act we certify that in our opinion:

a) the prescribed requirements for establishing and keeping the accounts have been complied with in all material respects; and

b) the financial statements have been drawn up so as to present a true and fair view, in accordance with prescribed accounting standards, of the transactions of Safe Food Production Queensland for the financial year ended 30 June 2013 and of the financial position as at the end of that year.



R KEANE
Chairman



B L WILSON
Chief Executive Officer

Date: 16 August 2013

INDEPENDENT AUDITOR'S REPORT

To the Board of Safe Food Production Queensland

Report on the Financial Report

I have audited the accompanying financial report of Safe Food Production Queensland, which comprises the statement of financial position as at 30 June 2013, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and certificates given by the Chairman and Chief Executive Officer.

The Board's Responsibility for the Financial Report

The Board is responsible for the preparation of the financial report that gives a true and fair view in accordance with prescribed accounting requirements identified in the *Financial Accountability Act 2009* and the *Financial and Performance Management Standard 2009*, including compliance with Australian Accounting Standards. The Board's responsibility also includes such internal control as the Board determines is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on the financial report based on the audit. The audit was conducted in accordance with the *Auditor-General of Queensland Auditing Standards*, which incorporate the Australian Auditing Standards. Those standards require compliance with relevant ethical requirements relating to audit engagements and that the audit is planned and performed to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial report that gives a true and fair view in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control, other than in expressing an opinion on compliance with prescribed requirements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Board, as well as evaluating the overall presentation of the financial report including any mandatory financial reporting requirements approved by the Treasurer for application in Queensland.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my audit opinion.

Independence

The *Auditor-General Act 2009* promotes the independence of the Auditor-General and all authorised auditors. The Auditor-General is the auditor of all Queensland public sector entities and can be removed only by Parliament.

The Auditor-General may conduct an audit in any way considered appropriate and is not subject to direction by any person about the way in which audit powers are to be exercised. The Auditor-General has for the purposes of conducting an audit, access to all documents and property and can report to Parliament matters which in the Auditor-General's opinion are significant.

Opinion

In accordance with s.40 of the *Auditor-General Act 2009* –

- (a) I have received all the information and explanations which I have required; and
- (b) in my opinion –
 - (i) the prescribed requirements in relation to the establishment and keeping of accounts have been complied with in all material respects; and
 - (ii) the financial report presents a true and fair view, in accordance with the prescribed accounting standards, of the transactions of Safe Food Production Queensland for the financial year 1 July 2012 to 30 June 2013 and of the financial position as at the end of that year.

Other Matters - Electronic Presentation of the Audited Financial Report

Those viewing an electronic presentation of these financial statements should note that audit does not provide assurance on the integrity of the information presented electronically and does not provide an opinion on any information which may be hyperlinked to or from the financial statements. If users of the financial statements are concerned with the inherent risks arising from electronic presentation of information, they are advised to refer to the printed copy of the audited financial statements to confirm the accuracy of this electronically presented information.



A handwritten signature in cursive script, appearing to read "C F Dougherty".

C F Dougherty CPA
As Delegate of the Auditor-General of Queensland
Queensland Audit Office
Brisbane

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ATTACHMENT A

Compliance Checklist

	Summary of requirement	Basis for requirement	Annual report reference
Letter of compliance	<ul style="list-style-type: none"> A letter of compliance from the accountable officer or statutory body to the relevant Minister 	ARRs – section 8	Page 2
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 10.1	Page 1 Page 52-53
	<ul style="list-style-type: none"> Public availability 	ARRs – section 10.2	Page 2
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 10.3	Page 2
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 10.4	Page 54
	<ul style="list-style-type: none"> Information licensing 	<i>Queensland Government Enterprise Architecture – Information licensing</i> ARRs – section 10.5	N/A
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 11.1	Page 5
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 11.2	Page 8
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 11.3	Pages 15 – 24
	<ul style="list-style-type: none"> Machinery of Government changes 	ARRs – section 11.4	N/A
Non-financial performance	<ul style="list-style-type: none"> Government objectives for the community 	ARRs – section 12.1	Page 8
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 12.2	Pages 8 – 10
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 12.3	Pages 9 – 10
	<ul style="list-style-type: none"> Agency service areas, service standards and other measures 	ARRs – section 12.4	Pages 15 - 24
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 13.1	Pages 26 – 48
	<ul style="list-style-type: none"> Chief Finance Officer (CFO) statement 	ARRs – section 13.2	Pages 26 – 48



Summary of requirement		Basis for requirement	Annual report reference
Governance – management and structure	• Organisational structure	ARRs – section 14.1	Page 14
	• Executive management	ARRs – section 14.2	Page 14
	• Related entities	ARRs – section 14.3	N/A
	• Boards and committees	ARRs – section 14.4	Page 13
	• Public Sector Ethics Act 1994	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule) ARRs – section 14.5	Page 24
Governance – risk management and accountability	• Risk management	ARRs – section 15.1	Page 10 / 14 / 21 / 23
	• External Scrutiny	ARRs – section 15.2	Page 26 – 48
	• Audit committee	ARRs – section 15.3	Page 23
	• Internal Audit	ARRs – section 15.4	Page 23
	• Public Sector Renewal Program	ARRs – section 15.5	Page 8
	• Information systems and recordkeeping	ARRs – section 15.7	Page 25
Governance – human resources	• Workforce planning, attraction and retention and performance	ARRs – section 16.1	Page 23
	• Early retirement, redundancy and retrenchment	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 16.2	N/A
	• Voluntary Separation Program	ARRs – section 16.3	N/A
Open Data Financial statements	• Open Data	ARRs – section 17	Page 25
	• Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	Page 47
	• Independent Auditors Report	FAA – section 62 FPMS – section 50 ARRs – section 18.2	Page 26 – 46
	• Remuneration disclosures	<i>Financial Reporting Requirements for Queensland Government Agencies</i> ARRs – section 18.3	Page 38



Glossary

Accreditation	The legal instrument that authorizes the production and/or processing of primary produce under the <i>Food Production (Safety) Act 2000</i> .
Activity	The activities undertaken by a food business as part of their primary production activities.
Application	An application for accreditation includes the prescribed fee, a description of the activities carried out or proposed to be carried out by the applicant in connection with the production of primary produce, and a copy of their food safety program or management statement.
Audit	A systematic, independent, official examination of evidence that is evaluated objectively to 'call to account' the holder of accreditation for their food safety obligations.
Baseline	A basic standard or level - a reference point.
Compliance	When a person or food business is operating within the regulatory requirements that apply to the activity in which they are engaged and in keeping with the baseline for that activity.
Evidence	Information based on facts that can be proved through analysis, measurement, observation and other such means of research, and which establishes the truth, validity and quality of something.
Food Production (Safety) Act 2000	<p>The <i>Food Production (Safety) Act 2000</i> is the legislation under which Safe Food Production Queensland (SFPQ) operates. The Act aims to ensure that the production of primary produce is carried out in a way that:</p> <ul style="list-style-type: none">makes primary produce fit for human or animal consumptionmaintains food qualityprovides for food safety measures for the production of primary produce consistent with other State laws relating to food safety
Food safety program (FSP)	A general term referring to any risk based food safety management system, including legislated food safety programs.
Holder of accreditation (HOA)	An individual or business that is accredited with Safe Food Production Queensland to undertake activities at a particular place.



Inspection	A formal or official viewing or examination of activities conducted by a business as part of their accreditation with SFPQ.
Key performance indicator (KPI)	Used by an organization to evaluate its success or the success of a particular activity in which it is engaged.
Management Statement	A document prepared by an individual or business outlining their business activities and how they control the food safety risks in their business.
Monitoring	Includes, but is not limited to, a method used to check, observe, or record the operation of a food business.
Person	Means the individual accredited with SFPQ.
Place	Land or premises and/or vehicle where activities are carried out. A premises includes the building or structure in which primary production occurs.
Processor	A processor is a person who undertakes processing activities as defined under <i>Food Production (Safety) Act 2000</i> .
Producer	A producer is a person who undertakes primary production activities under the <i>Food Production (Safety) Act 2000</i> .
Regulation	A rule or order, as for conduct, prescribed by a food regulator; a governing direction or law.
Risk	The probability of loss of that which we value. In relation to food safety, a measure of the probability that a particular activity will result in unsafe or unsuitable food.
Supply chain	The chain that food moves through from the point of harvest or production right through to the end consumer. The supply chain can vary in length according to processing, time and travel distance.
Traceability	The ability for food to be traced back and forward through each stage of the supply chain.
Uniformity	The situation in which the exact same rules, ideas, or methods are applied in all parts of a system or organisation.
Validation	Scientifically confirm the effectiveness of measures controlling food safety hazards at each critical control point (CCP) or at intervals or stages of a treatment or process.
Verification	The application of methods, procedures, tests and other tools for evaluation, in addition to monitoring, to determine compliance of a food safety program with the Food Standards Code or appropriate regulation.
Wild animal harvester	Under the Food Safety Scheme for Seafood (Seafood Scheme), a person accredited under the category of wild animal harvester.
Wild game harvester	A person accredited under the Food Safety Scheme for Meat (Meat Scheme) to kill wild animals for meat.



Acronyms

ANZFRMC	Australia and New Zealand Food Regulation Ministerial Council
AQIS	Australian Quarantine and Inspection Service
CAR	Corrective Action Request
CAT	Central Assessment Team
CEO	Chief Executive Officer
COAG	Council of Australian Governments
DAFF	Department of Agriculture, Fisheries and Forestry (Federal Government)
EMG	Executive Management Group
FAA	<i>Financial Accountability Act 2009</i>
FPMS	<i>Financial and Performance Management Standard 2009</i>
FPS Act	<i>Food Production (Safety) Act 2000</i>
FRSC	Food Regulation Standing Committee
FSAC	Food Safety Advisory Committee
FSANZ	Food Standards Australia New Zealand
FSP	Food Safety Program
FSS	Food Safety Schemes
GST	Goods and Services Tax
HACCP	Hazard Analysis and Critical Control Points
HOA	Holder of Accreditation
ICT	Information and Communications Technology
ISC	Implementation Sub-Committee of the Food Regulation Standing Committee
KPI	Key Performance Indicator
MOU	Memorandum of Understanding
PPP	Primary Production and Processing
QAO	Queensland Audit Office
QDAFF	Queensland Department of Agriculture, Fisheries and Forestry
QH	Queensland Health
RIS	Regulatory Impact Statement
RTI	Right to Information
SDC	Standards Development Committee
SFPQ	Safe Food Production Queensland
SOWG	Senior Officers Working Group

Contact us

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