



Secretary

Department of Health and Human Services

50 Lonsdale Street
Melbourne Victoria 3000
Telephone: 1300 650 172
GPO Box 4057
Melbourne Victoria 3001
www.dhhs.vic.gov.au
DX 210081

E4276726

Hon Jill Hennessy MP
Minister for Health
Minister for Ambulance Services
Level 22, 50 Lonsdale Street
MELBOURNE VIC 3000

Dear Minister

2016-17 Ministerial Statements of Expectations: regulatory areas within the health portfolio

Thank you for providing me with your Ministerial Statement of Expectations letters for the department's nine regulatory areas within your health portfolio, for the period 1 July 2016 to 30 June 2017. I am pleased to provide you with the attached department action plans in response to your Ministerial Statements that outline actions the department will undertake to give effect to your expectations.

Common themes in the department's action plans include engaging with industry, unions and local government to effectively communicate Victorian Government initiatives, such as smoking bans in outdoor dining areas and kilojoule labelling laws, improving regulatory areas' risk management practices, and reducing unnecessary regulatory burden for regulated organisations.

Your Ministerial Statements and the department's action plans will form part of relevant regulatory areas' work plans and will also be published on the department's website. The department's progress in undertaking the actions outlined in the action plans will be publically reported on shortly after the conclusion of the 2016-17 financial year.

I look forward to working with you to continue to further improve the performance of the department's regulators.

Yours sincerely


Kym Peake
Secretary
22/8/2016

Encl. (9) 2016-17 Ministerial Statements of Expectations: health portfolio regulator action plans

Ministerial Statement of Expectations: regulator action plan 2016-17

Food Safety Unit

The table below details the Department of Health and Human Services' Food Safety Unit's plan to meet the performance improvement expectations outlined in the Food Safety Unit's Ministerial Statement of Expectations 2016-17.

Performance Improvement	Actions	Performance Targets
<p>Providing clear and effective communication to chain food businesses, supermarkets and local government stakeholders about their obligations under proposed and publically announced kilojoule labelling laws. To facilitate a smooth transition to the new laws when they take effect, communication will be appropriately targeted and accessible to stakeholders. To this end the Unit will seek input from industry, unions and local government stakeholders in relation to:</p> <ul style="list-style-type: none"> • a proposed communication strategy to support kilojoule labelling laws • draft material to be provided to stakeholders informing them about the new laws. 	<p>Work with industry and unions to agree on appropriate communication tools targeting business and employees, providing information about kilojoule labelling laws.</p> <p>Work with councils and the Municipal Association of Victoria (as well as internally with officers from the Food Safety Unit) to agree on appropriate communication tools for state and local government enforcement officers.</p> <p>Work with industry and unions to develop communication materials targeting business and employees about kilojoule labelling laws.</p> <p>Work with local government (as well as internally with officers from the Food Safety Unit) to develop communication tools informing enforcement officers about the new laws and how to enforce these.</p>	<p>Agree on appropriate communication tools for businesses and employees by March 2017.</p> <p>Agree on appropriate communication tools for state and local government enforcement officers by March 2017.</p> <p>Develop communication materials for businesses and employees by June 2017.</p> <p>Develop communication tools for enforcement officers by June 2017.</p>
<p>Improving local government risk management practices in relation to assessing compliance of food premises, with food safety legislation. This will be achieved through activities to be undertaken by the Food Safety Unit including:</p> <ul style="list-style-type: none"> • training local government enforcement officers in risk based inspections of food premises 	<p>Completion of training of 30 local government enforcement officers at 7 local governments', with a view of developing a suitable training program to be rolled out across the state.</p> <p>Guidance materials developed and disseminated.</p>	<p>Undertake training for enforcement officers by 30 June 2017</p> <p>Develop guidance materials for enforcement officers by 30 June 2017</p>

Performance Improvement	Actions	Performance Targets
<ul style="list-style-type: none"> developing and disseminating improved guidance material for local government. <p>Improving the accountability of the Food Safety Audit system by:</p> <ul style="list-style-type: none"> developing and implementing a program to assess the competency of department approved auditors, during the audit process revising and disseminating guidance material for auditors regarding their obligations under the <i>Food Act 1984</i>. 	<p>Develop, trial and finalise the Audit the Auditor program. Revised Auditors handbook re-issued.</p>	<p>Develop, trial and finalise the Audit the Auditor program by 30 June 2017</p> <p>Revised Auditors handbook re-issued by 1 May 2016</p>
<p>Improving risk management, in relation to food allergens and intolerances. This will focus particularly on small to medium sized businesses, with the aim of protecting the safety of Victorian consumers. This will be achieved through activities such as providing more targeted information and training for food safety supervisors, food handlers, food safety auditors and enforcement officers in local government, related to food allergens and food intolerances.</p>	<p>Finalisation of departmental Class 1 food premises: food allergen management report (including recommendations). This report will inform communication about allergens to stakeholders, including food businesses and the food services sector.</p> <p>Development and inclusion of food allergen training content into Victorian Food Safety Supervisor competency standards.</p> <p>Revised Do Food Safety program active online.</p>	<p>Food Allergen Management report completed by 30 June 2017</p> <p>Development of content into Victorian Food Safety Supervisor competency standards by 30 June 2017</p> <p>Revised Do Food Safety program active online by 30 June 2017</p>