

ACRONYMS AND ABBREVIATIONS

Administration Act	<i>Agricultural and Veterinary Chemicals (administration) Act 1992</i>
AERP	Adverse Experience Reporting Program
Agvet Code	Agricultural and Veterinary Chemicals Code
APS	Australian Public Service
APVMA	Australian Pesticides and Veterinary Medicines Authority
CEO	Chief Executive Officer
FAO	Food and Agriculture Organization of the United Nations
FOI Act	<i>Freedom of Information Act 1982</i>
GMP	good manufacturing practice
ICT	information and communication technologies
JECFA	Joint FAO/WHO Expert Committee on Food Additives
MLSILC	Manufacturers' Licensing Scheme Industry Liaison Committee
MRL	maximum residue limit
PSPF	Protective Security Policy Framework
PubCRIS	Public Chemical Registration Information System
QMS	quality management system
RLC	Registration Liaison Committee
WHO	World Health Organization

GLOSSARY

2013–14

1 July 2013 – 30 June 2014.

active constituent

The component of a pesticide or veterinary medicine product that is responsible for its physiological or pharmacological action.

adverse event

Any undesirable experience arising from the use of a chemical; adverse events may affect human or animal health, the environment, or other factors.

agvet

Agricultural and veterinary.

applicant

A person or company who applies to the APVMA to register a pesticide or veterinary chemical for use in Australia.

clock time

The time from when an application is passed through preliminary assessment ('screening') until it is finalised, less any time that the APVMA is waiting on a response from the applicant

compliance

Compliance with any applicable agvet law (see also *noncompliance*).

cost-recovery

Fees and charges related to the provision of government goods and services (including regulation) to the private and other nongovernment sectors of the economy.

elapsed time

The overall time taken for the APVMA to determine the outcome of an application for registration. It includes statutory time and applicant time in addressing deficiencies with applications.

export slaughter interval

The time that must elapse between the last administration or feeding of a chemical product to livestock, or last application to crops, and slaughter of the livestock or harvesting of crops for export.

extension of use

The agreed use of a pesticide or veterinary chemical for a purpose other than those specified on the original label. Registered products must be used only for purposes that are specified on the label, and the APVMA must grant permission for any extensions of use.

good manufacturing practice

Standards that ensure that products are consistently manufactured to the quality standards appropriate for their intended use and in accordance with their registration specifications.

label

Directions for a product's safe and effective use, attached to a container.

legislative reform

The reforms to the work of the APVMA contained in the *Agricultural and Veterinary Chemicals Legislation Amendment Act 2013*, which received royal assent on 29 June 2013 and will commence on 1 July 2014.

licence	Authority to manufacture pesticides or veterinary medicines according to s. 123 of the Agvet Code.
maximum residue limit	The maximum concentration of a residue resulting from the registered use of an agricultural or veterinary chemical that is legally permitted or recognised as acceptable in or on food.
minor use	A use that would not produce sufficient economic return to an applicant to meet the cost of registering the product for that use.
nanotechnology	The design, characterisation and application of materials engineered at a molecular (nanometre) level.
noncompliance	Noncompliance with any applicable agvet law. Noncompliance may include the sale and use of unregistered products, supply of restricted products to unauthorised users, unapproved labels, unfounded claims in advertising or other media, or active constituents that do not conform to APVMA standards.
nontarget	Crops, plants or animals that are not the target of the chemical, but may be affected by its use (see also <i>spray drift</i>).
pesticides	Substances or mixtures of substances intended for preventing, destroying, repelling or mitigating any pest. Also known as agricultural chemical products.
registrant	A person or company who registers a pesticide or veterinary medicine product for use in Australia.
registration	Official recognition that a pesticide or veterinary medicine is safe and will work when used according to the label. Before an agricultural or veterinary chemical product can be legally supplied, sold or used in Australia, it must be registered by the APVMA.
regulatory guidelines	A set of guidelines that provide details of how the relevant agvet legislation is enacted by the APVMA, and how agvet chemicals can be registered in Australia.
spray drift	The unintentional movement of pesticides from one area to another with the wind.
statutory time	The legislatively prescribed time frame in which the APVMA must process applications for registration.
veterinary medicines	Substances or mixtures of substances intended for treating diseases or conditions in animals.
withholding period	The time that must elapse between the last application of a chemical and the slaughter, collection, harvesting or use of the animal or crop for human consumption.

LIST OF REQUIREMENTS

This annual report has been prepared in accordance with the APVMA's statutory obligations. These obligations are outlined in the *Requirements for Annual Reports for Departments, Executive Agencies and FMA Act Bodies* revised by the Department of the Prime Minister and Cabinet 29 May 2014, and the Administration Act. The reporting requirements have been identified under the legislation or requirements to which they relate, noting that a number of requirements are common to both.

Ref*	Description	Requirement	Page
8(3) & A.4	Letter of transmittal	Mandatory	iii
A.5	Table of contents	Mandatory	iv–v
A.5	Index	Mandatory	169
A.5	Glossary	Mandatory	165–166
A.5	Contact officer(s)	Mandatory	ii
A.5	Internet home page address and Internet address for report	Mandatory	ii
9	Review by Chief Executive, APVMA		
9(1)	Review by Chief Executive, APVMA	Mandatory	vii
9(2)	Summary of significant issues and developments	Suggested	14–17
9(2)	Overview of agency's performance and financial results	Suggested	86–90
9(2)	Outlook for following year	Suggested	na
9(3)	Significant issues and developments—portfolio	Portfolio departments—suggested	na
10	Agency overview		
10(1)	Role and functions	Mandatory	2, 3–4
10(1)	Organisational structure	Mandatory	5
10(1)	Outcome and programme structure	Mandatory	12–13
10(2)	Where outcome and programme structures differ from PB Statements/PAES or other portfolio statements accompanying any other additional appropriation bills (other portfolio statements), details of variation and reasons for change	Mandatory	18–76
10(3)	Portfolio structure	Portfolio departments—mandatory	na
11	Report on performance		
11(1)	Review of performance during the year in relation to programmes and contribution to outcomes	Mandatory	18–76

Ref*	Description	Requirement	Page
11(2)	Actual performance in relation to deliverables and KPIs set out in PB Statements/PAES or other portfolio statements	Mandatory	18-76
11(2)	Where performance targets differ from the PBS/PAES, details of both former and new targets, and reasons for the change	Mandatory	18-76
11(2)	Narrative discussion and analysis of performance	Mandatory	18-76
11(2)	Trend information	Mandatory	18-76
11(3)	Significant changes in nature of principal functions/services	Suggested	na
11(3)	Performance of purchaser/provider arrangements	If applicable, suggested	na
11(3)	Factors, events or trends influencing agency performance	Suggested	na
11(3)	Contribution of risk management in achieving objectives	Suggested	80-81
11(4)	Performance against service charter customer service standards, complaints data, and the agency's response to complaints	If applicable, mandatory	82
11(5)	Discussion and analysis of the agency's financial performance	Mandatory	86-90
11(6)	Discussion of any significant changes in financial results from the prior year, from budget or anticipated to have a significant impact on future operations.	Mandatory	na
11(7)	Agency resource statement and summary resource tables by outcomes	Mandatory	87, 88
12	Management and accountability		
	Corporate governance		
12(1)	Agency heads are required to certify that their agency complies with the 'Commonwealth Fraud Control Guidelines'.	Mandatory	81
12(2)	Statement of the main corporate governance practices in place	Mandatory	80
12(3)	Names of the senior executive and their responsibilities	Suggested	6-8
12(3)	Senior management committees and their roles	Suggested	155-161
12(3)	Corporate and operational plans and associated performance reporting and review	Suggested	2, 80
12(3)	Internal audit arrangements including approach adopted to identifying areas of significant financial or operational risk and arrangements to manage those risks	Suggested	81-82
12(3)	Policy and practices on the establishment and maintenance of appropriate ethical standards	Suggested	na
12(3)	How nature and amount of remuneration for SES officers is determined	Suggested	na

Ref*	Description	Requirement	Page
External scrutiny			
12(4)	Significant developments in external scrutiny	Mandatory	82-83
12(4)	Judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner	Mandatory	82-83
12(4)	Reports by the Auditor-General, a parliamentary committee, the Commonwealth Ombudsman or an agency capability review	Mandatory	82
Management of human resources			
12(5)	Assessment of effectiveness in managing and developing human resources to achieve agency objectives	Mandatory	70-76
12(6)	Workforce planning, staff retention and turnover	Suggested	70, 72
12(6)	Impact and features of enterprise or collective agreements, individual flexibility arrangements (IFAs), determinations, common law contracts and Australian Workplace Agreements (AWAs)	Suggested	71, 76
12(6)	Training and development undertaken and its impact	Suggested	74-76
12(6)	Work health and safety performance	Suggested	72-73
12(6)	Productivity gains	Suggested	na
12(7)	Statistics on staffing	Mandatory	70-72
12(8)	Enterprise or collective agreements, IFAs, determinations, common law contracts and AWAs	Mandatory	71, 76
12(9) & B	Performance pay	Mandatory	71, 129-133
Assets management			
12(10)-(11)	Assessment of effectiveness of assets management	If applicable, mandatory	104-112
Purchasing			
12(12)	Assessment of purchasing against core policies and principles	Mandatory	83
Consultants			
12(13)-(22)	The annual report must include a summary statement detailing the number of new consultancy services contracts let during the year; the total actual expenditure on all new consultancy contracts let during the year (inclusive of GST); the number of ongoing consultancy contracts that were active in the reporting year; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST). The annual report must include a statement noting that information on contracts and consultancies is available through the AusTender website.	Mandatory	90

Ref*	Description	Requirement	Page
Australian National Audit Office access clauses			
12(23)	Absence of provisions in contracts allowing access by the Auditor-General	Mandatory	na
Exempt contracts			
12(24)	Contracts exempted from publication in AusTender	Mandatory	na
Financial statements			
13	Financial statements	Mandatory	94-148
Other mandatory information			
14(1) & C.1	Work health and safety (Schedule 2, Part 4 of the <i>Work Health and Safety Act 2011</i>)	Mandatory	72-73
14(1) & C.2	Advertising and market research (Section 311A of the <i>Commonwealth Electoral Act 1918</i>) and statement on advertising campaigns	Mandatory	89
14(1) & C.3	Ecologically sustainable development and environmental performance (Section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i>)	Mandatory	83
14(1)	Compliance with the agency's obligations under the <i>Carer Recognition Act 2010</i>	If applicable, mandatory	na
14(2) & D.1	Grant programmes	Mandatory	na
14(3) & D.2	Disability reporting—explicit and transparent reference to agency level information available through other reporting mechanisms	Mandatory	73
14(4) & D.3	Information Publication Scheme statement	Mandatory	163
14(5)	Correction of material errors in previous annual report	If applicable, mandatory	na
E	Agency Resource Statements and resources for Outcomes	Mandatory	87, 86
F	List of Requirements	Mandatory	167-168

* The reference is to the location of the item in the *Requirements for Annual Reports for Departments, Executive Agencies and FMA Act Bodies* (issued 29 May 2014) – for example, 'A.4' refers to the fourth item in Attachment A of the requirements.

INDEX

2,4-D chemicals, 47
2,4-D high-volatile esters, 39
2,4-D low-volatile esters, 40

A

abbreviations, 164
access to information, 69, 162-163
accountability, 76, 80-83
acronyms, 164
active constituents, 38-42
Administrative Appeals Tribunal, 82
Adverse Experience Reporting Program (AERP), 15, 17, 35, 38
advertising and market research, 89
advising agencies, 64-65
Advisory Board, 63, 152-155
AERP (Adverse Experience Reporting Program), 15, 35, 38
Agency Resourcing Statement, 87
Agricultural and Veterinary Chemicals (Administration) Act 1992, 2, 80
Agricultural and Veterinary Chemicals Code, 2
Agricultural and Veterinary Chemicals Code Act 1994, 2, 43
Agricultural and Veterinary Chemicals Legislation Amendment Act 2013, 3, 14, 18
Agricultural and Veterinary Chemicals Legislation Amendment Bill 2012, 89
Agricultural Handler Exposure Database, 34
agricultural products, new, 28
Agriculture Biosecurity permits, 30
Agrochemical Intelligence Project, 57
agvet chemical database, 67
agvet chemical regulation, 65
Agvet Chemical Regulation Committee, 54, 64
Agvet Code, 2
animal health, new products, 28
application processes, 29-30
APVMA Gazette, 82
Arthy, Kareena, 6
Audit Committee, 81, 155-156
Auditor-General's reports, 82
audits
 financial statements, 89, 91-148
 internal, 81-82
 permits, 44
 veterinary medicine manufacturers, 47-49

Australia New Zealand Food Standards Code, 41
Australian code of good manufacturing practice for veterinary chemical products, 47
Australian Government Department of Agriculture, 65
Australian Information Commissioner, 83

B

Baxendell, Dr Sandra, 152
bees, 36–37, 60, 82
Bhula, Dr Raj, 7
biosecurity, 30
birth defects, 37
Bryce, Dr Allen, 8
Burgman, Professor Mark, 56
business performance (Strategy 7), 16, 66–69

C

Capanna, Bronwyn, 153
case management system, 19, 62
chemical reviews, 39–41, 64
chemicals of regulatory concern (Strategy 3), 15, 35–42
Chief Executive Officer's report, vii
chlorpyrifos, 40
client service charter, 62, 82
Code of Conduct, 74, 76
Comcare notifications, 73
committees, 155–161
common law arrangements, 71
Commonwealth Disability Strategy, 73
Commonwealth Ombudsman, 82
communication, 17, 19
 compliance, 45
 industry consultative arrangements, 63–64
 legislative reforms, 61
 public consultation, 163
 Science Communication Symposium, 54, 56
 see also stakeholder engagement; website
compliance, 43–49
compliance training, 21, 44
conferences attended, 52–53
confidential commercial information, 163
consents to import, 44
consultancy contracts, 90
contact details, ii
content management system, 62
core business (Strategy 1), 14, 18–22

corporate governance, 80
Corporate plan 2012-15, 80
corporate profile, 2
corporate risk management, 80-81
cost recovery, 4, 69, 89
Cost-Recovery Impact Statement, 69
courts and tribunals, 82
crop re-entry calculator, 33, 34

D

databases and public registers, 162
Davies, Dr Les, 8
de la Fosse, Tony, 6
decision-making, 80
diazinon, 40
dichlorvos, 40
dimethoate, 40
diquat, 40
disability reporting, 73

E

e-lodgement processes, 29-30, 69
Edman, Donna, 56
electronic document and records management system, 29, 66
emergency use permits, 25
emerging regulatory issues (Strategy 5), 15-16, 50-60
endocrine-disrupting chemicals, 37, 60
Enforcement Committee, 49, 50
enterprise agreement, 71, 76
Environmental Assessment Coordinator, 23-24
environmental exposure modelling, 34
environmental performance, 83
equity, 88
executive management, 5-8
executive team, 6-8
expenditure, 87-88
expenses for Outcome 1, 88
export permits
 pesticides, 25
 veterinary medicines, 27
exports of veterinary chemicals, 49

F

fees and charges, 4, 89
fenamiphos, 40
fenitrothion, 40

fenthion, 40, 82
files and records, 162
financial performance
 advertising and market research, 89
 Agency Resourcing Statement, 87
 audit results, 89
 auditor's report, 91-92
 consultancy contracts, 90
 cost recovery, 4, 69, 89
 equity, 88
 expenditure, 87-88
 expenses for Outcome 1, 88
 financial reserve, 89
 financial statements, 94-102
 income, 86-87
 notes to financial statements, 103-148
fipronil, 41
Fragar, Associate Professor Lyn, 152
fraud control, 81
freedom-of-information requests, 69, 83, 162-163
functions of APVMA, 3-4
funding, 4

G

glossary, 165-166
glyphosate, 37
good manufacturing practice, 47-49, 160-161
government reforms see legislative reforms
government reporting requirements, 68-69

H

Hassell, John, 153
Health and Safety Committee, 72-73
health and wellbeing, 73
Health Assessment Coordinator, 23-24
honey bees, 36-37, 60, 82
human resource policies, 74

I

ICT (information and communication technologies), 29-30, 66-67
illegal supply of chemicals, 57
import consents, 44
imported chemicals, 57
income, 86-87
industry consultative arrangements, 63-64
information access, 69, 162-163

information and communication technologies (ICT), 29–30, 66–67
Information Commissioner, 83
Information Publication Scheme, 18–19, 163
Information Services, 67
insecticides, 36–37
international engagement, 15–16, 50–51
International Risk Management Standard, 80
intranet, 62

J

Janiec, Stefanie, 7
Japanese Positive List, 41
Joyce, Hon. Barnaby, 2

K

Klaver, Dr Jan, 7
Kookana, Dr Rai, 59

L

labelling standards, 31
Lawson, David, 153
Learning and Development, 20–22
Learning and Development Strategy, 75
legislative framework, 2–3
Legislative Reform Training, 20–21
legislative reforms

- communication, 61
- core business (Strategy 1), 14, 18–22
- ICT support, 66

letter of transmittal, iii
levies, 4
liaison committees, 157–161
list of requirements, 167–168

M

macrolide antibiotics, 41
maldison (malathion), 41
management framework, 80–83
Manufacturers' Licensing Scheme, 47–49
Manufacturers' Licensing Scheme Industry Liaison Committee, 160–161
maximum residue limits (MRLs), 31–32, 41
meetings attended, 52–53
methidathion, 41
methiocarb, 41
minor use permits

- government assistance, 30

- pesticides, 25–26
- veterinary medicines, 27

mission of APVMA, vi

molinate, 40, 41

MRLs (maximum residue limits), 31–32, 41

N

nanopesticides, 59

nanotechnology, 15–16, 58–59

naphthalene, 40

National Disability Strategy 2010–2020, 73

National Registration Scheme for Agricultural and Veterinary Chemicals, 2, 157

National Residue Survey, 41

neomycin, 41

neonicotinoid insecticides, 36–37, 60

new products, 28

noncompliance (Strategy 4), 15, 17, 43–49, 57

notes to financial statements, 103–148

notifiable incidences, 73

O

objectives, 12, 13

Office of the Australian Information Commissioner, 83

ombudsman, 82

omethoate, 41

Operation Catch, 47

Operational plan 2013–14, 80

organisation overview, 2–8

organisation structure, 5

outcome, 13, 88

Overseas Good Manufacturing Practice Scheme, 160

P

paraquat, 41

Parkinson's disease, 15

parliamentary committees, 82

Performance Management Framework, 74–75

permits and minor use

- audits, 44
- government assistance, 30
- pesticides, 25–26
- veterinary medicines, 27

Pesticide Handler Exposure Database, 34

- pesticides, 17, 23-24
 - adverse experience reports (AERP Ag), 38
 - maximum residue limits (MRLs), 32, 41
 - nanopesticides, 59
 - new products, 28
 - permits and minor use, 25-26
 - product applications, 24
 - product finalisations, 24-25
 - risk management, 34
 - spray drift, 31
- planning, 80
- polihexanide, 41
- portal for stakeholder engagement, 29, 69
- Portfolio Budget Statement 2013-14, 14, 80
- powers of APVMA, 3-4
- Privacy Commissioner, 83
- Privacy Policy, 74, 83
- procymidone, 41
- product applications
 - pesticides, 24
 - veterinary medicines, 26
- product finalisations
 - pesticides, 24-25
 - veterinary medicines, 26-27
- product labels, 31
- Protective Security Policy Framework, 68
- PubCRIS (Public Chemicals Registration Information System), 29, 162
- public consultation, 163
- Public Interest Disclosure Procedures, 74
- public registers, 162
- publications, 18-19, 162-163

Q

- Quality Improvement Committee, 81
- quality management procedures, 68
- Quality Management System, 81-82
- quintozene, 40

R

- Record of Approved Active Constituents for Chemical Products, 162
- Record of Permits, 162
- records management, 162
- records management system, 29, 66
- recruitment, 75
- Reeves, Dr Phil, 8, 59

- registered chemicals, 17, 38–42
- Registration Liaison Committee, 64, 157–159
- Regulators’ Forum, 54, 55
- regulatory decisions, 38–42
- regulatory guidelines, 18, 62–63
- Regulatory Science Network, 54–56
- regulatory standards, 30–31
- Regulatory Strategy Group, 50
- Reidy, Dr Gordon, 153
- remuneration services, 73
- reporting, 82
- research permits
 - pesticides, 25
 - veterinary medicines, 27
- review of business processes, 66
- risk assessments
 - nanopesticides, 59
 - noncompliance, 46–47
- Risk Compendium, 62
- risk management, 33–34
 - compliance, 43
 - Regulatory Science Network, 54–55
- Risk Management Plan, 80–81
- Risk Register, 81
- role of APVMA, 2

S

- salaries, 71
- salaries, senior executives, 129–133
- Science Communication Symposium, 54, 56
- scientific evaluations (Strategy 2), 14–15, 23–34
- security of business processes, 68
- Senate Rural and Regional Affairs and Transport References Committee, 82
- Service Charter, 62, 82
- sheep ectoparasiticides, 40
- Snell, Selwyn, 153
- spray drift, 31
- staff
 - accountability, 76
 - classifications, 70
 - Code of Conduct, 74, 76
 - disability reporting, 73
 - employment agreements, 71
 - enterprise agreement, 76
 - human resource policies, 74

- movements, 72
- performance management, 74–75
- recruitment, 75
- remuneration services, 73
- salaries, 71
- salaries, senior executives, 129–133
- separations, 70, 72
- work health and safety, 72–73
- workplace bullying and harassment, 74
 - see also training
- staff development, 19–22
- stakeholder engagement
 - compliance, 45
 - decision-making, 80
 - new regulatory framework implementation, 20–22
 - public consultation, 163
 - registered chemicals, 41–42
- stakeholder engagement (Strategy 6), 16, 61–65
- strategies
 - business performance, 16, 66–69
 - chemicals of regulatory concern, 15, 35–42
 - core business, 14, 18–22
 - emerging regulatory issues, 15–16, 50–60
 - noncompliance, 15, 17, 43–49, 57
 - scientific evaluations, 14–15, 23–34
 - stakeholder engagement, 16, 61–65
 - strategic framework and reporting, 12–14
 - workforce performance, 16, 70–76
- Study Encouragement Scheme, 76

T

- Toffolon, Roger, 153
- training, 75–76
 - compliance and enforcement, 21, 44
 - maximum residue limits (MRLs), 32
 - new regulatory framework, 19–22
- transparency, 18–19
- tribunals, 82

V

- veterinary medicines, 17, 23–24
 - adverse experience reports (AERP Vet), 38
 - good manufacturing practice, 47–49, 160–161
 - maximum residue limits (MRLs), 31–32, 41
 - new products, 28

- permits and minor use, 27
- product applications, 26
- product finalisations, 26-27
- regulatory standards, 30

VICH (International Cooperation on Harmonisation of Technical Requirements for Registration of Veterinary Medicinal Products), 30

vision of APVMA, vi

W

Wade, Dr Lisa, 154

website

- access to information, 162

- redevelopment, 62-63

- web-based portal, 29, 69

work health and safety, 72-73

work instructions, 68, 82

workforce performance (Strategy 8), 16, 70-76

workplace bullying and harassment, 74

World Association for the Advancement of Veterinary Parasitology, 30