Reporting template for Annual report requirements for Queensland Government agencies for the

2022-2023 reporting period – 14.3 Government bodies (statutory bodies and other entities)

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| ***Name of Government body*** *Safe Food Production Queensland Board* |
| Act or instrument | *Food Production (Safety) Production Act 2000* |
| Functions | 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 | *Safe Food Planning day, Strategic Plan for 2020-2023, Attendance at Industry meetings with the CEO, Audit & Risk Committee* |
| Financial reporting | *Noting the financial performance of the agency.* |

**Remuneration**

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| --- | --- | --- | --- | --- | --- |
| Position | Name | Meetings/sessions attendance | Approved annual, sessional or daily fee | Approved sub- committee fees, if applicable | Actual fees received |
| *Chair (Board)* | *Debra Lee Best* | *5 meetings /* | *$650.00 (+4 hours)* | *N/A* | *$3,250.00* |
| *0 sessions* | *$325.00 (-4 hours)* |
| *Director (Board)* | *Elizabeth Homer* | *5 meetings /* | *$500.00 (+4 hours)* | *N/A* | *$2,500.00* |
| *0 sessions* | *$250.00 (-4 hours)* |
| *Chair (Audit & Risk Management Committee)* | *Elizabeth Homer* | *4 sessions* | *$650.00 (+4 hours)* | *N/A* | *$4,550.00\** |
| *3 QAO advisory sessions* | *$325.00 (-4 hours)* |
| *Director (Board / Audit & Risk)* | *Lynne Sutherland* | *5 meetings /* | *$500.00 (+4 hours)* | *N/A* | *$2,000.00\*\** |
| *4 sessions* | *$250.00 (-4 hours)* |
| No. scheduled meetings/sessions | *5 Board Attendances (5 Board meetings & 1 Planning Day) / 4 Audit and Risk Management sessions* |
| Total out of pocket expenses | *$955.94* |
|  | *Directors are paid 17.5% superannuation on all fees received**\* Includes outstanding claims from June 2022**\*\* Further claims pending* |