

Australian Pesticides & Veterinary Medicines Authority
The Organisation

Organisational structure

The APVMA is divided into six programs, each of which reports through a program manager to the CEO who in turn reports to the APVMA Board of Directors. Each program is divided into sections that have responsibility for specific operational or administrative functions.

The Principal Scientist, Pesticides and Principal Scientist, Residues and Veterinary Medicines are responsible for the maintenance of scientific standards of excellence.

Figure 7. APVMA organisational and program structure at 30 June 2004



APVMA Board of Directors

The APVMA's focus and strategic direction is determined by a Board of Directors comprising a Chairperson and eight other Directors. All Board appointments are on a part-time, non-executive basis. Other than the Chairperson, Directors are appointed to bring experience to the Board in the following areas:

- the regulation of chemical products at State or Territory level
- the agricultural and veterinary chemicals industry
- protection of consumer interests
- primary production
- occupational health and safety
- the development or administration of Australian Government policy, or the operation or management of an Australian Government statutory authority.

The current Board was appointed in accordance with the Administration Act by Senator the Hon Judith Troeth, Parliamentary Secretary to the Minister for Agriculture, Fisheries and Forestry on 16 October 2002 for a term expiring on 15 October 2005.

It should be noted that Directors are not appointed to represent particular organisations or interest groups. The Board of Directors constitutes the APVMA and acts in its corporate interest by providing direction and overseeing its operations for the regulation of agricultural and veterinary chemical products up to and including at the point of retail sale. The Board ensures that the APVMA exercises its functions, powers and responsibilities consistent with the Administration Act, related Australian Government legislation and government policy direction. In so doing, the Board receives information from stakeholders and through public consultation, and receives technical advice from other Australian Government agencies, the States and Territories and from within the APVMA. Responsibility for day-to-day operations rests with the CEO.

Details of Board meetings, attendance and declared interests are at Appendix A.



Dr Kevin Sheridan AO

(Chairperson)

B AgrSc, MS, PhD

Chairman Advisory Committee for the Centre for Rural and Remote Mental Health; Director of Bactron Pty Ltd; Director General of NSW Agriculture (1988–2002); Chief Executive of the NSW Rural Assistance Authority (1996–2002); member of the Murray-Darling Basin Commission (1988–2002); Chairman of the Farrer Memorial Trust (1988–2002) and the Helen Newton Turner Trust (1993–2002); has been involved in policy and use of pesticides and veterinary medicines for the past 30 years.



Dr Lyn Fragar AO

(Deputy Chairperson)

MBBS, MPH, DipAgEc, DTM&H, FAFPHM, FRIPH, MAICD

Public health and occupational health physician; Director of the Australian Centre for Agricultural Health and Safety (University of Sydney); Secretary of Farmsafe Australia Inc; member of the Farm Health and Safety Industry Research and Development Advisory Committee of the Rural Industries Research and Development Corporation, and the International Association of Agricultural Medicine and Rural Health.



Dr Gardner Murray PSM

DVMS, BVMS, FAIM, MRCVS, FAICD

Qualifications in veterinary medicine and surgery and in administration; has held a number of senior government positions including Executive Director, Australian Quarantine and Inspection Service and Bureau of Rural Sciences; currently Executive Director of Product Integrity, Animal and Plant Health and Australia's Chief Veterinary Officer; has extensive experience in animal and plant health, and in public health including food safety and international trade; is involved in a wide range of national and international committees.



Dr Catherine Hollywell

BSc (Hons), PhD

Director Agriculture Development, Department of Primary Industries (Victoria); experienced in the regulation of chemical products under a law of a State or Territory; currently chairs the Victorian Agricultural Chemicals Advisory Committee; from 1996–2003 represented Victoria's interests as a signatory to the ministerial agreement which underpins the National Registration Scheme for Agricultural and Veterinary Chemicals; member of the National Signatories Working Group on agricultural and veterinary chemicals (1999–2003).



Professor J G (Jock) McLean

BVSc, PhD, HDA (Hons)

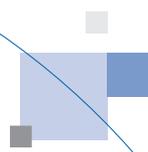
Veterinary surgeon and Professor Emeritus, Swinburne University of Technology; Deputy Chairperson, Racing Analytical Services Ltd; member of the Commonwealth Advisory Committee on Pesticides and Health and the Joint Food and Agriculture Organization/World Health Organization Expert Committee on Food Additives (Veterinary Drugs); member of the APVMA Board since 2000; experienced in the regulation of chemical products under the law of a State or Territory.



Hutch Ranck

BS Economics

Managing Director of DuPont Australia and New Zealand; Vice President of Avcare; the Business Council of Australia's appointee to the Prime Minister's Science, Engineering and Innovation Council; has broad experience in several industries in sustainable development, product stewardship and quality systems.





Tony Bates AM

BComm, FCPA, FCIS, FAICD

Broadly experienced business manager; previously Managing Director of Cyanamid Australia and Cyanamid of New Zealand; former Chairman of Arthur Websters Pty Ltd; past President of Australian Business Limited; inaugural Chair of the Australian Government's Biotechnology Consultative Committee; former Chairperson of Australian Rural Research and Development Corporations; Director of Technico Pty Ltd; Director of CCI Holdings Ltd and Young Achievement Australia; experienced in the development, registration and marketing of research-based life science technologies through to full commercialisation into global markets, especially in Australia and Asia.



Mara Bún

BA

Experienced in technology investment banking, management of non-profit organisations and consumer advocacy; General Manager, CSIRO Business Development; previously a consultant with the Allen Consulting Group; held senior management positions in the Australian Consumers' Association and Greenpeace Australia; former Director of the National office for the Information Economy, the Public Interest Advocacy Centre and the Australian Bush Heritage Fund; has extensive experience in the protection of consumer interests.



Anne Story

B App Sc (Hort Tech)(Hons)

Horticulturist, specialising in the handling, distribution and marketing of fresh produce; Managing Director, Story Horticultural Services Pty Ltd; Business Manager at Story Fresh, a large vegetable production and processing operation on the Darling Downs; Deputy Chancellor of the University of Southern Queensland; Executive Officer of Australian United Fresh Transport Advisory Committee Ltd.

APVMA senior management

The APVMA's senior management team comprises the CEO and six program managers. The principal scientists provide support for management on complex scientific issues and in the maintenance of scientific standards. The management team and their areas of responsibility, as at 30 June 2004, are described below.



Chief Executive Officer

Dr Joe Smith

BSc(Hons), PhD, FRACI, GAICD

The CEO consults with the APVMA Board and main stakeholders to set the organisation's vision, objectives and strategies to meet its legislative responsibilities. The CEO's principal responsibilities are to oversee the preparation of strategic, financial and operational plans and budgets for Board approval; monitor financial and operational performance; and oversee program performance to ensure the APVMA meets its objectives.

A large part of the CEO's time involves communicating with stakeholders, including State and Australian Government agencies, community groups, farming organisations, the chemical industry and key international agencies.

The CEO takes a leadership role for the organisation, particularly in ensuring that a quality service is provided to clients.



General Counsel and Program Manager, Legal and Governance

James Suter

BA (Hons). LLB

The General Counsel is responsible for ensuring that the APVMA fulfils its legislative objectives, operates as an accountable organisation and can respond effectively to legal challenge. The position oversees the development of the APVMA's governing legislation and acts as the Corporate Secretary to the APVMA Board. The General Counsel is responsible for ensuring that Board decisions are lawful and that the Board complies with the CAC Act.

As Program Manager, Legal and Governance the position is also responsible for corporate governance and the provision of Board secretariat services.



Program Manager, Chemistry and Residues

Dr Trevor Doust

BVSc, MACVSc, GAICD

The Program Manager, Chemistry and Residues has overall responsibility for the evaluation of chemistry and residue data and the assessment of the potential risk to trade for chemicals used on food animals and crops. The position oversees the setting of MRLs and withholding periods related to the use of chemicals in food commodities and is responsible for the approval of agricultural and veterinary active constituents included in registered products.



Program Manager, Corporate Services

Tony de la Fosse

BA, MBA, Grad Dip HRM, GAICD

The Program Manager, Corporate Services provides strategic advice to the APVMA CEO and Board on finance and administration, human resources, information services, information technology and public relations.

Key responsibilities include provision of timely and accurate financial data, and preparation of financial plans, budgets and strategies that maximise the organisation's ability to deliver quality services within the constraints of its funding.

The position is also responsible for the library, records management, archive system, web site administration, e-commerce and effective communication with stakeholders.



Program Manager, Pesticides

Dr Eva Bennet-Jenkins

BSc PhD

The Program Manager, Pesticides has overall responsibility for management of the APVMA's activities related to the evaluation, registration and review of pesticides.

Key responsibilities include provision of timely services and management of issues related to the assessment of applications to register or permit the use of pesticides. The program manager is responsible for the ongoing review of existing products to determine whether they continue to meet contemporary standards and for continuous improvement to enhance the efficiency and effectiveness of the registration and review processes.

The position has responsibility for providing leadership and strategic advice to the CEO and Board in relation to pesticides and broader organisational issues as part of the APVMA executive team.



Program Manager, Quality Assurance and Compliance

Dr Timothy Dyke

BVSc, Dip Vet Clin Studies, MVSc, PhD, FACVSc, Diplomate American College of Veterinary Clinical Pharmacology

The Program Manager, Quality Assurance and Compliance is responsible for ensuring manufacturers and suppliers of agricultural and veterinary chemical products comply with the Australian registration requirements set out in the Agvet Code, and for programs that assure the quality of veterinary medicines. This responsibility extends up to and includes the point of retail sale, after which State laws apply.

The position is also responsible for negotiation and management of the scientific and compliance service provision arrangements with various Australian and State government agencies.



Program Manager, Veterinary Medicines

Martin Holmes

BVSc, G Dip PSM

The Program Manager, Veterinary Medicines has overall responsibility for the APVMA's activities related to the evaluation, registration and review of veterinary medicines.

Key responsibilities include provision of timely services and management of issues related to the assessment of applications to register or permit the use of veterinary medicines. The program manager is responsible for the ongoing review of existing products to determine whether they continue to meet contemporary standards and for continuous improvement to enhance the efficiency and effectiveness of the registration and review processes.

The position has responsibility for providing leadership and strategic advice to the CEO and Board in relation to veterinary medicines and broader organisational issues as part of the APVMA executive team.



Principal Scientist, Pesticides

Dr David Loschke

BSc, PhD

The Principal Scientist, Agricultural Chemicals is responsible for maintaining and improving the quality of science from the Pesticides Division and for leading the provision of scientific advice in relation to pesticides across the APVMA.



Principal Scientist, Residues and Veterinary Medicines

Dr Phil Reeves

BVSc, PhD, FACVSc

The Principal Scientist, Residues and Veterinary Medicines is responsible for maintaining and improving the quality of science from both the Veterinary Medicines and Chemistry and Residues programs and for leading the provision of scientific advice in relation to veterinary medicines, animal health and chemistry and residues across the APVMA.

Human resource management

The APVMA had a total of 134 staff at 30 June 2004. The total staffing of the APVMA according to full- and part-time status and temporary status is shown in Table 5. Staff movements, including recruitments, resignations, retirements, retrenchments, redundancies and dismissals are shown in Table 6.

Table 5. APVMA staffing at 30 June 2004

Classification	Full-time (permanent)	Part-time (permanent)	Temporary	Total
Executive	7	0	1	8
Principal Scientist	2	0	0	2
Band 6	19	0	2	21
Band 5	25	2	0	27
Band 4	33	1	1	35
Band 3	17	3	4	24
Band 2	7	2	8	17
Band 1	0	0	0	0
Total	110	8	16	134

Whilst the number of part-time positions increased over the period (there were only four part-time positions in 2002–03) the number of full-time (permanent) positions dropped (in 2002–03 there were a total of 111 full-time (permanent) positions).

Table 6. Staff movements at APVMA during 2003–04

Classification	Separated	Recruited
Executive	2	0
Principal Scientist	0	0
Band 6	3	0
Band 5	2	2
Band 4	1	4
Band 3	2	0
Band 2	0	2
Band 1	0	0
Total	10	8

Workplace diversity

The APVMA recognises that its people—with their diverse abilities, skills, languages, cultures and backgrounds—are its greatest resource. The APVMA is committed to promoting and supporting diversity in the workplace.

This commitment allows the APVMA to uphold an outstanding international reputation for scientific excellence and reliability as a regulatory body. The APVMA's reputation hinges upon a commitment to employing the best people, basing recruitment practices upon merit and providing a work environment in which people are valued and able to contribute to the best of their abilities.

During 2003–04 a new Workplace Diversity Plan was launched. The revised plan has the following objectives:

- improving employee awareness of workplace diversity
- training staff in diversity and discrimination issues
- promoting and supporting workplace diversity issues
- developing a disability employment strategy
- reviewing the harassment policy
- creating an Indigenous traineeship and providing further work experience opportunities for Indigenous people
- increasing employee awareness of Indigenous cultural issues
- increasing opportunities for people with disabilities
- improving facilities for mothers returning to the workplace including the creation of a carers room
- promoting health and wellbeing
- increasing employment opportunities for mature workers
- enhancing leave options to assist employees balance work/ life responsibilities
- improving availability of leave relating to childbirth and adoption
- collecting and recording statistics.

A number of these objectives were achieved in 2003–04 whilst others are marked for completion in 2004–05.

Table 7 gives a breakdown of staffing by gender, and a profile of staff according to representation of equal employment opportunity (EEO) groups appears at Table 8.

Table 7. APVMA staffing at 30 June 2004 by gender

Classification	Male	Female	Total Staff
Executive	7	1	8
Principal Scientist	2	0	2
Band 6	15	6	21
Band 5	19	8	27
Band 4	17	18	35
Band 3	4	20	24
Band 2	3	14	17
Band 1	0	0	0
Total	67	67	134

Table 8. EEO profile of APVMA staff as at 30 June 2004*

Classification	People of Non-English speaking background	People with a disability
Executive	1	0
Principal Scientist	0	0
Band 6	2	0
Band 5	6	1
Band 4	1	1
Band 3	4	2
Band 2	1	1
Band 1	0	0
Total	15	5

Note: * Based on voluntary disclosure of EEO information by staff.

The separation rate (percentage of full-time (permanent) staff who left the APVMA) during 2003–04 was 8.4 per cent. This compares to 13.2 per cent in 2002–03 and 16.1 per cent in 2001–02.

Occupational health and safety (OHS)

The APVMA continued to demonstrate a strong commitment to OHS.

Achievements included:

- providing flu injections
- conducting emergency evacuation drills
- additional awareness raising for staff using online learning
- continuing workstation assessments
- provision of ergonomic furniture and other equipment

- running a health week program with activities including health assessments, fitness assessments, sporting activities, health and wellbeing lectures, work/life balance and office injury prevention
- running an active OHS committee including a Fitness and Recreation Sub-committee
- providing case management and support for employees with non-compensable medical conditions
- appointment and training of new OHS representatives
- testing and tagging of all electrical equipment.

There were no reportable accidents or dangerous occurrences at the APVMA in 2003–04.

Commonwealth Disability Strategy

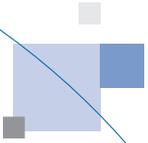
The APVMA incorporates the principles of the Commonwealth Disability Strategy in its Workplace Diversity Plan and other management practices. Applicants for job vacancies are invited to advise the selection committee of any disability when making application to ensure this is appropriately considered. All employees who will chair selection exercises must undergo training that includes raising awareness of issues relevant to people with disabilities, including specific reference to the principles of reasonable adjustment.

The APVMA, in conjunction with the Commonwealth Rehabilitation Service, has provided a number of people with disabilities with the opportunity to gain work experience in order to assist with return to work programs.

Certified agreement

The APVMA's certified agreement expired in May 2004. A new agreement was certified by the Australian Industrial Relations Committee on 13 January 2004. The agreement took effect from the expiry date of the previous agreement.

The new certified agreement is well balanced, with a strong focus on responsible financial management and performance improvement, and includes initiatives to attract and retain quality employees. Some features include 14 weeks Maternity Leave, Adoption Leave and competitive salary rates. These combine to improve recruitment, retention, staff satisfaction and ultimately corporate performance.



APVMA Wins Excellence In People Management Award

The APVMA recently won the ACT Division of the Australian Human Resources Institute (AHRI) Excellence in People Management Award for small agencies.

AHRI is Australia's premier human resources professional body. The AHRI awards for Excellence in People Management recognise the contribution of human resources leadership to the achievement of business success.

The APVMA was selected by an independent panel of judges after assessment by an AHRI evaluation team. In winning the small agency division, the APVMA was recognised for its best practice and innovative approaches to people management.

A key feature of the APVMA's approach is to ensure that people management is closely integrated into its strategic and operational planning to ensure that broader organisational objectives are achieved. The APVMA uses the Balanced Scorecard approach to strategic planning, a critical component of which is ensuring that people training and development needs are built into the achievement of all organisational goals.

AHRI were impressed by the APVMA's human resources practices, which include a strong commitment to performance management and focus on people through its performance and development scheme and its new Certified Agreement.

Winning this prestigious award acknowledges the outstanding efforts of the APVMA Human Resources team and reflects very positively on the entire staff of Australia's pesticides and veterinary medicines regulator.

The APVMA is recognised by its peers as one of the best regulators of its kind in the world. Its effectiveness is underpinned by the high quality of its people.



L to R: Dr Joe Smith (CEO), Jaime Castles (Assistant Manager, Human Resources), Jodi Crutchfield (Human Resources), Peter McFarlane (Manager, Human Resources)

Management practices

The APVMA has a number of management practices in place that define the key corporate processes. To ensure that these management practices are contemporary and consistent with the current certified agreement, the practices were reviewed during 2003–04 and where appropriate, new practices have been developed. The following new management practices were developed during 2003–04:

- staff rotation and mobility
- retaining and re-engagement of retired employees
- selection and recruitment guidelines
- revision of learning and development
- workplace harassment policy.

Performance, training and selection

The APVMA Performance Management Scheme provides a framework for managing individual performance with a clear link between individual performance and organisational priorities. Three full cycles of the Performance Management Scheme have been completed and the results indicate that the system has been successful.

During 2003–04 the APVMA continued its strong commitment to training including the Study Encouragement Scheme. The scheme has been successful in assisting staff to gain relevant tertiary qualifications to ensure the APVMA continues to promote scientific excellence. Eight employees, approximately 6 per cent of the workforce, were sponsored to undertake further tertiary study.

A development program for Band 4 and 5 officers (APS 6 and Executive Level 1 equivalent) was completed during 2003–04 and a program for Band 2 and 3 officers (APS3/4 and APS 5 equivalent) is being prepared for delivery in 2004–05. Training courses in effective writing, scientific writing, recruitment and selection and OHS were provided across the organisation.

The APVMA launched an online training facility that offers courses for employees to undertake from their workstations. Online courses in OHS and workplace diversity are now included in the induction process.