



# ANNUAL REPORT 2021-22



# Declaration

8 November 2022

The Hon. Gayle Tierney MP  
Minister for Agriculture  
Level 20, 1 Spring Street  
MELBOURNE VIC 3002

Dear Minister

PrimeSafe proudly acknowledges Victoria’s Aboriginal communities and their rich culture and pays respect to their Elders past and present. We acknowledge Aboriginal people as Australia’s First People and as the Traditional Owners and custodians of the land and water on which we rely. We recognise and value the ongoing contribution of Aboriginal people and communities to Victorian life and how this enriches us. We embrace the spirit of reconciliation, working towards the equality of outcomes and ensuring an equal voice.

In accordance with the *Financial Management Act 1994*, I am pleased to present PrimeSafe’s Annual Report for the year ending 30 June 2022.

Yours sincerely



**Alison Stone**  
Chair

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# Snapshot of PrimeSafe

## Who we are



10 Board members



1 CEO

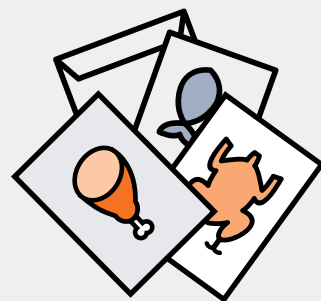


3 Managers



9 Staff

## Here are some of the ways PrimeSafe supported businesses and had a positive impact on food safety:



2,386

new licences issued to meat, poultry and seafood businesses

3,696

third-party audits conducted at licensed businesses

158

free food safety programs provided to businesses

4

new information support materials published on our website

4,178

enquiries answered within <24 hrs

242

complaints investigated relating to licensees



4

risk assessments conducted on alternative processing techniques

93

enforcement actions taken

2

prosecutions initiated with convictions

70

animal welfare surveillance inspections conducted

# Our purpose

PrimeSafe safeguards the health of all consumers by making sure that meat and seafood businesses produce food that is safe to eat

PrimeSafe is a specialist regulator responsible for ensuring compliance with Australian Standards for food safety across the meat, poultry, seafood and pet food industries. PrimeSafe also plays a critical role in monitoring compliance with Australian Standards for animal welfare.

At PrimeSafe, our primary objective is the provision of safe and wholesome meat, poultry and seafood to Victorian consumers. We do this through our comprehensive food safety compliance arrangements that centre on licensing and audit. We place a high priority on supporting businesses to understand and achieve compliance with food safety requirements. This underpins our ongoing focus to provide practical advice and information to businesses, that will assist the development of a strong food safety culture.

Across all aspects of our operations, we aim to constructively engage with businesses so that we can be responsive to their needs and challenges, and to ensure we keep abreast of industry trends and innovations. We also partner with industry stakeholders and work closely with state and federal government agencies and food safety regulators to improve and achieve positive food safety outcomes. This includes the Department of Jobs, Precincts and Regions (DJPR), the Department of Health (DH), the Department of Treasury and Finance (DTF) and the Commonwealth Department of Agriculture, Fisheries and Forestry (DAFF).





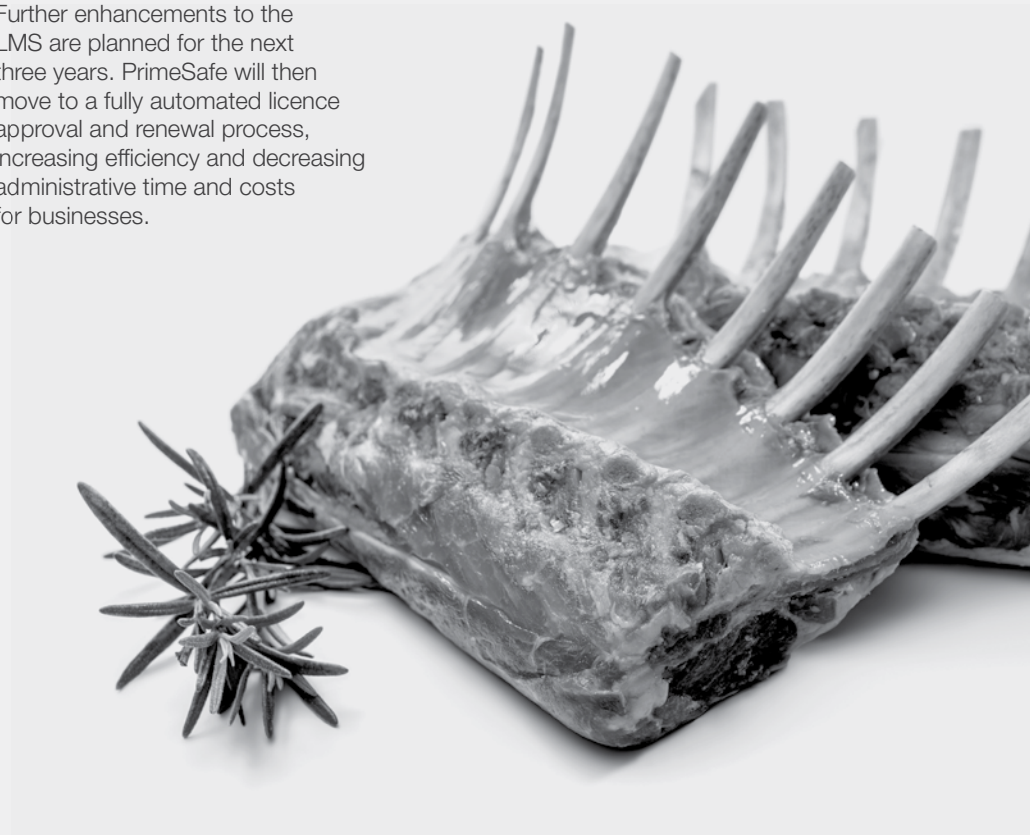
## Key highlights 2021-22

### We have digitised our licensing process to reduce regulatory burden

PrimeSafe's most critical capital asset is its Licensing Management System (LMS), a database that is used to manage all PrimeSafe's food safety regulatory functions, including licensing, monitoring of compliance via audit, consumer complaints, general enquiries and enforcement actions.

During 2021-22, PrimeSafe completed a major upgrade to the LMS which transformed it into a highly configured and well supported Salesforce application. The redesigned portal is more intuitive, allowing applicants to view all their existing licences, bulk renew Motor Transport Vehicle licences, and make single BPAY payments. The upgraded LMS fully supports all functions on either a desktop, tablet, or mobile device. Currently 89% of PrimeSafe's licensee base is now using the digital portal.

Further enhancements to the LMS are planned for the next three years. PrimeSafe will then move to a fully automated licence approval and renewal process, increasing efficiency and decreasing administrative time and costs for businesses.



### RegTech – a strong food safety culture drives improved food safety outcomes

RegTech is an innovative program that acknowledges a strong food safety culture results in better food safety outcomes. It aims to better employ technology to optimise the capture, analysis and utilisation of food safety data generated by PrimeSafe licensees. During 2021-22, PrimeSafe completed a pilot RegTech program, that was modelled on programs successfully piloted in the dairy sector by Dairy Food Safety Victoria.

PrimeSafe implemented a pilot program with three licensed businesses that process high-risk ready-to-eat meat products. PrimeSafe worked with each licensee to complete a self-assessment survey, onsite interviews with senior leaders and focus groups with production staff.

Based on the data provided to PrimeSafe, a report on food safety culture and performance was provided to each licensee. In consultation with the licensee, PrimeSafe assisted with the development of an action plan to improve food safety performance.

RegTech recognises that food safety systems depend on the people who implement them, and importantly, the food safety culture of a business. Whilst the audit-based compliance system for PrimeSafe has worked well over many years, the RegTech program explores innovative approaches that are more proactive and collaborative.

Better use of technology and data-led approaches allow PrimeSafe to explore opportunities to reduce regulatory burden.

We continue to be flexible, adaptive and safe in our response to the COVID-19 pandemic

The COVID-19 pandemic continued to disrupt PrimeSafe’s work programs in 2021-22 as it did for many of our licensed businesses.

Our priority remained our ability to continue to perform PrimeSafe’s critical food safety functions to protect the health of consumers, while also protecting the health of our staff, third-party auditors, and licensees. We achieved this by taking a risk-based approach to our COVID-19 response, which included conducting remote audits and inspections in certain circumstances, and focussing on critical incidents for our onsite presence. In 2022, as restrictions eased, PrimeSafe was able to return to all our usual audit and inspection functions.

The experience of adopting remote audits and inspections during the pandemic presented an opportunity to continue this type of regulatory oversight for lower risk businesses beyond the pandemic. PrimeSafe is currently considering investment options to realise the benefits of using remote technologies into the future, reducing regulatory burden on our businesses.

Pet food contamination incident

In July 2021, Agriculture Victoria informed PrimeSafe about incidences of hepatopathy (liver disease) in dogs believed to be linked to pet food from a Victorian pet meat processing facility (knackery) and various pet meat retailers. A joint investigation was undertaken by Agriculture Victoria and PrimeSafe into the cause of the illness, deaths in dogs and the source of the contamination.

Various potential contaminants and hypotheses were initially considered. Epidemiological support was provided by Agriculture Victoria via the Victorian Chief Veterinary Officer. Agriculture Victoria were notified of cases through the Victorian veterinarian network. Sampling was managed by Agriculture Victoria and tested through accredited laboratories around Australia.

During the investigation, PrimeSafe met with knackery management and maintained an open dialogue with the operator to seek information to aid the investigation and to keep them informed of its progress. PrimeSafe also focused on the supply chain, through engagement with several pet meat wholesalers and retailers during the investigation to determine the cause of the toxin.

The cause was determined to be indospicine toxicity from meat consumed by the affected dogs. The contaminated meat was likely to be from a consignment of horses that had eaten a plant of the *Indigofera* species which were processed into pet meat at the knackery. These horses were sourced from the Northern Territory where the *Indigofera* plant species is known to grow that contains this toxin.

The knackery ceased accepting supply of horses from interstate. The investigation of the knackery and various licensed pet meat retailers did not reveal any breaches of the Act, Regulations or the applicable Australian Standard that were attributed to the indospicine contamination in pet meat. The knackery implemented three voluntary pet meat recalls and ceased processing and selling various pet meat products during the course of the investigation.

PrimeSafe sought technical information and advice from several other agencies during the investigation and wishes to thank these agencies for their assistance. These include Agriculture Victoria and the Victorian Chief Veterinary Officer, the Victorian Department of Health, the South Australian Department of Primary Industries and Regions, and Consumer Affairs.



# Chair's message



Alison Stone  
Chair

As Chair of the PrimeSafe Board, I am pleased to present PrimeSafe's Annual Report for 2021-22.

The focus for PrimeSafe in 2021-22 included a mix of continued strategic investment in our digital transformation, building stronger partnerships around food safety culture and continued attention to compliance with Victoria's food safety regulatory requirements.

Our key achievements for 2021-22 included:

- Completing a major upgrade in our Licensing Management System to make it easier for people to do business with PrimeSafe. In the first year, 89% of PrimeSafe's licensees used the online digital portal.
- Applying the lessons learned from the past two-years of conducting remote audits due to COVID-19 restrictions, and the return of onsite audits in 2021-22, to identify opportunities to use remote technology where there are clear benefits and efficiencies, without compromising food safety outcomes.
- A continued commitment to regular and open engagement with industry leaders and government agencies, including an open forum with the Board to hear a range of perspectives across the regulatory, meat, poultry, seafood and pet food sectors. These conversations enable critical thinking that helps shape effective ways to reduce risk, benefiting the industry and consumers.

- A strong presence in and contribution to two major incidents involving a number of businesses and requiring cross agency coordination. These centred around contamination of pet food resulting in dog fatalities, and a large blue green algae event in and outside of the Gippsland Lakes, which produced toxicity in some seafood. Both incidents highlighted the importance of the relationships we have with licensees to enable timely communication; and the professionalism of our staff when involved in these multi-agency incident response teams.
- A commitment to continuous improvement so PrimeSafe can adjust, adopt or adapt processes or operations to deliver best practice regulatory systems to manage risk, reduce regulatory burden and improve efficiencies. The pilot program, using Dairy Food Safety Victoria's "RegTech" food safety culture program, will be evaluated to determine the shared benefits of shifting emphasis from audits, as the main compliance tool, to a partnership approach with licensees around food safety.

I extend my deep appreciation to Board members for their vision and expertise in shaping our strategic direction, and for their knowledge of the strengths and issues facing our industry sectors.

I would also like to recognise and thank the CEO and staff of PrimeSafe for their focus during another challenging year, and for their outstanding professionalism and commitment to transforming the business to deliver more efficient and effective regulation for businesses and industry.

# CEO's report



Michael Coffey  
Chief Executive Officer

I am pleased to report that PrimeSafe has delivered its legislated functions and strategies in accordance with the Board's Corporate Plan 2020-25, with no human foodborne illness attributed to a licensee.

2021-22 was another year impacted by the COVID-19 pandemic. Our priority remained our ability to continue to perform PrimeSafe's critical food safety functions to protect the health of consumers, while continuing to protect the health of our staff, third-party auditors and licensees.

PrimeSafe continued its commitment to becoming a more efficient regulator with further investment in the digital Licensing Management System.

PrimeSafe continues to support Victorian Government policy initiatives, especially the Agriculture Strategy.

PrimeSafe and the Australian Government entered into a new Memorandum of Understanding following the implementation of new export legislation and we are continuing to work with Department of Agriculture, Fisheries and Forestry on revised arrangements for monitoring domestic food safety at licensed facilities that also export.

I thank the Chair and Board for their continued commitment and support for PrimeSafe's continuous improvement.

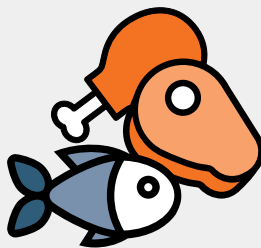
I also thank the staff and auditors for their dedication and contribution, and especially their persistence and commitment during the COVID-19 pandemic.

During 2021-22, PrimeSafe has ensured food safety and animal welfare outcomes that enhance consumer confidence in the Victorian meat and seafood industries, while also facilitating industry prosperity and growth in a very difficult environment.

Congratulations and well done to all on a great year.

Our objectives

In order to meet our responsibilities to Victorian consumers, industry and government, we have set six objectives that we will achieve through the strategies and activities outlined in our Corporate Plan 2020-25.



OBJECTIVES 1-3

Meat, poultry and seafood are safe for human consumption, animal welfare is protected and pet food is safe and fit for purpose

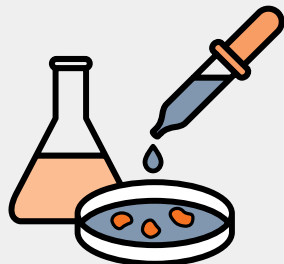
PrimeSafe maintains effective comprehensive systems to control and monitor compliance with food safety and animal welfare requirements in legislation and Australian Standards. The key components of PrimeSafe’s regulatory system are: licensing, monitoring through third-party audits, enforcement, information and support services, complaints investigations and surveillance. In each of these components, PrimeSafe takes a risk-based approach, which ensures that the compliance and enforcement action that is taken is proportionate to food safety risks and imposes minimum regulatory burden on businesses.



OBJECTIVE 4

Businesses have a strong food safety culture

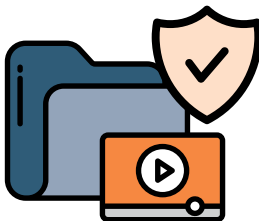
PrimeSafe’s Information and Support team delivers services that aim to build a strong food safety culture across all sectors of the industry by generating awareness, improving understanding and assisting businesses to be compliant with food safety requirements. A strong food safety culture will result in better food safety outcomes, lower regulatory costs to businesses, strong consumer demand and industry growth. The range of services PrimeSafe provides to industry includes technical advice, educational web-based materials (fact sheets, FAQs, PrimeNotes), E-News (newsletters) and targeted assistance for businesses through the development of food safety quality assurance programs.



OBJECTIVE 5

Facilitate prosperity and innovation

PrimeSafe’s Corporate Plan 2020-25 highlights the importance of ensuring that regulatory arrangements enable businesses to thrive and prosper while at the same time meeting food safety obligations. To this end, PrimeSafe commits to minimising regulatory burden and providing services that facilitate product and process innovations in the food industry. We do this by using specialist in-house expertise in food safety science and technologies to conduct food safety risk assessments on novel products and alternative manufacturing processes proposed by industry, and by developing enhanced food safety procedures if required. This work enables the industry to grow while continuing to maintain high food safety standards and consumer confidence.



OBJECTIVE 6

PrimeSafe is respected as an efficient industry specialist regulator

As a trusted specialist regulator, PrimeSafe makes a real difference in the supply of safe food to Victorian consumers. The way we maintain and build trust in our expertise is by placing high priority on the development of our IT systems, and our staff. Recognising that we operate in a fast changing environment, we continue to transition to cloud-based and digitised systems, to improve access to data and remote working capacity while also ensuring staff have opportunities to develop their skills and knowledge and maintain good health and wellbeing.



## Measuring our performance

PrimeSafe measures its performance against the objectives, measures and targets outlined in the Minister for Agriculture’s Statement of Expectations (SOE), and the PrimeSafe Corporate Plan 2020-25. This drives continuous improvement as a best practice regulator.

Licensee compliance with Australian Standards for food safety, animal welfare and pet food is assured through monitoring and surveillance.

### OUTPUTS

**Maintained credible licensing systems:** During 2021–22 financial year, PrimeSafe approved a total of 2,386 new licences, of which 2,203 were Meat Transport Vehicles (MTVs), and 90% were approved within the target timeframe of 30 days. The total number of PrimeSafe licensees is 8,349. The number of licences in each licence category is outlined in Table 1 on page 20.

**Maintained an effective risk-based monitoring and compliance system:** PrimeSafe’s JAS-ANZ accredited third-party Conformity Assessment Bodies conducted 3,696 audits at licensed facilities during 2021-22, with 3,279 audits conducted onsite and 417 audits conducted remotely. 97% of licensee audits recorded full compliance and 3% recorded a major or critical non-conformance. The types of non-conformance are described in Figure 3 on page 22.

**Conducted targeted surveillance at licensed facilities:** PrimeSafe’s surveillance program involves unannounced inspections and online surveillance. Due to COVID-19 restrictions, some surveillance inspections were conducted remotely and announced during this period. The type, number and results of surveillance inspections are detailed below:

- 70 animal welfare inspections were conducted at facilities handling live animals (abattoirs, poultry processors and pet meat processors), of which one recorded a major non-compliance

- 19 inspections were conducted at facilities that had more than one major or critical non-compliance in the previous 12 months and no non-conformances were recorded
- two online surveillance exercises were completed, involving an investigation of 48 businesses and nine businesses were found to be operating illegally without a licence

**Maintained a targeted, risk-based enforcement program:** During 2021-22, PrimeSafe implemented 93 enforcement actions, which comprised the following: 40 Intensified Audit Frequencies; 16 Increased Audit Schedules (operate for 12 months); 35 prohibition notices and two prosecution proceedings for breaches of the *Seafood Safety Act 2003*.

**Provided timely management of complaints:** We triaged and resolved 324 complaints, of which 242 involved licensed facilities, 75 involved unlicensed facilities, three involved PrimeSafe service delivery and four involved a third-party auditor. Of the 242 complaints relating to licensees, eight complaints were substantiated as causing foodborne illness, with one of these resulting in an outbreak in pet food. An outbreak requires two or more connected cases.

**Continued to improve audit management through regular monitoring of auditor performance, capability and consistency and review of complaints.** During 2021-22, we held seven meetings with Conformity Assessment Bodies which allows for discussion and resolution of auditor issues and ensures consistency. We received four complaints about audit performance during the reporting period which was substantiated and addressed by requiring the conformity assessment body concerned to undertake refresher (calibration) training and by communication of the issue to all auditors to ensure shared learning.

### OUTCOMES

Prevention of foodborne illness outbreaks through early detection and effective management of non-compliance

The welfare of animals is protected and the ability for businesses to conduct lawful activities involving live animals is maintained

Consumers have confidence in the safety and wholesomeness of meat and seafood

Consistency in licensing and auditing maintains trust in the credibility of PrimeSafe’s regulatory arrangements





Licensees and PrimeSafe collaborate on information to assist compliance with regulatory requirements

OUTPUTS

**Provided timely advice and information to licensees and stakeholders:** We answered 4,178 enquiries during the reporting period, of which 767 involved requests for technical advice. We answered 100% of the enquiries within the target timeframe of <24 hours.

**Enhanced understanding of food safety requirements across the meat and seafood sectors and assisted compliance:** We assisted businesses understanding of food safety culture, listeria management through food safety forums. In addition to providing regular COVID-19 updates during 2021-22, we created four new information support materials that are available on our website. They include: one factsheet ('Pet Meat Requirements') and three editions of eNews. PrimeSafe currently has 2,489 subscribers to the eNews. During 2021-22, we recorded 162,194 clicks on the PrimeSafe website, of which 81.9% were returning visitors and 18% were new visitors.

**Assisted businesses to develop food safety quality assurance programs that meet domestic requirements:** We provided 158 free food safety programs to businesses and we developed an additional three food safety programs on a fee-for-service basis. The latter covered complex processing activity relating to the manufacture of small goods and harvesting and aquaculture of bivalve mollusc.

**Listened to feedback from licensees and stakeholders and responded to their needs:** PrimeSafe conducts a biennial survey of licensee satisfaction which allows us to receive feedback from licensees on our services. This survey was last issued in May 2020 and next survey is scheduled for late 2022. Businesses and stakeholders also have opportunities to communicate their ideas and views through our consultative committees. A meeting of the Meat Industry Consultative Committee was held in November 2021 and a meeting of the Seafood Consultative Committee was also held in November 2021.

OUTCOMES

Businesses have better understanding of food safety requirements, which makes compliance easier

The food safety culture across the industry is growing, improving food safety performance

Strengthens our relationships with businesses and stakeholders

Maintains our reputation as a trusted, specialist regulator

PrimeSafe achieves best practice governance and regulatory practice through contemporary policies and the delivery of legislated functions

OUTPUTS

**Conducted risk assessments to facilitate the development of new processing techniques and novel foods:** Our inhouse technical experts on food safety conducted four risk assessments of alternative processes during the 2021-22 financial year, of which three were approved.

**Encouraged and rewarded superior performance in food safety through reduced audits:** During 2021-22, 33 businesses participated in PrimeSafe's Reduced Audit Program, of which eight (or 24%) have International Organization for Standardization (ISO) accreditation and are automatically eligible to participate in the program. Nine of the facilities approved in 2021-22 were due to a Board policy that provides automatically eligibility for reduced audits for facilities only handling packaged meat products.

**Reviewed our policies to ensure they are effective and contemporary:** In 2021-22, we commenced a three-year review of Board policies that will strengthen governance and ensure our policies align with principles of best regulatory practice.

**Reviewed our licence categories and fees to ensure we reduce unnecessary regulatory burden:** PrimeSafe continually reviews licence categories to assess opportunities to reduce costs to businesses.

OUTCOMES

Food safety culture grows as businesses are incentivised and rewarded for superior food safety performance

More product and process innovations are emerging that meet consumer demands

The reputation of Victoria's meat and seafood businesses improves and the industry grows

We maintain credibility, through integrity and accountability

Continuous Improvement through corporate and business planning

OUTPUTS

**Moved to digitisation and automated systems to reduce administrative burden on businesses:** We completed a significant upgrade to our Licensing Management System (LMS) which creates efficiencies by automating administrative processes.

**Collaborated with our key stakeholders to ensure effective and coordinated delivery of Victoria’s food safety system:** During 2021-22, we worked closely with DJPR and DH on legislative and policy reforms to deliver the objectives of the Agriculture Strategy for Victoria (*Strong, Innovative, Sustainable: A new strategy for agriculture in Victoria*) and worked closely with Dairy Food Safety Victoria (DFSV) and DTF on projects to build food safety culture across the industry.

**Recruited and retained highly skilled staff:** All our staff are selected through a rigorous and competitive recruitment process that complies with relevant legislation and public sector employment principles, and applies the principles of merit and equal opportunity to ensure the best person is recruited for each position. PrimeSafe is committed to being an employer of choice and retaining its staff, and to this end we provide all staff with development opportunities as part of their professional development plans.

OUTCOMES

Businesses save time and money through our automated licence and payment processes

Food safety is regulated in a coordinated and consistent manner

Minister for Agriculture receives timely and comprehensive advice

PrimeSafe continuously improves efficiency and effectiveness of its operations and achieves best regulatory practice



In challenging times, we did our best to ensure the smooth flow of food to Victorian consumers

Licence Numbers

Figure 1 - Number of new licences granted per category for 2021-22 reporting period

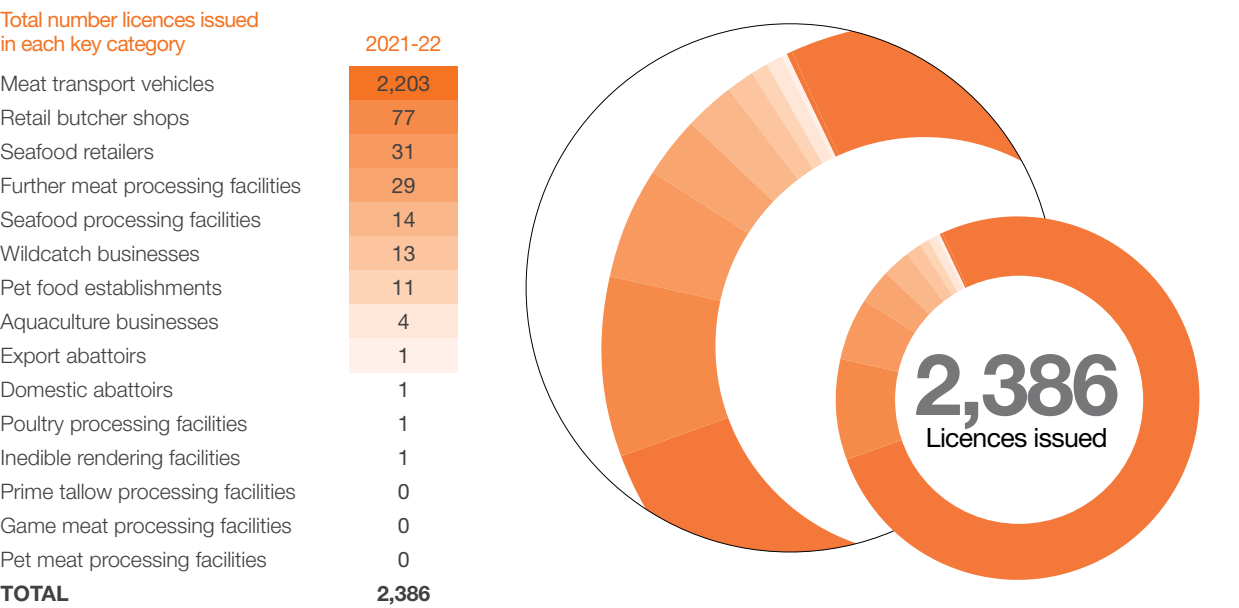


Table 1 - Licence numbers per category for last five years, 2017-22

Total no. licences per category	2021-22	2020-21	2019-20	2018-19	2017-18
Export abattoirs	26	25	24	22	22
Domestic abattoirs	16	15	15	19	17
Poultry processing facilities	19	19	20	20	20
Further meat processing facilities	345	339	339	342	350
Retail butcher shops	845	860	857	904	927
Prime tallow processing facilities	2	2	2	2	2
Game meat processing facilities	3	3	3	1	1
Inedible rendering facilities	9	9	9	9	9
Pet meat processing facilities	9	10	10	11	11
Pet food establishments	61	58	56	55	57
Seafood processing facilities	148	155	152	155	155
Seafood retailers	200	197	190	194	195
Aquaculture businesses	17	14	15	17	19
Wildcatch businesses	121	121	132	127	188
Meat transport vehicles	6,528	5,608	5,610	5,424	5,291
<b>TOTAL</b>	<b>8,349</b>	<b>7,435</b>	<b>7,434</b>	<b>7,302</b>	<b>7,264</b>

Live animals processed

Table 2 - Number of animals processed per category in 2021-22 (for domestic market)

Animal type	2021-22
Cattle	209,334
Calves	1,905
Sheep	168,090
Lamb	2,330,482
Pigs	282,037
Goats	27,837
Deer (farmed)	24
Deer (game)	1,629
Emu-Ostriches	3,298
Rabbits (farmed)	13,377
Rabbits (game)	12,240
Alpaca / Llama	0
Buffalo / Bison	4

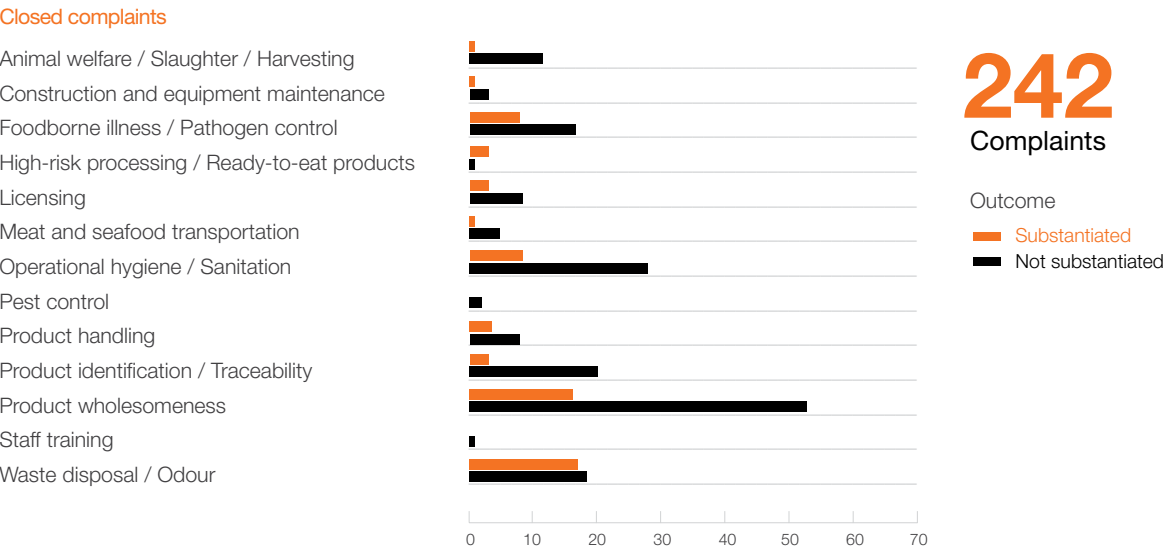
Table 3 - Number of animals processed (domestic and export) for last five years 2017-22

	2021-22	2020-21	2019-20	2018-19	2017-18
Cattle	1,214,915	1,633,866	1,892,619	2,190,363	1,504,910
Calves	177,923	228,168	333,726	360,165	290,185
Sheep	3,025,006	2,345,540	3,380,123	4,376,920	3,607,096
Lamb	10,342,324	9,829,016	10,172,137	11,485,296	11,918,241
Pigs	1,180,245	1,210,017	1,174,335	1,191,168	1,152,889
Goats	834,819	542,087	701,184	750,498	977,563
Deer (farmed)	357	1,522	1,423	3,338	2,634
Deer (game)	1,629	655	490	0	0
Emu-Ostriches	3,458	1,827	4,405	3,575	4,023
Rabbits (farmed)	13,377	6,947	6,586	*	*
Rabbits (game)	12,240	21,558	4,196	*	*
Alpaca / Llama	0	6	8	*	*
Buffalo / Bison	4	86	463	*	*



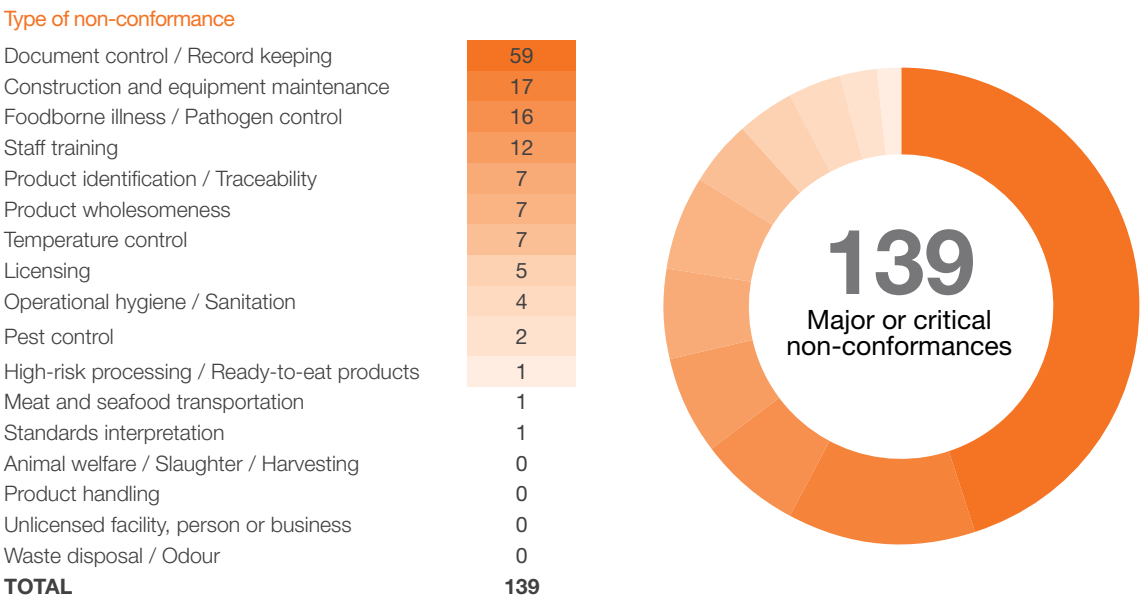
Major and critical non-conformances detected through complaints investigation

Figure 2 - Non-compliance detected through investigation of complaints relating to licensees



Major and critical non-conformances detected at audit

Figure 3 - Types of major and critical non-conformances detected at audit



Responding to government priorities

Through the Agriculture Strategy 2020, the Victorian Government has outlined its commitment to delivering best practice regulatory systems to manage risk and respond to new challenges in food production and processing. Critical to achieving this outcome is the development of a more efficient, responsive and digitally enabled food safety system. PrimeSafe is helping to achieve this goal through the following activities.

Working with businesses to build a food safety culture

A food safety culture (FSC) is a set of food safety values, attitudes and practices that is shared by employees within a business, and is consistent with producing food in the safest possible manner.

The FSC within Victorian food businesses varies greatly in maturity, ranging from basic compliance to advanced risk management frameworks.

To assist businesses to move to a higher level of maturity in FSC, PrimeSafe is has adopted the Dairy Food Safety Victoria RegTech Food Safety Culture Program. RegTech is an innovative program that acknowledges that a strong food safety culture results in better food safety outcomes. It also aims to better employ technology to optimise the capture, analysis and utilisation of food safety data generated by PrimeSafe licensees. During 2021-22, PrimeSafe have completed a pilot RegTech program, modelled off programs successfully piloted in the Dairy Sector.

PrimeSafe implemented a pilot program with three licensed businesses that process high-risk ready-to-eat meat products. PrimeSafe worked with each licensee to complete a self-assessment survey, onsite interviews with senior leaders and focus groups with production staff.

Based on the data provided to PrimeSafe, a report on food safety culture and performance was provided to each licensee. In consultation with the licensee, PrimeSafe assisted with the development of an action plan to improve performance.

During 2022 and 2023, PrimeSafe will continue to invest in Food Safety Culture. The Food Safety Culture Program enables PrimeSafe to achieve more confidence in licensees' performance. With more confidence in performance, the PrimeSafe Board can consider options to reduce regulatory burden in the meat and seafood sectors.

Active engagement with business, industry and government stakeholders

PrimeSafe has always recognised that constructive engagement and strong working relationships with industry and government stakeholders is essential in achieving positive food safety outcomes.

The PrimeSafe Board approved a new Stakeholder Engagement Strategy which will strengthen and systematise stakeholder engagement activity, including through meetings of Meat and Seafood Industry Communication Committees, provision of food safety forums, surveys and a regular communique.

More broadly, the feedback PrimeSafe receives through all interactions with licensees and stakeholders will help to improve PrimeSafe's understanding and ability to effectively communicate the industry's needs in policy making forums while also helping PrimeSafe to directly respond to these needs wherever possible, and better support future innovations.

Working closely with other regulators

As a member of the Victorian Food Regulators Forum (VFRF), PrimeSafe works closely with other regulators to deliver Victoria's food safety system. The full membership of the VFRF includes: the DJPR (Agriculture Victoria Division), DHHS (Food Safety Regulation Unit), Municipal Association of Victoria (representing Victoria's 79 local councils), Dairy Food Safety Victoria and PrimeSafe. During 2021-22, PrimeSafe collaborated with members of the VFRF on action to address salmonella outbreaks and on salmonella prevention and mitigation strategies.

PrimeSafe also collaborates with regulators in other jurisdictions, including the Commonwealth (DAFF) on the development of new standards for food safety and animal welfare and to implement new monitoring arrangements for export registered businesses.

A new memorandum of understanding between PrimeSafe and DAFF has been completed, which has strengthened domestic food safety monitoring and also makes it easier for businesses to meet auditing requirements under state and federal legislation and commercial audit schemes.

Improving efficiency and food safety through digitisation

PrimeSafe is undertaking a significant upgrade to its Licensing Management System and has committed to further investment that will expand automation of administration functions, improve the efficiency of PrimeSafe's service delivery and make it faster and easier for businesses to manage their licences and payment processes.

The new LMS also benefits PrimeSafe by reducing manual tasks and improving our business intelligence through easy access to data on audits, corrective actions, inspections, enforcement action, sanctions, complaints and prosecutions. We recognise that digitisation is critical in the delivery of safe outcomes in the meat and seafood sector. Digitisation is also critical for PrimeSafe to consider options to reduce regulatory burden to industry.

This kind of technological innovation in food safety monitoring will ultimately improve connectivity between PrimeSafe and licensed businesses, provide easy access to more data on food safety that can be used to better predict and improve management of risks, while also encouraging innovative businesses to become leaders in food safety over the coming years.





# Organisational structure, people and governance

PrimeSafe is a statutory authority established under the *Meat Industry Act 2003*. Our functions, powers and responsibilities are outlined in the *Meat Industry Act 1993* and the *Seafood Safety Act 2003*. The PrimeSafe Board is the governing body and reports to the Minister for Agriculture on the delivery of PrimeSafe’s legislative functions, responsibilities and objectives.

## VISION

Strong consumer confidence in the safety of Victoria’s meat, poultry and seafood through industry quality assurance

## MISSION

Advance and regulate food safety in Victorian meat, poultry, seafood and pet food industries through credible quality assurance systems and services that also support opportunities for industry growth and innovation

## OUR VALUES



### Responsible and accountable

We will use sound judgment and make clear, transparent and consistent decisions. We will do what we say and will be accountable for our actions.



### Responsive and respectful

We will actively monitor and respond to feedback from businesses so that we can improve our services. We will treat staff and stakeholders with respect and dignity.



### Risk-based and reasonable

We will make risk-based decisions and take proportionate regulatory action that is necessary to protect public health and encourage compliance.



### Efficient and effective

We are committed to delivering regulatory services in a timely and effective manner in order to reduce costs to businesses.



### Integrity

We are committed to delivering regulatory services in a timely and effective manner in order to reduce costs to businesses.

### Minister for Agriculture

During the reporting period, the Minister for Agriculture was:

1 July 2021 to 26 June 2022 – the Hon. Mary-Anne Thomas MP and from 27 June 2022 to 30 June 2022 – the Hon. Gayle Tierney MP.

### Legislative powers and regulatory functions

PrimeSafe has all the powers necessary to enable it to perform its functions under the *Meat Industry Act 1993* and the *Seafood Safety Act 2003*. Section 44 of the *Meat Industry Act 1993* lists the following functions.

- to control and keep under review the standards of meat, poultry meat and game meat produced for consumption or sale within the State
- to control and keep under review the standards of the construction and hygiene of plant and equipment in a meat processing facility
- to control and keep under review the standards of construction, maintenance, cleanliness and hygiene of meat transport vehicles
- to ensure that appropriately qualified persons are authorised as inspectors to licence meat processing facilities
- subject to the Regulations, to determine categories of licences
- to approve quality assurance programs and monitor the implementation of those programs
- in consultation with the Secretary of the DHHS or a municipal council, to protect public health
- to fix and charge fees in respect of the carrying out of any of its functions or the exercise of any of its powers
- to carry out the functions conferred on the Authority by the *Seafood Safety Act 2003* or the regulations made under that Act

- to carry out any other function that is conferred on the Authority by the *Meat Industry Act 1993* or the regulations or by any other Act or the regulations made under any other Act

### Australian Standards for food safety and animal welfare

The Victorian Government is a signatory to the national food regulation system and has adopted Australian Standards for food safety and animal welfare wherever available. PrimeSafe is responsible for monitoring and enforcing compliance with Australian Standards at all licensed facilities.

Copies of the Australian Standards are available on the PrimeSafe website [primesafe.vic.gov.au](https://www.primesafe.vic.gov.au) and are listed below:

- AS 4696:2007 Australian Standard for the Hygienic Production and Transportation of Meat and Meat Products for Human Consumption
- AS 4465:2005 Australia Standard for Construction of Premises and Hygienic Production of Poultry Meat for Human Consumption
- Standard 4.2.2 Primary Production and Processing Standard for Poultry Meat
- AS 4466:1997 Australian Standard for Hygienic Production of Rabbit Meat for Human Consumption
- AS 4464:2007 Australian Standard for the Hygienic Production of Wild Game Meat for Human Consumption
- AS 5010:2001 Australian Standard for Hygienic Production of Ratite (Emu/Ostrich) Meat for Human Consumption
- AS 5011:2001 Australian Standard for Hygienic Production of Natural Casings for Human Consumption
- AS 5008:2007 Australian Standard for Hygienic Rendering of Animal Products
- PISC Technical Report 88 - Amended 2009 Standard for the Hygienic Production of Pet Meat

- A Guide to the Implementation and Auditing of HACCP SCARM Report 60
- Australian Meat Regulators Group Guideline 2020:1 – Alternative Techniques guideline Schedule 2 (Procedures for Post-Mortem Inspection) and Schedule 3 (Ante-Mortem and Post-Mortem Dispositions)





# PrimeSafe Board

## PrimeSafe Board members

The PrimeSafe Board consists of at least eight and no more than ten members who are appointed by the Minister for Agriculture under the *Meat Industry Act 1993*. The Minister for Agriculture was Jaclyn Symes MP 1 July 2021 to 26 June 2022 – the Hon. Mary-Anne Thomas MP and from 27 June 2022 to 30 June 2022 – the Hon. Gayle Tierney MP.

### Board responsibilities

The key responsibilities of the Board are:

- Setting the broad strategy, objectives and performance targets for PrimeSafe
- Review of PrimeSafe’s progress towards achievement of specific goals
- Risk management for all key business and operational risks
- Review of the internal financial and operational control arrangements of PrimeSafe to ensure that they remain effective and current
- Approval of strategic plans, the annual accounts and PrimeSafe’s policies
- Chief Executive Officer selection, appointment, succession planning and performance assessment
- Oversight of the management of PrimeSafe by the Chief Executive Officer to ensure it operates effectively and has a culture of compliance and best practice business performance in all areas of operations, financial, human resource, risk management and asset management.

### Members

The Board is responsible for strategic direction, governance and oversight of the delivery of PrimeSafe’s legislative functions, Corporate Plan and Business Plan.

PrimeSafe welcomed three new Board members in 2021-22. Renee Pearce, Marion Healy and Richard Norton, were all appointed on 1 July 2021. They each bring a wealth of industry and commercial experience and diverse knowledge and skills that will add value to the PrimeSafe Board.

For the 2021-22 financial year, the PrimeSafe Board members were:

Alison Stone (Chair)  
Chris Turner (Deputy Chair)  
Paul Conway  
Marion Healy  
Noel Kelson  
Stacey McKenna  
Dr Bernadette Northeast  
Richard Norton  
Renee Pearce  
Mark Wray

## Committees

The Board has established three committees to assist the Board in meeting its statutory responsibilities: the Audit and Risk Committee, the CEO Appointment and Remuneration Committee, and the Governance Committee. The responsibilities of each committee and its members during the reporting period are outlined below.

### Audit and Risk Committee

The Audit and Risk Committee acts as an independent advisory service to the PrimeSafe Board to assist in the effective discharge of responsibilities including:

- Fulfilling of statutory and fiduciary responsibilities relating to the accounting and financial reporting practices of the PrimeSafe Board
- Oversight of the Victorian Auditor-General’s report of PrimeSafe
- Provision of advice to the PrimeSafe Board regarding risks to the Authority.

Audit and Risk Committee members during 2021-22:

Mark Wray (Chair)  
Marion Healy  
Noel Kelson  
Richard Norton

### Governance Committee

The Governance Committee is responsible for reviewing the organisation’s governance arrangements and making recommendations to the PrimeSafe Board that will ensure best practice Board governance, accountability, effectiveness and continuing development, with respect to:

- Board governance policies and documents
- Board operational policies and guidelines
- Board performance review, personal development and succession.

Governance Committee members during 2021-22:

Dr Bernadette Northeast (Chair)  
Marion Healy  
Stacey McKenna  
Chris Turner

### CEO Appointment and Remuneration Committee

The CEO Appointment and Remuneration Committee assists the PrimeSafe Board to determine the following matters:

- Appointment and total remuneration payable to the CEO
- Objectives and deliverables for the CEO
- Annual bonus payable to the CEO.

CARC members during 2021-22:

Alison Stone (Chair)  
Dr Bernadette Northeast  
Chris Turner  
Mark Wray

Table 4 - Board and committee meetings and attendance

	Board (eligible)	Audit and Risk Management Committee (eligible)	Governance Committee (eligible)	CEO Appointment and Remuneration Committee
Alison Stone	6 (6)	-	-	1 (1)
Chris Turner	5 (6)	-	3 (3)	1 (1)
Noel Kelson	6 (6)	4 (4)	-	-
Stacey McKenna	5 (6)	-	3 (3)	-
Richard Norton	6 (6)	4 (4)	-	-
Paul Conway	5 (6)	-	-	-
Renee Pearce	5 (6)	-	-	-
Dr Bernadette Northeast	6 (6)	-	3 (3)	1 (1)
Mark Wray	6 (6)	4 (4)	-	1 (1)
Marion Healy	6 (6)	4 (4)	-	-

Board members

ALISON STONE (CHAIR)

Alison Stone has deep experience in shaping strategic direction in policy, regulation and in operational businesses across primary industries, land and emergency management. She has a passion for working with regional communities, has held senior executive positions in the Victorian, Federal and NSW Governments and is a Graduate of the Institute of Company Directors. Alison has a strong record of achievement leading and serving on government boards and advisory councils. She contributes in her local community as a volunteer and is President for Riding for the Disabled in the lower Hunter region of NSW.

CHRIS TURNER (DEPUTY CHAIR)

Chris Turner has been involved in the chicken industry for more than 40 years. He has operated at a senior level running fully integrated chicken operations including growing, processing sales and distribution. He has also run cooking operations, which dealt with all protein types including beef, pork and fish. He has been the previous president of both the national and Victorian Chicken Meat Council and has represented the poultry industry on various committees and liaison groups. He has been a previous board member in 2000-03 and 2017-20. He has a wealth of experience in operating small and large business. He is also a board member of the Northern Health Foundation.

PAUL CONWAY

Paul is Secretary of the Australasian Meat Industry Employees Union (AMIEU), Vice President of the Federal Body of the AMIEU and a Federal Council Member. Paul is also a Council Delegate of the Geelong Trades Hall. Paul has been employed in the meat industry since 1980 and is a certified training provider of Union Good Governance Training to Victorian AMIEU Committee of Management representatives. He is also the Secretary of the Meat Industry Employees' Superannuation Fund.

STACEY MCKENNA

Stacey has spent her career in the meat industry including roles in meat processing, retail, and smallgoods manufacturing organisations, allowing her a sound understanding of the issues impacting the meat supply chain. She has an extensive background in food safety, quality assurance systems, workplace training and human resources. She also holds qualifications in human resources, meat technology and agribusiness and is a graduate of the Australian Institute of Company Directors. Stacey is currently the General Manager – Workforce Services for the Australian Meat Industry Council (AMIC).

NOEL KELSON

Noel has been involved within the Australian meat processing sector since 1971 initially working in government meat inspection and compliance. From 1988 through to 1994, he participated in the significant changes executed by the Victorian meat industry including the transition from direct regulatory control to a quality assured outcome.

In 1995 Noel left the public service to become the quality assurance manager for the Warrnambool based Midfield Meat International, joining with the management group to achieve export registration, servicing, in addition to strong domestic demand, some 84 international destinations with beef and sheep meat products to these world markets.

For over 50 years Noel has maintained a strong interest in industry matters and is currently a serving Board member of the Australian Meat Industry Council, a Trustee Director of the Australian Meat Industry Superannuation Trust and elected to the position of Director on the Board of the Australian Meat Processor Corporation.

DR BERNADETTE NORTHEAST

Bernadette has postgraduate qualifications in fisheries management and aquaculture and a strong background in commercial fishing and seafood production. Bernadette has extensive governance experience across a range of government and private sectors and demonstrated expertise in stakeholder engagement. Bernadette is the Independent Chair of the Wimmera Southwest Family Violence Partnership, Deputy Chair of Victorian Fisheries Authority, Deputy Vice Chair of South West Healthcare and Chair of Australian Institute of Company Directors Great South Coast Committee. Bernadette is also a Graduate Member of the Australian Institute of Company Directors.

MARK L WRAY

Mark is an experienced Agribusiness Executive with an outstanding track record in chicken, pork, beef, lamb and seafood vertical supply chains. Mark's perspective on contemporary agribusiness is informed by previous roles as Chairman Arcadian Organic Meat, CEO and CFO of Craig Mostyn Group and CFO Steggles. Mark completed a B.Ag.Sc from Adelaide University in 1983 and was admitted as a Solicitor of Supreme Court of NSW in 1999. He is currently a Fellow of the Australia Society of Certified Practising Accountants and Member of the AICD.

RENEE PEARCE

Renee owns and operates The Fish Shoppe, a sustainable seafood retail store in Collingwood and Balwyn. She is an Industry association executive with a demonstrated history of working in the fishery sector at state and federal levels, with a strong record of achievements on government and industry boards and advisory committees. Having worked in the Australian seafood industry for over 15 years in advocacy roles, she has an understanding of all aspects including policy development, seafood supply chains and sustainability. Renee has been an OceanWatch Director since 2019 and sits on the FRDC Fish Names committee. She holds an MBA and Bachelor of Marine and Freshwater Biology, and is a graduate of the Institute of Company Directors.

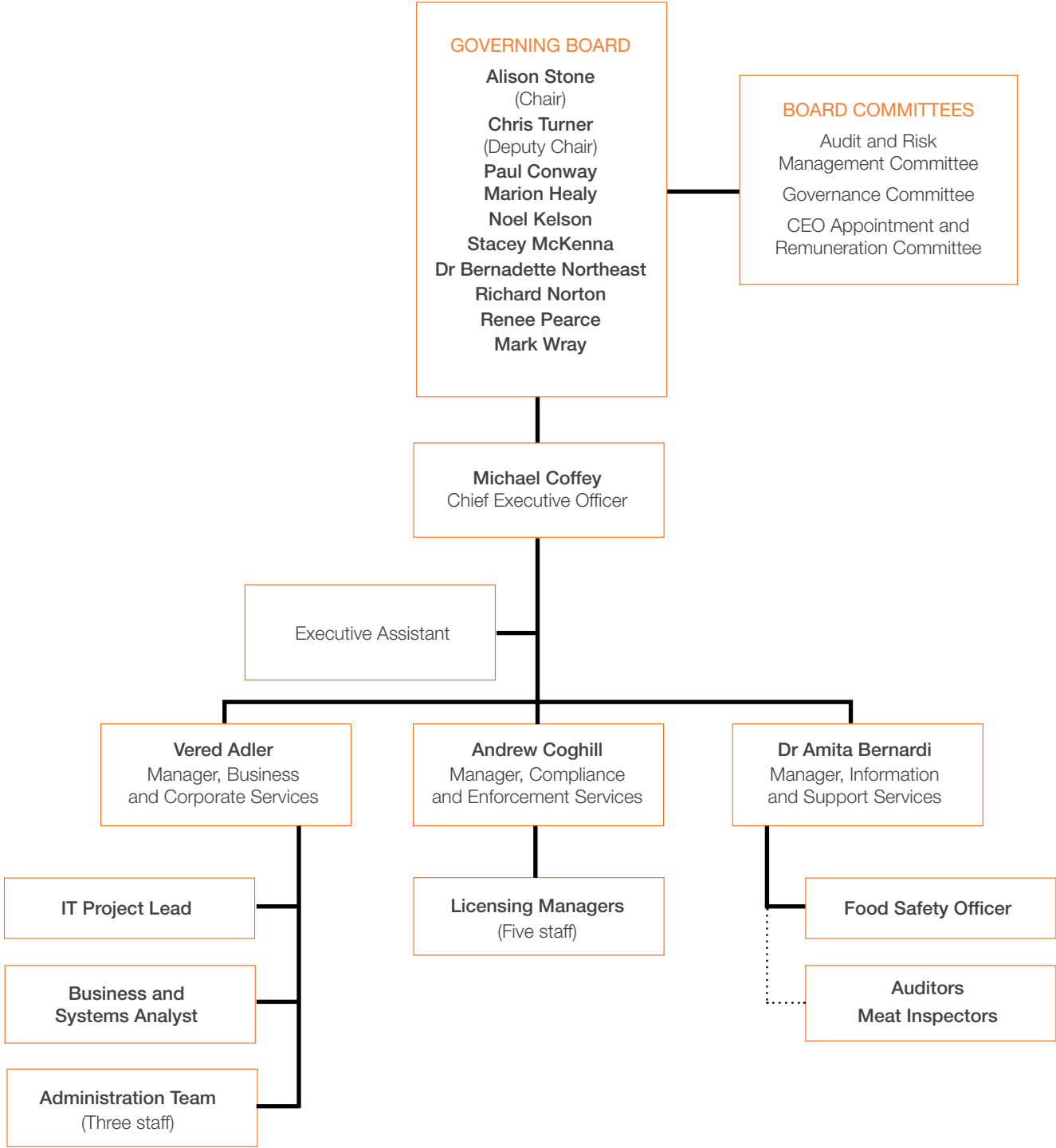
RICHARD NORTON

Richard is an experienced CEO, and holds an MBA (Monash University), a GAICD (International Directors Course) and Chartered Mgr MIML (UK). He has held executive executive positions in retail, innovation, logistics, marketing, and agribusiness for over 30 years, with 10 years as CEO and Managing Director. Currently CEO of Food Agility, NED Australasian Global Exports and former Director of Australian Independent Rural Retailers, Titan AG (manufacturer of herbicides, fungicides and insecticides), AUS-MEAT Australia and AustionPlus. Held the position of MD of Landmark Operations, Meat and Livestock Australia and GM of Elders Retail.

MARION HEALY

Marion has held senior executive leadership positions in national agencies responsible for public health and/or environmental risks associated with the food supply and industrial chemicals, and the biosecurity risks from the international movement of plants/plant products. She has deep experience in regulatory systems, particularly at the science/policy interface and has represented Australia in developing international regulatory frameworks, in APEC committees and negotiations with overseas counterparts. Her regulatory skills and influence were recognised through the awarding of a Public Service Medal in 2021. She is also the Independent Chair of the FRDC SafeFish committee and a member of the Australian Institute of Company Directors.

Organisational structure



CEO and Management

MICHAEL COFFEY, CEO

Michael has a 20-year career in leadership roles across safety and regulatory environments, and a commitment to engaging with and supporting industry sectors across Victoria. Michael has experience that spans both the Victorian Public Service and the private sector having worked for three ASX 100 companies. Michael's most recent role was leading the regulatory approach for Hazardous Industries at WorkSafe Victoria. He coordinated the WorkSafe-led government taskforce, including the EPA, fire services, the Victoria Police and local councils, to oversee the removal of toxic waste chemical stockpiles in Epping, Campbellfield and Craigieburn. Michael holds a Bachelors degree in Science, Master of Arts and a Masters of Business Administration.

VERED ADLER, MANAGER, BUSINESS AND CORPORATE SERVICES

Vered is a CPA qualified Finance Manager with extensive experience in chartered accounting, private sector, not for profit and public sector. Having worked in engineering/construction, hospitality, retail, and healthcare sectors, Vered brings a wealth of experience and best practice in finance and business management. Vered is responsible for the management of financial, information technology, human resource and statutory functions of PrimeSafe.

ANDREW COGHILL, MANAGER COMPLIANCE AND ENFORCEMENT SERVICES

Andrew joined PrimeSafe in 2006 and was appointed Manager, Compliance and Enforcement Services in March 2014. Andrew oversees the regulatory management of the meat, poultry and seafood industries in Victoria, and has significant experience interpreting and applying legislation and standards within a regulatory environment. Andrew holds a Bachelor of Commerce.

DR AMITA BERNARDI, MANAGER, INFORMATION AND SUPPORT SERVICES

Amita joined PrimeSafe in April 2014 having had over 30 years' experience in the private food sector. With a broad range of compliance expertise and a strong background in quality assurance and product development, Amita currently oversees the development and delivery of key information and support services for licensees and the general public. She also oversees the arrangement between PrimeSafe and third-party conformity assessment bodies, and meat inspectors at Tier 1 meat processing facilities. Amita holds a PhD in Food Science.



Financial summary

Table 5 – Five-year financial summary

	2022 \$	2021 Restated* \$	2020 \$	2019 \$	2018 \$
Total income from transactions	4,639,780	3,244,157	3,139,830	3,025,144	2,852,972
Total expenses from transactions	4,502,239	3,617,395	2,745,779	2,799,728	2,495,336
Net result from transactions	137,541	(373,238)	394,051	225,416	357,636
Net result for the period	174,334	(363,928)	390,880	217,201	360,363
*Net cash flow from operating activities	100,235	(203,862)	721,113	475,376	699,813
Total assets	4,797,224	4,471,073	5,088,096	4,320,323	3,968,389
Total liabilities	3,229,597	3,077,778	3,086,073	2,703,561	2,568,827
Net worth	1,567,628	1,393,295	2,002,023	1,616,762	1,399,562

\*Restated 2021 comparative due to accounting policy change applied retrospectively.

Workforce and executive data

Table 6 – Full-time equivalents (FTE) staffing trends from 2018 to 2022(i)

2022	2021	2020	2019	2018
13.2	16.6	11.5	12.9	12.7

Table 7 – Details of employment levels in June of 2021 and 2022(ii)

2022							2021					
Gender	All employees		Ongoing			Fixed Term & Casual	All employees		Ongoing			Fixed Term & Casual
	Head count	FTE	Full-time (head count)	Part-time (head count)	FTE	FTE	Head count	FTE	Full-time (head count)	Part-time (head count)	FTE	FTE
Men	5	5	3	0	3	2	5	5	2	0	2	3
Women	9	8.2	2	1	2.6	5.6	12	11.6	6	0	6	5.6
Self-described	0	0	0	0	0	0	0	0	0	0	0	0
Total	14	13.2	5	1	5.6	7.6	17	16.6	8	0	8	8.6
Age												
25-34	0	0	0	0	0	0	4	4	1	0	1	2
35-44	5	4.6	3	1	3.6	1	5	5	4	0	4	2
45-54	6	5.6	1	0	1	4.6	5	4.6	2	0	2	2.6
55-64	3	3	1	0	1	2	3	3	1	0	1	2
Total	14	13.2	5	1	5.6	7.6	17	16.6	8	0	8	8.6

Note: (i) All figures reflect employment levels during the last full pay period in June of each year.  
(ii) Excluded are those on leave without pay or absent on secondment, external contractors/consultants, and temporary staff employed by employment agencies.

Executives

An Executive is defined as a person employed as an executive under Part 3, Division 5 of the *Public Administration Act 2004* or a person to whom the Victorian Government's Public Entity Executive Remuneration Policy applies. All figures reflect employment levels at the last full pay period in June of the current and corresponding previous reporting year.

The number of executives in the report of operations is based on the number of executive positions that are occupied at the end of the financial year. Note 8.3 in the Financial Statement lists the actual number and amount of remuneration paid to Executives over the course of the reporting period. The Financial Statement does not distinguish between executive levels, nor does it disclose vacant positions and the Accountable Officer.

The following tables disclose the Executives of PrimeSafe for 30 June 2022:

- Table 1 discloses the total numbers of Executives for PrimeSafe broken down by gender;
- Table 2 provides a reconciliation of executive numbers presented between the report of operations and Note 8.3 Remuneration of executives in the financial statements;
- Tables 1 to 2 also disclose the variations, denoted by 'var', between the current and previous reporting periods.

Table 8 – Total number of Executives for PrimeSafe, broken down into gender

	All		Women		Men		Men	
	No.	Var.	No.	Var.	No.	Var.	No.	Var.
Accountable Officer	1	1	0	0	1	0	0	0
Total	1	1	0	0	1	0	0	0

Table 9 – Reconciliation of executive numbers

	2022	2021
Executives with total remuneration over \$100,000 (Financial Statement Note 8.3)	0	0
Vacancies	0	0
Accountable Officer (Chief Executive Officer)	2	1
Separations	1	0
Total executive numbers at 30 June	1	1



# Required disclosures

As a statutory authority, PrimeSafe is required to report on its compliance with the following legislation, policies and principles.

### Local jobs first

The *Local Jobs First Act 2003* brings together the Victorian Industry Participation Policy (VIPP) and the Major Projects Skills Guarantee (MPSG). Departments and public sector bodies are required to apply the Local Jobs First policy in all projects valued at \$3 million or more in Metropolitan Melbourne or for statewide projects, or \$1 million or more for projects in regional Victoria. MPSG applies to all construction projects valued at \$20 million or more. PrimeSafe did not have any projects where the VIPP or MPSG applied during 2021-22.

### Social procurement guidelines and framework

Government departments, agencies and public entities are required to measure and report their achievements under the Victorian Government Social Procurement Framework (SPF), which includes 10 social and sustainability objectives. As PrimeSafe is principally engaged in the delivery of regulatory services, it has limited procurement activity, however we embrace the principles underpinning the SPF and aim to apply them across our operations.

**Sustainability:** During 2021-22, PrimeSafe's investment in technology reduced our carbon foot print and improved overall sustainability. This is mainly due to the increase in automation and digitisation and the transition to cloud-based computing, which has reduced paper usage and waste, decreased energy consumption associated with printing and decreased our reliance on carbon-intensive hardware.

**Diversity and inclusion:** In accordance with the SPF, PrimeSafe is committed to creating an inclusive working environment, where equal opportunity and diversity are valued. PrimeSafe's workforce data demonstrates that it continues to put these values into action through gender equality and cultural diversity in its workforce.

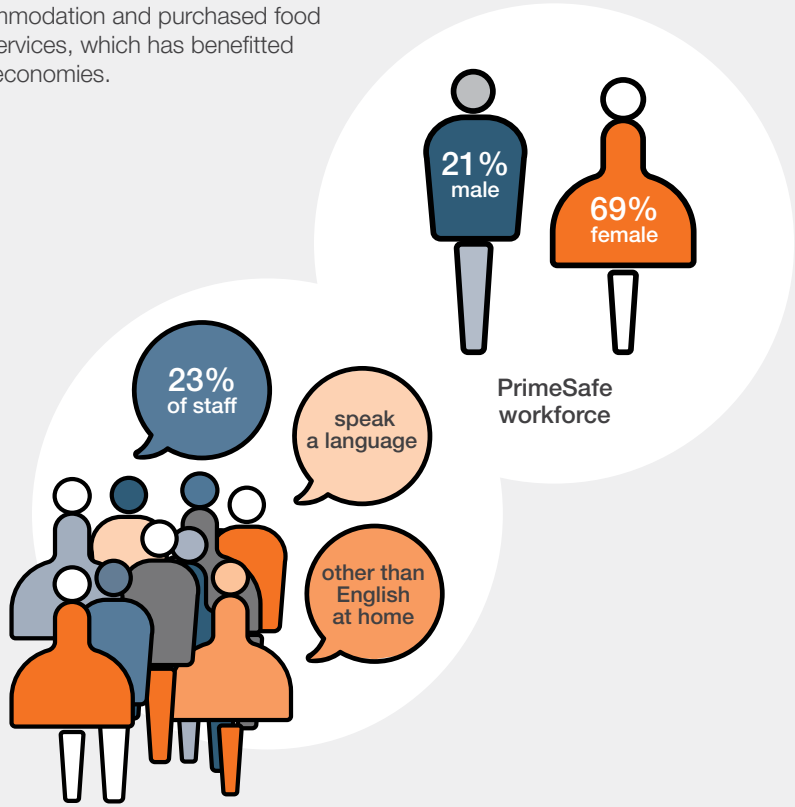
**Supporting our regions:** PrimeSafe supports regional towns and communities through its operational activities which involves travel to Victorian regional towns to conduct inspections and audits at licensed facilities. During 2021-22, COVID-19 restrictions prevented travel at certain times, however outside of these periods, PrimeSafe staff travelled to regional areas and stayed in local accommodation and purchased food and services, which has benefitted local economies.

### Government advertising expenditure

PrimeSafe did not undertake a government advertising campaign during 2021-22.

### Consultancy expenditure

In 2021-22, PrimeSafe did not engage any consultants where the fees payable were less than \$10,000. Two consultants were engaged where the fees payable were \$10,000 or more. Details of these consultancies are outlined at Table 10 below. The 2021-22 total expenditure occurred in relation to consultancies was \$36,750 (excl. GST).



### Information and communication technology expenditure

ICT expenditure refers to PrimeSafe's costs in providing business enabling ICT services with the current reporting period. It comprises Business As Usual (BAU) ICT expenditure and Non-Business As Usual (non-BAU) ICT expenditure. Non-BAU expenditure relates to extending or enhancing PrimeSafe's current ICT capabilities. BAU ICT expenditure is all remaining ICT expenditure which primarily relates to ongoing activities to operate and maintain the current ICT capability. The details of PrimeSafe's expenditure on ICT during the 2021-22 reporting period is outlined at Table 11 below.

Table 10 - Consultancy expenditure

Consultant	Purpose of consultancy	Total approved project fee (excl. GST)	Expenditure 2019-20 (excl. GST)	Future expenditure (excl. GST)
Finspec-Lakewood Court Investment Pty Ltd	Coaching and Development discussions	\$6,750.00	\$6,750.00	\$0.00
Directioneering Victoria Pty Ltd	Outplacement Services	\$30,000.00	\$30,000.00	\$0.00

Table 11 - ICT expenditure

All operational ICT expenditure	ICT expenditure related to projects to create or enhance ICT capabilities		
Business As Usual (BAU) ICT expenditure	Non-Business As Usual (non-BAU) ICT expenditure	Operational expenditure	Capital expenditure
(Total)	(Total = Operational expenditure and capital expenditure)		
\$272,982	\$1,047,748	\$1,313,580	\$7,150

Disclosure of major contracts

PrimeSafe did not enter into or award any major contracts (valued at \$10 million or more) during 2021-22.

Freedom of information (FOI)

The *Freedom of Information Act 1982* (the FOI Act) allows the public a right of access to documents held by PrimeSafe. During 2021-22, PrimeSafe received two requests which were withdrawn before payment submitted.

Making an FOI request

FOI requests can be lodged online at [foi.vic.gov.au](http://foi.vic.gov.au). An application fee of \$30.60 will be applied for the year commencing 1 July 2022. Access charges may also be payable if the document pool is large, and the search for material, time consuming. Access to documents may be obtained through written request to the Manager, Business and Corporate Services, as detailed in Section 17 of the FOI Act. In summary, the requirements for making a request are:

- it should be in writing
- it should identify as clearly as possible which document is being requested
- it should be accompanied by the appropriate application fee (the fee may be waived in certain circumstances).

Requests for the documents in the possession of PrimeSafe should be addressed to:

**Manager, Business and Corporate Services  
PrimeSafe  
PO Box 2057  
SOUTH MELBOURNE VIC 3205**

Requests can also be lodged online at [foi.vic.gov.au](http://foi.vic.gov.au). Access charges may also apply once documents have been processed and a decision on access is made; for example, photocopying and search and retrieval charges. Further information regarding FOI requests can be found at [foi.vic.gov.au](http://foi.vic.gov.au).

Compliance with the *Building Act 1993*

PrimeSafe does not own or control any government buildings and consequently is exempt from notifying its compliance with the building and maintenance provisions of the *Building Act 1993*.

Competitive neutrality policy

Competitive neutrality requires government businesses to ensure that where public service providers compete, or potentially compete with the private sector, any advantage arising solely from their government ownership is removed, if it is not in the public interest. Government businesses are required to cost and price services as if they were privately owned. Competitive neutrality policy supports fair competition between public and private businesses and provides government businesses with a tool to enhance decisions on resource allocation. This policy does not override other policy objectives of government and focuses on efficiency in the provision of service. PrimeSafe continues to implement and apply this principle in its business undertakings.

Public interest disclosures

The *Public Interest Disclosure Act 2012* (the PID Act) encourages and assists people to make disclosures of improper conduct by public officers and public bodies. The PID Act provides protection to people who make disclosures in accordance with the PID Act and establishes a system for the matters disclosed to be investigated and rectifying action to be taken.

PrimeSafe does not tolerate improper conduct by employees, nor the taking of reprisals against those who come forward to disclose such conduct. It is committed to ensuring transparency and accountability in its administrative and management practices and supports the making of disclosures that reveal corrupt conduct, conduct involving a substantial risk to public health and safety or the environment. PrimeSafe will take all reasonable steps to protect people who make such disclosures from any detrimental action in reprisal for making the disclosure. It will also afford natural justice to the person who is the subject of the disclosure to the extent it is legally possible. No disclosures of improper conduct by PrimeSafe or its employees were made during the 2021-22 reporting period.

Making a public interest disclosure

A member of the public can make a public interest disclosure about PrimeSafe, or its Board members, officers or employees by contacting the Independent Broad-Based Anti-Corruption Commission (IBAC) Victoria on the contact details provided below.

Independent Broad-Based Anti-Corruption Commission (IBAC) Victoria

**Address: Level 1, North Tower,  
459 Collins Street,  
MELBOURNE VIC 3000**

**Postal address: IBAC,  
GPO Box 24234,  
MELBOURNE VIC 3001**

**Phone: 1300 735 135**

**Website:** [ibac.vic.gov.au](http://ibac.vic.gov.au)

**Email:** See the website above for the secure email disclosure process which also provides for anonymous disclosures.

PrimeSafe has established procedures to protect a person who makes a public interest disclosure about PrimeSafe, its Board members or employees from detrimental action in reprisal for making the disclosure. PrimeSafe's procedures are accessible on the PrimeSafe website at [primesafe.vic.gov.au](http://primesafe.vic.gov.au).

Additional information available on request

In compliance with the requirements of the Standing Directions 2018 under the *Financial Management Act 1994*, details in respect of the items listed below have been retained by PrimeSafe and are available on request, subject to the provisions of the *Freedom of Information Act 1982*.

- a) a statement that declarations of pecuniary interests have been duly completed by all relevant officers
- b) details of shares held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary
- c) details of publications produced by PrimeSafe about the activities of PrimeSafe, and where they can be obtained
- d) details of changes in prices, fees, charges, rates and levies charged by PrimeSafe for its services, including services that are administered
- e) details of any major external reviews carried out on PrimeSafe
- f) details of assessments and measures undertaken to improve the occupational health and safety of employees, not otherwise detailed in the Report of Operations

- g) details of all consultancies and contractors including:
  - consultants/contractors engaged
  - services provided; and
  - expenditure committed to for each engagement
- h) a general statement on industrial relations within PrimeSafe and details of time lost through industrial accidents and disputes, which are not otherwise detailed in the Report of Operations.

The above information is available on request from:

**Manager, Business and Corporate Services  
PrimeSafe  
PO Box 2057  
SOUTH MELBOURNE VIC 3205**

Attestation for financial management compliance with Standing Direction 5.1.4

I, Alison Stone, on behalf of PrimeSafe, certify that PrimeSafe has no Material Compliance Deficiency with respect to the applicable Standing Directions 2018 under the *Financial Management Act 1994* and Instructions.

The PrimeSafe Audit and Risk Management Committee has verified this.



**Alison Stone**  
Chair  
xxx





## Financial statements

How this report is structured

PrimeSafe has presented its audited general purpose financial statements for the financial year ended 30 June 2022 in the following structure to provide users with the information about PrimeSafe's stewardship of resources entrusted to it.

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PrimeSafe declaration

In accordance with a resolution of the Board of PrimeSafe, we declare that the attached financial statements for PrimeSafe have been prepared in accordance with Direction 5.2 of the Standing Directions of the Assistant Treasurer under the *Financial Management Act 1994*, applicable Financial Reporting Directions, Australian Accounting Standards including Interpretations, and other mandatory professional reporting requirements.

We further state that, in our opinion, the information set out in the comprehensive operating statement, balance sheet, statement of changes in equity, cash flow statement and accompanying notes, presents fairly the financial transactions during the year ended 30 June 2022 and financial position of PrimeSafe as at 30 June 2022.

At the time of signing, we are not aware of any circumstance which would render any particulars included in the financial statements to be misleading or inaccurate.

We authorise the attached financial statements for issue.

Alison Stone

Alison Stone  
Chair

Melbourne  
14 October 2022

Michael Coffey

Michael Coffey  
Chief Executive Officer

Melbourne  
14 October 2022

Vered Adler

Vered Adler  
Chief Financial Officer

Melbourne  
14 October 2022



Independent Auditor’s Report

To the Board of PrimeSafe

Opinion	<p>I have audited the financial report of PrimeSafe (the entity) which comprises the:</p> <ul style="list-style-type: none"><li>balance sheet as at 30 June 2022</li><li>comprehensive operating statement for the year then ended</li><li>statement of changes in equity for the year then ended</li><li>cash flow statement for the year then ended</li><li>notes to the financial statements, including significant accounting policies</li><li>PrimeSafe declaration.</li></ul> <p>In my opinion the financial report presents fairly, in all material respects, the financial position of the entity as at 30 June 2022 and its financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 7 of the <i>Financial Management Act 1994</i> and applicable Australian Accounting Standards.</p>
Basis for Opinion	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor’s Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the entity in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board’s APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
Board’s responsibilities for the financial report	<p>The Board of the entity is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Financial Management Act 1994</i>, and for such internal control as the Board determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Board is responsible for assessing the entity’s ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.</p>



Auditor’s responsibilities for the audit of the financial report

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit 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
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board
- conclude on the appropriateness of the Board’s use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity’s ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor’s report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor’s report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

MELBOURNE  
25 October 2022



Simone Bohan  
as delegate for the Auditor-General of Victoria

Comprehensive operating statement

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2022

	Notes	2022 \$	2021 Restated amount (a) \$
<b>Income from transactions</b>			
Licence and registration fees	2.1	3,289,820	3,090,822
Interest income	2.1	9,882	16,965
Other income	2.2	1,340,078	136,370
<b>Total income from transactions</b>		<b>4,639,780</b>	<b>3,244,157</b>
<b>Expenses from transactions</b>			
Employee expenses	3.2	1,919,687	1,695,358
Board and committee fees	3.2	195,409	231,444
Depreciation	4.1.2	148,421	175,930
Interest expense	6.1.2	10,218	9,899
Amortisation	4.2	7,937	10,161
Other operating expenses	3.3	2,220,567	1,494,603
<b>Total expenses from transactions</b>		<b>4,502,239</b>	<b>3,617,395</b>
<b>Net result from transactions (net operating balance)</b>		<b>137,541</b>	<b>(373,238)</b>
<b>Other economic flows included in net result</b>			
Net gain/(loss) on disposal of non-financial assets	8.1	36,792	9,310
<b>Total other economic flows included in net result</b>		<b>36,792</b>	<b>9,310</b>
<b>Comprehensive result</b>		<b>174,333</b>	<b>(363,928)</b>

The comprehensive operating statement should be read in conjunction with the notes to the financial statements.

(a) Comparatives were restated restatement to reflect the impact of the adoption of IFRIC Agenda Decision March 2021 - AASB38 Intangibles; see note 8.5

# Balance sheet

AS AT 30 JUNE 2022

		2022	2021 Restated	Restated 1 July
	Notes	\$	amount (a)	2020 (a)
			\$	\$
<b>Assets</b>				
<b>Financial assets</b>				
Cash and cash equivalents	6.2	2,712,959	1,912,793	2,607,818
Receivables	5.1	346,829	130,549	40,497
Investments and other financial assets	4.3	1,200,000	1,995,000	1,645,000
<b>Total financial assets</b>		<b>4,259,788</b>	<b>4,038,342</b>	<b>4,293,315</b>
<b>Non-financial assets</b>				
Property, plant and equipment	4.1	460,134	327,735	481,366
Intangible assets	4.2	-	7,937	18,098
Prepayments		77,303	97,059	50,517
<b>Total non-financial assets</b>		<b>537,437</b>	<b>432,731</b>	<b>549,981</b>
<b>Total assets</b>		<b>4,797,225</b>	<b>4,471,073</b>	<b>4,843,296</b>
<b>Liabilities</b>				
Payables	5.2	346,560	250,241	219,560
Lease liability	6.1	326,767	177,808	305,982
Deferred income	5.3	2,237,734	2,293,440	2,228,435
Provisions	3.2.3	318,536	356,289	332,096
<b>Total liabilities</b>		<b>3,229,597</b>	<b>3,077,778</b>	<b>3,086,073</b>
<b>Net assets</b>		<b>1,567,628</b>	<b>1,393,295</b>	<b>1,757,223</b>
<b>Equity</b>				
Accumulated surplus/(deficit)		1,006,773	832,440	1,196,368
Contributed capital		560,855	560,855	560,855
<b>Net worth</b>		<b>1,567,628</b>	<b>1,393,295</b>	<b>1,757,223</b>

The balance sheet should be read in conjunction with the notes to the financial statements.

(a) Comparatives were restated restatement to reflect the impact of the adoption of IFRIC Agenda Decision March 2021 - AASB38 Intangibles; see note 8.5

# Cash flow statement

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2022

		2022	2021 Restated
	Notes	\$	amount (b)
			\$
Receipts from licence holders and other sources		3,243,403	3,107,955
Receipts from government		1,120,000	130,000
Goods and services tax recovered from the ATO <sup>(a)</sup>		124,358	124,358
Interest received		9,998	21,887
Payments to suppliers and employees		(4,387,306)	(3,578,163)
Interest expense on lease liability		(10,218)	(9,899)
<b>Net cashflows from/(used in) operating activities</b>	6.2	<b>100,235</b>	<b>(203,862)</b>
Proceeds from sale of property, plant and equipment		126,686	25,000
Withdrawal from term deposits		795,000	-
Investment in term deposits		-	(350,000)
Payments for property, plant and equipment		(134,676)	(58,361)
<b>Net cashflows from/(used in) investing activities</b>		<b>787,010</b>	<b>(383,361)</b>
Repayment of principal lease liabilities		(87,079)	(107,802)
<b>Net cashflows from financing activities</b>		<b>(87,079)</b>	<b>(107,802)</b>
<b>Net increase/decrease in cash held</b>		<b>800,166</b>	<b>(695,025)</b>
Cash and cash equivalents at the beginning of the financial year		1,912,793	2,607,818
<b>Cash and cash equivalents at the end of financial year</b>	6.2	<b>2,712,959</b>	<b>1,912,793</b>

The cash flow statement should be read in conjunction with the notes to the financial statements.

Notes:

(a) GST paid to the Australian Taxation Office is presented on a net basis.

(b) Comparatives were restated restatement to reflect the impact of the adoption of IFRIC Agenda Decision March 2021 - AASB38 Intangibles; see note 8.5

# Statement of changes in equity

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2022

	Accumulated surplus	Contributions by owner	Total
	\$	\$	\$
Balance at 1 July 2020 restated <sup>(a)</sup>	1,196,368	560,855	1,757,223
Net result for the year restated <sup>(a)</sup>	(363,928)	-	(363,928)
Balance at 30 June 2021 <sup>(a)</sup>	832,440	560,855	1,393,295
Net result for the year	174,333	-	174,333
Balance at 30 June 2022	1,006,773	560,855	1,567,628

The statement of changes in equity should be read in conjunction with the notes to the financial statements.

Notes:

(a) Comparatives were restated to reflect the impact of the adoption of IFRIC Agenda Decision March 2021 - AASB38 Intangibles; see note 8.5

# Notes to the financial statements

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2022

## 1. About this report

The financial statements cover PrimeSafe as an individual reporting entity.

PrimeSafe operates under the provisions of the *Meat Industry Act 1993* and the *Seafood Safety Act 2003*.

Its principal address is:

PrimeSafe  
150 Albert Road  
SOUTH MELBOURNE VIC 3205

A description of the nature of PrimeSafe's operations and its principal activities is included in the Organisational Profile and Report of Operations, which does not form part of these financial statements.

## Statement of compliance

These general purpose financial statements have been prepared on a going concern basis in accordance with the *Financial Management Act 1994* (FMA) and applicable Australian Accounting Standards (AAS) which include Interpretations, issued by the Australian Accounting Standards Board (AASB). In particular, they are presented in a manner consistent with the requirements of the AASB 1049 *Whole of Government and General Sector Financial Reporting*.

Where appropriate, those AAS paragraphs applicable to not-for-profit entities have been applied.

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported.

These annual financial statements were authorised for issue by the Board of PrimeSafe on September 2022.

## Basis of accounting preparation and measurement

These financial statements are presented in Australian dollars, and prepared in accordance with the historical cost convention, unless a different measurement basis is specifically disclosed in the note associated with the item measured on a different basis.

The accrual basis of accounting has been applied in the preparation of these financial statements whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying value of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS that have significant effects on the financial statements and estimates relate to:

- the fair value of leasehold improvements, plant and equipment (refer to Note 7.3); and
- actuarial assumptions for employee benefit provisions based on likely tenure of existing staff, patterns of leave claims, future salary movements and future discount rates (refer to Note 3.2.3).

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

Amounts in the financial statements have been rounded to the nearest dollar, unless otherwise stated.



2. Funding delivery of our services

Objectives and funding

The mission of PrimeSafe is to advance and regulate food safety in Victorian meat, poultry, seafood and pet food industries through credible quality assurance systems and services that also support opportunities for industry growth and innovation.

This is achieved through the following outcomes:

- meat, seafood and poultry are safe for all consumers
- protection of animal welfare
- recognition of comprehensive food safety and QA systems
- industry growth through innovation and market access
- governance and resources for sustainable service delivery
- the preferred food safety regulator.

PrimeSafe is funded by the payment of licence fees from the meat, poultry and seafood industries in Victoria.

2.1 Summary of income that funds our service delivery

		2022	2021
	Notes	\$	\$
Licence and registration fees		3,289,820	3,090,822
Interest		9,882	16,965
Other income	2.2	1,340,078	136,370
Total income from transactions		4,639,780	3,244,157

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the entity and the income can be reliably measured.

Licence fees

Revenue from licence fees is recognised on a straight-line basis over the performance period to which the licences relate, with the prepaid portion recorded as a liability (deferred income) in line with AASB 15. This deferred income is a current liability and will be recognised as income in the next financial year.

Registration fees

Registration fees for registering meat inspectors are recognised upon receipt of income.

Interest

Interest revenue is recognised on a time proportionate basis that takes into account the effective yield of the financial asset.

2.2 Other income

	2022	2021
	\$	\$
Government funding and grants	1,320,000	130,000
Review and audit fees	536	2,320
Court costs received	13,280	-
Sundry income	6,262	4,050
Total other income	1,340,078	136,370

Government funding and grants

Australian Government grants and contributions are recognised as income in accordance with AASB 15 where there is an enforceable contract with the customer and the conditions are sufficiently specific to enable determination if the conditions have been satisfied. Where sufficiently specific performance obligations do not exist, revenue is recognised upon receipt in line with AASB 1058.

Other income

Other income includes review and audit fees, court costs received and bad debt reversals. Court costs are recognised when PrimeSafe receives notification of an entitlement. All other income is recognised in the period that the service occurs or rights to income arises.

3. The cost of delivering services

This section provides an account of the expenses incurred by PrimeSafe in delivering services and outputs. In Section 2, the funds that enable the provision of services were disclosed and in this note, the cost associated with provision of services are recorded.

3.1 Expenses incurred in delivery of services

		2022	2021 Restated amount
	Notes	\$	\$
Employee benefit expenses	3.2	1,919,687	1,695,358
Board and committee fees	3.2	195,409	231,444
Other operating expenses	3.3	2,220,567	1,494,603
Total expenses incurred in delivery of services		4,335,663	3,421,405

Expenses from transactions are recognised as they are incurred and reported in the financial year to which they relate.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2022

3.2 Employee and board member benefits

3.2.1 Employee and board member benefits in the comprehensive operating statement

	2022	2021
	\$	\$
<b>Employee expenses</b>		
Salaries and wages	1,758,879	1,556,187
Superannuation expense	160,808	139,171
<b>Total employee expenses</b>	<b>1,919,687</b>	<b>1,695,358</b>
<b>Board and committee fees</b>		
Member fees	166,912	161,795
Superannuation expense	16,691	15,370
Recruitment fees	-	37,400
Meeting and travel expenses	11,806	16,879
<b>Total board and committee fees</b>	<b>195,409</b>	<b>231,444</b>

Employee expenses

These expenses include all costs related to employment including wages and salaries, superannuation, fringe benefits tax, leave entitlements, redundancy payments and WorkCover premiums.

Board and committee fees

These expenses include all costs related to director fees including wages and salaries, superannuation, recruitment, meeting and travel expenses for board members.

3.2.2 Superannuation

Employees and directors of PrimeSafe are entitled to receive superannuation benefits and PrimeSafe contributes to accumulating contribution plans. Superannuation contributions paid or payable for the reporting period are included as part of employee benefits in the comprehensive operating statement of PrimeSafe.

The amounts expensed in relation to employee superannuation contributions made by PrimeSafe are as follows:

	2022	2021
	\$	\$
<b>Accumulating contribution plans:</b>		
VicSuper	33,936	32,679
Other	192,841	133,817
<b>Total accumulating contribution plans</b>	<b>226,777</b>	<b>166,496</b>

Superannuation

The amount recognised in the comprehensive operating statement is the employer contributions for members of accumulated superannuation plans that are paid or payable during the reporting period.

There were no significant outstanding superannuation contributions as at 30 June 2022 and 30 June 2021.

3.2.3 Employee benefits in the balance sheet

Provisions are recognised for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave for services rendered to the reporting date and recorded as an expense during the period the services are delivered.

	2022	2021
	\$	\$
<b>Current provisions</b>		
<b>Annual leave</b>		
Unconditional and expected to settle within 12 months	107,112	103,478
Unconditional and expected to settle after 12 months	26,778	25,869
<b>Long service leave</b>		
Unconditional and expected to settle within 12 months	15,925	39,409
Unconditional and expected to settle after 12 months	100,967	119,802
<b>Provisions for on-costs</b>		
Unconditional and expected to settle within 12 months	20,485	23,196
Unconditional and expected to settle after 12 months	21,805	24,130
<b>Total current provisions for employee benefits</b>	<b>293,072</b>	<b>335,884</b>
<b>Non-current provisions</b>		
Employee benefits	21,725	17,489
On-costs	3,739	2,916
<b>Total non-current provisions for employee benefits</b>	<b>25,464</b>	<b>20,405</b>
<b>Total provisions for employee benefits</b>	<b>318,536</b>	<b>356,289</b>

Employee benefits

Provisions are recognised for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave for services rendered to the reporting date.

(i) Wages and salaries, annual leave and sick leave

Liabilities for wages and salaries, including non-monetary benefits annual leave are all recognised in the provision for employee benefits as ‘current liabilities’, because PrimeSafe does not have an unconditional right to defer settlements of these liabilities.

Depending on the expectation of the timing of settlement, liabilities for wages and salaries, and annual leave are measured at:

- undiscounted value – if PrimeSafe expects to wholly settle within 12 months; or
- present value – if PrimeSafe does not expect to wholly settle within 12 months.

(ii) Long service leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits.

Unconditional LSL is disclosed in the notes to the financial statements as a current liability, even where PrimeSafe does not expect to settle the liability within 12 months because it will not have the unconditional right to defer the settlement of the entitlement should an employee take leave within 12 months.

Conditional LSL is disclosed as a non-current liability. There is an unconditional right to defer the settlement of the entitlement until the employee has completed the requisite years of service. This non-current LSL liability is measured at present value.

Any gain or loss following revaluation of the present value of non-current LSL liability is recognised as a transaction through employee expenses.

Employee benefits on-costs

Provisions for on-costs such as payroll tax, workers’ compensation and superannuation are recorded separately from the provision for employee benefits.

3.3 Other operating expenses

	2022	2021 Restated amount
	\$	\$
Other operating expenses		
Motor vehicle and travelling costs	47,583	41,192
Computer costs	1,295,840	586,295
Communication costs	17,740	17,486
Insurance	45,658	32,637
Legal fees	38,383	111,877
Consultancies	36,750	72,986
Recruitment fees	85,673	40,929
Service fees	500,845	435,707
Printing and postage	51,560	51,702
Industry and government liaison	3,549	1,970
Lease payments and operating costs	44,901	45,753
Other supplies and consumables	52,085	56,069
Bad debt from transactions	-	-
Total other operating expenses	2,220,567	1,494,603

Other operating expenses generally represent the day-to-day running costs incurred in normal operations and are recognised as an expense in the reporting period in which they are incurred.

Other supplies and consumables include costs such as bank charges, office supplies, stationery, archiving and cleaning.

4. Key assets available to support service delivery

PrimeSafe controls infrastructure and other investments that are utilised in fulfilling its objectives and conducting its activities. They represent the resources purchased by PrimeSafe to be utilised for delivery of those outputs.

Fair value measurement

Where the assets included in this section are carried at fair value, additional information is disclosed in Note 7.3 in connection with how those fair values were determined.

4.1 Total property, plant and equipment

	Gross carrying amount		Accumulated depreciation		Net carrying amount	
	2022	2021	2022	2021	2022	2021
	\$	\$	\$	\$	\$	\$
Buildings at cost	619,828	383,789	(306,745)	(221,334)	313,083	162,455
Leasehold improvements at cost	82,810	82,810	(77,578)	(75,414)	5,232	7,396
Plant and equipment at cost	231,649	238,397	(213,275)	(213,101)	18,374	25,296
Motor vehicles at cost	199,040	240,346	(75,595)	(107,758)	123,445	132,588
	1,133,327	945,342	(673,193)	(617,607)	460,134	327,735

Recognition and measurement

Items of property, plant and equipment are measured initially at cost and subsequently measured at cost value less accumulated depreciation and impairment. Fair value is determined using the depreciated replacement cost method.

For all assets measured at cost less accumulated depreciation, the current use is considered the highest and best use.

Right-of-use assets

Primesafe recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentive received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

Right-of-use assets - subsequent measurement

PrimeSafe depreciates the right-of-use assets on a straight-line basis from the lease commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful life of the right-of-use assets are determined on the same basis as property, plant and equipment.

The right-of-use assets are also subject to revaluation.

During the year the buildings lease was modified resulting in a re-measurement of the lease liability and right-of-use asset. This resulted in an adjustment to both the asset and liability of \$236,039 (2021: \$20,372).



NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2022

4.1.1 Reconciliation of movements in carrying amounts

	Motor vehicles	Plant and equipment	Leasehold improvements	Buildings (right-of-use)	
	Total	\$	\$	\$	\$
Opening balance 1 July 2021	132,589	25,295	7,396	162,455	327,735
Additions	127,527	7,150	-	-	134,677
Disposals	(89,896)	-	-	-	(89,896)
Remeasurement of right-of-use assets	-	-	-	236,039	236,039
Depreciation	(46,775)	(14,071)	(2,164)	(85,411)	(148,421)
Closing balance 30 June 2022	123,445	18,374	5,232	313,083	460,134
Opening balance 1 July 2020	145,186	35,247	9,560	291,373	481,366
Additions	50,173	8,188	-	-	58,361
Disposals	(15,690)	-	-	-	(15,690)
Remeasurement of right-of-use assets	-	-	-	(20,372)	(20,372)
Depreciation	(47,081)	(18,139)	(2,164)	(108,546)	(175,930)
Closing balance 30 June 2021	132,588	25,296	7,396	162,455	327,735

4.1.2 Depreciation

	2022	2021
	\$	\$
Buildings at fair value (right-of-use)	85,411	108,546
Leasehold improvements at fair value	2,164	2,164
Plant and equipment at fair value	14,071	18,140
Motor vehicles at fair value	46,775	47,080
	148,421	175,930

Depreciation

Plant and equipment, and other non-financial physical assets (excluding items under operating leases) that have finite useful lives are depreciated.

Depreciation is calculated on a straight-line basis at rates that allocate the asset's value, less any estimated residual value, over its estimated useful life [AASB 116.73(b)]. Right-of use assets are depreciated over the shorter of the asset's useful life and the lease termThe following are typical estimated useful lives for the different asset classes for current and prior years.

Asset class	Useful life
Buildings (right-of-use)	2 years
Leasehold improvements	9 years
Plant and equipment	3-10 years
Motor vehicles	5 years

The estimated useful lives, residual values and depreciation method are reviewed at the end of each annual reporting period, and adjustments made where appropriate.

Right-of-use assets are generally depreciated over the shorter of the asset's useful life and the lease term.

Leasehold improvements are depreciated over the shorter of the lease term and their useful lives.

4.2 Intangible assets

	2022	2021
	\$	Restated amount
		\$
Gross carrying amount		
Opening balance	81,140	357,138
Additions	-	-
Disposals	(35,380)	(275,998)
Closing balance	45,760	81,140
Accumulated amortisation		
Opening balance	(73,203)	(339,040)
Amortisation of intangible produced assets	(7,937)	(10,161)
Disposals	35,380	275,998
Closing balance	(45,760)	(73,203)
Net book value at end of financial year	-	7,937

Recognition and measurement

When the recognition criteria in AASB 138 Intangible Assets are met, internally generated intangible assets are recognised and measured at cost less accumulated amortisation and impairment.

Costs incurred subsequent to initial acquisition are capitalised when it is expected that additional future economic benefits will flow to PrimeSafe.

Intangible assets with finite useful lives are amortised as an expense from transactions on a systematic (typically straight-line) basis over the asset's useful life. Amortisation begins when the asset is available for use, that is, when it is in the location and condition necessary for it to be capable of operating in the manner intended by management.

The typical estimated useful lives for intangible assets for current and prior years is three years.

The estimated useful lives, and amortisation method are reviewed at the end of each annual reporting period, and adjustments made where appropriate.

Intangible assets with finite useful lives are tested for impairment whenever an indication of impairment is identified. The policy in connection with testing for impairment is outlined in Note 4.5.

Internal use of software is capitalised and amortised where the expected useful life is greater than a year and the costs to be capitalised exceed \$2,000. Where costs do not exceed \$2,000, they are expensed as incurred. The useful life of software development ranges from three to ten years.

Software as a Service (SaaS) arrangements

SaaS arrangements are service contracts providing PrimeSafe with the right to access the software provider’s application software over the contract period. Where costs incurred to configure or customise SaaS arrangements result in the creation of a resource which is identifiable, and where PrimeSafe has the power to obtain the future economic benefits flowing from the underlying resource and to restrict the access of others to those benefits, such costs are recognised as a separate intangible software asset and amortised over the useful life of the software on a straight-line basis. Where costs incurred to configure or customise do not result in the recognition of an intangible software asset, then those costs that provide PrimeSafe with a distinct service (in addition to the SaaS access) are recognised as expenses when the supplier provides the services. When such costs incurred do not provide a distinct service, the costs are capitalised as a prepayment and are recognised as expenses over the duration of the SaaS contract. Previously, some costs had been capitalised and amortised over the software assets’ useful life. In the process of applying PrimeSafe’s accounting policy on configuration and customisation of costs incurred in implementing SaaS arrangements, management has made the following judgements which have the most significant effect on the amounts recognised in the financial statements.

- Determining whether configuration and customisation services are distinct from SaaS access
  - Implementation costs including costs to configure or customise the cloud provider’s application software are recognised as operating expenses when the services are received
  - Where the SaaS arrangement supplier provides both configuration and customisation services, judgement has been applied to determine whether each of these services are distinct or not from the underlying use of the SaaS application software. Distinct configuration and customisation costs are expensed as incurred as the software is configured or customised (i.e. upfront). Nondistinct configuration and customisation costs are expensed over the SaaS contract term
  - Judgement has been applied in determining whether the degree of customisation and modification of the SaaS cloud-based application is significant or not
  - During the financial year, PrimeSafe did not recognise any prepayments in respect of configuration and customisation activities undertaken in implementing SaaS arrangements which are considered not to be distinct from the access to the SaaS application software over the contract term
- Capitalisation of configuration and customisation costs in SaaS arrangements.

Where PrimeSafe incurs costs to configure or customise SaaS arrangements and such costs are considered to enhance current on-premise software or provide code that can be used by PrimeSafe in other arrangements, PrimeSafe applies judgement to assess whether such costs result in the creation of an intangible asset that meets the definition and recognition criteria in AASB138.

Previously some costs were capitalised and amortised over its useful life. Upon implementation, for the year ended 30 June 2022, \$0.9m (2022: \$0.4m) of previously capitalised costs were recognised as expenses; refer to note 8.5.

4.3 Investments and other financial assets

	2022	2021
	\$	\$
<b>Current investments and other financial assets</b>		
Term deposits:		
Australian dollar term deposits greater than three months	1,200,000	1,995,000
<b>Total current investments and other financial assets</b>	<b>1,200,000</b>	<b>1,995,000</b>

4.4 Revaluation of assets

Revaluation increases or decreases arise from differences between an asset’s carrying value and fair value.

Asset carrying values are considered to approximate their fair value, and no revaluation adjustments were required during the 2022 financial year (2021: Nil). See Note 7.3 for further information regarding fair value determination.

4.5 Impairment of assets

At the end of each reporting period, PrimeSafe assesses whether there is objective evidence that a financial asset or group of financial assets is impaired. All financial instrument assets, except those measured at fair value through profit or loss, are subject to annual review for impairment.

During the 2022 financial year, no assets were impaired (2021: Nil).

5. Other assets and liabilities

This section sets out other assets and liabilities in PrimeSafe.

5.1 Receivables

	2022	2021
	\$	\$
<b>Current receivables</b>		
<b>Contractual</b>		
Accrued investment income	3,727	3,843
Other receivables	260,499	58,742
	<b>264,226</b>	<b>62,585</b>
<b>Statutory</b>		
GST input tax credit recoverable	82,603	67,964
	<b>82,603</b>	<b>67,964</b>
<b>Total receivables</b>	<b>346,829</b>	<b>130,549</b>

Receivables consist of:

- contractual receivables, which include debtors in relations to court cost recoveries, and accrued investment income
- statutory receivables, such as amounts owing from the ATO for Goods and Services Tax (GST) input tax credits recoverable.

Contractual receivables are recognised initially at fair value and subsequently measured at amortised cost, less an allowance for impaired receivables. A provision for doubtful receivables is recognised when there is objective evidence that the debts may not be collected, and bad debts are written off when identified.

Collectability of trade receivables is reviewed on an ongoing basis. Bad debts which are known to be uncollectible are written off, and classified as a transaction expense. A provision for impaired receivables is established when there is objective evidence that the Authority will not be able to collect all amounts due according to the original terms of receivables.

Statutory receivables do not arise from contracts and are recognised and measured similarly to contractual receivables (except for impairment), but are not classified as financial instruments.

Refer to Note 7.1.3 for ageing analysis of receivables.

5.2 Payables

	2022	2021
	\$	\$
<b>Current payables</b>		
<b>Contractual</b>		
Supplies and services <sup>Ⓜ</sup>	264,804	156,568
Other payables	19,142	33,835
	<b>283,946</b>	<b>190,403</b>
<b>Statutory</b>		
FBT payable	9,602	11,864
PAYG payable	34,790	33,407
SGC payable	18,222	14,567
	<b>62,614</b>	<b>59,838</b>
<b>Total payables</b>	<b>346,560</b>	<b>250,241</b>

Note:  
<sup>Ⓜ</sup> The average credit period is 30 days. No interest is charged on the other payables for the first 30 days from the date of the invoice.

Payables consist of:

- contractual payables, such as accounts payable and accrued expenses. These represent liabilities for goods and services provided to PrimeSafe prior to the end of the financial year that are unpaid, and arise when PrimeSafe becomes obliged to make future payments in respect of the purchase of those goods and services
- statutory payables, such as goods and services tax and fringe benefits tax payables.

Due to the short-term nature of the current payables, their carrying value is assumed to approximate their fair value.

Refer to Note 7.1.4 for aging analysis of payables.

5.3 Deferred income

	2022	2021
	\$	\$
Deferred income	2,237,734	2,293,440
<b>Total deferred income</b>	<b>2,237,734</b>	<b>2,293,440</b>

The revenue from licence and registration fees is recognised over the performance period to which the licences relate, with the prepaid portion recorded as deferred income. The deferred income is a current liability and will be recognised as income in the next financial year.

6. Financing our operations

This section provides information on the sources of finance utilised by PrimeSafe during its operations, along with other information related to financing activities of PrimeSafe.

This section includes disclosures of balances that are financial instruments (such as borrowings and cash balances). Notes 7.1 and 7.3 provide additional, specific financial instrument disclosures.

6.1 Leases

	2022	2021
	\$	\$
<b>Lease liability</b>		
<b>Current lease liability</b>		
Right-of-use lease liabilities	62,691	110,176
<b>Non current lease liability</b>		
Right-of-use lease liabilities	264,076	67,632
<b>Total lease liability</b>	<b>326,767</b>	<b>177,808</b>

PrimeSafe recognises lease liabilities relating to one office tenancy including multiple car parking spaces. The lease contracts are typically made for fixed periods of two years with an option to renew the lease after that date. Lease payments are renegotiated at every option period to reflect market rentals.

The lease liability is initially measured at the present value of the lease payments unpaid at the commencement date, discounted using the interest rate implicit in the lease, else at PrimeSafe’s incremental borrowing rate.

Subsequent to initial measurement, the liability will be reduced for payments made and increased for interest. It is remeasured to reflect any reassessment or modification.

6.1.1 Right-of-use assets

Right-of-use assets are presented in note 4.1

6.1.2 Amounts recognised in the Comprehensive Operating Statement

The following amounts are recognised in the Comprehensive Operating Statement relating to leases:

	2022	2021
	\$	\$
Interest expense on lease liabilities	10,218	9,899
<b>Total amount recognised in the Comprehensive Operating Statement</b>	<b>10,218</b>	<b>9,899</b>



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6.1.3 Amounts recognised in the Statement of Cashflows

The following amounts are recognised in the Statement of Cashflows for the year ending 30 June 2022 relating to leases:

	2022	2021
	\$	\$
Total cash outflow for leases	97,297	117,701

6.2 Cash flow information

Cash and deposits, including cash equivalents, comprise of cash on hand and cash at bank, which are held for the purpose of meeting short-term cash commitments rather than for investment purposes, and which are readily convertible to known amounts of cash and are subject to an insignificant risk of changes in value.

	2022	2021
a) Reconciliation of cash and cash equivalents	\$	\$
Cash on hand	300	300
Cash at bank	2,712,659	1,912,493
Short term deposits	-	-
Balance as per cash flow statement	2,712,959	1,912,793

Term deposits of \$1,995,000 as recorded on the balance sheet as at 30 June 2022 have not been included in cash and cash equivalents due to the deposits having maturity dates of over three months as shown in Note 4.3.

	2022	2021 Restated amount
b) Reconciliation of net result for the period	\$	\$
Net result for the period	174,333	(363,928)
Non-cash movements:		
(Gain)/loss on sale or disposal of non-current assets	(36,792)	(9,310)
Depreciation of non-current assets	148,421	175,930
Amortisation of non-current assets	7,937	10,161
Movement in assets and liabilities:		
(Increase)/decrease in receivables	(216,280)	(90,052)
(Increase)/decrease in prepayments	19,757	(46,542)
Increase/(decrease) in payables	96,319	30,681
Increase/(decrease) in deferred income	(55,707)	65,005
Increase/(decrease) in provisions	(37,753)	24,193
Net cash flows from/(used in) operating activities	100,235	(203,862)

6.3 Commitments for expenditure

Commitments for future expenditure include operating and capital commitments arising from contracts. These commitments are disclosed by at their nominal value and inclusive of the goods and services tax (GST) payable. In addition, where it is considered appropriate and provides additional relevant information to users, the net present values of significant individual projects are stated. These future expenditures cease to be disclosed as commitments once the related liabilities are recognised in the balance sheet.

	2022	2021
	\$	\$
Capital expenditure commitments payable		
Less than one year	68,738	64,677
Total capital expenditure commitments	68,738	64,677
Operating and lease commitments payable		
Less than one year	386,010	71,378
Longer than one year but not longer than five years	75,300	-
Total operating and lease commitments	461,310	71,378
Intangible assets commitments payable		
Less than one year	-	-
Total intangible asset commitments	-	-
Total commitments (inclusive of GST)	530,048	136,055
Less GST recoverable from the Australian Taxation Office	48,186	12,369
Total commitments for expenditure (exclusive of GST)	481,862	123,686

7. Risks, contingencies and valuation judgements

PrimeSafe is exposed to risk from its activities and outside factors. In addition, it is often necessary to make judgements and estimates associated with recognition and measurement of items in the financial statements. This section sets out financial instrument specific information (including exposures to financial risks), as well as those items that are contingent in nature or require a higher level of judgement to be applied, which for PrimeSafe related mainly to fair value determination.

7.1 Financial instruments

Introduction

Financial instruments arise out of contractual agreements that give rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Due to the nature of PrimeSafe's activities, certain financial assets and financial liabilities arise under statute rather than a contract. Such assets and liabilities do not meet the definition of financial instruments in AASB 132 *Financial Instruments: Presentation*.

Categories of financial instruments

Financial assets at amortised cost

Financial assets are measured at amortised costs if both of the following criteria are met and the assets are not designated as fair value through net result:

- the assets are held by PrimeSafe to collect contractual cash flows,
- the assets' contractual terms give rise to cash flows that are solely payments of principal and interests.

These assets are initially recognised at fair value plus any directly attributable transaction costs and subsequently measured at amortised cost using the effective interest method less any impairment.

PrimeSafe recognises the following assets in this category:

- cash and deposits
- receivables (excluding statutory receivables)
- term deposits

**Financial liabilities at amortised cost** are initially recognised on the date they originated. They are initially measured at fair value plus any directly attributable transaction costs. Subsequent to initial recognition, these financial instruments are measured at amortised cost. Financial instrument liabilities measured at amortised cost include all of PrimeSafe's contractual payables and lease liabilities.

A financial liability is derecognised when the obligation under the liability is discharged, cancelled or expires.

Table 7.1.1: Financial instruments: Categorisation

	Cash	Financial assets at amortised cost	Financial liabilities at amortised cost	Total
	\$	\$	\$	\$
<b>2022</b>				
<b>Contractual financial assets</b>				
Cash and cash equivalents	2,712,659	-	-	2,712,659
Accrued interest	-	3,727	-	3,727
Other receivables	-	260,499	-	260,499
Term deposits	-	1,200,000	-	1,200,000
<b>Total contractual financial assets</b>	<b>2,712,659</b>	<b>1,464,226</b>	<b>-</b>	<b>4,176,885</b>
<b>Contractual financial liabilities</b>				
Payables				
Supplies and services	-	-	264,804	264,804
Other payables	-	-	19,142	19,142
Lease liabilities	-	-	326,767	326,767
<b>Total contractual financial liabilities</b>	<b>-</b>	<b>-</b>	<b>610,713</b>	<b>610,713</b>
<b>2021</b>				
<b>Contractual financial assets</b>				
Cash and cash equivalents	1,912,493	-	-	1,912,493
Accrued interest	-	3,843	-	3,843
Other receivables	-	58,742	-	58,742
Term deposits	-	1,995,000	-	1,995,000
<b>Total contractual financial assets</b>	<b>1,912,493</b>	<b>2,057,585</b>	<b>-</b>	<b>3,970,078</b>
<b>Contractual financial liabilities</b>				
Payables				
Supplies and services	-	-	156,568	156,568
Other payables	-	-	33,835	33,835
Lease liabilities	-	-	177,808	177,808
<b>Total contractual financial liabilities</b>	<b>-</b>	<b>-</b>	<b>368,211</b>	<b>368,211</b>

Note:  
The total amounts here exclude statutory amounts (e.g. amounts owing from GST input tax credit recoverable and taxes payable).

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Credit risk

Credit risk arises from the contractual financial assets of PrimeSafe, which comprise cash and deposits, and non-statutory receivables. Credit risk is measured at fair value and is monitored on a regular basis.

PrimeSafe does not engage in hedging for its contractual financial assets and obtains contractual financial assets that are on fixed interest, except for cash assets, which are mainly cash at bank.

Except as otherwise detailed in the following table, the carrying amount of contractual financial assets recorded in the financial statements represents PrimeSafe's maximum exposure to credit risk without taking account of the value of any collateral obtained.

Table 7.1.2: Credit quality of contractual financial assets that are neither past due nor impaired

	Financial institutions (AAA credit rating)	Other	Total
2022	\$	\$	\$
Cash and cash equivalents	2,712,659	-	2,712,659
Term deposits	1,200,000	-	1,200,000
Accrued investment income	3,727	-	3,727
Other receivables *	-	260,499	260,499
<b>Total contractual financial assets</b>	<b>3,916,386</b>	<b>260,499</b>	<b>4,176,885</b>
2021			
Cash and cash equivalents	1,912,493	-	1,912,493
Term deposits	1,995,000	-	1,995,000
Accrued investment income	3,843	-	3,843
Other receivables *	-	58,742	58,742
<b>Total contractual financial assets</b>	<b>3,911,336</b>	<b>58,742</b>	<b>3,970,078</b>

Note:  
The total amounts disclosed here exclude statutory amounts (e.g. amounts owing from GST input tax credit recoverable).

\*Includes past due but not impaired; refer to table 7.1.3 below.

Table 7.1.3: Maturity analysis of contractual financial assets

	Carrying amount		Not past due and not impaired		Past due but not impaired	
		Current	Less than 1 month	1-3 months	3 months - 1 year	1-5 years
2022	\$	\$	\$	\$	\$	\$
<b>Receivables</b>						
Accrued investment income	3,727	3,727	-	-	-	-
Other receivables	260,499	-	44,219	200,000	13,280	3,000
<b>Investments and other contractual financial assets</b>						
Cash and cash equivalents	2,712,659	2,712,659	-	-	-	-
Term deposits	1,200,000	1,200,000	-	-	-	-
<b>Total</b>	<b>4,176,885</b>	<b>3,916,386</b>	<b>44,219</b>	<b>200,000</b>	<b>13,280</b>	<b>3,000</b>
2021						
<b>Receivables</b>						
Accrued investment income	3,843	3,843	-	-	-	-
Other receivables	58,742	54,242	-	-	-	4,500
<b>Investments and other contractual financial assets</b>						
Cash and cash equivalents	1,912,493	1,912,493	-	-	-	-
Term deposits	1,995,000	1,995,000	-	-	-	-
<b>Total</b>	<b>3,970,078</b>	<b>3,965,578</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,500</b>

Note:  
The carrying amounts disclosed here exclude statutory amounts (e.g. amounts owing from GST input tax credit recoverable).

Liquidity risk

Liquidity risk is the risk that PrimeSafe would be unable to meet its financial obligations as and when they fall due. PrimeSafe operates under the Victorian Government Fair Payments Policy of settling financial obligations within 30 days and in the event of a dispute, making payments within 30 days from the date of resolution.

PrimeSafe's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed in the face of the balance sheet. PrimeSafe manages its liquidity risk by:

- maintaining an adequate level of uncommitted funds that can be drawn at short notice to meet short-term obligations
- careful maturity planning of its financial obligations based on forecasts of future cash flows.

PrimeSafe's exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk.

The carrying amount of PrimeSafe's payables represents PrimeSafe's maximum exposure to liquidity risk. All payables are likely to mature within one month.

The following table discloses the contractual maturity analysis for PrimeSafe's contractual financial liabilities.

Table 7.1.4: Maturity analysis of contractual financial liabilities

	Maturity dates					
	Carrying amount	Nominal amount	Less than 1 month	1-3 months	3 months - 1 year	Greater than 1 year
2022	\$	\$	\$	\$	\$	\$
<b>Payables</b>						
Supplies and services	264,804	264,804	264,804	-	-	-
Other payables	19,142	19,142	19,142	-	-	-
Lease liabilities	326,767	359,355	6,198	12,375	56,461	284,321
<b>Total</b>	<b>610,713</b>	<b>643,301</b>	<b>290,144</b>	<b>12,375</b>	<b>56,461</b>	<b>284,321</b>
<b>2021</b>						
<b>Payables</b>						
Supplies and services	156,568	156,568	156,568	-	-	-
Other payables	33,835	33,835	33,835	-	-	-
Lease liabilities	177,808	183,526	9,480	18,959	86,739	68,348
<b>Total</b>	<b>368,211</b>	<b>373,929</b>	<b>199,883</b>	<b>18,959</b>	<b>86,739</b>	<b>67,632</b>

Note:  
The carrying amounts disclosed here exclude statutory amounts (e.g. GST payables).

Foreign exchange risk

PrimeSafe trades in Australian Dollars only so there is there is no exposure to foreign exchange risk.

Market risk

PrimeSafe's exposure to market risk is through interest rate risk.

Interest rate risk

Cash flow interest rate risk is the risk that future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

PrimeSafe has minimal exposure to cash flow interest rate risks through its cash and term deposits.

PrimeSafe manages this risk by mainly undertaking fixed-rate or non-interest-bearing financial instruments with relatively even maturity profiles. Management has concluded that cash at bank is a financial asset that can be left at a floating rate without necessarily exposing PrimeSafe to significant bad risk.

Table 7.1.5: Interest rate exposure of financial instruments

	Interest rate exposure				
	Weighted average interest rate	Carrying amount	Fixed interest rate	Variable interest rate	Non-interest bearing
2022	%	\$	\$	\$	\$
<b>Financial assets</b>					
Cash and cash equivalents	0.20%	2,712,659	-	2,712,659	-
Receivables:					
Accrued interest	0.68%	3,727	3,727	-	-
Other receivables		260,499	-	-	260,499
Investments and other contractual financial assets:					
Term deposits	0.68%	1,200,000	1,200,000	-	-
<b>Total financial assets</b>		<b>4,176,885</b>	<b>1,203,727</b>	<b>2,712,659</b>	<b>260,499</b>
<b>Financial liabilities</b>					
Payables:					
Supplies and suppliers		264,804	-	-	264,804
Other payables		19,142	-	-	19,142
Lease liabilities	4.22%	326,767			326,767
<b>Total financial liabilities</b>		<b>610,713</b>	<b>-</b>	<b>-</b>	<b>610,713</b>
<b>2021</b>					
<b>Financial assets</b>					
Cash and cash equivalents	0.21%	1,912,493	-	1,912,493	-
Receivables:					
Accrued interest	0.43%	3,843	3,843	-	-
Other receivables		58,742	-	-	58,742
Investments and other contractual financial assets:					
Term deposits	0.43%	1,995,000	1,995,000	-	-
<b>Total financial assets</b>		<b>3,970,078</b>	<b>1,998,843</b>	<b>1,912,493</b>	<b>58,742</b>
<b>Financial liabilities</b>					
Payables:					
Supplies and suppliers		156,568	-	-	156,568
Other payables		33,835	-	-	33,835
Lease liabilities	2.5%	177,808			177,808
<b>Total financial liabilities</b>		<b>368,211</b>	<b>-</b>	<b>-</b>	<b>368,211</b>

Note:  
The carrying amounts disclosed here exclude statutory amounts (e.g. amounts owing from GST input credit recoverable and GST payables).



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Sensitivity disclosure analysis and assumptions

PrimeSafe cannot be expected to predict movements in market rates and prices. Sensitivity analysis determined that a movement of 50 basis points up and 50 basis points down (2021: 50 up and 50 down) in market interest rates (AUD) would not have a material impact on PrimeSafe's net result and equity for each category of financial instrument held by PrimeSafe at the end of the reporting period if the movements were to occur.

7.2 Contingent assets and contingent liabilities

PrimeSafe did not have any contingent assets or contingent liabilities as at 30 June 2022 (2021: Nil).

7.3 Fair value determination

Significant judgement: Fair value measurements of assets and liabilities

Fair value determination requires judgement and the use of assumptions. This section discloses the most significant assumptions used in determining fair values. Changes to assumptions could have a material impact on the results and financial position of PrimeSafe.

Fair value hierarchy

The fair values and net fair values of financial instrument assets and liabilities are determined as follows:

- Level 1 – the fair value of financial instrument assets with standard terms and conditions and traded in active liquid markets are determined with reference to quoted market prices
- Level 2 – the fair value is determined using inputs other than quoted prices that are observable for the financial asset or liability, either directly or indirectly
- Level 3 – the fair value is determined in accordance with generally accepted pricing models based on discounted cash flow analysis using unobservable market inputs.

Consistent with AASB 13 *Fair Value Measurement*, PrimeSafe determines the policies and procedures for both recurring fair value measurements such as property, plant and equipment, and financial instruments in accordance with the requirements of AASB 13 and the relevant Financial Reporting Directions.

PrimeSafe considers that the carrying amount of financial instrument assets and financial liabilities recorded in the financial statements to be a fair approximation of their fair values, because of the short-term nature of the financial instruments and the expectation that they will be paid in full.

Financial assets and liabilities

The following table shows that the fair values of all of the contractual financial assets and liabilities are the same as the carrying amounts.

Table 7.3.1: Fair value of financial instruments measured at amortised cost

	Carrying amount	Fair value	Carrying amount	Fair value
	2022	2021	2022	2021
	\$	\$	\$	\$
Financial assets				
Cash and cash equivalents	2,712,659	2,712,659	1,912,493	1,912,493
Receivables				
Accrued investment income	3,727	3,727	3,843	3,843
Other receivables	260,499	260,499	58,742	58,742
Investment and other contractual financial assets				
Term deposits	1,200,000	1,200,000	1,995,000	1,995,000
Total financial assets	4,176,885	4,176,885	3,970,078	3,970,078
Financial liabilities				
Payables				
Supplies and services	264,804	264,804	156,568	156,568
Other payables	19,142	19,142	33,835	33,835
Total financial liabilities	283,946	283,946	190,403	190,403

Note:  
The carrying amounts disclosed here exclude statutory amounts (e.g. amounts owing from GST input credit recoverable, and GST payables).

Non-financial assets

Property, plant and equipment

Plant and equipment is held at fair value. When plant and equipment is specialised in use, such that it is rarely sold other than as part of a going concern, fair value is determined using the depreciated replacement cost method.

There were no changes in valuation techniques throughout the period to 30 June 2022. For all assets measured at fair value, the current use is considered the highest and best use.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2022

Table 7.3.2: Fair value measurement hierarchy for assets as at 30 June 2022

	Carrying amount as at 30 June 2022	Fair value measurement at end of reporting period using:		
		Level 1 <sup>(i)</sup>	Level 2 <sup>(i)</sup>	Level 3 <sup>(i)</sup>
	\$	\$	\$	\$
Buildings (right-of-use)	313,083	-	-	313,083
Leasehold improvements at fair value	5,232	-	-	5,232
Plant and equipment at fair value	18,374	-	-	18,374
Motor vehicles at fair value	123,445	-	-	123,445
<b>Total of plant, equipment and vehicles at fair value</b>	<b>460,134</b>	<b>-</b>	<b>-</b>	<b>460,134</b>

Note:  
(i) Classified in accordance with the fair value hierarchy.

Table 7.3.3: Fair value measurement hierarchy for assets as at 30 June 2021

	Carrying amount as at 30 June 2021	Fair value measurement at end of reporting period using:		
		Level 1 <sup>(i)</sup>	Level 2 <sup>(i)</sup>	Level 3 <sup>(i)</sup>
	\$	\$	\$	\$
Buildings (right-of-use)	162,455	-	-	162,455
Leasehold improvements at fair value	7,396	-	-	7,396
Plant and equipment at fair value	25,296	-	-	25,296
Motor vehicles at fair value	132,588	-	-	132,588
<b>Total of plant, equipment and vehicles at fair value</b>	<b>327,735</b>	<b>-</b>	<b>-</b>	<b>327,735</b>

Note:  
(i) Classified in accordance with the fair value hierarchy.

Refer to Note 4.1.1 for movements in property, plant and equipment assets.

Table 7.3.4: Description of significant unobservable inputs to Level 3 valuations

2022	Valuation technique	Significant unobservable inputs
Buildings (right-of-use)	Depreciated straight-line cost	Useful life of the lease
Vehicles	Depreciated straight-line cost	Useful life of vehicles
Plant and equipment	Depreciated straight-line cost	Useful life of plant and equipment
Leasehold improvements	Depreciated straight-line cost	Useful life of leasehold improvements

The significant unobservable inputs have remained unchanged from 2021.

Net revaluation decreases are recognised in ‘Other economic flows – other movements in equity’ to the extent that a credit balance exists in the asset revaluation surplus in respect of the same class of property, plant and equipment. Otherwise, the net revaluation decreases are recognised immediately as other economic flows in the net result. The net revaluation decrease recognised in ‘Other economic flows – other movements in equity’ reduces the amount accumulated in equity under the asset revaluation surplus.

Revaluation increases and decreases relating to individual assets within a class of property, plant and equipment are offset against one another within that class but are not offset in respect of assets in different classes. Any asset revaluation surplus is not normally transferred to accumulated funds on de-recognition of the relevant asset.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2022

8. Other disclosures

This section includes additional material disclosures required by accounting standards or otherwise for the understanding of this financial report.

8.1 Other economic flows included in net result

Other economic flows measure the change in volume or value of assets or liabilities that do not result from transactions.

	2022	2021
	\$	\$
Net gain/(loss) on non-financial assets		
Gain/(loss) on disposal of property, plant and equipment	36,792	9,310
Total net gain/(loss) on non-financial assets	36,792	9,310
Total other economic flows included in net result	36,792	9,310

Net gain/(loss) on non-financial assets

Net gain/(loss) on non-financial assets and liabilities includes realised and unrealised gains and losses as follows:

Net gain/(loss) on disposal of non-financial assets

Any gain or loss on the disposal of non-financial assets is recognised at the date of disposal and is determined after deducting from the proceeds the carrying value of the asset at that time.

8.2 Responsible persons

In accordance with the Ministerial Directions issued by the Minister for Finance under the *Financial Management Act 1994*, the following disclosures are made regarding responsible persons for the reporting period.

Names

The persons who held the positions of Ministers and Accountable Officers in PrimeSafe are as follows:

Minister for Agriculture	The Hon Mary-Anne Thomas, MP	1 July 2021 to 30 June 2022
Chief Executive Officer	Dr Brendan Tatham	1 July 2021 to 24 February 2022
Acting Chief Executive Officer	Mr Andrew Coghill	25 February 2022 to 26 April 2022
Chief Executive Officer	Mr Michael Coffey	26 April 2022 to 30 June 2022

Remuneration

The Minister's remuneration and allowances is set by the *Parliamentary Salaries and Superannuation Act 1968* and is reported within the Department of Parliamentary Services' Financial Report.

Remuneration received or receivable by the Accountable Officers in connection with the management of PrimeSafe during the reporting period was in the range: \$270,000–\$280,000 (2021: \$270,000–\$279,999).

The individuals who held the positions of Responsible Officers, other than the Minister and Accountable Officer in PrimeSafe are as follows:

Governing Board

Chair	Ms Alison Stone	1 July 2021 to 30 June 2022
Deputy Chair	Mr Chris Turner	1 July 2021 to 30 June 2022
Director	Mr Paul Conway	1 July 2021 to 30 June 2022
Director	Ms Marion Healy	1 July 2021 to 30 June 2022
Director	Ms Noel Kelson	1 July 2021 to 30 June 2022
Director	Ms Stacey McKenna	1 July 2021 to 30 June 2022
Director	Ms Bernadette Northeast	1 July 2021 to 30 June 2022
Director	Mr Richard Norton	1 July 2021 to 30 June 2022
Director	Ms Renee Vajtaeur	1 July 2021 to 30 June 2022
Director	Mr Mark Wray	1 July 2021 to 30 June 2022

Remuneration

	2022	2021
Governing Board		
\$0 - 9,999	-	2
\$10,000 - 19,999	9	7
\$40,000 - 49,999	1	1
Total amount (includes base and total remuneration)	183,603	172,485

8.3 Remuneration of executives and payments to other personnel

Remuneration of executives

There were no persons who held a position of executive officer as defined by the *Public Administration Act 2004* for the year ended 30 June 2022.

8.4 Related parties

PrimeSafe is a Statutory Authority of the State of Victoria. PrimeSafe is a wholly owned and controlled entity of the Victorian Government. Related parties of PrimeSafe include:

- all key management personnel, their close family members and personal business interests
- all cabinet ministers and their close family members
- all departments and public sector entities that are controlled and consolidated into the whole of state consolidated financial statements.

All related party transactions have been entered into on an arm's length basis.

Significant transactions with government-related entities

PrimeSafe received funding from the following:

	2022	2021
	\$	\$
Department of Treasury and Finance	970,000	130,000
Department of Jobs, Precincts and Regions	350,000	-
Total	1,320,000	130,000

NOTES TO THE FINANCIAL STATEMENTS

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2022

8.4.1 Key management personnel

Key management personnel of the Authority includes all Responsible Persons as listed in Note 8.2. Compensation comprises employee benefits in all forms of consideration paid, payable or provided by the entity, or on behalf of the entity, in exchange for services rendered, and is disclosed in the following categories.

	2022	2021
	\$	\$
Compensation of KMPs		
Short-term employee benefits	512,850	418,576
Post-employment benefits	42,727	37,184
Other long-term benefits	5,391	5,847
Termination benefits	62,449	-
Total	623,417	461,607

**Short-term employee benefits** include amounts such as wages, salaries, annual leave or sick leave that are usually paid or payable on a regular basis, as well as non-monetary benefits such as allowances and free or subsidised goods or services.

**Post-employment benefits** include pensions and other retirement benefits paid or payable on a discrete basis when employment has ceased.

**Other long-term benefits** include long service leave, other long service benefit or deferred compensation.

**Termination benefits** include termination of employment payments, such as severance packages.

8.4.2 Transactions with key management personnel and other related parties

Certain directors are PrimeSafe licensees and therefore remit licence fees to PrimeSafe on normal commercial terms and conditions. There were no transactions outside the normal course of business during the financial year between the directors and PrimeSafe.

Compensation comprises employee benefits in all forms of consideration paid, payable or provided by the entity, or on behalf of the entity, in exchange for services rendered, and is disclosed in the following categories.

8.5 Remuneration of auditors

	2022	2021
	\$	\$
Victorian Auditor-General's Office		
Audit of the financial statements	26,000	17,500
	26,000	17,500

8.6 Changes in accounting policy

In 2022, PrimeSafe had a change in accounting policy resulting in \$0.9 million configuration costs relating to Cloud assets which were capitalised in Intangible assets. The change in this policy is a result of the agenda decision in April 2021 from IFRS Interpretations Committee (IFRIC). These configuration costs relating to Software as a Service ("SaaS") arrangements were incurred in financial years 2019, 2021 and 2022.

The comparatives for Intangible assets and Retained earnings for 30 June 2021 and 2022 have been restated due to the material nature of the change.

Note 4.2 describes PrimeSafe's accounting policy for configuration and customisation costs incurred in implementing SaaS arrangements. In addition, the impact on the comparative financial information is set out below.

Statement of financial position for the year ended 30 June 2021:

	As reported previously	Adjustments	As restated
	\$	\$	\$
1 July 2021			
Intangible assets	607,496	(599,559)	7,937
Total non-current assets	935,231	(599,559)	335,672
Total assets	5,070,632	(599,559)	4,471,073
Net assets	1,992,854	(599,559)	1,393,295
Retained surplus	1,431,999	(599,559)	832,440
Total equity*	1,992,854	(599,559)	1,393,295

Statement of financial position for the year ended 30 June 2020:

	As reported previously	Adjustments	As restated
	\$	\$	\$
1 July 2020			
Intangible assets	262,898	(244,800)	18,098
Total non-current assets	744,264	(244,800)	499,464
Total assets	5,088,096	(244,800)	4,843,296
Net assets	2,002,023	(244,800)	1,757,223
Retained surplus	1,441,168	(244,800)	1,196,368
Total equity*	2,002,023	(244,800)	1,757,223

Statement of profit or loss and other comprehensive income for the year ended 30 June 2021:

	As reported previously	Adjustments	As restated
	\$	\$	\$
Amortisation expense	(41,251)	31,090	(10,161)
Other operating expenses	(1,108,754)	(385,849)	(1,494,603)
Loss for the year	(18,479)	(354,759)	(373,238)
Total comprehensive loss for the year*	(9,169)	(354,759)	(363,928)

Note:

\*As also restated in the statement of changes in equity.



NOTES TO THE FINANCIAL STATEMENTS

FOR THE FINANCIAL YEAR ENDED 30 JUNE 2022

Statement of cash flows for the year ended 30 June 2021:

	As reported previously	Adjustments	As restated
	\$	\$	\$
Payments to suppliers and employees	(3,192,314)	(385,849)	(3,578,163)
<b>Net cash from operating activities</b>	<b>181,987</b>	<b>(385,849)</b>	<b>(203,862)</b>
Payments for intangible assets	(385,849)	385,849	-
<b>Net cash used in investing activities</b>	<b>(769,210)</b>	<b>385,849</b>	<b>(383,361)</b>

8.7 Subsequent events

Events after the reporting period

No matters or circumstances have arisen since the end of the reporting period which significantly affected or may significantly affect the operations of PrimeSafe, the results of those operations, or the state of affairs of PrimeSafe in future financial years.

8.8 Australian accounting standards issued that are not yet effective

A number of new or revised standards, amendments to standards and interpretations are effective for annual periods beginning after 1 July 2022 and early application is permitted; however, the Group has not early adopted the new or revised standards, amendments to standards and interpretations in preparing these consolidate financial statements.

The following amended standards and interpretations are not expected to have a significant impact on the Group's consolidated financial statements.

Standard or interpretation	Effective for annual reporting periods	Expected to be initially applied in the financial year ending
AASB 17 – Insurance Contracts	1 January 2023	30 June 2023
AASB 2022 – 2 Amendments to Australian Accounting Standards – Disclosure of Accounting Policies and Definition of Accounting Estimates	1 January 2023	30 June 2023
AASB 2014 – 10 Amendments to Australian Accounting Standards – Sale or Contribution of Assets between an Investor and its Associate or Joint Venture	1 January 2025	30 June 2025
AASB 2020 – 1 Amendments to Australian Accounting Standards – Classification of Liabilities as Current or Non-current	1 January 2023	30 June 2023
AASB 2021 – 2 Amendments to Australian Accounting Standards – Disclosure of Accounting Policies and Definition of Accounting Estimates	1 January 2023	30 June 2023
AASB 2021 – 6 Amendments to Australian Accounting Standards – Disclosure of Accounting Policies: Tier 2 and Other Australian Accounting Standards	1 January 2023	30 June 2023
AASB 2022 – 1 Amendments to Australian Accounting Standards – Initial Application of AASB 17 and AASB 9 – Comparative Information	1 January 2023	30 June 2023

In addition to those Accounting Standards listed above, the AASB has also released a number of other Accounting Standards and Accounting Interpretations. The application of the Accounting Standards and Interpretations are not expected to have any significant impact on the VPREV's financial statements, consequently they have not been specifically identified above.

8.9 Accounting for the Goods and Services Tax (GST)

Income, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the taxation authority. In this case, it is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are recognised net of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the balance sheet.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the taxation authority, are presented as operating cash flow.

Commitments and contingent assets and liabilities are also stated inclusive of GST.

Disclosure index

The annual report of PrimeSafe is prepared in accordance with all relevant Victorian legislation and pronouncements. This index has been prepared to facilitate identification of PrimeSafe’s compliance with statutory disclosure requirements.

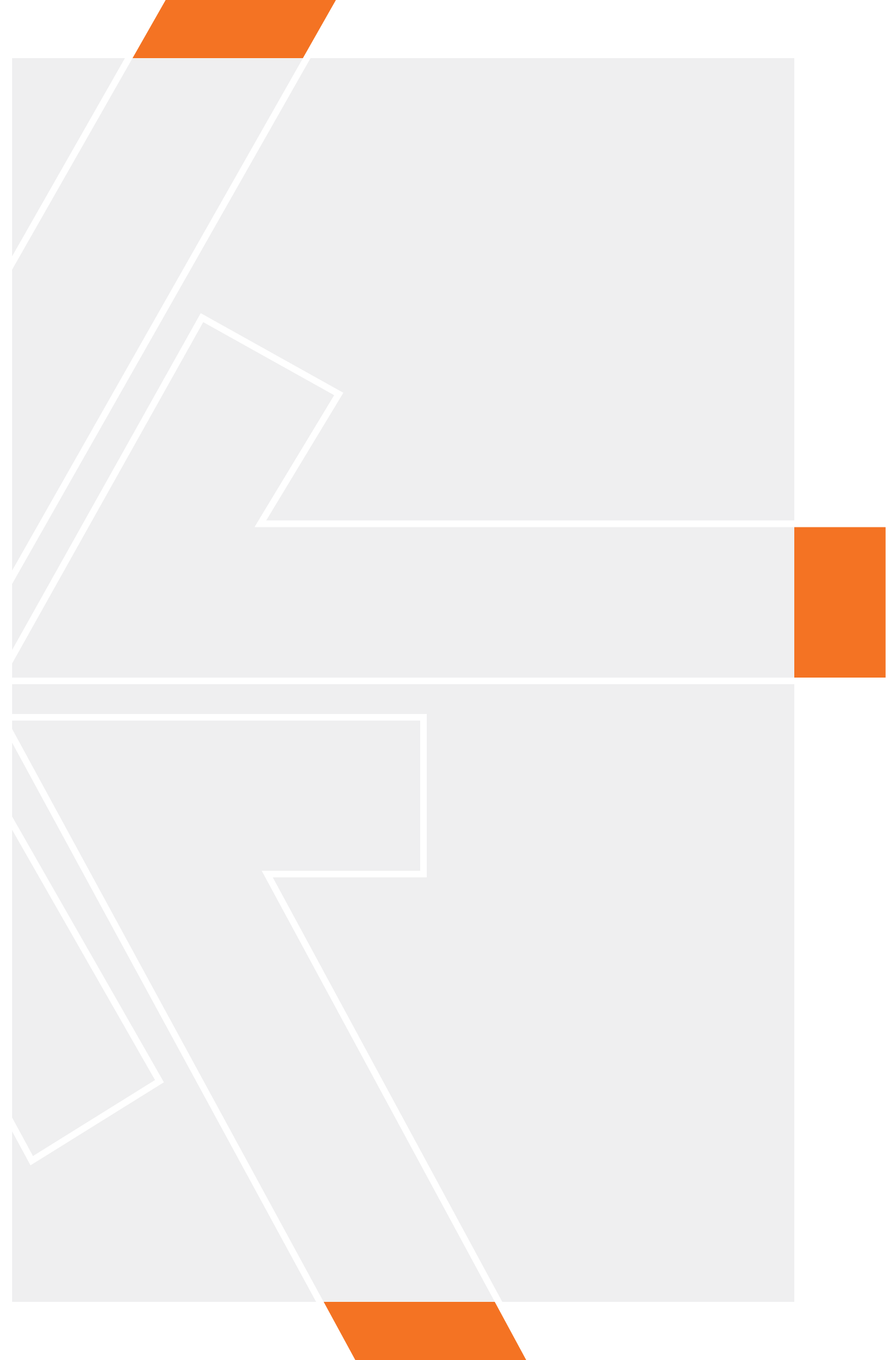
Legislation	Requirement	Page reference
MINISTERIAL DIRECTIONS		
Report of operations - FRD guidance		
Charter and purpose		
FRD 22	Manner of establishment and the relevant Ministers	8
FRD 22	Purpose, functions, powers and duties	8
FRD 8	Departmental objectives, indicators and outputs	12
FRD 22	Initiatives and key achievements	12
FRD 22	Nature and range of services provided	8,14
Management and structure		
FRD 22	Organisational structure	10
Financial and other information		
FRD 8	Performance against output performance measures	N/A
FRD 8	Budget portfolio outcomes	N/A
FRD 10	Disclosure index	68
FRD 12	Disclosure of major contracts	26
FRD 15	Executive officer disclosures	24
FRD 22	Employment and conduct principles	22
FRD 22	Occupational health and safety policy	22
FRD 22	Summary of the financial results for the year	22
FRD 22	Significant changes in financial position during the year	N/A
FRD 22	Major changes or factors affecting performance	N/A
FRD 22	Subsequent events	66
FRD 22	Application and operation of <i>Freedom of Information Act 1982</i>	26
FRD 22	Compliance with building and maintenance provisions of <i>Building Act 1993</i>	27
FRD 22	Statement on Competitive Neutrality Policy	27
FRD 22	Application and operation of the <i>Protected Disclosure Act 2012</i>	27
FRD 22	Application and operation of the <i>Carers Recognition Act 2012</i>	28
FRD 22	Details of consultancies over \$10,000	25
FRD 22	Details of consultancies under \$10,000	25
FRD 22	Disclosure of government advertising expenditure	25
FRD 22	Disclosure of ICT expenditure	25
FRD 22	Statement of availability of other information	28
FRD 24	Reporting of office-based environmental impacts	N/A

Legislation	Requirement	Page reference
FRD 25	Local Jobs First	25
FRD 29	Workforce data disclosures	23
SD 5.2	Specific requirements under Standing Direction 5.2	i
Compliance attestation and declaration		
SD 5.4.1	Attestation for compliance with Ministerial Standing Direction	28
SD 5.2.3	Declaration in report of operations	i
Financial statements - FRD guidance		
Declaration		
SD 5.2.2	Declaration in financial statements	32
Other requirements under Standing Directions 5.2		
SD 5.2.1(a)	Compliance with Australian accounting standards and other authoritative pronouncements	32
SD 5.2.1(a)	Compliance with Standing Directions	39
SD 5.2.1(b)	Compliance with Model Financial Report	39
Other disclosures as required by FRDs in notes to the financial statements*		
FRD 9	Departmental Disclosure of Administered Assets and Liabilities by Activity	N/A
FRD 11	Disclosure of Ex gratia Expenses	N/A
FRD 13	Disclosure of Parliamentary Appropriations	N/A
FRD 21	Disclosures of Responsible Persons, Executive Officers and other Personnel (Contractors with Significant Management Responsibilities) in the Financial Report	62
FRD 103	Non-Financial Physical Assets	42
FRD 110	Cash Flow Statements	37, 50
FRD 112	Defined Benefit Superannuation Obligations	N/A
FRD 114	Financial Instruments - general government entities and public non-financial corporations	52

\* Note:  
References to FRDs have been removed from the Disclosure Index if the specific FRDs do not contain requirements that are of the nature of disclosure.

Legislation	
<i>Freedom of Information Act 1982</i>	26
<i>Building Act 1983</i>	27
<i>Public Interest Disclosures Act 2012</i>	27
<i>Local Jobs First Act 2003</i>	25
<i>Carers Recognition Act 2012</i>	32
<i>Disability Act 2006</i>	N/A
<i>Financial Management Act 1994</i>	39









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