

CHAPTER 5

APPENDIXES



APPENDIX A: ADVISORY BOARD AND COMMITTEES

APVMA ADVISORY BOARD

The Chief Executive Officer (CEO) of the APVMA is supported by an Advisory Board selected and appointed by the Minister for Agriculture.

The Advisory Board does not have decision-making power. It advises the CEO and provides an expert consultative mechanism, either on its own initiative or at the request of the CEO, by providing advice and recommendations on issues relevant to the execution of the functions of the APVMA.

Arrangements for the Advisory Board's appointment, function and procedure, as well as its interaction with the CEO, are prescribed by legislation.

The Advisory Board consists of up to nine part-time members appointed by the minister for their expertise and experience in areas associated with the APVMA's stakeholder community. The individual members are appointed on the basis of their ability to contribute at the highest level to the national regulation of chemicals in Australia.

The experience of members reflects, as far as possible, each key stakeholder sector. These are the regulation of chemical products at state and territory level, the agricultural chemical and veterinary medicine industries, primary production, environmental toxicology, protection of consumer interests, public health, and work health and safety. In addition, the minister also has discretion to appoint a member who has experience in another field relevant to the APVMA's functions.

The Secretary of the Australian Government Department of Agriculture, or a person authorised by the secretary, may attend meetings. The CEO may also invite a person, other than an Advisory Board member or the secretary, to attend a meeting for the purpose of advising or informing it on any matter.

The Advisory Board currently comprises the following members, who were appointed for a three-year term commencing on 13 November 2012:

Lyn Fragar AO is a public health physician and an adjunct associate professor with the Australian Centre for Agricultural Health and Safety, University of Sydney. She currently chairs the Hunter New England Local Health District Board. Dr Fragar has been appointed as a board member for her expertise in public health, and work health and safety. She has also been appointed to the position of Chair of the Advisory Board.

Sandra Baxendell PSM is the Director of Goat Veterinary Consultancies. She has been a senior lecturer specialising in animal production at Curtin University, and has also worked in agricultural production and industry management roles. Dr Baxendell has extensive Queensland Government experience in a variety of roles, including Regional Director, General Manager (Chemical Use and Food Safety), Director Product Integrity, and Acting General Manager Plant Biosecurity and Product Integrity. Dr Baxendell has been appointed as a board member for her experience in the regulation of chemical products under state or territory law.

Bronwyn Capanna is the Executive Director of Accord Australasia, the industry association representing the hygiene, cosmetics and specialty products industry. She has more than 20 years experience in industry association management, and has held senior positions as a regulatory and technical executive in the not-for-profit and private sectors in Australia and the United Kingdom. She continues to be highly

engaged in regulatory reform at a national and international level. Ms Capanna has been appointed as a board member for her experience in a field relevant to the APVMA's functions under the optional provisions in the legislation.

John Hassell operates his own farming business, together with off-farm contracting in baling, spraying and clover harvesting. He is also a director of Co-operative Bulk Handling Ltd, Grain Pool Pty Ltd, Bulkwest Engineering Pty Ltd and other subsidiaries. Mr Hassell has previously worked as a farm and laboratory assistant with a range of companies. He is a member of the Western Australian Farmers Federation and the Pingelly Land Conservation District Committee. Mr Hassell has been appointed as a board member for his experience in primary production.

David Lawson is a financial counsellor, and runs his own consultancy and general counselling business. Mr Lawson was previously a sugar cane farmer, and ran a contracting and farm machinery hire business. He has held a number of senior representative roles in the sugar industry, and has experience representing consumer interests in the areas of financial counselling, telecommunications, energy and banking at a state and national level, including as a representative of the Consumers' Federation of Australia and as a member of the APVMA's community consultative committee. He chairs the management committee of a school for youth who are disengaged from the state school system. Mr Lawson has been appointed as a board member for his experience in protecting consumer interests.

Gordon Reidy is the Regional Manager Regulatory Affairs, Toxicology, Product Safety and Development Asia Pacific for the Sumitomo Chemical Company. Dr Reidy has held a range of toxicology-related roles in WorkSafe Australia, AGC Woodward-Clyde Pty Ltd, 3M Asia Pacific and Reckitt Benckiser. He served on the Drugs and Poisons Scheduling Committee, and the Basel Hazardous Waste Technical Committee. He has also been a board member of the Australian Consumer Products Industry Association. Dr Reidy has been appointed as a board member for his experience in environmental toxicology, including knowledge of the effects of chemicals in ecosystems.

Selwyn Snell is the Managing Director of Barawyn Pty Ltd. He has extensive experience in agribusiness, including in a number of senior roles spanning corporate management, financial and strategic planning, and farming research and development. He is the current Chair of Horticulture Innovation Australia Ltd, the Council of Rural and Research Development Corporations and the Queensland Government's Horticultural Development Committee. Mr Snell has been appointed as a board member for his experience in the agricultural chemical industry.

Roger Toffolon is the Director of Biosecurity Strategy, Legislation and Performance in the New South Wales Department of Primary Industries. Mr Toffolon has worked as an entomology researcher and has held a number of senior roles in the New South Wales Government, including Registrar of Pesticides, Program Leader for Agricultural and Veterinary Chemicals, and Manager of Biological and Chemical Risk Management. He has been appointed as a board member for his experience in the regulation of chemical products under state or territory law.

Lisa Wade is Director of Bellmount Consulting Pty Ltd, which provides consulting services to the agricultural and veterinary industries. Dr Wade was previously a veterinarian working in mixed practice in both Australia and the United Kingdom. She has experience in the research and development of a wide range of veterinary therapeutics, and experience with Australian and international regulatory systems. She has been a member of the Animal Health Alliance Issues Management Group and chaired the group's Antimicrobial Resistance Task Force. Dr Wade has been appointed as a board member for her experience in the veterinary chemical industry.

Meetings and attendance

Advisory Board meetings were held on 25 August and 5 November 2014, and 11 February and 23 April 2015. All meetings were in Canberra. A summary of the key outcomes from each meeting is published on the APVMA website. Attendance at Advisory Board meetings is shown in Table A1.

TABLE A1: ATTENDANCE AT ADVISORY BOARD MEETINGS, 2014–15

| Member | Meetings eligible to attend | Meetings attended |
|----------------------------------------------------------------|-----------------------------|-------------------|
| Lyn Fragar (Chair) | 4 | 4 |
| Sandra Baxendell | 4 | 4 |
| Bronwyn Capanna | 4 | 4 |
| John Hassell | 4 | 3 |
| David Lawson | 4 | 4 |
| Gordon Reidy | 4 | 3 |
| Selwyn Snell | 4 | 4 |
| Roger Toffolon | 4 | 4 |
| Lisa Wade | 4 | 4 |
| Australian Government Department of Agriculture representative | 4 | 3 |

Issues considered

In 2014–15, the board advised the CEO in relation to a range of strategic matters, including:

- progress with implementing the legislative reforms and business re-engineering
- the new APVMA 2015–19 corporate plan
- the APVMA's Regulator Performance Framework
- development of a risk-based decision assessment framework
- policy on use of international data, standards, decisions and assessments
- external consultation on the revised chemical review list
- the APVMA's new Client Service Charter
- communication activities, particularly with the agricultural sector and in relation to clarifying the roles and responsibilities of the APVMA.

Presentations

There were no external presentations to the board in 2014–15.

Declarations of interest

Members of the board are required under the *Agricultural and Veterinary Chemicals (Administration) Act 1992* to disclose, as soon as practicable, any direct or indirect financial interests that could conflict with the proper performance of the board's function. Any decision made in relation to a disclosure about a matter that is being considered, or about to be considered, at a meeting must be recorded in the minutes of the meeting.

Records of disclosures by board members are kept by the APVMA. No conflicts of interest that would conflict with the proper performance of the board's functions were declared at any meeting in 2014–15.

APVMA AUDIT COMMITTEE

The APVMA Audit Committee is part of the APVMA governance and risk framework. Its terms of reference are to provide independent assurance and advice to the CEO in relation to the risk control and compliance framework, and the APVMA's financial and management responsibilities, and performance reporting and external accountability responsibilities.

The committee members include an external independent chair, a representative from an external organisation, and a member of APVMA executive management. Committee observers and advisers can include representatives from the Australian National Audit Office, the internal auditor, the APVMA CEO, the APVMA Chief Financial Officer, the APVMA Chief Information Officer and other management representatives.

Meetings and attendance

The Audit Committee met four times in 2014–15: in September and November 2014, and February and May 2015. Attendance at Audit Committee meetings is shown in Table A2.

TABLE A2: ATTENDANCE AT AUDIT COMMITTEE MEETINGS, 2014–15

| Representative | Member's organisation | Meetings eligible to attend | Meetings attended |
|---------------------|--------------------------------------|-----------------------------|-------------------|
| Peter Hoefler | External independent chair | 4 | 4 |
| Tony de la Fosse | APVMA | 4 | 4 |
| Claude Gauchat | External organisation representative | 4 | 4 |
| Appointment pending | External organisation representative | 4 | 0 |

Issues considered

In 2014–15, the Audit Committee:

- reviewed the previous year's annual financial statements and Certificate of Compliance
- monitored the schedule for preparation of annual financial statements for 2014–15
- monitored the financial planning and performance of the APVMA
- monitored and advised on the implementation of the legislative reforms, the associated business reforms and IT enhancements from 1 July 2014

- monitored APVMA progress in implementing the *Public Governance, Performance and Accountability Act 2013* (PGPA Act)
- reviewed and monitored the Risk Management Plan and Risk Register
- reviewed the Fraud Control Plan 2014–16
- monitored key performance indicators of the committee
- monitored and advised on the internal audit program, including audits of science quality, corporate travel and credit cards, levies, enhanced security of confidential commercial information, procurement and implementation of the PGPA Act.

Presentations

In 2014–15, the Audit Committee received an external presentation from the University of Melbourne, Centre of Excellence for Biosecurity Risk Analysis, on the development of a risk-based assessment framework for the APVMA.

Declarations of interest

No conflicts of interest that would conflict with the proper performance of the Audit Committee's functions were declared at any meeting in 2014–15.

MANUFACTURERS' LICENSING SCHEME INDUSTRY LIAISON COMMITTEE

The APVMA established the Manufacturers' Licensing Scheme Industry Liaison Committee (MLSILC) to provide a forum to discuss strategic and operational issues relating to the Manufacturers' Licensing Scheme and the Overseas Good Manufacturing Practice Scheme with industry representatives and auditors.

Terms of reference

The terms of reference of the MLSILC are to:

- obtain the views of industry members and auditors on issues of an operational, technical or strategic nature
- advance the development and review of operating procedures, manufacturing standards and guidelines relevant to the Australian Manufacturers' Licensing Scheme and the Overseas Good Manufacturing Practice Scheme
- provide industry input into APVMA operational planning processes relating to manufacturing issues
- identify opportunities for regulatory reform within the existing framework
- consider the impact of proposed policy changes on APVMA operations, and implications for industry
- facilitate communication with industry and other stakeholders.

Meetings and attendance

The committee met three times in 2014–15: in September and December 2014, and March 2015. Membership and attendance at MLSILC meetings are shown in Table A3.

TABLE A3: MANUFACTURERS' LICENSING SCHEME INDUSTRY LIAISON COMMITTEE MEETINGS, 2014–15

| Representative | Member organisation | Meetings eligible to attend | Meetings attended |
|---------------------------------------------------------|---------------------------------------------------------|-----------------------------|-------------------|
| Bruce Johnson (Chair, December 2014, March 2015) | APVMA | 3 | 2 |
| Kathryn Winterton (Chair, September 2014) | | 3 | 3 |
| Suzanne Stokes (Secretary, September and December 2014) | | 2 | 2 |
| Garry Hartridge (Secretary, March 2015) | | 1 | 1 |
| Matthew Sherriff | Animal Medicines Australia Ltd | 3 | 2 |
| Ian Wheatley | Auditors' representative | 3 | 3 |
| John Aird | Feed Ingredients and Additives Association of Australia | 3 | 2 |
| Bill Blackhall | Veterinary Manufacturers and Distributors Association | 3 | 3 |

Issues considered

Issues considered in 2014–15 included:

- progress with auditing and licensing of veterinary medicine product manufacturers
- updates on APVMA regulatory reform activities
- progress with development of risk-based systems for scheduling audits and quantifying audit outcomes
- progress with release-for-supply arrangements with third-party toll manufacturers
- monitoring progress of the mutual recognition agreement between Australia and the European Community
- update on progress on conformity assessment and recognition by international regulatory bodies (eg FAMI QS—the Quality and Safety System for Specialty Feed Ingredients and their Mixtures)
- inspections of Australian veterinary manufacturers by the Therapeutic Goods Administration (TGA), conducted under a memorandum of understanding between the APVMA and the TGA.

Declarations of interest

No matters were declared by any member of the MLSILC that would give rise to any personal material conflict of interest. Records of declarations are maintained by the APVMA.

REGISTRATION LIAISON COMMITTEE

The Registration Liaison Committee is a consultative forum for the APVMA, representatives of the state and territory signatories to the National Registration Scheme for Agricultural and Veterinary Chemicals (NRS), and other relevant Australian Government agencies.

Terms of reference

The terms of reference of the Registration Liaison Committee are to:

- align the outputs of the APVMA's registration processes and the chemical management objectives of the states and territories
- develop operational policies for the operation of the NRS, including those dealing with registration (including labelling), regulation, and appropriate use of agricultural and veterinary chemicals
- provide feedback on state and territory views on these issues, and particularly their impact on chemical users and the responsibilities of regulators
- address specific operating policy issues, as necessary
- provide input to operational planning priorities
- provide input to existing chemical review priorities.

Meetings and attendance

As a result of operational requirements, the committee did not formally meet in 2014–15.

APPENDIX B: FREEDOM OF INFORMATION

REQUESTS FOR INFORMATION UNDER THE *FREEDOM OF INFORMATION ACT 1982*

The APVMA had 6 requests for information under the *Freedom of Information Act 1982* (FOI Act) in progress at the beginning of the 2014–15 financial year, and received an additional 24 requests during the year. During the year, 17 requests were finalised.

INFORMATION PUBLICATION SCHEME

Agencies subject to the FOI Act are required to publish information for the public as part of the Information Publication Scheme (IPS). IPS information for the APVMA is available at www.apvma.gov.au.