

# ACRONYMS AND ABBREVIATIONS

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

# GLOSSARY

2014–15	1 July 2014 – 30 June 2015.
active constituent	The component of a pesticide or veterinary medicine product that is responsible for its physiological or pharmacological action.
adverse experience	Any undesirable experience arising from the use of a chemical; adverse experiences may affect human or animal health, the environment or other factors.
antibiotic	Substances produced by microorganisms that are antagonistic in high dilution to the growth and viability of other microorganisms.
applicant	A person or company who applies to the APVMA to register a pesticide or veterinary chemical for use in Australia.
approved label	The market product label that carries text approved and published by the APVMA.
compliance	Compliance with any applicable agvet law. <i>See also</i> noncompliance.
cost recovery	Fees and charges relating to the provision of government goods and services (including regulation) to the private and other nongovernment sectors of the economy.
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.
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.
maximum residue limit standard	A list of agvet chemicals and the corresponding residue levels of these chemicals that are permitted in food and animal feed.
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-scale) 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. <i>See also</i> spray drift.
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 timeframe in which the APVMA must process applications for registration.
veterinary medicines	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.

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	155
A.5	Glossary	Mandatory	149–150
A.5	Contact officer(s)	Mandatory	ii
A.5	Internet home page address and Internet address for report	Mandatory	ii
9	<b>Review by Chief Executive, APVMA</b>		
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	91–93
9(2)	Outlook for following year	Suggested	na
9(3)	Significant issues and developments—portfolio	Portfolio departments—suggested	na
10	<b>Agency overview</b>		
10(1)	Role and functions	Mandatory	2–3
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	18–83
10(3)	Portfolio structure	Portfolio departments—mandatory	na
11	<b>Report on performance</b>		
11(1)	Review of performance during the year in relation to programmes and contribution to outcomes	Mandatory	18–83
11(2)	Actual performance in relation to deliverables and KPIs set out in PB Statements/PAES or other portfolio statements	Mandatory	18–83

REF*	DESCRIPTION	REQUIREMENT	PAGE
11[2]	Where performance targets differ from the PBS/PAES, details of both former and new targets, and reasons for the change	Mandatory	18-83
11[2]	Narrative discussion and analysis of performance	Mandatory	18-83
11[2]	Trend information	Mandatory	18-83
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	86-87
11[4]	Performance against service charter customer service standards, complaints data, and the agency's response to complaints	If applicable, mandatory	87-88
11[5]	Discussion and analysis of the agency's financial performance	Mandatory	91-93
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	92
12	<b>Management and accountability</b>		
	Corporate governance		
12[1]	Agency heads are required to certify that their agency complies with the 'Commonwealth Fraud Control Guidelines'.	Mandatory	87
12[2]	Statement of the main corporate governance practices in place	Mandatory	86
12[3]	Names of the senior executive and their responsibilities	Suggested	6-8
12[3]	Senior management committees and their roles	Suggested	73
12[3]	Corporate and operational plans and associated performance reporting and review	Suggested	6, 12, 66-69, 86
12[3]	Internal audit arrangements including approach adopted to identifying areas of significant financial or operational risk and arrangements to manage those risks	Suggested	86-87, 143-144
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
	<b>External scrutiny</b>		
12[4]	Significant developments in external scrutiny	Mandatory	87-88
12[4]	Judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner	Mandatory	88

REF*	DESCRIPTION	REQUIREMENT	PAGE
12[4]	Reports by the Auditor-General, a parliamentary committee, the Commonwealth Ombudsman or an agency capability review	Mandatory	88
<b>Management of human resources</b>			
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	76-78
12[8]	Enterprise or collective agreements, IFAs, determinations, common law contracts and AWAs	Mandatory	83
12[9] & B	Performance pay	Mandatory	77, 111-114
<b>Assets management</b>			
12[10]- [11]	Assessment of effectiveness of assets management	If applicable, mandatory	98-110
<b>Purchasing</b>			
12[12]	Assessment of purchasing against core policies and principles	Mandatory	88-89
<b>Consultants</b>			
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
<b>Australian National Audit Office access clauses</b>			
12[23]	Absence of provisions in contracts allowing access by the Auditor-General	Mandatory	na
<b>Exempt contracts</b>			
12[24]	Contracts exempted from publication in AusTender	Mandatory	na
<b>Financial statements</b>			
13	Financial statements	Mandatory	91-137

REF*	DESCRIPTION	REQUIREMENT	PAGE
<b>Other mandatory information</b>			
14(1) & C.1	Work health and safety (Schedule 2, Part 4 of the <i>Work Health and Safety Act 2011</i> )	Mandatory	78–79
14(1) & C.2	Advertising and market research (Section 311A of the <i>Commonwealth Electoral Act 1918</i> ) and statement on advertising campaigns	Mandatory	81, 93
14(1) & C.3	Ecologically sustainable development and environmental performance (Section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i> )	Mandatory	88–89
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	79
14(4) & D.3	Information Publication Scheme statement	Mandatory	147
14(5)	Correction of material errors in previous annual report	If applicable, mandatory	na
E	Agency Resource Statements and resources for Outcomes	Mandatory	92–93, 131
F	List of Requirements	Mandatory	151–154

\* 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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