

ARPANSA — being the office of the CEO created by the ARPANS Act and employees engaged under the *Public Service Act 1999* — constitutes a statutory agency for the purposes of the Public Service Act.

ARPANSA is a prescribed agency under the *Financial Management and Accountability Act 1997*.

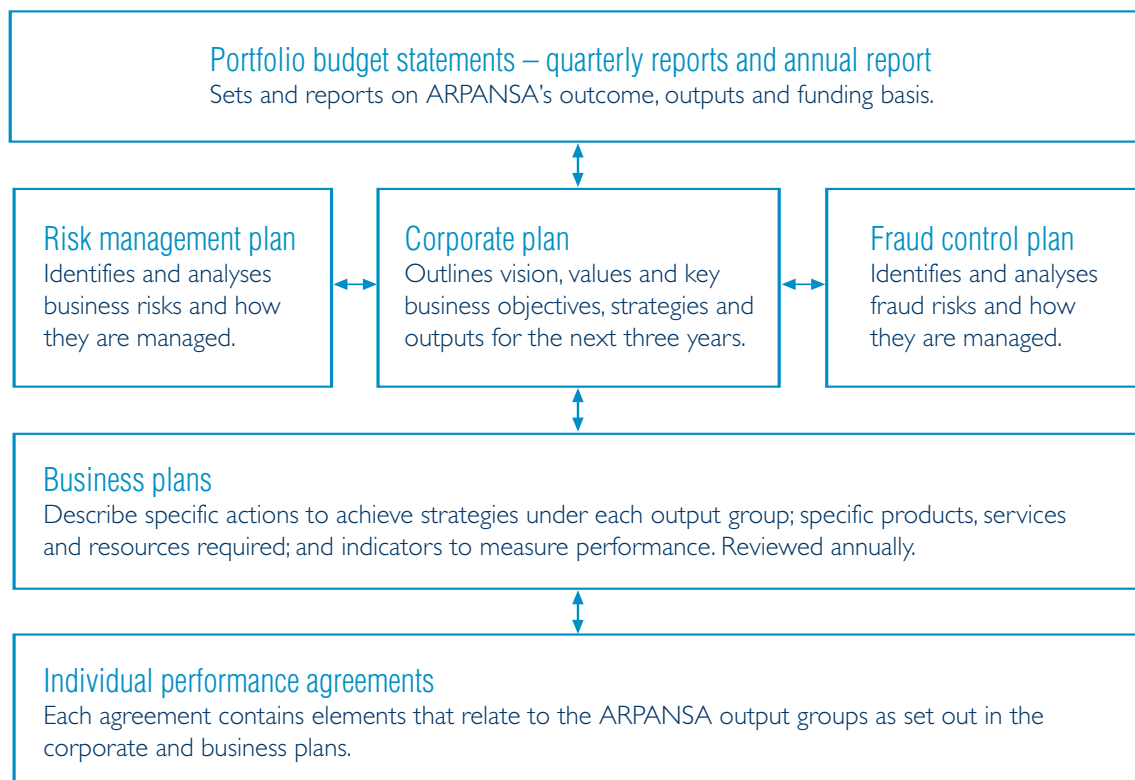
The CEO reports to the Parliamentary Secretary to the Minister for Health and Ageing. The quarterly and annual reports of the CEO are tabled in the parliament.

## ARPANSA's strategic planning framework

ARPANSA's planning and management framework links the agency's corporate plan, business plan and individual performance agreements. The agency's performance is accountable to the parliament through quarterly and annual reports, and agency managers at all levels are accountable for the priorities they give to the objectives and outputs in this plan.

Figure 2 shows ARPANSA's corporate governance structure.

Figure 2 Corporate governance of ARPANSA



## 5 Enabling services

### Financial management and services

ARPANSA will ensure prudent financial management and effective compliance with all statutory and regulatory requirements, including those relating to financial accountability, fraud and risk management, and competitive neutrality. It will maintain a high ethical standard and place a high priority on delivering core business activities. The strategic priority is to develop and maintain systematic, performance-oriented business plans linked to an annual planning and budget cycle.

### Human resource management

Within the period of this corporate plan, ARPANSA's current certified agreement will expire. In future arrangements, ARPANSA will seek to offer competitive remuneration and employment conditions. To support and develop its staff, ARPANSA

will continue to improve its employment services with fair, open and consistent recruitment practices, implement strategies to attract and retain outstanding performers, and create opportunities for all staff to participate in staff development programs. Occupational health and safety will remain a priority.

### Information technology

ARPANSA operates its own information technology network, which integrates data, voice and video services. Assurance of business continuity and sustainability will be a key priority project. The agency will also work with business units to explore and develop new methods of promoting e-commerce and community access to information about ARPANSA and its services.

ARPANSA is accredited by NATA to meet the AS ISO/IEC 17025–1999 standard, *General Requirements for the Competence of Testing and Calibration Laboratories*.

The operation of a quality management system is a core requirement of the standard. Eight ARPANSA service activities have been identified as benefiting from accreditation and all have received accreditation.

In addition to the accredited services, ARPANSA has an overarching quality management system. The scope of the system is being extended throughout the agency.

## Corporate governance, enabling services and quality priorities for 2005–08

- Continue to develop ARPANSA's financial management information system, including a reliable and accurate costing model for regulatory and business activities and for budget planning.
- Develop a workforce management plan incorporating succession planning and knowledge transfer.
- Implement a comprehensive staff capability development and performance support program, and use it effectively to improve ARPANSA's performance delivery.
- Harden network security to ensure information security and resistance to external intrusion and virus attacks.
- Review and implement business continuity plans, in particular those for the information technology and communication systems, to underpin the agency's business continuity management arrangement.
- Implement strategies to broaden the use of the document management system and to improve its effectiveness as a business support system.
- With the business units, develop new interfaces to promote e-business and community access to information.

