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**THE HON NICOLA ROXON MP
MINISTER FOR HEALTH AND AGEING**

Dr Helen Zorbas
Chief Executive Officer
Cancer Australia
Locked Bag 3
STRAWBERRY HILLS NSW 2012

Dear Dr Zorbas 

I am writing to you to express my appreciation of the valuable and important work undertaken by Cancer Australia as the Government's national cancer control agency, and to outline my expectations of the amalgamated Cancer Australia over the coming year.

I thank you for the strong leadership that you have provided in fulfilling your dual roles as Chief Executive Officer of the National Breast and Ovarian Cancer Centre (NBOCC) and Cancer Australia in the lead-up to the amalgamation of these agencies.

As you are aware, Statements of Expectation are reviewed annually or when there is significant change in agency function, Minister or agency head.

As the amalgamation has been completed, and as a new Strategic Plan has been developed for Cancer Australia, I am now writing to you to detail my requirements for the agency, in a new Statement of Expectations.

Statement of Expectations

Introduction

This Statement of Expectations formally outlines how Cancer Australia should operate to achieve its key objectives. It is not a ministerial direction, a conferral of functions, a term or condition of office, or a delegation of power under the *Cancer Australia Act 2006* (CA Act).

Role and functions

As stated in section 7 of the CA Act, Cancer Australia has the following functions:

- (a) *to provide national leadership in cancer control;*
- (b) *to guide scientific improvements to cancer prevention, treatment and care;*
- (c) *to coordinate and liaise between the wide range of groups and health care providers with an interest in cancer;*
- (d) *to make recommendations to the Commonwealth Government about cancer policy and priorities;*
- (e) *to oversee a dedicated budget for research into cancer;*
- (f) *to assist with the implementation of Commonwealth Government policies and programs in cancer control;*
- (g) *to provide financial assistance, out of money appropriated by the Parliament, for research mentioned in paragraph (e) and for the implementation of policies and programs mentioned in paragraph (f); and*
- (h) *any functions that the Minister, by writing, directs Cancer Australia to perform.*

The Cancer Australia Advisory Council was established under the CA Act to provide advice to the Chief Executive Officer about the performance of the agency's functions. I note that you are reviewing, with the Department, how the Advisory Council can best contribute to Cancer Australia's objectives. I request that you keep me informed of this work, and that you continue to work closely with the Advisory Council in the performance of Cancer Australia's functions.

Short and long term priorities

I expect Cancer Australia to continue its existing programs of work and the functions that were previously undertaken by the NBOCC. As per the Government's commitment, breast and ovarian cancer control must remain key areas of focus of the new Cancer Australia.

Accordingly, Cancer Australia's key long term priorities now include:

- national leadership and coordination in areas of cancer control, including the breast and ovarian cancer programs that were previously undertaken by NBOCC;
- providing national leadership in the development, identification and implementation of evidence to improve cancer control;
- identifying research priorities and supporting multi-site, collaborative national cancer clinical trials groups;
- guiding and supporting Australian health professionals in cancer control, including through the provision of evidence-based advice;
- collaborating with states and territories, other health and cancer agencies (government and non-government), health professionals and researchers to improve coordination of cancer services and improve health service delivery in all cancers;
- engaging and supporting people affected by cancer and the peak consumer organisations, to actively influence outcomes in cancer control; and
- collaborating with the Australian Institute of Health and Welfare (AIHW) and other cancer stakeholders to develop essential data sets, and using this information to inform research priorities, service design and cancer planning work.

I note that the goals and strategies in Cancer Australia's Strategic Plan 2011-2014 reflect these key priorities.

In terms of specific programs and shorter term priorities, Cancer Australia must continue to implement and deliver the initiatives described in the Portfolio Budget Statements, including:

- Maintaining Support for Women with Gynaecological Cancers;
- Supporting Men with Prostate Cancer;
- Building Cancer Expertise in the new Cancer Australia;
- Building Cancer Support Networks;
- Improved Lung Cancer Data and Treatment Guidelines;
- Better Coordination of Cancer Care;
- the National Cancer Data Strategy;
- Mentoring for Regional and Hospital Professionals;
- the Priority-Driven Collaborative Cancer Research Scheme; and
- Cancer Data to Improve Cancer Survival (in collaboration with the AIHW).

I also note that as a result of the amalgamation and the increase to Cancer Australia's staffing capacity through the 2011-12 Budget, changes are being made to the way in which some programs are delivered. It is particularly important that the new Cancer Australia build on the strengths and expertise that have been brought together through the amalgamation.

Accordingly, I expect the successes of Cancer Australia's and NBOCC's approaches to cancer control to be applied in delivering the new Agency's programs and meeting key short and long term priorities. This must be done in accordance with the legislative framework that governs Cancer Australia. The increased staffing capacity will also enable expansion of Cancer Australia's internal expertise, and I am keen to see these changes enhance the agency's profile as the national cancer control agency, and its position as an authoritative source of evidence-based information about cancer.

Legislative framework

As a prescribed agency under the *Financial Management and Accountability Act 1997* (FMA Act), Cancer Australia must comply with this legislation, and the FMA Regulations. Cancer Australia is also required to operate in accordance with the CA Act, the *Public Service Act 1999* (PS Act), the *Auditor-General Act 1997* and other relevant legislation.

In addition to this legislative framework, all Australian Public Service accountability requirements apply to Cancer Australia. Specific expectations in relation to compliance are outlined below.

Compliance activities

I request that you exercise prudence in your financial management of Cancer Australia in the context of the legislative framework and this Statement of Expectations.

Under the FMA Act, you must manage the affairs of the Agency in a way that promotes the efficient, effective, economical and ethical use of resources. The FMA Act explicitly requires agency Chief Executives to properly use Commonwealth resources in a way that is not inconsistent with Commonwealth policies (for example, the Commonwealth Procurement Guidelines). This requirement of agency officials is also included in the FMA Regulations, made under section 65 of the FMA Act. Detailed rules about how public money and property are to be dealt with are also in the FMA Delegations and the Finance Minister's Orders.

Robust financial management will be especially important, given the increase in Cancer Australia's resources and staffing profile following the amalgamation and the 2011-12 Budget. I ask that you closely monitor the Agency's financial position, and ensure that it operates within its available financial resources.

Any breaches of the FMA Act, FMA Regulations, FMA Delegations, Finance Minister's Orders or financial management and other policies must be reported in your Agency's annual certificate of compliance.

Reporting for Budget purposes will need to be against outcomes as defined in the Portfolio Budget Statements.

Cancer Australia as an employer

Cancer Australia must continue to operate in accordance with the Government's workplace policies. Its employees shall be aware of and adhere to the PS Act and the Public Service Code of Conduct.

Cancer Australia should set high human resource standards and ensure that it is well placed to effectively implement Government policy. I ask that as Chief Executive Officer, you ensure that the agency manages workforce planning, including oversight of turnover and retention, and that it maintains a positive work culture.

I also request that Cancer Australia complies with the Australian Public Service Bargaining Framework, including the requirement to seek the approval of the Special Minister of State for a proposed Enterprise Agreement before it is released for the staff vote. I also ask that Cancer Australia seek to include a notional expiry date of 30 June 2014 in its new Enterprise Agreement.

Stakeholder relationships

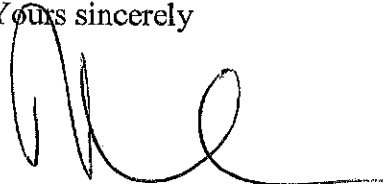
Cancer Australia and my Department operate within the same broad policy platform. The Secretary of the Department plays an important role in providing me with policy advice in my oversight of portfolio agencies. To ensure that the Secretary and the Department can undertake this advisory role, I request that you inform the Secretary (or the relevant policy area in the Department) of relevant issues and information affecting the portfolio. I ask that Cancer Australia maintains a close working relationship with the Department based on the principles of open communication and information sharing.

In having regard to the interests of the Government, I ask that you provide me and the Department with appropriate notice of key issues, reports and events that may impact on Government operations or policies.

I would appreciate your response to this Statement of Expectations in the form of a Statement of Intent, outlining how you plan to meet the above requirements and achieve the identified goals and standards. The Statement of Intent should be provided within the next three months, and should be based on appropriate, measurable and verifiable performance indicators. In the interests of transparency, I also request that both statements be placed on Cancer Australia's website.

I look forward to receiving the Statement of Intent, and to continuing to work with you to ensure the continuation of Cancer Australia's high standard of performance into the future.

Yours sincerely



NICOLA ROXON

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