



Secretary

Department of Health and Human Services

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Hon Jill Hennessy MP
Minister for Health
Minister for Ambulance Services
Level 22, 50 Lonsdale Street
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Dear Minister

2016-17 Ministerial Statements of Expectations: regulatory areas within the health portfolio

Thank you for providing me with your Ministerial Statement of Expectations letters for the department's nine regulatory areas within your health portfolio, for the period 1 July 2016 to 30 June 2017. I am pleased to provide you with the attached department action plans in response to your Ministerial Statements that outline actions the department will undertake to give effect to your expectations.

Common themes in the department's action plans include engaging with industry, unions and local government to effectively communicate Victorian Government initiatives, such as smoking bans in outdoor dining areas and kilojoule labelling laws, improving regulatory areas' risk management practices, and reducing unnecessary regulatory burden for regulated organisations.

Your Ministerial Statements and the department's action plans will form part of relevant regulatory areas' work plans and will also be published on the department's website. The department's progress in undertaking the actions outlined in the action plans will be publically reported on shortly after the conclusion of the 2016-17 financial year.

I look forward to working with you to continue to further improve the performance of the department's regulators.

Yours sincerely


Kym Peake
Secretary
22/8/2016

Encl. (9) 2016-17 Ministerial Statements of Expectations: health portfolio regulator action plans

Ministerial Statement of Expectations: regulator action plan 2016-17

Environmental Health Regulation and Compliance Section – Radiation safety

The table below details the Department of Health and Human Services' Environmental Health Regulation and Compliance Section – Radiation Safety's plan to meet the performance improvement expectations outlined in the Environmental Health Regulation and Compliance Section – Radiation Safety's Ministerial Statement of Expectations 2016-17.

Performance Improvement	Actions	Performance Targets
Vigorously enforcing the ban on commercial tanning.	All allegations of illegal activity will be investigated and enforcement action taken where activity is confirmed to be taking place.	Any enforcement actions undertaken by the department between 1 July 2016 and 30 June 2017 will be described in the 2017 <i>Annual Report of the Secretary's activities under the Radiation Act 2005</i> .
Making continuous improvements to administrative systems to make it as easy as possible for individuals and businesses, particularly small business, to comply with laws that protect the health and safety of people and the environment from the harmful effects of radiation. This will be achieved for example through continuing to enhance application and notification forms to make it easier for applicants to apply for licenses and make the necessary mandatory notifications to the department.	Continue to enhance application and notification forms to make it as easy as possible for applicants to apply for licences and other authorisations, and to make necessary mandatory notifications to the department. Develop Radiation Amendment Regulations that will remove the fee associated with applications to vary existing licences or transfer existing management licences.	The enhancements and improvements will be made from 1 July 2016 onwards and will be demonstrated in the 2017 <i>Annual Report of the Secretary's activities under the Radiation Act 2005</i> . Regulations made and fee abolished by October 2016.
Building on work undertaken in 2015-16 to improve risk management, transparency and business processes through: <ul style="list-style-type: none"> Implementing a systematic, risk-based 	Substantially implement the risk based regulatory framework.	The risk based regulatory framework will be substantially implemented by 30 June 2017. It will be demonstrated in the 2017 <i>Annual Report of the Secretary's activities under the Radiation Act 2005</i> how risk-based strategies have been applied to high

Performance Improvement	Actions	Performance Targets
<p>approach to regulation.</p> <ul style="list-style-type: none"> Developing clearly defined regulatory outcomes that radiation safety regulation is seeking to achieve. Developing appropriate stakeholder engagement strategies. This will include strategies for engaging with in excess of 16,000 licensed users of radiation sources, managers of facilities that use radioactive materials, and transporters of radioactive materials as well as other key stakeholders. I note that the stakeholders are spread across many sectors ranging from medical practices using x-ray units and radioactive material for a wide variety of diagnostic and therapeutic purposes, through to industrial practices using both x-ray units and more commonly radioactive material for purposes such as industrial radiography, geotechnical studies and quality control. Implementing a refined methodology for allocating activity-based costs to the Section's activities to improve the Section's understanding of the costs and benefits of their activities, and the burden imposed on the entities it regulates. This builds on the activity based costing model developed and trialled by the Section in 2015-16. Developing robust performance measurement systems to underpin monitoring and continuous improvement. <p>These improvements build on work already undertaken in 2015 to address recommendations of the Victorian Auditor-General's report <i>Managing Regulator Performance in the Health Portfolio</i> (March 2015).</p>	<p>Publish clearly defined regulatory outcomes.</p> <p>A stakeholder communication and engagement strategy will be developed.</p> <p>An activity based costing exercise will be repeated.</p> <p>Develop and report on key performance indicators.</p>	<p>risk inspection and enforcement activities.</p> <p>Outcomes published on the department's website by 30 June 2017.</p> <p>The stakeholder communication and engagement strategy will be developed by the end of 2016. It will be demonstrated in the 2017 <i>Annual Report of the Secretary's activities under the Radiation Act 2005</i> how the strategy is being used to help the department communicate with stakeholders and achieve the regulatory objectives.</p> <p>An activity based costing exercise will be repeated prior to the end of 2017.</p> <p>Key performance indicators will be developed and reported on by June 2018. It will be demonstrated in the 2017 <i>Annual Report of the Secretary's activities under the Radiation Act 2005</i> how the department is using the indicators to underpin monitoring and continuous improvement.</p>

Performance Improvement	Actions	Performance Targets
Developing and implementing a compliance strategy which is transparent, risk based and effectively communicated to stakeholders.	Develop a compliance strategy.	The compliance strategy will be published by the end of June 2017.