

# Operational Plan 2006-07



Australian Pesticides &  
Veterinary Medicines Authority

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## Vision

What we want to achieve...

To be recognised nationally and internationally as a best-practice regulator of pesticides and veterinary medicines that has the respect and confidence of governments, the community, the rural sector, chemical users and the chemicals industry.

## Mission

Why we are here...

To protect the health and safety of people, animals and crops, the environment, and trade, and support Australian primary industries, through evidence-based, effective and efficient regulation of pesticides and veterinary medicines.

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This Operational Plan underpins the Australian Pesticides and Veterinary Medicines Authority's (APVMA) Corporate Plan, which defines the organisation's desired outcomes and principal goals over the period 2006-2009. The 2006-2007 Operational Plan outlines the actions necessary to achieve the desired outcomes. In turn, comprehensive action plans setting out specific performance indicators are developed within the APVMA that identify responsible areas and individuals and allow progress to be routinely monitored.

An overview of the APVMA's Corporate Plan is shown on page 2. For each of the strategies and organisational support goals a strategy map has been developed to illustrate how the strategy will be undertaken.

## The Balanced Scorecard Methodology

This Operational Plan has again been developed utilising the Kaplan and Norton Balanced Scorecard (BSC) Methodology.

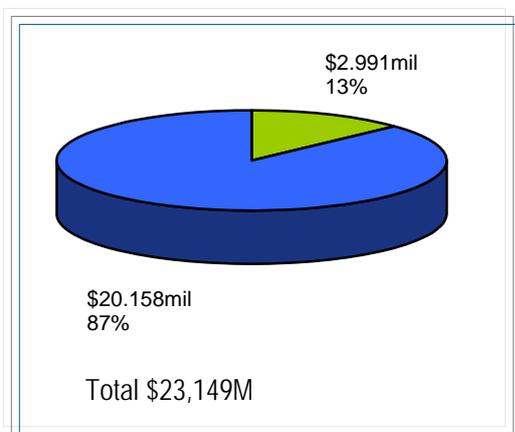
The use of the BSC methodology enhances the planning process, facilitates translation of strategy into action, and allows better communication of strategy, objectives and initiatives with stakeholders and staff. The use of strategy maps allows "visualisation" of strategy.

Organisational performance management is strengthened through a shared vision and common understanding of strategy. The BSC improves the alignment of key performance measures across all areas of the organisation and enhances performance monitoring by the APVMA Board and Senior Management.

Kaplan and Norton's traditional four perspectives have been modified slightly to the APVMA's particular circumstances. Three perspectives have been used:

1. A Stakeholder Perspective – including the community, chemical users, the chemicals industry and government;
2. An Internal Business Processes Perspective – including financial management; and
3. A People Learning and Development Perspective.

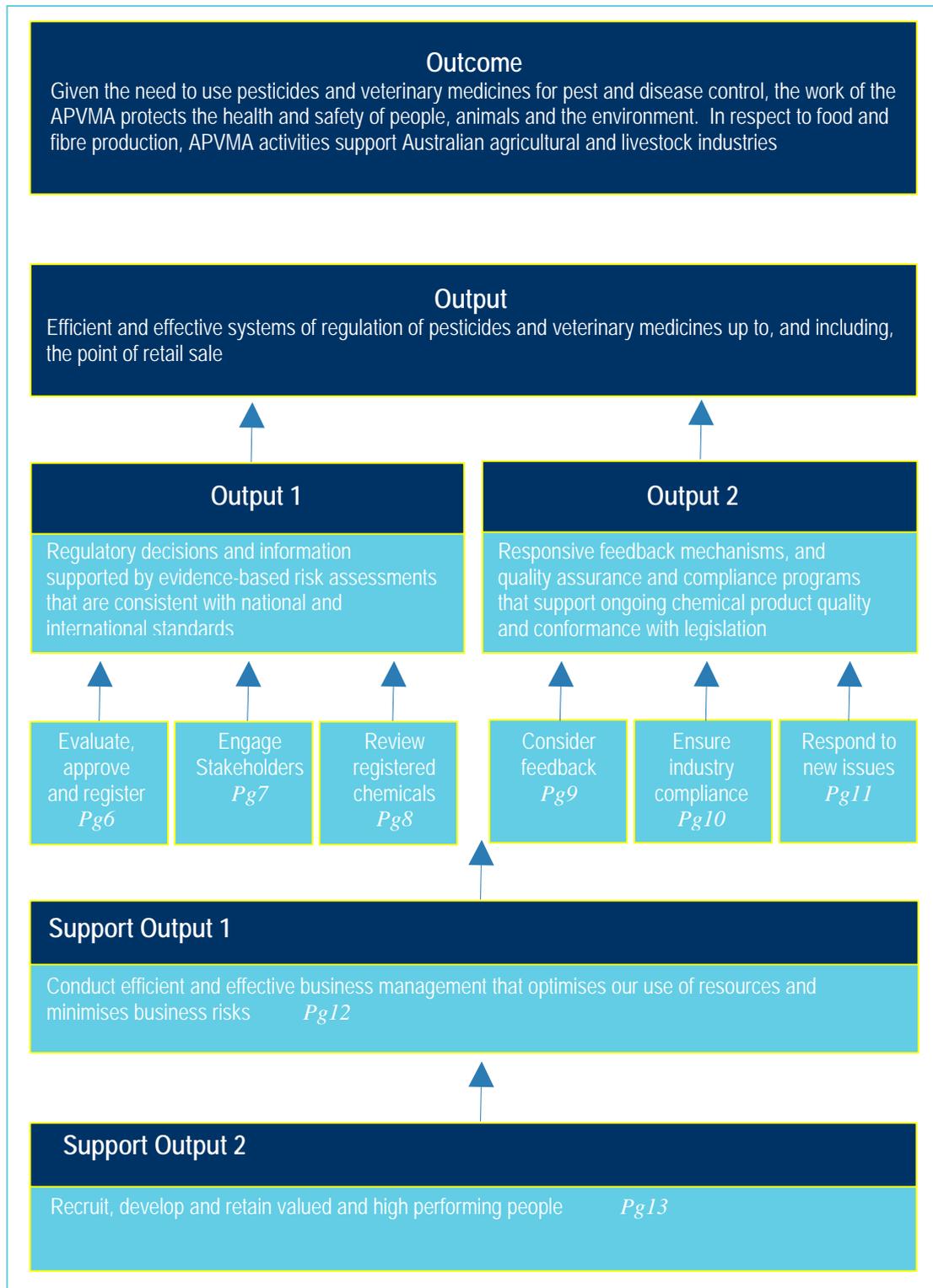
## Distribution of the APVMA's budget towards meeting outputs



- ◆ Regulatory decisions and information supported by evidence-based risk assessments that are consistent with national and international standards.
- ◆ Responsive feedback mechanisms, and quality assurance and compliance programs that support ongoing chemical product quality and conformance with legislation.

## Strategic Framework

The APVMA's Corporate Plan identifies six key strategies and two support strategies. The following diagram shows the relationship between these strategies and the APVMA's Outputs and Outcome.



## Role of the APVMA

The APVMA is responsible for regulating pesticides and veterinary medicines in Australia up to and including the point of retail sale. We administer the National Registration Scheme for Agricultural and Veterinary Chemicals in partnership with the States and Territories and with the active involvement of other Australian Government agencies. We evaluate and register pesticides and veterinary medicines and manage quality assurance programs that aim to ensure the ongoing safety and performance of registered products.

The work of the APVMA protects the health and safety of people, animals, the environment and trade. It supports primary industries – agriculture, forestry, horticulture and aquaculture – by allowing the supply of safe, effective animal health and crop protection products. It also supports consumers by allowing the supply of safe, effective home garden and household pesticides and pet products.

Our role is important in maintaining confidence in the safety of Australia’s food supply, the well-being of the environment, and the integrity of our export markets.

In undertaking its role, the APVMA consults with industry clients and other stakeholders, including primary producers, the broader community and other government agencies.

The APVMA devotes considerable attention to continuous improvement across all areas of its activities, with a view to ensuring quality outcomes consistent with legislative requirements and sound scientific principles, encouraging productive communication with clients and stakeholders and staff development.

The APVMA is guided by the policy direction of the Australian, State and Territory Governments for the regulation of agricultural and veterinary chemicals as determined by the Primary Industries Ministerial Council.

In fulfilling its legislated delegations to protect public health, the environment and trade, the APVMA seeks to reduce the regulatory burden on business wherever practical.

We welcome the views of chemical users, consumers and the chemicals industry, recognising the diversity of views that exist about the regulation of pesticides and veterinary medicines.

## Strategy Map

This Plan contains a series of individual Strategy Maps, all directed to achieving the APVMA’s Outputs and Outcomes. Building stakeholder confidence, achieving operational excellence and informing policy development remain central themes within these strategies. Individual Program responsibilities are outlined on page 14.

## Key Priorities

Within the framework of this Operational Plan, a number of key priorities are identified. We will focus particularly on:

### Stakeholder Engagement

- By strengthening our interaction with stakeholders, particularly the rural sector, through implementing the review of existing stakeholder forums and through better relationship management.

### Registration Reform

- By improving both efficiency and effectiveness of registration processes by the Timeframes Implementation Project to optimise timeframe performance;
- By enhancing the framework for listed registration and reservation;
- By advancing key projects such as labelling, trade risk communication and spray drift requirements; and
- By responding effectively to external reviews and the ANAO Performance audit.

### International Cooperation

- By delivering tangible outcomes and benefits from work sharing and cooperation with regulators in other countries.

### Minor Use Reform

- By building on progress made in recent years to reform internal processes and encouraging change to the external framework to deliver more timely access to safe and effective chemicals to meet new needs.

### Compliance Reform

- By making better and visible use of our full range of existing powers; and
- By seeking legislative change to bring the compliance provisions more in line with contemporary requirements.

## Key Priorities (Cont'd)

### Quality of Agricultural and Veterinary Products

- By fully implementing the Ag QA scheme; and
- By enhancing the veterinary medicines Manufacturers Licensing Scheme, including full implementation of the revised Code of GMP and the overseas manufacturers scheme.

### MRL Setting

- By continuing to inform policy change to streamline processes involving APVMA and FSANZ; and
- By full implementation of the JECFA approach for veterinary residues.

### Informing Policy

- By promoting a more harmonised and integrated approach to agvet chemical risk management throughout Australia; and
- By providing input to important government initiatives such as the COAG and Regulation Review Taskforces.

### Regulatory Science Quality

- By clearly articulating and delivering our science quality standards and risk assessment framework;
- By auditing reports against these standards; and
- By building our Science Fellows Program.

### Maintaining Capabilities

- By innovatively recruiting, retaining and developing quality, valued people; and
- By strengthening access to adequate appropriately skilled, external experts.

Strategy:	Objective Statement	Measure	Target	Initiatives
<b>Stakeholders (Community, Users, Industry and Government)</b>		<p>Deliver assessment decisions within the framework of the AgVet Code, maintaining timeframe performance for registration and permit applications whilst ensuring appropriate standards of scientific evaluation and legislatively robust decisions</p>	<p>Compliance with statutory timeframes</p> <p>Science quality audits</p>	<p>Regulatory decisions within statutory timeframes</p> <p>No significant defects in audits</p> <ul style="list-style-type: none"> <li>• Optimisation of data protection</li> <li>• Timeframes project (including clearer clock management rules)</li> <li>• Addressing Trade Risk</li> <li>• Pursue contestability initiatives</li> <li>• EARS Phase 1</li> </ul>
<b>Internal Business Processes (including financial management)</b>		<p>Develop and implement effective quality standards, regulatory guidelines and operational notices for agvet chemicals and their residues</p> <p>Enable timely access to safe and effective chemicals to meet new demands</p>	<p>Number published and implemented</p> <p>Appropriate assessment for minor use, emergency use and reduced risk chemicals</p>	<p>MORAG updated twice annually</p> <p>Labelling Code revised</p> <p>Minor use permits issued within statutory timeframes</p> <ul style="list-style-type: none"> <li>• Develop standards and process for listed registration.</li> <li>• ESI advice on labels</li> <li>• Maintain MORAG</li> <li>• Streamline MRL processes with government requirements</li> <li>• Labelling reform</li> <li>• Minor use initiative</li> </ul>
<b>People, Learning &amp; Development</b>		<p>Provide timely and scientifically sound technical advice to internal and external stakeholders</p>	<p>Timely advice</p>	<p>Meet Customer Charter guidelines</p> <ul style="list-style-type: none"> <li>• Inform on new policy initiatives</li> </ul>
		<p>Increase use of contemporary science and international collaboration in risk assessments</p>	<p>Evaluation reforms based on contemporary science</p> <p>International collaboration increased</p> <p>Wider pool of external expertise developed</p>	<p>Meet Program targets</p> <p>3 international workshare projects progressed</p> <ul style="list-style-type: none"> <li>• Maintain active representation at VICH, CODEX, OECD, CIPAC</li> <li>• OECD Workshare</li> <li>• MOUs with other international regulators</li> </ul>
		<p>Maintain and improve science quality and rigour through peer review and adoption of international best practice</p>	<p>Science quality audits</p>	<p>No significant defects in audits</p> <ul style="list-style-type: none"> <li>• Implement APVMA standard on Good regulatory Science Practice</li> <li>• Audit Regulatory Science Quality</li> <li>• Training staff via Science Fellows Program</li> <li>• Document risk analysis framework</li> <li>• Utilise external scientific expertise</li> </ul>
		<p>Reduce regulatory process burden consistent with the risk posed and optimise business process efficiencies to ensure efficient resource utilisation and timely outcomes</p>	<p>Timeframe compliance</p> <p>Reforms introduced to decrease process burden</p>	<p>Statutory timeframes met</p> <p>Reforms introduced</p> <ul style="list-style-type: none"> <li>• Timeframes project (including clearer clock management rules)</li> <li>• Listed registration and reserved proposals developed</li> <li>• Greater use of electronic business tools</li> </ul>
		<p>Broaden technical skills base and increase intellectual capital</p>	<p>Refer "recruit, develop &amp; retain valued and high performing people"</p>	<ul style="list-style-type: none"> <li>• Job rotations as appropriate</li> </ul>
		<p>Improve training in scientific risk assessment methodologies</p>	<p>Trained staff</p>	<ul style="list-style-type: none"> <li>• Targeted training</li> </ul>

	<b>Strategy:</b> Engage stakeholders to improve awareness and inform policy development and to optimize the regulatory framework within which APVMA operates	<b>Objective Statement</b>	<b>Measure</b>	<b>Target</b>	<b>Initiatives</b>
<b>Stakeholders</b> (Community, Users, Industry and Government)		Enhance stakeholder relations and increase involvement in planning	Improved stakeholder awareness and engagement	Positive feedback  Increased APVMA awareness of news issues	<ul style="list-style-type: none"> <li>Relationship management program</li> <li>Recommendations of review of consultative committees</li> </ul>
<b>Internal Business Processes</b> (including financial management)		Promote a more harmonised and integrated approach to agvet chemical regulation and risk management throughout Australia	Policies implemented that have APVMA input	APVMA input made to policy reform through the Product Safety & Integrity Committee with NRS partners and elsewhere.	<ul style="list-style-type: none"> <li>Involvement at PSIC</li> <li>With DAFF input to policy initiatives such as Regulation Taskforce, COAG, Ministerial Taskforce and EPHC reforms.</li> </ul>
<b>People, Learning &amp; Development</b>		Provide targeted and accessible information for key stakeholders through a range of communication tools	Number of web hits  Number of displays  Information provided	Increased awareness	<ul style="list-style-type: none"> <li>Enhancement of information channels and development of stakeholder materials</li> <li>Provision of targeted information to key national audiences</li> <li>Stakeholder information seminars and workshops</li> </ul>
		Enhance partnerships within the National Registration Scheme including Australian government, State and Territories governments	Formal agreements with government agencies	MOUs in place or updated with DOHA, DEH and State and Territory partners.	<ul style="list-style-type: none"> <li>Revision of Memoranda of Understanding with government departments</li> <li>Interaction increased with other State and Territory agencies (Health, Environment)</li> </ul>
		Manage public affairs (including media relations) to promote the organisation, key information and decisions to stakeholders	Media coverage	Accurate, timely and effective media engagements	<ul style="list-style-type: none"> <li>Media releases</li> <li>Media briefings</li> <li>Maintenance of media networks</li> </ul>
	Build internal capability to better inform and provide appropriate input to policy reform activities external to the APVMA	Capability to inform policy	Timely, well considered input provided to major policy reforms	<ul style="list-style-type: none"> <li>Executive engagement with policy processes</li> <li>Identify specific resource to coordinate input to major reviews</li> </ul>	
	Provide staff with training including stakeholder awareness and media assistance	Staff skill	Capable and effective media performers  Heightened state of preparedness of critical incident management protocols and processes	<ul style="list-style-type: none"> <li>Media training</li> <li>Enhancement of critical incident management processes</li> <li>Relationship management skill training</li> </ul>	

	<b>Strategy:</b> Review registered chemicals on the basis of risk	<b>Objective Statement</b>	<b>Measure</b>	<b>Target</b>	<b>Initiatives</b>
<b>Stakeholders</b> (Community, Users, Industry and Government)	<pre>                     graph TD                         A[Make effective regulatory decisions]                         B[Inform stakeholders]                         C[Conduct scientifically sound reviews]                         D[Increase international information and worksharing]                         E[Monitor developments]                         F[Increase knowledge base]  D --&gt; B                         E --&gt; C                         F --&gt; E                         B --&gt; A                         C --&gt; A                         A --&gt; E                     </pre>	Make effective, legislatively robust, regulatory decisions to ensure registered chemicals comply with contemporary standards	Post-review products and labels comply with contemporary standards	100%	<ul style="list-style-type: none"> <li>Organise workshops with user groups on specific review chemicals</li> </ul>
<b>Internal Business Processes</b> (including financial management)		Inform stakeholders to improve public awareness of review program	Information provided and stakeholders informed	Review website re-developed	<ul style="list-style-type: none"> <li>Review website upgraded to include information about reviews in progress, reviews completed, and chemicals nominated</li> </ul>
<b>People, Learning &amp; Development</b>		Conduct scientifically sound reviews against contemporary standards	Reviews commenced, progressed, and finalised in the period	Five reviews completed, at least to PRS stage	<ul style="list-style-type: none"> <li>Advisory agencies to clearly outline their risk assessment methodology</li> </ul>
		Monitor domestic and international developments, emergence of new issues and initiate reviews when warranted	Issues identified and addressed		
		Increase international information sharing	Work shares initiated and work savings achieved	Cooperate with overseas regulators on at least 2 reviews	<ul style="list-style-type: none"> <li>Workshare reviews with OECD partner agencies</li> </ul>
	Increase understanding of legislation, agvet chemical use practices and the primary production industry, and appropriately apply it to reviews and decision-making	Review processes and outcomes	Integrity of review outcomes accepted by stakeholders	<ul style="list-style-type: none"> <li>Undertake targeted legal and agvet chemical use training</li> </ul>	

	<b>Strategy:</b> Consider stakeholder feedback including adverse experience reporting	<b>Objective Statement</b>	<b>Measure</b>	<b>Target</b>	<b>Initiatives</b>
<b>Stakeholders</b> (Community, Users, Industry and Government)	<pre>                     graph BT                         A[Ensure feedback identified and considered]                         B[Enhance existing consultative committees] --&gt; A                         C[Improve transparency and visibility] --&gt; A                     </pre>	Ensure feedback is identified, and considered and acted on appropriately by the APVMA  Improve transparency and visibility (including AERP processes) to all stakeholders	Re-occurrence of adverse experience reports relating to issues that have been identified and addressed  Extent to which ongoing promotional activities (especially AERP) are undertaken	Nil re-occurrence  Increased stakeholder awareness	<ul style="list-style-type: none"> <li>Explore linkages between the intent of the legislation, the policy and current AERP Guidelines for the AERP Ag and Vet</li> <li>Optimise feedback linkages with APVMA registration and review</li> <li>AERP Communication Plan and AERP Ag and Vet Advisory Committees</li> <li>Implementation of improved communication with stakeholders</li> </ul>
<b>Internal Business Processes</b> (including financial management)	<pre>                     graph BT                         D[Assess and categorise adverse experience reports] --&gt; E[Explore new feedback mechanisms]                         F[Improve industry compliance] --&gt; E                         E --&gt; A[Ensure feedback identified and considered]                     </pre>	Explore new feedback mechanisms  Enhance existing consultative committees	Alternative sources of feedback  Improved input from stakeholder committees to APVMA operations	Identified and explored  All recommendations of Review of Consultative Committee implemented by December 2006	<ul style="list-style-type: none"> <li>Initiate and develop a communication strategy with identified sources (eg hospitals, poisons information centres).</li> <li>Examine use of new feedback technologies</li> <li>Review of Consultative Committees</li> </ul>
<b>People, Learning &amp; Development</b>	<pre>                     graph BT                         G[Train staff in AERP reporting, analysis and auditing] --&gt; D[Assess and categorise adverse experience reports]                         H[Improve effective data management systems] --&gt; F[Improve industry compliance]                     </pre>	Assess and categorise adverse experience reports in a timely manner to ensure that feedback loops are effective  Improve industry compliance with s161 requirements through appropriate guidelines and auditing against requirements	Numbers of adverse experience reports processed  Level of industry compliance	AERP Ag - 75% finalised within 3 months. AERP Vet - >95% finalised within 3 months  >90% audited compliant with requirements	<ul style="list-style-type: none"> <li>Review and rationalise quality system procedures and forms</li> <li>Implement auditing</li> <li>Review current legislation</li> <li>Develop s161 guidelines</li> </ul>
		Recruit, develop and train staff in AERP reporting, analysis and audit processes	Trained staff	Staff appropriately trained	
		Improve effective data management systems to facilitate submission of reports, to capture adverse experience information and to facilitate reporting	Operational systems	Operational by January 2007	<ul style="list-style-type: none"> <li>Implement AERP e-lodgement</li> <li>Improve functionality of new AERP database</li> <li>Implement technology to facilitate future VICH reporting requirements</li> </ul>

	<b>Strategy:</b> <b>Ensure industry compliance with the legislation, including maintenance of quality assurance programs</b>	<b>Objective Statement</b>	<b>Measure</b>	<b>Target</b>	<b>Initiatives</b>
<b>Stakeholders (Community, Users, Industry and Government)</b>		Ensure only registered products are supplied  Ensure quality of pesticides and veterinary medicines  Ensure registered veterinary medicines are manufactured in GMP compliant facilities.	Stakeholder perception  Industry compliance with legislation  GMP compliance and response to MLS audit findings	Positive perception (through survey)  Compliant outcomes as a result of APVMA actions  All audits satisfactorily closed No recalls due to defective product	<ul style="list-style-type: none"> <li>Continued Non-Compliance Strategy</li> <li>Ag QA Scheme</li> <li>Implementation of the revised Manufacturing Principles and the Australian Code of GMP for Veterinary Chemical Products</li> </ul>
<b>Internal Business Processes (including financial management)</b>		Influence compliant industry behaviour with respect to import, supply and advertising   Assess compliance of veterinary medicines manufacturers - audit and license local manufacturers of veterinary medicines under the Manufacturing Licensing Scheme (MLS) - assess compliance of overseas manufacturers under Overseas GMP scheme	Repeat non-compliance  Identified changes in industry behaviour   Number of routine & unannounced MLS GMP audits  Number of MLS licences issued, suspended, cancelled and GMP export certificates issued  Number of post-registration compliance audits conducted on overseas sites	Decreased reporting of same non-compliance  Improved % of compliance after 1 <sup>st</sup> contact   70 & 10 per annum respectively  Subject to operational demand  50 sites with 90% compliance at first audit	<ul style="list-style-type: none"> <li>Non-Compliance Strategy</li> <li>Extend reach of MLS-ILC</li> <li>Seek greater international recognition for MLS</li> <li>Improvements to GMP database</li> </ul>
<b>People, Learning &amp; Development</b>		Demonstrate that the APVMA takes effective and appropriate regulatory action to ensure industry compliance action with legislation  Ensure effectiveness of GMP assessment systems and strategies  Manage the application of the Compliance toolkit including the Hormonal Growth Promotants Control Scheme and Import Consents  Undertake risk based monitoring of agricultural chemicals against APVMA Standards under Ag QA Scheme  Utilise intelligence analysis and risk assessment to support compliance toolkit and to prioritise Ag QA scheme selections  Strengthen understanding of processes and procedures and understanding of manufacture and GMP  Improve Compliance toolkit via legislative reform	Stakeholder awareness of, and confidence in, APVMA regulatory actions  Quality assurance and control of MLS auditors  Manufacturer feedback on audits  Non-compliance reports (NCRs) finalised  Compliance with HGP Control Scheme  Data call-ins, monitoring visits and products tested  Compliance actions arising from strategic intelligence  Ag QA scheme visits, data call-ins and testing based on risk  Trained staff  Number of new effective compliance tools	Increased visibility  Issues identified and addressed  95% positive feedback  90% in timeframe  65% compliance on 1st audits 100% of audit timeframes met  Records for 100 products & 10 on-site visits examined  Approx 120 products tested for compliance  20% of actions result from strategic intelligence  80% of selections on intel driven risk  Training completed within 1 month of procedure changes  GMP and ISO auditor training within 2 years of recruitment  Implemented	<ul style="list-style-type: none"> <li>Develop communication strategy for increasing the visibility of APVMA regulatory actions</li> <li>Annual auditors workshop</li> <li>Inter-agency co-operation, eg MoU with TGA, NZFSA</li> <li>Strategic Intelligence Analysis</li> <li>Participation in National HGP Control Scheme</li> <li>Ag QA Scheme</li> <li>Strategic Intelligence Analysis</li> <li>Annual review of quality system procedures</li> <li>Industry consultation</li> <li>PSIC policy paper</li> </ul>

	<b>Strategy:</b> <b>Respond to and manage emerging regulatory issues</b>	<b>Objective Statement</b>	<b>Measure</b>	<b>Target</b>	<b>Initiatives</b>
<b>Stakeholders</b> (Community, Users, Industry and Government)		Implement effective issues management strategies	Number of issues managed  Stakeholder feedback on effectiveness	As per demand  Stakeholder satisfaction with issue management	<ul style="list-style-type: none"> <li>• Development of issue management strategies</li> <li>• Stakeholder consultation through direct communication channels and consultative committees</li> </ul>
<b>Internal Business Processes</b> (including financial management)		Ensure effective regulation of new technologies	New technologies	Developed and adopted as needed	<ul style="list-style-type: none"> <li>• Refer 'Evaluate and consider applications'</li> </ul>
<b>People, Learning &amp; Development</b>		Respond to government initiatives and external reviews	Response to initiatives	Recommendations implemented	<ul style="list-style-type: none"> <li>• ANAO Performance Audit agreed recommendations implemented</li> <li>• Uhrig review implementation</li> </ul>
<b>Internal Business Processes</b> (including financial management)		Enhance the APVMA's capacity to identify emerging issues	Readiness for new issues, prevention of problems	Early identification of emerging issues	<ul style="list-style-type: none"> <li>• Media monitoring</li> <li>• Relationship management program</li> <li>• Enhanced feedback mechanisms</li> </ul>
<b>People, Learning &amp; Development</b>		Enhance issue & relationship management capacity	Number of issue management strategies  Relationship management program implemented	As per demand  By Dec 2007	<ul style="list-style-type: none"> <li>• Relationship management program</li> <li>• Development of issue management strategies</li> </ul>
<b>People, Learning &amp; Development</b>		Provide executive and other staff (as necessary) with media training, support and assistance	Staff skill	Capable and effective media performers  Heightened state of preparedness of critical incident management protocols and processes	<ul style="list-style-type: none"> <li>• Media training</li> <li>• Enhancement of critical incident management processes</li> <li>• Relationship management skill training</li> </ul>

	<b>Strategy:</b>  <b>Conduct efficient and effective business management that optimises our use of resources and minimises business risks</b>	<b>Objective Statement</b>	<b>Measure</b>	<b>Target</b>	<b>Initiatives</b>
<b>Stakeholders (Community, Users, Industry and Government)</b>		Improve information access by stakeholders through the use of information technology	Number of users of electronic application lodgement  Number of users of e-commerce facility  Satisfaction with new website	Phase 1 EARS implemented by June 2007  20% increase in No of users of online system  Positive feedback, increased use	<ul style="list-style-type: none"> <li>EARS Phase 1</li> <li>Recommissioning on-line levy payment capabilities</li> <li>Greater use of EFT and credit cards as payment options</li> <li>Redesigned web site</li> <li>Greater use of list server to disseminate information</li> </ul>
<b>Internal Business Processes (including financial management)</b>		Ensure responsible management of financial resources including timely creditor payments and revenue collection  Act within governing legislation	Internal audit report  Creditors overdue  Collection of revenue by due date  Levy audit report Compliance	No significant findings  < 5% creditors overdue  Decrease in % of later payments  Decrease in penalties 100% compliance	<ul style="list-style-type: none"> <li>Appropriate adjustments to levy to balance income and expenditure</li> <li>Decision making aids to ensure legislative compliance</li> <li>Annual delegations audit</li> </ul>
<b>People, Learning &amp; Development</b>		Enhance, maintain and protect information systems including business application and IT infrastructure	Security audit reports  Percentage uptime  Number of virus infestations	No significant findings  > 97%  No virus infections	<ul style="list-style-type: none"> <li>Network upgrade</li> <li>Fedlink initiative</li> <li>Implement network health diagnostic alert tools</li> <li>Update BCP</li> <li>Spyware controls</li> <li>Routine security checks</li> <li>Standard list of accepted names project</li> </ul>
		Implement improved risk management processes and procedures to manage business risks  Provide accurate and timely financial reports to Government, the Board and Management whilst maintaining compliance with accounting standards, CAC Act, and other legislation and guidelines	Risk Assessment Plan  Reporting to DOFA  Reporting to Management/Board  ANAO audit report  BAS & FBT returns	Implement new Risk Management Plan Submission within 10 calendar days  Distribution within 10 working days  Unqualified audit report  Lodged by due date	<ul style="list-style-type: none"> <li>Risk Management Plan 2006-09 implemented</li> </ul>
		Manage and develop ISO quality systems which reflect governing legislation	ISO accreditation and continuous improvement of business process	Accreditation maintained	
		Manage the move to new premises at Amtech Park minimising disruption	Disruption limited	No more than 2 working day of disruption to normal activities	
		Manage budget efficiently and in accordance with Board approval	Variance of actual performance to budget	Variance to budget in line with Board objectives	
		Facilitate a knowledge sharing culture	Improved access to information	Resources accessible	<ul style="list-style-type: none"> <li>Website redevelopment</li> <li>Improvements to Intranet</li> <li>EARS initiative (Phase 2)</li> </ul>
		Targeted staff training including legal	Trained staff		<ul style="list-style-type: none"> <li>FOI Resource supplementation</li> </ul>

	<b>Strategy:</b> Recruit, develop and retain valued and high performing people	<b>Objective Statement</b>	<b>Measure</b>	<b>Target</b>	<b>Initiatives</b>
<b>Stakeholders</b> (Community, Users, Industry and Government)		Recruit, develop and retain valued and high performing people	Achievement of business objectives (identified in Operational Plan)  Staff attitude survey	Business objectives achieved  High level of staff satisfaction	
<b>Internal Business Processes</b> (including financial management)		Implement innovative new recruitment initiatives to ensure ongoing access to appropriately skilled staff	Number of new staff identified through initiatives	Increase quality of new entry level technical staff	<ul style="list-style-type: none"> <li>Scholarship Program</li> <li>Graduate Program</li> <li>Indigenous Cadetship</li> <li>PhD Student sponsorship</li> <li>Use of the Science Fellows Program to identify possible new staff and external support</li> </ul>
		Maximise individual and team performance through improvements to the performance management system	IPAD results	Increase in organisational performance	<ul style="list-style-type: none"> <li>IPAD enhancement to include leadership assessment</li> </ul>
<b>People, Learning &amp; Development</b>		Negotiate a new certified agreement that delivers attractive conditions of employment, is financially responsible and motivates staff within existing financial constraints	New Collective Agreement finalised	New agreement in place by February 2007	
		Provide a safe and fair workplace at both current premises and at new premises at Amtech Park that complies with statutory Occupational Health and Safety and Workplace Diversity requirements and facilitates high performance	Number of OH&S or harassment incidents  Staff satisfaction	No significant issues  Satisfied staff	<ul style="list-style-type: none"> <li>Revised procedures for new building.</li> <li>Enhanced reporting from HRMIS</li> <li>Staff survey</li> </ul>
		Improve leadership across the organisation	Staff satisfaction	High staff satisfaction	<ul style="list-style-type: none"> <li>360 degree feedback</li> <li>Coaching trial</li> <li>IPAD enhancement to include leadership assessment</li> </ul>
		Provide learning and development opportunities that maximise organisational capability	Number of employees who achieve training target	70% achieve training target	<ul style="list-style-type: none"> <li>Strategic learning and development plan</li> <li>Completion of skills audit</li> <li>Focused IDIA opportunities</li> </ul>

## Responsibilities of APVMA Programs

<div style="display: flex; flex-direction: column; align-items: center; justify-content: center;"> <span style="color: red; font-weight: bold;">◆ Primary</span> <span style="color: blue; font-weight: bold;">◆ Support</span> <span style="color: green; font-weight: bold;">◆ Contributor</span> </div>	Evaluate & consider applications	Engage stakeholders to improve public awareness & policy developments	Review registered chemicals on the basis of risk	Consider stakeholder feedback including AERP	Ensure industry compliance with legislation	Respond to new issues	Conduct efficient & effective business management	Recruit, develop & retain valued & high performing people
Veterinary Medicines Program	◆	◆	◆	◆	◆	◆	◆	◆
Pesticides Program	◆	◆	◆	◆	◆	◆	◆	◆
Chemistry & Residues Program	◆	◆	◆	◆	◆	◆	◆	◆
Quality Assurance & Compliance Program	◆	◆	◆	◆	◆	◆	◆	◆
Legal & Governance Program	◆	◆	◆	◆	◆	◆	◆	◆
Corporate Services Program	◆	◆	◆	◆	◆	◆	◆	◆

# Glossary of Terms

AERP	Adverse Experience Reporting Program
ANAO	Australian National Audit Office
APVMA	Australian Pesticides and Veterinary Medicines Authority
BAS	Business Activity Statement
BCP	Business Continuity Plan
CAC	Commonwealth Authorities and Companies Act
CAR	Corrective Action Reports
CCC	Community Consultative Committee
CIPAC	Collaborative International Pesticides Analytical Council
CODEX	Codex Alimentarius Commission
COAG	Council of Australian Governments
DAFF	Department of Agriculture, Forestry and Fisheries
DAISY	The APVMA Intranet Facility
DoFA	Department of Finance and Administration
DoHA	Department of Health & Ageing
DEH	Department of the Environment & Heritage
EARS	Electronic Application Registration System
EI	Export Interval
EPHC	Environment Protection and Heritage Council
FBT	Fringe Benefits Tax
FOI	Freedom of Information
GHS	Globally Harmonised System for the Classification and Labelling of Chemicals
GMP	Good Manufacturing Practice
HRMIS	Human Resource Management Information Systems
HGP	Hormonal Growth Promotant
IDIA	Individual Development & Innovation Award
ILC	Industry Liaison Committee
IPAD	Individual Performance and Development
ISO	International Standards Organisation
JECFA	FAO/WHO Joint Expert Committee on Food Additives
L&D	Learning and Development
MLS	Manufacturers Licensing Scheme
MORAG	Manual of Requirements and Guidelines for Registering Agricultural and Veterinary Products
MOU	Memorandum of Understanding
MRA	Mutual Recognition Agreement
NET	The APVMA Executive Team
NCR	Non-compliance Report

NRS	National Registration System
NZFSA	New Zealand Food Safety Authority
OECD	Organisation for economic Cooperation and Development
PRS	Public Release Summary
PSIC	Product Safety and Integrity Committee
QA	Quality Assurance
RLC	Registration Liaison Committee
TGA	Therapeutic Goods Administration
VICH	International Cooperation on Harmonisation of Technical Requirements of Technical Requirements for Registration of Veterinary Medicinal Products
WD	Workplace Diversity

There is much more information about the APVMA. Just visit our website at:

**[www.apvma.gov.au](http://www.apvma.gov.au)**

where you will also find a list of all registered products, the APVMA gazette, information sheets and links to other agencies the APVMA works with under the National Registration Scheme.

22 Brisbane Avenue  
BARTON ACT 2600 Australia  
PO Box E240  
KINGSTON ACT 2604 Australia

Phone: +61 2 6272 5158  
Fax: +61 2 6272 4753  
Website: [www.apvma.gov.au](http://www.apvma.gov.au)



**Australian Government**



**Australian Pesticides &  
Veterinary Medicines Authority**