

Safe Food Queensland Business Plan 2018 – 2021



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Overview

The three year business plan

This plan has been prepared to:

- meet the requirements of Section 21 of the *Food Production (Safety) Act 2000*
- form part of Safe Food's planning framework, and
- reflect Safe Food's core activities in line with Government policy and principles of accountability and transparency

Vision

Safe Food's vision is that:

- food produced or consumed in Queensland is safe and suitable
- consumers, both at home and abroad, will have confidence and trust in the integrity of the food safety control system and that the highest international standards are applied in the agri-food sector
- Safe Food is an influential agent for change putting culture of food safety at the heart of every accredited food business in Queensland
- Safe Food is recognised as a credible and respected food safety agency in which people are proud to work.

Business Profile

Establishment

Safe Food is established under the *Food Production (Safety) Act 2000*. It is a statutory body, reporting to the Minister for Agricultural Industry Development and Fisheries.

Safe Food is a unit of public administration under the *Crime and Corruption Act 2001* and a statutory body under the *Financial Accountability Act 2009* and *Statutory Bodies Financial Arrangements Act 1982*.

Future readiness

Queenslanders need reliable, trustworthy assurances about the safety of food they consume. Primary producers and processors in Queensland have a well-deserved reputation for producing safe and high quality food.

Safe Food recognises the importance of digital innovation to advance the food production systems capabilities in Queensland. Safe Food's services are aligned with the Queensland Government's Digital First Strategy 2017 – 2021. "People at the heart of digital services". There is a strong link between Safe Food's regulatory knowledge and advancing the Queensland economy through digital innovations.

Safe Food expects to see increased use of real time information within each component of the production system. Under Safe Food's approach, the supply of safe food will be strengthened through innovation, with consumer confidence in the quality and safety of food produced Queensland being maintained.

The 2018-2021 business plan emphasises technology to improve the way we regulate – reducing the time and cost of compliance. This should enable industry to measure itself against global benchmarks. As innovation drives competitive advantage and market access for the food industry, Safe Food will keep step by readiness and business improvement.

Business Profile

Objectives

Safe Food's objectives, outlined in the *Food Production (Safety) Act 2000*, are to:

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

Safe Food's core business is the development and implementation of food safety policy within the national framework of the inter-governmental Food Regulation Agreement.

Safe Food is also responsible for the development of regulations (food safety schemes) for food safety for primary production sectors. These food safety schemes establish controls for food safety risks in sectors where the level of risk warrants the introduction of legislative controls.

Safe Food also administers voluntary food safety arrangements under national standards and codes of practice that are not yet compulsory under food safety legislation.

In conjunction with its co-regulatory partners, Queensland Health (Qld Health) and the Queensland Department of Agriculture and Fisheries (DAF), Safe Food plays a role in responding to food safety incidents and recalls in areas of primary production and processing.

Business Profile

Board and governance

Safe Food has the powers conferred under the *Food Production (Safety) Act 2000* and is obligated to be independent in the exercise of its functions.

The governance structure of Safe Food comprises the following:

- the Minister
- the Board
- the Chief Executive

The Safe Food Board of Directors consists of three independent members with expertise in various fields appointed by the Governor in Council, along with representatives of the Chief Executives of the Department of Health and the Department of Agriculture and Fisheries. The Board's functions include setting strategic direction, oversight of functions of Safe food, recruitment and management of performance of the CEO.

Safe Food has 33 full time equivalent (FTE) staff. The CEO is employed by contract under the Act and appointed by the Governor in Council on the recommendation of the Board.

Functions under legislation

Safe Food's functions as outlined in the *Food Production (Safety) Act 2000* are to:

- regulate, under food safety schemes, the production of primary produce to ensure primary produce is safe for human and animal consumption
- advise, or make recommendations to, the Minister about:
 - food safety matters relating to the production of primary produce, and;
 - the development or implementation of food safety schemes
- monitor the hygiene and operating procedures of premises, vehicles, plant and equipment used for production of primary produce
- encourage businesses engaged in the production of primary produce to:
 - minimise food safety risks by developing and maintaining food safety programs
 - develop and adopt quality assurance measures for the primary produce and;
 - approve or audit quality assurance measures
- approve food safety programs
- grant accreditations
- approve and train individuals to carry out audits to monitor compliance with food safety schemes
- review audits
- commission research relating to food safety matters for primary produce

Strategies

Safe Food has three strategic priorities in place to fulfil the objectives in the Food Production (Safety) Act 2000:

1. Ensure the Qld food safety system is affordable, sustainable and continually improving by:

- Applying proactive regulatory and risk management activities
- Developing risk-based frameworks for food safety regulation
- Interfacing with other regulatory processes
- Promoting food safety outcomes, including alternative methodologies

2. Work in partnership with all stakeholders in the food chain to facilitate compliance with food standards by:

- Understanding stakeholder expectations and apply business processes that are transparent, accountable and ethical
- Ensuring Safe Food Queensland's investments in systems and programs link with and complement investment in food safety by industry and other agencies
- Building and maintaining a workforce with skills and attributes that match the needs of the business
- Adopting best practice in technology and information management to reduce costs of servicing and capture benefits from available information

3. Ensure that Safe Food is responsive, efficient, effective and delivers value for money by:

- Supporting and implementing the Food Regulation Inter-Governmental Agreement
- Developing and implementing national standards through the Food Standards Australia New Zealand (FSANZ) system
- Creating leading practice legislation that supports 'through chain' management of food safety ensuring public health and safety
- Responding authoritatively on food safety issues

Milestones

Milestones against each strategy - 2018/2019

	Ensure the Qld food safety system is affordable, sustainable and continually improving	Work in partnership with all stakeholders in the food chain to facilitate compliance with food standards	Ensure that Safe Food is responsive, efficient, effective and delivers value for money
Sustaining Core Business			
<ul style="list-style-type: none"> ○ 31 December 2018 – verify that all food safety programs are consistent with requirements of respective Food Safety Scheme ○ 31 December 2018 - agree preferred risk control strategies with horticulture sector in collaboration with DAF and Q Health 	x	x	x
<ul style="list-style-type: none"> ○ 30 June 2018 – complete red meat monitoring project for 47 domestic abattoirs 		x	
<ul style="list-style-type: none"> ○ 30 June 2019 – real time dashboard implemented for notification system ○ 30 June 2019 - complete negotiations with poultry meat and meat exporters on adoption of on line monitoring ○ 30 June 2019 - complete first stage of review of fees 	x		x
Innovation			
<ul style="list-style-type: none"> ○ 30 June 2018 – establish learning management platform using project funds 			x
<ul style="list-style-type: none"> ○ 30 December 2019 – revised approved auditor training package developed and available on LMS 	x		x
<ul style="list-style-type: none"> ○ 30 June 2019 – Revise and implement Safe Food Communications Strategy 		x	x

Milestones against each strategy - 2019/2020

<i>Milestones</i>	Ensure the Qld food safety system is affordable, sustainable and continually improving	Work in partnership with all stakeholders in the food chain to facilitate compliance with food standards	Ensure that Safe Food is responsive, efficient, effective and delivers value for money
<i>Sustaining Core Business</i>			
○ 31 December 2019 – develop balanced scorecard for accredited businesses incorporating elements relating to culture	x	x	x
○ 30 June 2020 – develop 'Safe Food Certified' certification system and branding	x	x	x
<i>Innovation</i>			
○ 31 December 2019 – publish information on all industry agreed baselines		x	x
○ 31 December 2019 – implement dashboard for Safe Food administrative and monitoring activities	x		x
○ 30 June 2020 – finalise stocktake and analysis of Safe Food research and surveillance projects			x

Milestones against each strategy - 2020/2021

Milestones	Ensure the Qld food safety system is affordable, sustainable and continually improving	Work in partnership with all stakeholders in the food chain to facilitate compliance with food standards	Ensure that Safe Food is responsive, efficient, effective and delivers value for money
Sustaining Core Business			
○ 31 December 2020 – Developed and implemented compliance dashboard for all accredited businesses and industry sectors	x	x	x
○ 30 June 2021 – Accredited businesses across all food safety schemes collect and report data to verify the effectiveness of production systems	x	x	x
Innovation			
○ 31 December 2020 – Develop training modules for LMS in partnership with Qld Health	x	x	x
○ 30 June 2021 – Hold Safe Food conference for accredited businesses and invited peak bodies	x	x	

Financial

Three Year Financial Forecast

Profit & Loss Projections	2018-2019	2019-2020	2020-2021
REVENUES			
Government grant	1,900,000	1,900,000	1,900,000
Accreditation Fees	3,559,180	3,665,956	3,675,934
Application Fees	125,000	128,750	132,613
Audit & Assessment Fees	1,100,000	1,153,000	1,177,590
Fee for Service Income	19,812	20,406	21,018
Other Revenue	110,000	113,300	116,699
Total Revenue	6,813,992	6,981,412	7,023,854
EXPENSES			
Employee Expenses	4,159,911	4,263,909	4,370,506
Supplies & Services	2,341,102	2,411,335	2,483,675
Depreciation & Amortization	263,214	247,023	68,801
Other Expenses	40,000	41,200	42,436
Total Expenses	6,804,227	6,963,466	6,965,418
Surplus (Deficit)	9,765	17,946	58,436

Notes to Financial Forecast

The three-year financial forecast has been formulated based on a combination of quantitative and qualitative approaches. The *Financial Accountability Act 2009 (FA Act)* and its subordinate legislation, the *Financial and Performance Management Standard 2009 (FPMS)*, provide the legislative basis for the financial forecasting model.

The principals and assumptions applied are summarised below:

- Status quo government grant.
- The forecast has been prepared based on the assumption that over the next three fiscal years the accreditation database is stable. That is, there are no significant movements in the total number of accreditation holders and no changes or amendments to fee category or rates.
- The 2018-2019 Employee expenditure is based on 33 full time equivalent (FTE). State Government Entities Certified Agreement 2015 provides the requirement for annual wages increase. This increase has been estimated at 2.5% per annum for each financial year.
- It is anticipated in 2020-2021 majority of the intangible assets will be written off as per the standard depreciation schedule.