**ACRONYMS AND ABBREVIATIONS**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tr>
<td>Administrative Act</td>
<td><em>Agricultural and Veterinary Chemicals (Administration) Act 1992</em></td>
</tr>
<tr>
<td>AERP</td>
<td>Adverse Experience Reporting Program</td>
</tr>
<tr>
<td>agvet</td>
<td>agricultural and veterinary</td>
</tr>
<tr>
<td>Agvet Code</td>
<td>Agricultural and Veterinary Chemicals Code</td>
</tr>
<tr>
<td>Agvet Code Act</td>
<td><em>Agricultural and Veterinary Chemicals Code Act 1994</em></td>
</tr>
<tr>
<td>APS</td>
<td>Australian Public Service</td>
</tr>
<tr>
<td>APVMA</td>
<td>Australian Pesticides and Veterinary Medicines Authority</td>
</tr>
<tr>
<td>CEO</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>CSIRO</td>
<td>Commonwealth Scientific and Industrial Research Organisation</td>
</tr>
<tr>
<td>FAO</td>
<td>Food and Agriculture Organization of the United Nations</td>
</tr>
<tr>
<td>FMA Act</td>
<td><em>Financial Management and Accountability Act 1997</em></td>
</tr>
<tr>
<td>GJR</td>
<td>Global Joint Review</td>
</tr>
<tr>
<td>IT</td>
<td>information technology</td>
</tr>
<tr>
<td>JECFA</td>
<td>Joint FAO/WHO Expert Committee on Food Additives</td>
</tr>
<tr>
<td>MRL</td>
<td>maximum residue limit</td>
</tr>
<tr>
<td>NATA</td>
<td>National Association of Testing Authorities</td>
</tr>
<tr>
<td>NRS</td>
<td>National Registration Scheme for Agricultural and Veterinary Chemicals</td>
</tr>
<tr>
<td>OECD</td>
<td>Organisation for Economic Co-operation and Development</td>
</tr>
<tr>
<td>PGPA Act</td>
<td><em>Public Governance, Performance and Accountability Act 2013</em></td>
</tr>
<tr>
<td>RSN</td>
<td>Regulatory Science Network</td>
</tr>
<tr>
<td>TGA</td>
<td>Therapeutic Goods Administration</td>
</tr>
<tr>
<td>VICH</td>
<td>International Cooperation on Harmonisation of Technical Requirements for Registration of Veterinary Medicinal Products</td>
</tr>
<tr>
<td>WHO</td>
<td>World Health Organization</td>
</tr>
<tr>
<td>WHS</td>
<td>work, health and safety</td>
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**GLOSSARY**

<table>
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<tr>
<th>Term</th>
<th>Definition</th>
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<tr>
<td>active constituent</td>
<td>The component of a pesticide or veterinary medicine product that is responsible for its physiological or pharmacological action.</td>
</tr>
<tr>
<td>adverse experience</td>
<td>Any undesirable experience arising from the use of a chemical; adverse experiences may affect human or animal health, the environment or other factors.</td>
</tr>
<tr>
<td>antibiotic</td>
<td>Substances produced by microorganisms that are antagonistic in high dilution to the growth and viability of other microorganisms.</td>
</tr>
<tr>
<td>applicant</td>
<td>A person or company who applies to the APVMA to register a pesticide or veterinary chemical for use in Australia.</td>
</tr>
<tr>
<td>approved label</td>
<td>The market product label that carries text approved and published by the APVMA.</td>
</tr>
<tr>
<td>compliance</td>
<td>Compliance with any applicable agvet law. See also noncompliance.</td>
</tr>
<tr>
<td>cost recovery</td>
<td>Fees and charges relating to the provision of government goods and services (including regulation) to the private and other nongovernment sectors of the economy.</td>
</tr>
<tr>
<td>extension of use</td>
<td>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.</td>
</tr>
<tr>
<td>good manufacturing practice</td>
<td>Standards that ensure that products are consistently manufactured to the quality standards appropriate for their intended use and in accordance with their registration specifications.</td>
</tr>
<tr>
<td>licence</td>
<td>Authority to manufacture pesticides or veterinary medicines according to s. 123 of the Agvet Code.</td>
</tr>
<tr>
<td>maximum residue limit</td>
<td>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.</td>
</tr>
<tr>
<td>maximum residue limit standard</td>
<td>A list of agvet chemicals and the corresponding residue levels of these chemicals that are permitted in food and animal feed.</td>
</tr>
<tr>
<td>minor use</td>
<td>A use that would not produce sufficient economic return to an applicant to meet the cost of registering the product for that use.</td>
</tr>
<tr>
<td>nanotechnology</td>
<td>The design, characterisation and application of materials engineered at a molecular (nanometre-scale) level.</td>
</tr>
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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.

Crops, plants or animals that are not the target of the chemical, but may be affected by its use. See also spray drift.

Substances or mixtures of substances intended for preventing, destroying, repelling or mitigating any pest. Also known as agricultural chemical products.

A person or company who registers a pesticide or veterinary medicine product for use in Australia.

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.

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.

The unintentional movement of pesticides from one area to another with the wind.

The legislatively prescribed timeframe in which the APVMA must process applications for registration.

Substances or mixtures of substances intended for treating diseases or conditions in animals.
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 other Non-Corporate Commonwealth Entities revised by the Department of the Prime Minister and Cabinet 25 June 2015. 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.

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<td>A.5</td>
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<td>9(1)</td>
<td>Review by Chief Executive, APVMA</td>
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<td>Summary of significant issues and developments</td>
<td>Suggested</td>
<td>14–17</td>
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<td>9(2)</td>
<td>Overview of agency’s performance and financial results</td>
<td>Suggested</td>
<td>91–93</td>
</tr>
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<td>9(2)</td>
<td>Outlook for following year</td>
<td>Suggested</td>
<td>na</td>
</tr>
<tr>
<td>9(3)</td>
<td>Significant issues and developments—portfolio</td>
<td>Portfolio departments— suggested</td>
<td>na</td>
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<td>10</td>
<td><strong>Agency overview</strong></td>
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<td>10(1)</td>
<td>Role and functions</td>
<td>Mandatory</td>
<td>2–3</td>
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<tr>
<td>10(1)</td>
<td>Organisational structure</td>
<td>Mandatory</td>
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<tr>
<td>10(1)</td>
<td>Outcome and programme structure</td>
<td>Mandatory</td>
<td>12–13</td>
</tr>
<tr>
<td>10(2)</td>
<td>Where outcome and programme structures differ from PB Statements/ PAES</td>
<td>Mandatory</td>
<td>18–83</td>
</tr>
<tr>
<td></td>
<td>or other portfolio statements accompanying any other additional appropriation bills [other portfolio statements], details of variation and reasons for change</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10(3)</td>
<td>Portfolio structure</td>
<td>Portfolio departments— mandatory</td>
<td>na</td>
</tr>
<tr>
<td>11</td>
<td><strong>Report on performance</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11(1)</td>
<td>Review of performance during the year in relation to programmes and contribution to outcomes</td>
<td>Mandatory</td>
<td>18–83</td>
</tr>
<tr>
<td>11(2)</td>
<td>Actual performance in relation to deliverables and KPIs set out in PB Statements/ PAES or other portfolio statements</td>
<td>Mandatory</td>
<td>18–83</td>
</tr>
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<tr>
<td>11(2)</td>
<td>Where performance targets differ from the PBS/PAES, details of both former and new targets, and reasons for the change</td>
<td>Mandatory</td>
<td>18–83</td>
</tr>
<tr>
<td>11(2)</td>
<td>Narrative discussion and analysis of performance</td>
<td>Mandatory</td>
<td>18–83</td>
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<tr>
<td>11(2)</td>
<td>Trend information</td>
<td>Mandatory</td>
<td>18–83</td>
</tr>
<tr>
<td>11(3)</td>
<td>Significant changes in nature of principal functions/services</td>
<td>Suggested</td>
<td>na</td>
</tr>
<tr>
<td>11(3)</td>
<td>Performance of purchaser/provider arrangements</td>
<td>If applicable, suggested</td>
<td>na</td>
</tr>
<tr>
<td>11(3)</td>
<td>Factors, events or trends influencing agency performance</td>
<td>Suggested</td>
<td>na</td>
</tr>
<tr>
<td>11(3)</td>
<td>Contribution of risk management in achieving objectives</td>
<td>Suggested</td>
<td>86–87</td>
</tr>
<tr>
<td>11(4)</td>
<td>Performance against service charter customer service standards, complaints data, and the agency’s response to complaints</td>
<td>If applicable, mandatory</td>
<td>87–88</td>
</tr>
<tr>
<td>11(5)</td>
<td>Discussion and analysis of the agency’s financial performance</td>
<td>Mandatory</td>
<td>91–93</td>
</tr>
<tr>
<td>11(6)</td>
<td>Discussion of any significant changes in financial results from the prior year, from budget or anticipated to have a significant impact on future operations.</td>
<td>Mandatory</td>
<td>na</td>
</tr>
<tr>
<td>11(7)</td>
<td>Agency resource statement and summary resource tables by outcomes</td>
<td>Mandatory</td>
<td>92</td>
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### 12 Management and accountability

#### Corporate governance

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<tr>
<td>12(1)</td>
<td>Agency heads are required to certify that their agency complies with the ‘Commonwealth Fraud Control Guidelines’.</td>
<td>Mandatory</td>
<td>87</td>
</tr>
<tr>
<td>12(2)</td>
<td>Statement of the main corporate governance practices in place</td>
<td>Mandatory</td>
<td>86</td>
</tr>
<tr>
<td>12(3)</td>
<td>Names of the senior executive and their responsibilities</td>
<td>Suggested</td>
<td>6–8</td>
</tr>
<tr>
<td>12(3)</td>
<td>Senior management committees and their roles</td>
<td>Suggested</td>
<td>73</td>
</tr>
<tr>
<td>12(3)</td>
<td>Corporate and operational plans and associated performance reporting and review</td>
<td>Suggested</td>
<td>6, 12, 66–69, 86</td>
</tr>
<tr>
<td>12(3)</td>
<td>Internal audit arrangements including approach adopted to identifying areas of significant financial or operational risk and arrangements to manage those risks</td>
<td>Suggested</td>
<td>86–87, 143–144</td>
</tr>
<tr>
<td>12(3)</td>
<td>Policy and practices on the establishment and maintenance of appropriate ethical standards</td>
<td>Suggested</td>
<td>na</td>
</tr>
<tr>
<td>12(3)</td>
<td>How nature and amount of remuneration for SES officers is determined</td>
<td>Suggested</td>
<td>na</td>
</tr>
</tbody>
</table>

#### External scrutiny

<table>
<thead>
<tr>
<th>REF*</th>
<th>DESCRIPTION</th>
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</tr>
</thead>
<tbody>
<tr>
<td>12(4)</td>
<td>Significant developments in external scrutiny</td>
<td>Mandatory</td>
<td>87–88</td>
</tr>
<tr>
<td>12(4)</td>
<td>Judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner</td>
<td>Mandatory</td>
<td>88</td>
</tr>
<tr>
<td>REF*</td>
<td>DESCRIPTION</td>
<td>REQUIREMENT</td>
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<tr>
<td>12(4)</td>
<td>Reports by the Auditor-General, a parliamentary committee, the Commonwealth Ombudsman or an agency capability review</td>
<td>Mandatory</td>
<td>88</td>
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</tbody>
</table>

**Management of human resources**

| 12(5) | Assessment of effectiveness in managing and developing human resources to achieve agency objectives                                                                                         | Mandatory           | 76–83|
| 12(6) | Workforce planning, staff retention and turnover                                                                                                                                       | Suggested           | 76, 78|
| 12(6) | Impact and features of enterprise or collective agreements, individual flexibility arrangements (IFAs), determinations, common law contracts and Australian Workplace Agreements (AWAs) | Suggested           | 83   |
| 12(6) | Training and development undertaken and its impact                                                                               | Suggested           | 81–82|
| 12(6) | Work health and safety performance                                                                                               | Suggested           | 78–79|
| 12(6) | Productivity gains                                                                                                              | Suggested           | na   |
| 12(7) | Statistics on staffing                                                                                                          | Mandatory           | na   |
| 12(8) | Enterprise or collective agreements, IFAs, determinations, common law contracts and AWAs                                          | Mandatory           | 83   |
| 12(9) & B | Performance pay                                                                                                           | Mandatory           | 77, 111–114 |

**Assets management**

| 12(10)–(11) | Assessment of effectiveness of assets management                                                                                           | If applicable, mandatory | 98–110 |

**Purchasing**

| 12(12) | Assessment of purchasing against core policies and principles                                                                   | Mandatory           | 88–89 |

**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           | 93   |

**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**

<p>| 13    | Financial statements                                                                                                          | Mandatory           | 91–137 |</p>
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<td>Other mandatory information</td>
<td>Work health and safety (Schedule 2, Part 4 of the Work Health and Safety Act 2011)</td>
<td>Mandatory</td>
<td>78–79</td>
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<tr>
<td>14(1) &amp; C.1</td>
<td>Advertising and market research (Section 311A of the Commonwealth Electoral Act 1918) and statement on advertising campaigns</td>
<td>Mandatory</td>
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<tr>
<td>14(1) &amp; C.2</td>
<td>Ecologically sustainable development and environmental performance (Section 516A of the Environment Protection and Biodiversity Conservation Act 1999)</td>
<td>Mandatory</td>
<td>88–89</td>
</tr>
<tr>
<td>14(1)</td>
<td>Compliance with the agency’s obligations under the Carer Recognition Act 2010</td>
<td>If applicable, mandatory</td>
<td>na</td>
</tr>
<tr>
<td>14(2) &amp; D.1</td>
<td>Grant programmes</td>
<td>Mandatory</td>
<td>na</td>
</tr>
<tr>
<td>14(3) &amp; D.2</td>
<td>Disability reporting—explicit and transparent reference to agency level information available through other reporting mechanisms</td>
<td>Mandatory</td>
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<td>14(4) &amp; D.3</td>
<td>Information Publication Scheme statement</td>
<td>Mandatory</td>
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<td>14(5)</td>
<td>Correction of material errors in previous annual report</td>
<td>If applicable, mandatory</td>
<td>na</td>
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<td>E</td>
<td>Agency Resource Statements and resources for Outcomes</td>
<td>Mandatory</td>
<td>92–93, 131</td>
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<td>F</td>
<td>List of Requirements</td>
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* The reference is to the location of the item in the Requirements for Annual Reports for Departments, Executive Agencies and other non-corporate commonwealth entities (issued 25 June 2015) – for example, ‘A.4’ refers to the fourth item in Attachment A of the requirements.
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