

Reporting template for Annual report requirements for Queensland Government agencies for the 2019-2020 reporting period – 14.3 Government bodies (statutory bodies and other entities)

Name of Government body <i>Safe Food Production Queensland Board</i>	
Act or instrument	<i>Food Production (Safety) Production Act 2000</i>
Functions	<ol style="list-style-type: none"> 1. Report quarterly to the Minister on the function and performance of the agency 2. Present an annual Business Plan to the Minister 3. To decide strategies, operational, administrative and financial policies 4. To annually review the performance of the Chief Executive Officer (CEO)
Achievements	<i>Safe Food Planning day, Strategic Plan for 2020-2023, Attendance at Industry meetings with the CEO, Audit & Risk Committee, COVID-19 Business Risk Assessment and Planning</i>
Financial reporting	<i>Noting the financial performance of the agency.</i>

Remuneration

Position	Name	Meetings/sessions attendance	Approved annual, sessional or daily fee	Approved sub-committee fees, if applicable	Actual fees received
<i>Chair</i>	<i>Debra Lee Best</i>	<i>7 meetings / 0 sessions</i>	<i>\$650.00 (+4 hours) \$325.00 (-4 hours)</i>	<i>N/A</i>	<i>\$2,925.00</i>
<i>Director / Chair (Audit & Risk Management Committee)</i>	<i>Elizabeth Homer</i>	<i>7 meetings / 5 sessions</i>	<i>\$500.00 (+4 hours) \$250.00 (-4 hours)</i>	<i>N/A</i>	<i>\$5,925.00</i>
<i>Director</i>	<i>Lynne Sutherland</i>	<i>7 meetings / 4 sessions</i>	<i>\$500.00 (+4 hours) \$250.00 (-4 hours)</i>	<i>N/A</i>	<i>\$2,500.00</i>
No. scheduled meetings/sessions	<i>7 Board meetings / 5 sessions</i>				
Total out of pocket expenses	<i>\$868.65</i>				