

Appendices

Appendix 1 Freedom of information

In accordance with section 8 of the *Freedom of Information Act 1982* (FOI Act), this appendix contains information about FOI procedures, functions and powers, categories of documents, and consultative mechanisms and arrangements for the Department, IP Australia and Geoscience Australia.

Department of Industry, Tourism and Resources

Access to information

Applications for access to departmental documents are made under section 15 of the FOI Act. The applications must be in writing, include the applicant's Australian address and contact details, and be accompanied by the statutory application fee.

Two coordinators handle FOI inquiries and applications for the Department: the FOI coordinator in the Legal Services Centre deals with inquiries and applications for all departmental areas apart from AusIndustry, which has its own FOI coordinator. Contact details for the FOI coordinators are provided below.

FOI Coordinator

Legal Services Centre
Industry, Tourism and Resources
GPO Box 9839
Canberra ACT 2601
Telephone (02) 6213 6315
Facsimile (02) 6213 7495

FOI Coordinator

AusIndustry Legal Services Section
Industry, Tourism and Resources
GPO Box 9839
Canberra ACT 2601
Telephone (02) 6213 6562
Facsimile (02) 6213 7367

Functions, powers and organisation

The role, functions and organisational structure of the Department are described in the Overview; more details are provided throughout the report.

The legislation administered by the Minister for Industry, Tourism and Resources is listed in the Administrative Arrangements Order which is available through the website of the Department of the Prime Minister and Cabinet. The Minister's administrative powers include approving grants for industry programs, and granting titles under Commonwealth offshore mineral and petroleum legislation. Departmental employees exercise delegated powers under the legislation.

Categories of documents

Information about the Department, its programs and its services is available from the Department's website. A list of publications produced by the Department is also accessible through the website. Where applicable, the costs of the publications are indicated.

The categories of documents held by the Department, some of which are exempt from disclosure under the FOI Act, include:

- Cabinet documents relating to the business of the Cabinet including documents that have been submitted to the Cabinet
- files relating to industry, tourism and resources policy administration and containing briefing papers, analysis and policy advice, reports, correspondence and/or submissions (an indexed list of files is available on the Department's website)
- guidelines relating to programs administered by the Department
- documents on internal departmental administration, such as personnel records, organisation and staffing records, financial and expenditure records, internal operating procedures, instructions, policies and circulars, corporate plans, service charters, annual reports and portfolio budget statements
- databases containing information on the Department and industries, including company contacts
- agreements and memorandums of understanding to which the Commonwealth is a party or which relate to the performance of departmental functions or consultancies commissioned by the Department
- geographic maps and data, aerial photos, ionospheric maps and high-frequency and space weather reports.

Consultative mechanisms and arrangements

Arrangements exist for members of the general public and organisations outside the Commonwealth Government to participate in the formulation of industry, tourism and resources policies and the administration of Government programs.

Interested persons may participate by making representations on industry, tourism and resources matters to the Minister for Industry, Tourism and Resources or the Department's Secretary. They may also make submissions to, and attend, consultative meetings organised by the Department, or provide input through consultative procedures established by the Department.

Interested persons may be invited to serve on committees, working parties or advisory bodies which provide advice to the Minister for Industry, Tourism and Resources or the Department's Secretary and assist the Department with its policy and program business.

FOI statistics

Table 45: FOI requests and fees handled by the Department in 2001–02

Requests		Fees and charges	
On hand at 1 July 2001	4	Fees received	\$330
Received	16	Fees remitted	N/A
Granted in full	2	Charges notified	\$26,921
Granted in part	4	Charges received	\$19,966
Denied	N/A	Charges outstanding	\$750
Transferred	1	Charges waived	\$842
Withdrawn	6		
Completed with nil docs provided	N/A		
Outstanding at 30 June 2002	7		

IP Australia

Access to information

Applications for access to IP Australia documents, including documents held by the Patent, Trade Marks and Designs offices, must be in writing, include an Australian address and contact details, and be accompanied by a \$30 application fee. Requests may be made by electronic means (see facsimile and email contact details below).

The Commissioner of Patents has the general power to grant or refuse access to any document held in the offices. She has authorised employees in the offices to make decisions on FOI requests. Inquiries should be directed to the FOI coordinator; contact details are provided below.

FOI Coordinator

47 Bowes Street
Woden ACT 2606
Telephone (02) 6283 2061
Facsimile (02) 6283 7999
Email assist@ipaustalia.gov.au
Correspondence PO Box 200
Woden ACT 2606

Functions, powers and organisation

The role, functions and organisational structure of IP Australia are described in the Overview.

The legislation administered by IP Australia is listed on IP Australia's website. Under the *Patents Act 1990*, the *Trade Marks Act 1995*, the *Designs Act 1906* and the *Olympic Insignia Protection Act 1987*, the Commissioner of Patents, the Registrar of Trade Marks and the Registrar of Designs have the power to make decisions on:

- the examination of applications for patents, trade marks and designs
- whether to accept, refuse or grant patents, or register trade marks or designs

- whether to amend applications, specifications or other documents
- whether to grant extensions of time, and restore lapsed applications or ceased patents, trade marks or designs
- publishing or furnishing documents or information about patents, trade marks or designs.

The patents legislation also empowers the Commissioner to receive international applications filed under the provisions of the Patent Cooperation Treaty and conduct international searches and preliminary examinations on such applications.

From 11 July 2001, the trade marks legislation empowered the Registrar of Trade Marks to accept and deal with international applications under the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks, and to give effect to international registrations designating Australia under that protocol.

Certain decisions of the Commissioner and the Registrars are reviewable by the Administrative Appeals Tribunal or the Federal Court, as provided for in the relevant legislation.

Categories of documents

Information about IP Australia and its publications is available from IP Australia's website.

The categories of documents held by IP Australia, some of which are exempt from disclosure under the FOI Act, include:

- Cabinet documents relating to the business of the Cabinet, including documents that have been submitted to the Cabinet
- files dealing with policy administration, including briefing papers, analysis and policy advice, reports, correspondence and/or submissions (an indexed list of files is available on IP Australia's website.)
- documents on internal administration, including personnel records, organisation and staffing records, finance and expenditure records, internal operating procedures, instructions and circulars, corporate plans and/or service charters
- databases containing information on IP Australia's functions and activities, including information on patents, trade marks and designs
- agreements, including formal agreements, relating to the performance of IP Australia's functions.

A range of documents is available for inspection by the general public outside the FOI regime. Those documents include IP Australia's registers of patents, trade marks and designs.

From 23 May 2002, the Patents Regulations 1991 provided that all documents (subject to certain limited exceptions) associated with a patent application would become publicly available when the application was published – typically 18 months after the priority date of the application. Copies of such

publicly available documents can be obtained on payment of the fee prescribed under the Patent Regulations. The FOI contact listed above can advise on obtaining copies of such documents.

A similar but more restricted regime of release of documents outside the FOI legislation applies to documents held in the Designs Office. The FOI contact listed above can advise on obtaining copies of such documents.

Consultative mechanisms and arrangements

IP Australia's Customer Service Charter provides for customers to give feedback on IP Australia's services and on the charter itself. The charter can be viewed on IP Australia's website. Suggestions or complaints can be sent to the address shown below, or submitted through IP Australia's online feedback form.

Customer Feedback

IP Australia
PO Box 200
Woden ACT 2606
Telephone (02) 6283 2999
Facsimile (02) 6283 7999
Email: assist@ipaaustralia.gov.au

The Advisory Council on Intellectual Property advises the Minister and IP Australia on matters relating to the strategic administration of IP Australia and on the policy and administration of patents, trade marks and designs. To that end it conducts consultation of the general public and peak bodies on specific intellectual property issues, as they arise. Additional information on this body can be found on IP Australia's website.

The Professional Standards Board for Patent and Trade Marks Attorneys determines whether a person seeking registration as a patent or trade marks attorney holds appropriate qualifications, accredits university and other courses and, in the first instance, considers bringing disciplinary action against attorneys for inappropriate practice.

Information about the board and its functions is available through IP Australia's website or through the board's website.

FOI statistics

Table 46 shows the FOI requests and fees received by IP Australia in 2001–02.

Neither the Professional Standards Board for Patent and Trade Marks Attorneys nor the Patent and Trade Marks Attorneys Disciplinary Tribunal received any requests for information under the FOI Act during the year.

Table 46: FOI requests and fees handled by IP Australia in 2001–02

	Patents	Trade marks	Designs	Total
Requests on hand at 1 July 2001	3	12	0	15
Requests received	89	761	6	856
Requests withdrawn	3	3	0	6
Requests granted in full	88	537	5	630
Requests granted in part	1	211	0	212
Requests denied	0	0	0	0
Requests transferred to another agency	0	1	1	2
Requests outstanding at 30 June 2002	0	22	1	23
Fees received	\$2,730	\$22,920	\$150	\$25,800
Fees remitted	nil	nil	nil	nil
Charges notified	\$3,178	\$13,945	\$96	\$17,219
Fees and charges levied	\$5,908	\$36,865	\$246	\$43,019

Geoscience Australia

Access to information

Applications for access to Geoscience Australia documents must be in writing, include the applicant's Australian address and contact details, and be accompanied by a \$30 application fee. Inquiries about the process should be directed to the FOI Coordinator at the address below.

FOI Coordinator

Legal Services Centre
 Industry, Tourism and Resources
 GPO Box 9839
 Canberra ACT 2601
 Telephone (02) 6213 6000
 Facsimile (02) 6213 7495

Functions, powers and organisation

The role, functions and organisational structure of Geoscience Australia are described in the Overview.

Geoscience Australia employees exercise powers under legislation applying generally to the Australian Public Service, including the *Financial Management and Accountability Act 1997*, the *Public Service Act 1999* and the *Freedom of Information Act 1982*.

Categories of documents

Each year Geoscience Australia produces many publications that are made available to the public through its website and Sales Centre. The publications include maps, reports, newsletters and educational materials, some of which are available free of charge.

Geoscience Australia holds data lodged with the Government under the *Petroleum (Submerged Lands) Act 1967*. This data is available to petroleum explorationists on payment of a fee.

The categories of documents held by Geoscience Australia, some of which may be exempt from disclosure under the FOI Act, include:

- files dealing with policy advice on many topics, including briefing papers, analysis and advice by Geoscience Australia officers, reports, correspondence, submissions and other documents (an indexed list of files is available on Geoscience Australia's website)
- documents on internal administration, including personnel records, organisation and staffing records, financial and expenditure records, and internal operating procedures, instructions and circulars
- databases containing information on organisational functions and activities
- agreements, including formal agreements about the performance of Geoscience Australia's functions.

Consultative mechanisms and arrangements

Geoscience Australia consults regularly with its clients and key stakeholders on its planned outcomes and outputs and how they can best be delivered. This consultation takes place at regular meetings between Geoscience Australia senior management and client/stakeholder representatives, and informally at conferences and seminars throughout the year.

FOI statistics

In 2001–02 Geoscience Australia did not receive any requests under the FOI Act.

Appendix 2 Advertising and market research

Department of Industry, Tourism and Resources

The following table sets out payments made by the Department to external organisations for the provision of advertising or market research services in 2001–02. (Note: payments of value less than \$1,500 (inclusive of GST) are not reported.)

Table 47: Payments for advertising and market research made by the Department, 2001–02

Recipient	Service	Amount (\$)
Advertising agencies		
Communications Company/Zoo	To produce and print various communication products including newsletters, case studies, information sheets and web based materials: Energy Efficiency Best Practice Program	66,268
Instinctively Creative *	Practice Program	
Grey Advertising *	To undertake Electric Energy Industry website design, graphic design and information research	45,430
Sub-total		111,698
Market research or polling organisations		
AC Nielsen *	To conduct the 2001 International Visitor Survey	471,849
AC Nielsen *	To conduct the 2000 National Visitor Survey	100,368
AC Nielsen *	To conduct the 2001 National Visitor Survey	783,730
ArtCraft Studios of Australia *	To conduct the annual readership survey for Australian Energy News magazine	41,800
Fleishman-Hillard Stratcom Pty Ltd	To develop a marketing strategy for the Australian Building Codes Board	32,500
Hiser Group	To conduct expert review of the Business Entry Point website	1,900
Market Attitude	To conduct a survey on attitudes to gene technology	19,195
Millward Brown Australia *	To conduct a survey of tourism operators to assess the expected impact of 11 September 2001 events and the Ansett collapse on forward bookings and revenue	82,280
Newspoll Market	To gauge public attitudes to science	5,700
Orima Research Pty Ltd *	To conduct customer and stakeholder satisfaction surveys	96,186
Orima Research Pty Ltd *	To conduct a stakeholder satisfaction survey	88,102
Orima Research Pty Ltd *	To conduct a client survey for evaluation of Commercialising Emerging Technologies Program	65,346
Quantum Market Research	To conduct a public survey relating to genetically modified food and crops	9,500
Stanley & Milford *	To undertake market research for the redevelopment of the Business Entry Point website	15,000
Stanley & Milford *	To undertake Business Entry Point logo design and market research	25,000
Sweeny Research *	To conduct a survey to gauge public awareness and understanding of innovation	102,300

Recipient	Service	Amount (\$)
Wallis Consulting Group	To market test the Industrial Supplies Office Network name	24,889
Wallis Consulting Group *	To survey participants in Caddet and Greentie program activities, as part of program evaluation	21,125
Wallis Consulting Group	To undertake customer research testing the effectiveness of AusIndustry marketing efforts	54,136
Worthington DiMarzio Pty Ltd	To undertake research in relation to the development of a marketing strategy for the Australian Building Codes Board	14,586
Sub-total		2,055,492
Direct mail organisations		
Canberra Mailing	To distribute Biotechnology Council kits in November 2001	18,077
Canberra Mailing	To distribute Biotechnology Council kits in June 2002	2,680
Canberra Mailing	To develop a database and materials for the End of Value Chain Management Program Conference	8,675
National Mailing and Marketing	To prepare and distribute Entrepreneurial Hero's material	5,344
National Mailing and Marketing	To undertake merchandise warehousing, storage, collation and distribution	155,000
National Mailing and Marketing	To sort and distribute the brochure 'To the business proprietor: Important news on dismissal laws'	7,160
Sub-total		196,936
Media advertising organisations		
Australian Business and Investment Explorer	To advertise Invest Australia services	34,800
Advertising Investment Services	To conduct tender advertising for Australian Industry Access to Global Supply Chains	1,934
Australia EDU Online	To promote the Biotechnology online school resource	1,800
Australian Financial Review	To advertise an Asia Pacific Economic Cooperation (APEC) project request for proposals	1,523
Australian Institute of Food Science	To place advertisements in the media for Australian Government Analytical Laboratories promotions	2,290
Business Enterprise Centre	To advertise the Business Entry Point	7,000
BIOWEST Dir BMD	To promote Biotechnology Australia products	1,600
CL Creations	To advertise Invest Australia services	11,550
Corporate Location	To advertise Invest Australia services	21,236
Crowther-Blayne and Associates Pty Ltd	To place advertisements in the Environmental Management Implementation Handbook	8,030

Recipient	Service	Amount (\$)
Crowther-Blayne and Associates Pty Ltd	To place advertisements in the media for Australian Government Analytical Laboratories promotions	2,872
Dynamic Small Business	To place magazine and online advertising for the Business Entry Point	2,343
Entrepreneur Business Centre	To conduct online advertising for the Business Entry Point	2,200
Entrepreneur Business Centre	To conduct an online and offline advertising campaign in August–September 2001	7,700
Entrepreneur Business Centre	To conduct an online and offline advertising campaign in May 2002	7,700
Executive Media	To place magazine advertising	2,950
Gorrie Group Media Pty Ltd	To place advertisements in the media for Australian Government Analytical Laboratories promotions	3,000
Grey Advertising	To advertise Invest Australia services	1,540
Hallmark Editions	To place advertisements in the media for Australian Government Analytical Laboratories promotions	2,750
IDG Communications	To advertise Invest Australia services	8,250
Integrated Energy Management Centre	To advertise the Caddet and Greentie programs in Environment Management magazine	2,475
Journal Of Commerce	To advertise Invest Australia services	3,745
Loyalty Publishing	To advertise the Business Entry Point in the Hands on Retail magazine	1,540
Made To Measure	To advertise Invest Australia services	6,061
Mitchell Media Partners	To increase AusIndustry brand and product awareness among target segments and increase participation rates for AusIndustry products	245,662
NineMSN Pty Ltd	To provide online banner advertising for the Business Entry Point	4,158
Pacific Access Pty Ltd	To place advertisements in telephone directories for the Australian Government Analytical Laboratories	16,000
Radiowise Media Networks	To increase AusIndustry brand and product awareness among target segments and increase participation rates for AusIndustry products	147,700
Radiowise Media Networks	To increase tourism brand and product awareness among target segments and increase participation rates for tourism products	292,788
Rockhampton Chamber of Commerce	To promote the Business Entry Point at an industry event	5,500
South East Area Consultative Committee	To advertise the Business Entry Point in a business calendar	8,572

Recipient	Service	Amount (\$)
See Australia	To increase tourism brand and product awareness among target segments and increase participation rates for tourism products	46,943
Starcom Worldwide	To increase AusIndustry brand and product awareness among target segments and increase participation rates for AusIndustry products	165,514
Starcom Worldwide	To increase tourism brand and product awareness among target segments and increase participation rates for tourism products	100,269
Starcom Worldwide	To advertise draft terms of reference for Public Comment on strategic assessment of the environmental impacts of offshore petroleum exploration and appraisal activities	1,664
Starcom Worldwide	To advertise a tender document for APEC Energy Microeconomic Reform	3,866
Starcom Worldwide	To place request for tender advertisements to recruit consultants and contractors for the Energy Efficiency Best Practice program	4,765
Starcom Worldwide	To advertise a call for proposals for National Innovation Awareness Strategy grants	5,732
Starcom Worldwide	To advertise the National Science Week 2002 grant round	6,085
Starcom Worldwide	To advertise a call for proposals for National Innovation Awareness Strategy major programs	8,452
Starcom Worldwide	To advertise a call for proposals for National Innovation Awareness Strategy major programs	3,598
Starcom Worldwide	To advertise the Third round of Promoting Young Entrepreneurs Business Plan Competition	5,036
Starcom Worldwide	To advertise a call for tenders to evaluate the Innovation Investment Fund Program and Commercialising Emerging Technologies Program	2,639
Starcom Worldwide	To advertise the Commonwealth Innovation Award	2,264
Starcom Worldwide	To advertise a request for tender for the development of case studies of the experiences of businesses which have improved their competitiveness through participation in technology diffusion activities supported by the Department–	9,572
Starcom Worldwide	To advertise a request for tender for the development of case studies of the experiences of businesses which have improved their competitiveness through participation in technology diffusion activities supported by the Department–	4,064
Starcom Worldwide	To advertise a request for tender for the provision of a technology advisory service for small and medium enterprises	1,895
Starcom Worldwide	To advertise a request for tender for the conduct of industry workshops to facilitate access to technology by small to medium enterprises	4,457
Starcom Worldwide	To advertise gene technology information services	5,955
Starcom Worldwide	To advertise for Biotechnology Australia Centre of Excellence applications	1,403

Recipient	Service	Amount (\$)
Starcom Worldwide	To advertise the Value Chain Management Program End of Program Conference	21,814
Starcom Worldwide	To advertise the release of <i>The 10 Year Plan for Tourism</i> discussion paper and to call for submissions	14,494
Starcom Worldwide	To place advertisements seeking comment on regulatory documents for the Australian Building Codes Board	28,016
Starcom Worldwide	To advertise requests for tender for the Australian Building Codes Board	6,798
Telstra	To place advertising for the Business Entry Point in Your Business Magazine	6,600
TMP Worldwide	To advertise the Regional Tourism Program	20,550
Walsh Media Services	To place advertisements in the media for Australian Government Analytical Laboratories promotions	1,800
Waste Management Environment Media	To place advertisements in the media for Australian Government Analytical Laboratories promotions	1,480
Westwick Farrow Pty Ltd	To place advertisements in the media for Australian Government Analytical Laboratories promotions	2,750
Sub-total		1,355,744
Recruitment advertising		
Advertising Investment Services	To conduct recruitment advertising for the Australian Government Analytical Laboratories	45,892
Good Guides Group	To advertise graduate recruitment	4,950
PSMPC	To advertise positions in the Public Service Gazette	21,335
Starcom Worldwide	To conduct recruitment advertising for the Australian Building Codes Board	30,756
Starcom Worldwide	To advertise graduate recruitment	11,816
Starcom Worldwide	To conduct recruitment advertising for the Department in the press	166,652
	(Note: This company was engaged on multiple occasions by different areas within the Department.)	
Starcom Worldwide	To advertise a position on the Tourism Forecasting Council	5,006
Starcom Worldwide	To conduct recruitment advertising for the position of Chief Executive Officer, Invest Australia	15,489
Sub-total		301,896
TOTAL		4,021,766

Note: Items marked with an asterisk (*) are also reported on in the list of consultants on the Department's website www.industry.gov.au.

IP Australia

This appendix contains details of payments made by IP Australia to advertising and market research organisations during 2001–02, as required to be reported under section 311A of the *Commonwealth Electoral Act 1918*. Payments of less than \$1,500 are not shown.

Table 48: Payments for advertising and market research made by IP Australia, 2001–02

Organisation	Service	Amount (\$)
Advertising agencies		
Communications Company/Zoo Design	To undertake creation and development work over the entire range of IP Australia marketing projects	361,000
Market research organisations		
Jones Donald Strategy Partners	To conduct research into target sectors to meet key objectives	145,000
Direct mail organisations		
Canberra Mailing	To coordinate the collation and mailing of information to all target audiences	42,000
List Bank	To provide a list for relationship marketing activity	2,500
Direct Media	To provide a list for the education target sector	3,400
Media advertising organisations		
American Australian Business 2001	To display an advertisement to promote general awareness of IP Australia's services	7,990
APN Newspapers	To display an ongoing editorial program about intellectual property related information	2,000
Australian Industry Group Export Guide 2001	To display an advertisement to promote general awareness of IP Australia's services	4,018
Commodities and Trade to Asia	To display three advertisements to promote general awareness of IP Australia's services	8,043
CPA Magazine	To display two advertisements to promote general awareness of IP Australia's services	12,320
E-commerce Today	To display editorials raising awareness of intellectual property and the online environment	2,500
Education Review Dot Com Education Supplement	To display an advertisement to promote general awareness of IP Australia's services	2,000
Executive Media	To display an ongoing editorial programme for small and medium enterprises and business advisors	17,800
Money Magazine	To display two advertisements to promote general awareness of IP Australia's services	12,000
My Business	To display four advertisements to promote general awareness of IP Australia's services	11,650
Pacific Access Proprietary Limited	To display advertisements in telephone directories: Yellow Pages	62,700
	White Pages	68,000

Recipient	Service	Amount (\$)
Smart Business 2001	To display an advertisement to promote general awareness of IP Australia's services	2,681
Smart Business Volume 2	To display an advertisement to promote general awareness of IP Australia's services	3,045
Starcom Worldwide	To display a series of advertisements for small business seminars	22,000
Starcom Worldwide	To place one request for tender advertisement	6,241
Starcom Worldwide	To place three recruitment advertisements	26,155
Starcom Worldwide	To place an advertisement giving public notice of an Advisory Council on Intellectual Property Review	4,075
TOTAL		829,118

Geoscience Australia

During 2001–02, Geoscience Australia did not conduct any advertising or market research that requires reporting.

Appendix 3 Occupational health and safety performance

Department of Industry, Tourism and Resources

The Department's Occupational Health & Safety (OH&S) Agreement was revised and a new OH&S policy and accompanying procedures were developed to reflect 2001–02 safety legislation, standards and codes of practice.

As foreshadowed in last year's annual report, and in accordance with the OH&S agreement, the Workplace Relations Committee (WRC) took on the role of departmental OH&S committee, as defined in the *Occupational Health and Safety (Commonwealth Employment) Act 1991* (the OH&S Act).

Comcare finalised its assessment of the Department's OH&S Management Systems. The recommendations contained in Comcare's report were addressed or scheduled for action by the WRC.

Draft risk management guidelines were developed and are being considered by the WRC with a view to finalising the guidelines in 2002–03. The draft guidelines cover:

- the identification of hazards in the workplace
- the assessment of the risks associated with those hazards
- methods to control risks
- the monitoring and review of the control methods, to ensure continuous OH&S improvement.

The department is investigating options for OH&S awareness training for managers and employees, including online training.

No matters were investigated under sections 29, 45, 46 or 47 of the OH&S Act.

Under section 68 of the OH&S Act, 10 notices were reported.

IP Australia

The IP Australia Workplace Committee functions as the Corporate Occupational Health and Safety Committee. It met four times during the reporting year. In addition, the Health and Safety Representatives Network continued to meet quarterly, and raised issues of concern with the committee.

IP Australia's key occupational health and safety activities during the year were as follows:

- revision of the policy on a smoke-free work environment to incorporate issues raised in the Comcare fact sheet on environmental tobacco smoke exposure
- revision of the rehabilitation policy and procedures

- continuation of the influenza vaccination program
- holding of 10 elections for health and safety representatives and deputies
- briefings on 'Working at the Computer' given to all trade mark examiners prior to the introduction of a new computer system.

No matters were investigated under section 45 of OH&S Act and no incidents were reported under section 68.

Geoscience Australia

A summary of major occupational health and safety (OH&S) measures taken during the year by Geoscience Australia follows.

The OH&S Committee met six times during the year to discuss and monitor health and safety issues and to develop policies and procedures. New health and safety representatives were trained and others attended a refresher course. A review of all first aid officers and fire wardens was completed and all new members were trained. Additionally, all first aid officers received hepatitis B vaccinations. Information on OH&S was presented in the induction of any new staff. Workstation assessments were carried out for all new staff and, on request, for existing staff.

Geoscience Australia continued its Healthy Living Awareness Program during the year by holding seminars on lifestyle issues.

Refresher training on breathing apparatus for all laboratory staff on the Emergency Response Team was provided. All breathing apparatus was checked and replaced, as necessary. Fire extinguisher awareness training for laboratory staff was conducted, as was fire warden training.

Audits were carried out for laboratory and fire safety. Emergency evacuation training was conducted for all staff and fire wardens, including staff of the Australian Research Council. Geoscience Australia's health and safety representatives carried out a general safety audit. Risk assessments were conducted in the rock store area and the map store (Fyshwick, Australian Capital Territory).

OH&S policies on the safe use of laptop computers and critical incident stress were developed. Drafts of OH&S related purchasing guidelines and contractor safety guidelines were distributed to staff for comment. One safety bulletin and one alert were issued during the year.

During the year there were two reportable incidents. No direction was given to Geoscience Australia under section 45 of the OH&S Act or under sections 30, 46 and 47 of the Act.

Appendix 4 Ecologically sustainable development and environmental performance

Department of Industry, Tourism and Resources

The Department of Industry, Tourism and Resources is continuing to develop its commitment to the three core principles of ecologically sustainable development (ESD) – social, environmental and economic – in its policy development, program delivery, and operations. The Department's executive is considering adopting a formal ESD strategy to increase understanding of ESD among officers and increase the Department's capability for long-term decision making based on ESD principles. In the past financial year, the Department made significant contributions to ESD as described below.

Compliance with the principles of ecologically sustainable development

Policy development and advice

The Department aims to take into account ESD implications throughout the negotiation, development and implementation of new and existing policy.

The Department provided advice on and ensured compliance with statutory obligations and responsibilities under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act). In its delivery of this function the Department ensured that environmental approval conditions for industries in the portfolio took into account all three aspects of ESD, and that other decisions made under the Act took into consideration the interests of portfolio industries.

Through participation in management committees for world heritage areas, including in the Great Barrier Reef and Wet Tropics, the Department actively promoted the sustainable use of Australia's natural resources by the tourism industry. The Department facilitated a workshop on tourism industry sustainability and funded Australia's participation in the International Year of Ecotourism as a vehicle for disseminating sound environmental practices throughout the industry.

The Department assisted Environment Australia and the Prime Minister's Business–Community Partnership in engaging consultants to undertake a project to complete a stocktake of Triple Bottom Line (TBL) reporting in Australia. The Department enhanced the public debate on the merits of TBL reporting by:

- organising a session on TBL at the OUTLOOK 2002 Conference
- inviting John Elkington of SustainAbility, the longest running sustainable development consultancy, to give TBL presentations to departmental executives and staff.

The Department participated in the Commonwealth Group on Sustainability, which was established to provide a forum in which Commonwealth departments and agencies could discuss issues and activities on sustainable development and TBL.

The Department provided secretariat support to the Prime Minister's Science, Engineering and Innovation Council's working group which examined 'Australian Industry's Sustainable Competitiveness'. The working group reported to the Council on 31 May 2002.

The Department actively contributed to Australia's negotiating position for, and participation in, international negotiations in the lead-up to the World Summit on Sustainable Development. In this role the Department is actively pursuing opportunities for economic and environmental advancement for both developing and developed countries.

To ensure the Government's consideration of policies and measures to limit greenhouse gas emissions was fully informed about industry and regional impacts in Australia, the Department contributed to domestic and international climate change policy development and negotiations. This activity required extensive consultation and the consideration of economic (industry competitiveness and trade), social (regional impacts and health implications) and environmental factors. A particular achievement was the Department's role in Australia's participation in international climate change negotiations at the Seventh Meeting of the Conference of the Parties to the Framework Convention on Climate Change. The meeting resulted in an agreement on operational frameworks for the Kyoto Protocol flexibility mechanisms.

International negotiations in climate change forums will be a continuing challenge for the Department – in particular, the Eighth Meeting of the Conference of the Parties is to be held in October 2002. Another key challenge is the further development of Australia's Climate Action Partnership with the United States and the development of similar cooperative arrangements with other countries.

The Department provided Australian representation to, and hosted the Secretariat of, the Asia-Pacific Economic Cooperation (APEC) Energy Working Group (EWG). Under the guidance of APEC Energy Ministers, the EWG simultaneously pursues economic growth, energy security and environmental protection. It recognises that energy issues are central to maintaining the region's economic recovery and social future, strengthening the marketplace and promoting clean and sustainable development. During 2001–02 the Department developed a case-study paper highlighting the EWG's contribution to managing energy for sustainable development. The paper showcased what could be achieved through voluntary regional partnerships between developed and developing economies, and was endorsed by all 21 APEC member economies. Subsequently, APEC Energy Ministers directed the EWG, through its members from Australia and Mexico, to forward the report to the World Summit on Sustainable Development.

Action Agendas

The Action Agenda initiative allows key industries and Government to work in partnership to identify each industry's strengths and opportunities, and to develop an implementation plan to address those issues. Some Action Agendas deserve specific mention for their contribution to and inclusion of ESD principles.

For example, the Department, in collaboration with industry, continued to implement the Renewable Energy Action Agenda, to deliver economic, social and environmental objectives. The aim of this Action Agenda is 'to achieve a sustainable and internationally competitive renewable energy industry, which has annual sales of \$4 billion by 2010'. In addition, the Environment Industry Action Agenda, launched in September 2001, was developed in collaboration with industry 'to add value to all Australian business by enabling competitive outcomes, and build an environment industry with annual sales exceeding \$40 billion by 2011.' Both these Action Agendas are expected to achieve direct and indirect environmental and social benefits.

Similarly, the Chemicals and Plastics Action Agenda is being finalised by the Department and the chemicals and plastics industry. As part of this process, during 2001 an industry based steering group was established and delivered to the Government a report, *Underpinning Australia's Industrial Growth*, which contained recommendations that dealt with regulatory issues. The regulatory issues mostly related to industrial chemicals and how they were assessed, registered and regulated with respect to occupational health and safety and environmental impacts. To ensure the most efficient regulatory system was applied to the industry and health and safety standards were maintained, the Department negotiated with industry and other departments, and provided policy advice.

Program development and administration

The Department administers several programs which, through their design and delivery, promote consideration of the three principles of ESD. For example, during 2001–02 the Department administered Australia's participation in the International Greenhouse Partnerships Program through the International Greenhouse Partnerships Office. During 2001-02 this activity included managing the finalisation of projects to reduce greenhouse gas emissions, and the provision of training and workshops for developing countries.

The Regional Minerals Program, an initiative involving the Commonwealth, State and Territory Governments and industry, facilitates the growth of exploration, mining and minerals processing activity and promotes regional economic development. The program supported ESD in 2001–02 by ensuring that grant contracts for studies identified, inter alia, the requirement to measure the impact of mining and exploration on the environment, and that best practice environment management principles were promoted through project management committee meetings.

Administration of legislation for compliance with the principles of ESD

During 2001–02 the Department administered several pieces of legislation which incorporated the principles of ESD. For example, the *Petroleum (Submerged Lands) Act 1967* (PSL Act), which is jointly administered by the Commonwealth, the States and the Northern Territory, governs the release and management of acreage in Commonwealth waters for petroleum exploration and production. The Petroleum (Submerged Lands) (Management of the Environment) Regulations 1999 ensure that petroleum activity in

Commonwealth waters is consistent with the principles of ESD, is in accordance with an environment plan with appropriate environmental performance objectives and standards, and has measurement criteria for those objectives and standards. An approved environment plan is required to be in place before commencing any activity. In addition, under the *Offshore Minerals Act 1994*, also administered by the Department, the Minister, in conjunction with the relevant State or Northern Territory Minister, may set conditions to be applied to mining leases with regard to environmental and social impacts.

Contribution to the public debate

In May 2002, Minister Macfarlane officially opened the Edmonds Management 2002 Series on Sustainability. This series of four conferences aimed to develop partnerships between industry and Government in the pursuit of sustainable development. They were organised in association with a number of industry representative bodies and Government agencies, including the Business Council of Australia, the Australian Chamber of Commerce and Industry and the Department. The series included presentations by world-leading experts on sustainable development, and a presentation by a deputy chief executive officer of the Department.

Contribution to ecologically sustainable development

The analysis and advice the Department provided to the Government, and the programs the Department delivered, benefited Australians by:

- improving the competitiveness of Australian business
- maximising the national benefits of research and innovation
- encouraging Australian business to use technology and knowledge
- increasing productive investment in Australia
- expanding market access for Australian business
- achieving ecologically sustainable development and economic growth.

Those benefits were delivered through the achievement of two appropriation outcomes:

- Outcome 1 – a stronger, sustainable and internationally competitive Australian industry, comprising the manufacturing, resources and service sectors; and
- Outcome 2 – enhanced economic and social benefits through a strengthened national system of innovation.

The Department's outcomes contributed to ESD in 2001–02 through a number of different mechanisms. Foremost was the Department's provision of balanced and well considered policy advice to our Ministers. This involved extensive consultation with industry and other stakeholders, and the consideration of social and environmental issues as well as economic and industry development issues. The Department was also responsible for

developing industry policy initiatives which addressed market failures, and assisting with the provision and delivery of transitional arrangements within the market reform process.

Through its ongoing promotion of excellence in research and development, and as part of its responsibility for maximising innovative capability, the Department assisted the development and transfer of best practice technologies and processes within industry to reduce damaging environmental impacts. The Department also actively promoted industry sectors which contributed to the responsible management of natural resources, including the renewable energy industry and environmental management industries.

In all other industry sectors in which the Department worked, it aimed to provide short-term and long-term domestic and international policy frameworks that encouraged competitive and sustainable industry. During this process sustainable development was viewed from the perspective of trade-offs that would have to be made in the pursuit of economic, environmental and social goals.

Economic progress through improvements in the competitiveness of Australian industry contributes to Australia's ability to meet other social and environmental goals. Through the development and delivery of industry programs and the provision of business information services, the Department promoted sustainable production growth in Australian industry and sustainable development of the Australian economy as a whole.

Environmental impacts and mitigating measures

Policy development and advice

During 2001–02 the Department conducted a number of activities and had a number of roles which directly and indirectly contributed to responsible environmental management. For example, the Department supported Minister Macfarlane, in his role as a member of the Sustainable Environment Committee of Cabinet – the committee set up to provide a strong whole-of-government approach to sustainable environment issues.

In providing the secretariat for the Ministerial Council on Energy, the Department coordinated efforts by all Australian Governments towards developing a national energy policy framework and associated programs to ensure the secure and reliable supply of energy in Australia, in a way that was responsive to national and international environmental aspirations. This is an ongoing task, building on the Council of Australian Governments' national energy policy framework agreed in June 2001. Key elements of this work included measures to enhance appliance and industrial equipment energy efficiency, improvements in energy efficiency in commercial and residential buildings, and tools to encourage the increased uptake of opportunities for cogeneration.

The Department contributed to a process conducted by the Department of the Environment and Heritage to set national fuel quality standards under the *Fuel Quality Standards Act 2000*. The main aim of the Act is to regulate the quality

of fuel supplied in Australia in order to: reduce the level of pollutants and emissions arising from the use of fuel that may cause environmental and health problems; facilitate the adoption of better engine technology and emission control technology; and allow the more effective operation of engines. The first standards made under the Act were environmental standards for petrol and diesel which took effect from 1 January 2002.

To respond to current and potential problems faced by the downstream petroleum industry the Department, in consultation with industry stakeholders, continued developing a policy framework including consideration of the social, environmental and economic aspects of ESD. The framework will guide the formulation of appropriate policy settings that address issues critical to the competitiveness of the industry over the next three to five years. In determining those policy settings the Department supports a range of proposals; for example, the Department will:

- support initiatives to reduce the exposure of workers to harmful emissions and provide for their enhanced health and safety in the workplace
- support industry investment in installing second skin tanks to reduce the extent of contamination resulting from retail sites
- support greenhouse gas abatement policy and measures which do not distort investment decisions between particular projects and locations
- seek to ensure that the economic viability of the downstream petroleum sector is considered when greenhouse policies are developed, noting that the refining industry has specific concerns including its potential involvement as the point of acquittal for transport fuel emissions.

During 2001–02 the Department was involved in a number of additional activities to further environmental protection, as described below.

- A standing committee was established, involving Environment Australia (EA), the Department and the Australian Petroleum Production and Exploration Association (APPEA). The committee strategically approaches issues of overlap between the objectives of its member organisations, and fosters cooperative processes to consider concerns and identify options that the organisations can then progress. The committee has two standing items: improving environmental information for future offshore acreage releases, and managing environmental approvals processes under the EPBC Act and the PSL Act.
- The Department provided input to the Whale Interaction Guidelines for vessels undertaking seismic operations. The guidelines were developed by EA in close consultation with the Department, the petroleum industry and environmental organisations. The collaboration established a framework for decision making under the EPBC Act.
- The Department provided input to the regional marine planning process for the South-East Marine Region and Northern Planning areas. The South-East Region includes marine areas off Victoria, Tasmania (including

Macquarie Island), southern New South Wales and eastern South Australia. The Northern Planning Area encompasses waters out to the edge of the Australian Exclusive Economic Zone in the Torres Strait and Gulf of Carpentaria across to the Goulburn Islands in the eastern Arafura Sea.

- The Department was involved in consultations on the development of Marine Protected Areas.
- The Department took part in discussions about the future of the rehabilitated Rum Jungle uranium mine in the Northern Territory.
- The Alligator Rivers Region Advisory Committee, which provides a formal forum for consultation among interest groups on matters relating to the effects of uranium mining operations on the environment, and on matters relating to environmental research in the region that are referred to it by the Alligator Rivers Region Technical Committee, continued to meet. The Department has a representative on the committee.
- The Department administered the Federation Fund Jervoise Bay Marine Complex project, in Western Australia, including by ensuring that all Commonwealth (and State) environmental and heritage approvals were obtained. Under the project contract, staged grant instalments are dependent upon standards of environmental compliance being met.
- The Department participated in the Beverley Environment Consultative Committee (BECC) and the Olympic Dam Environment Consultative Committee (ODECC) in relation to the operation of the Beverley and Olympic Dam uranium mines. Both these committees are chaired by Primary Industries and Resources – South Australia, and meet every six months to exchange information on significant environmental and technical matters concerning the Olympic Dam or the Beverley mine.

Case Study 11 – Snowy Mountains Hydro-electric Authority

The recent corporatisation of the Snowy Mountains Hydro-electric Authority provided a unique opportunity for the Commonwealth to review environmental arrangements governing the operation of the Snowy Mountains Scheme in the Kosciuszko National Park.

In consultation with New South Wales and Victoria, arrangements agreed to 50 years ago were updated to preserve the ongoing viability of the Australian mainland's largest renewable electricity generator while protecting environmental values, agricultural interests and South Australian stakeholders in the scheme.

Corporatisation, which was achieved on 28 June 2002, followed an inquiry into the impact of the scheme's operations on water flows and an environmental impact statement undertaken by the Department. As part of corporatisation, the Department is providing \$75 million over 10 years to deliver water solely for the purpose of preserving or enhancing the natural state of the river, otherwise known as an 'environmental flow' in the Murray

River. New South Wales and Victoria are jointly providing \$150 million each for an environmental flow in the Snowy River. The \$375 million program of water efficiency projects will capture water that is currently lost through seepage and evaporation in the Murray–Darling Basin. The arrangements made in the corporatisation process will also result in environmental flows in key alpine rivers.

The Snowy Mountains Scheme is now subject to New South Wales environmental and regulatory frameworks, following the negotiation of new commercial arrangements to enable the scheme to occupy and operate in the National Park.

Energy efficiency

During 2001–02 the Department was responsible for overseeing a number of policy measures designed to improve energy efficiency in the activities of both the Commonwealth and industry. These measures arose from the Government's announcement of November 1997, *Safeguarding the Future: Australia's Response to Climate Change*.

Improving Energy Efficiency in Commonwealth Government Operations

Measures for improving energy efficiency in Commonwealth Government operations demonstrate the Government's commitment to leading by example in reducing greenhouse gas emissions from the Commonwealth's own operations. The main driver of the policy is the need to demonstrate better practice in energy management. The policy is largely outcomes based; the goal is to meet required performance levels by 2002–03. All Commonwealth organisations covered by the policy must meet their annual reporting requirements and achieve the identified performance targets. (The Department's performance against its targets is reported on below, under "Operation of the Department.")

Successive annual reports since the policy was announced have shown lower overall reported energy consumption and energy intensity reductions in most energy end-use categories. At constant levels of activity, and measured by floor area, occupancy and distance travelled, reported Commonwealth energy use decreased by nearly 10 per cent between 1997–98 and the last reporting period, 2000–01. Reported energy consumption and associated greenhouse gas emissions were both reduced by about 1 per cent in 2000–01. Figures for 2001–02 are not yet available.

Case Study 12 – Energy Efficiency Best Practice Program

The Energy Efficiency Best Practice Program assists industry at a sectoral level to become more sustainable and competitive, through improvements in the efficient use of energy, while reducing greenhouse gas emissions and business costs. Commencing in 1998, the program is an important element of the Australian Government's package of measures to address climate change.

The program has wide geographical coverage, and has engaged with sectors in both rural and urban regions. The sectors and companies engaged include:

- Dairy processing (one major company)
- Wine processing (Australia's four largest wineries)
- Beverage processing (the two largest brewers, one maltster, and the largest soft drink manufacturer)
- Baking (one franchisee and one major corporate baker)
- Resource processing (one major company)
- Supermarkets (the two largest companies).

The program developed several energy efficiency tools during the year, including a fleet management guide, an energy performance best practice guide and an online motors selection guide.

Particular achievements during the year included

- a 12 per cent reduction in energy and emissions in six malting sector sites
- a 20–35 per cent saving in refrigeration energy consumption at the brewing and soft drink participants' sites
- the launching of a best practice energy efficient bakery
- the implementation of energy efficiency actions at participating wineries. resulting in 9 per cent improvements in energy consumption
- a 6 per cent decrease in fuel consumption (with the commensurate environmental benefits) in an organisation using the fleet management tool.

In the baking and wine sectors, equipment suppliers who were engaged in the process altered their equipment specifications to improve energy efficiency, enabling the whole industry to improve its sustainability.

Energy Efficiency Project of the Australian Building Codes Board (ABCB)

The aim of the ABCB Energy Efficiency Project is to develop nationally consistent, cost-effective energy regulations for the Building Code of Australia (BCA). The project is jointly funded by the ABCB and the Australian Greenhouse Office (AGO), and is being developed in consultation with State and Territory Governments, building practitioners and representatives of industry and the community. Target dates for introducing energy measures

into the BCA are 1 January 2003 for measures related to housing and 2004 for measures related to commercial buildings.

Major outcomes of the project to date were:

- the April 2001 release of a directions report which sought public comment on the overall project direction and issues to be considered during the development of the BCA energy efficiency provisions. Public comments subsequently submitted to the ABCB were generally supportive of the proposal to include energy efficiency measures in the BCA and of the proposed approach for developing the measures.
- the July 2001 release of a regulatory proposal and regulatory impact statement, for public comment, on house services (piping to storage hot water units and central heating systems, and ductwork of heating and air-conditioning systems) and interim roof insulation for houses
- the March 2002 release of a regulatory proposal and regulatory impact statement, for public comment, containing all proposed energy efficiency measures for houses and their expected cost impacts. The ABCB is currently reviewing public comments on this document and revising the draft housing energy provisions as appropriate.

The development of energy efficiency measures for all other buildings, including commercial, multi-residential, industrial and public buildings, is also progressing during 2001–02.

Other environmental issues are being considered as part of the ABCB's strategic review of the BCA and development of a Future Building Code (FBC). Sustainability is being considered as a key goal of the FBC. It is the subject of a research and development project commenced in early 2002, to explore future options for the handling of sustainability in the built environment.

Program development and administration

During 2001–02 the Department administered several programs and incentive schemes which had beneficial environmental outcomes.

The Renewable Energy Equity Fund (REEF) aims to encourage the development of companies and other incorporated bodies that are commercialising research and development in renewable energy technologies. The specialised fund set up, CVC REEF Limited, has invested in companies that are helping industry achieve ESD outcomes. Examples include wind generation of electricity, commercialisation of a hybrid energy storage system for use in waste collection vehicles, commercialisation of long-life batteries for storage of energy in remote and arid areas, demonstration of new waste-to-energy technologies, and development of renewable geothermal energy from hot dry rocks. During 2001-02, CVC REEF Limited invested a further \$1.1 million into three of its investee companies.

Through the Textile, Clothing and Footwear Strategic Investment Program the Department provided grants to firms in Australia's textile, clothing and footwear sectors to, amongst other objectives, assist firms to upgrade plant or

equipment to meet the environmental standards of the Commonwealth or of a State or Territory.

Invest Australia, the Commonwealth Government's investment attraction agency, also provided industry assistance to environmentally beneficial projects. Invest Australia's key objective is to forge a national, strategic approach to investment promotion and attraction by nurturing productive partnerships with other Government agencies and industry. In this context Invest Australia works closely with agencies such as EA, the AGO, and relevant State Government organisations in relation to ESD and any other environmental issues raised by investment proposals and investment incentives.

During 2001–02 the Government, through Invest Australia and the Strategic Investment Coordinator, provided two significant incentives which will further ESD objectives, as follows.

- A \$125 million investment incentive was granted to Rio Tinto to secure the commercialisation and development of the company's HIs melt technology. This technology represents a new way of producing iron for steel making, using cheaper and lower quality raw materials – such as non-coking coal and high-impurity iron ore – thus considerably expanding Australia's resource base. The process is capable of reducing greenhouse gas emissions by 20 to 50 per cent relative to conventional technologies, and can also utilise and recycle some wastes produced by steel plants.
- A \$137 million loan was made to Comalco, to secure a \$3.5 billion world class alumina refinery at Gladstone, Queensland. Of that loan, Comalco is required to allocate \$35 million to its parent company Rio Tinto, to establish a 'Foundation for a Sustainable Minerals Industry'. The foundation will undertake research and development programs and activities in relation to sustainability, greenhouse gas abatement and energy efficiency in mining and resource processing industries.

Scientific and analytical services – Australian Government Analytical Laboratories

The Australian Government Analytical Laboratories (AGAL) provide the Commonwealth Government with a capability for the analysis of environmental pollutants and contaminants. AGAL's priorities in the area of environmental pollutants and contaminants include enhancing capability in the area of ultra-trace dioxin analysis, and methods for testing food and crop samples for the presence of genetically modified organisms.

The environmental services delivered by AGAL in 2001–02 included:

- testing of samples as part of contaminated site remediation projects
- microbiological analysis of waters, effluents, and biosolids
- chemical analysis of water quality in rivers and estuaries
- testing of food and crop samples for the presence of genetically modified organisms
- nutrient analysis of agricultural soils and waters

- analysis of oil spill samples for fingerprinting and identification
- development of a capability to measure dioxin levels in environmental samples.

AGAL also provided environmental measurement infrastructure support and assisted Australian scientists in making reliable environmental chemical measurements, through:

- providing chemical standards and certified reference materials to Australian laboratories active in environmental and residue analysis
- acting as the repository for analytical grade samples of agrichemicals (pesticides) registered by the National Registration Authority
- conducting inter-laboratory proficiency studies on various issues, including trace contaminants in the environment – results from these studies provide a snapshot of current practices among participating laboratories, allowing laboratories to assess their performance and improve their procedures
- participating in the international Consultative Committee on the Amount of Substance to the International Bureau of Weights and Measures, which provides data in support of Australia's measurement capabilities – the aim of this information is to aid in the mutual recognition of chemical measurements made around the world
- developing a capability to measure gene drift from genetically modified to 'normal' crops.

AGAL undertook a number of measures to minimise the effect of its activities on the environment during the year, including by:

- encouraging the recycling of paper, cardboard and glass (by providing collection bins throughout the laboratories and offices), the recycling of laser printer cartridges, and the re-engineering of laboratory processes to recycle water (for example, during vacuum generation or cooling)
- implementing energy management programs, involving the installation of 'smart meters' which enable close monitoring of energy consumption at AGAL's major laboratories, located in Sydney and Melbourne – AGAL's Perth laboratory is on a power usage program following an assessment by the Electricity Commission of Western Australia – and utilising time clocks to shut down airconditioning plants outside normal working hours at some locations
- neutralising waste water, where appropriate, by automatic dosing and monitoring prior to discharge – AGAL's Sydney laboratory has a waste water agreement with Sydney Water that involves regular testing and reporting of discharged effluent
- ensuring that laboratory fume cupboards are maintained and checked to ensure discharges into the atmosphere are in accordance with Australian Standards, utilising scrubber units where necessary; and securely storing waste materials (such as solvents, discarded samples, chemicals or clinical wastes) before their appropriate removal and disposal by approved waste management organisations

- re-engineering testing processes to reduce the amounts of solvents used in the laboratories.

AGAL set performance targets for a number of these measures and established a framework for their internal monitoring and review. Measures include the implementation of 'Housekeeping' plans at all sites and targets for reductions in energy consumption.

Administration of legislation to enhance environmental performance

The Space Licensing and Safety Office, part of the Department, administers the *Space Activities Act 1998* and subsidiary regulations which govern the conduct of space activities in Australia and by Australians overseas. The Act requires applicants for authorised space activity to comply with Australian law, including the EPBC Act, and has a specific requirement that applicants develop and submit appropriate environmental management plans. In cases where such a plan would not be required to be directly approved by the Minister for Environment under, for example, the EPBC Act, the office seeks the advice of EA on the adequacy of the environmental plan.

During 2001–02 the Hyshot project to conduct a series of two launches from Woomera, and a Japanese Institute for Space and Astronautical Science project to return a spacecraft to Woomera, were assessed as not being controlled actions under the EPBC Act. These projects required environmental certificates under the requirements of defence instruction provisions governing access to the Woomera Prohibited Area. Environment Australia continues to advise on the environmental requirements for the Asia Pacific Space Centre Christmas Island spacecraft project.

The Department is responsible for administering Regulation 9 of the Customs (Prohibited Exports) Regulations 1958. Regulation 9 issues export permissions for uranium and other controlled ores. In 2001–02 export permissions were issued for uranium exports, conditional on the proponent complying with specified environmental requirements, and for exports of tantalum concentrates and tantalum glass.

Operation of the Department

The Department undertook several initiatives during 2001–02 to improve the efficiency of its operations and educate its staff about their environmental impacts. The main initiatives are described below.

Development of an environmental management system

As part of its ongoing commitment to improved environmental management, the Government decided in May 2002 that Commonwealth agencies would be encouraged to implement environmental management systems (EMSs) by December 2002. During 2001–02 the Department initiated steps to establish an EMS which aims to implement a management system based on the International Standards Office standard, ISO 14001, by December 2002. The EMS will include the organisational structure, planning activities, responsibilities, practices, procedures, processes and resources necessary for developing, implementing, achieving, reviewing and maintaining the

environmental policy. Through this process, the Department will develop an environment policy, procedures manual and procedures register.

In preparation for the EMS, the Department, in conjunction with an external consultancy firm, conducted an environmental audit, which involved a formal process of auditing to track and break up energy usage data. The audit was completed in April 2002 and a 'Greenhouse Rating' was calculated for each of the Department's central office buildings. The Greenhouse Rating scheme is a national program that benchmarks commercial office buildings' greenhouse impact on a scale of one to five.

Improving Energy Efficiency in Commonwealth Government Operations

The Department operates under the policy Improving Energy Efficiency in Commonwealth Operations (which it also administers, as described above). Some of the Department's own achievements in energy efficiency during 2001–02 included the following.

- Tenant light and power energy usage declined 3.3 per cent between 1998–99 and 1999–2000. This usage remained steady in 2000–01, at 7,037 megajoules (MJ)/person/annum, well below the target of 10,000 MJ/person/annum and ranking the department tenth of all agencies in terms of energy efficiency. At the time of reporting the complete figures for 2001–02 were not available.
- Electrical appliances and equipment met the minimum energy performance standards. The Department is undertaking an upgrade of the Department's information technology network and infrastructure. The Technology Refresh Project will upgrade the operating systems of all desktops and laptops, and home based computers to Microsoft Windows XP . The upgrade will reduce energy costs associated with the running costs of computers left inactive for long periods, and the new software will deliver incremental savings with the introduction of an efficient stand-by mode. The upgrade is expected to be finalised by the end of November 2002.

Greenhouse challenge

In August 2001, the Department became a member of the Greenhouse Challenge Program (Greenhouse Challenge) and entered into a voluntary agreement with the AGO. This agreement is designed to reduce greenhouse emissions through best practice office management and efficiency. The greenhouse initiatives concentrate on improving recycling and waste management, energy efficiency and water conservation through staff education and actions. The Department expressed its commitment to:

- reducing use of energy, particularly in the operation of electrical equipment
- reducing solid waste output, and continuing research into further minimising it
- improving the recyclable waste process whilst improving our use of natural resources

- working closely with staff and encouraging stakeholder participation to refine our workplace practices
- continually monitoring, assessing and reporting on our environmental performance
- complying with Government and legislative policy and requirements
- recognising and rewarding initiatives that improve our environmental performance.

To progress these initiatives under the Greenhouse Challenge, a working group called EcoNet was established. EcoNet met a number of times during the 2001–02 financial year with the aim of encouraging staff participation in Greenhouse Challenge activities.

The Department displayed many good housekeeping practices during 2001–02. Waste streams were handled according to standard industry practices and the Department used reasonable methods to control waste generation. There remains potential to increase savings in waste management, and the Department aims to reduce waste through staff education in effective recycling and reuse practices. The education of staff about waste management and recycling has commenced through dissemination of information in all-staff emails. The Department conducted a recycling audit, and facilities were updated accordingly. The Department provided paper and cardboard collection facilities throughout all buildings and in all work units, including facilities for the collection of classified and unclassified waste and shredded paper.

In addition, some areas of the Department began trialling the use of 100 per cent recyclable toner cartridges, ink cartridges and ink bottles for copiers and printers. The Department is looking to implement a full program of these 100 per cent recyclable products by the end of 2002.

Green procurement

The Department worked with EA and other agencies to develop tools for improved sustainable procurement processes and decisions, including a sustainable procurement guide and checklist for Commonwealth departments and agencies. It contributed to negotiations, through attendance at interdepartmental committee meetings, and had input on draft documents. In this role the Department ensured that any procurement standards and decisions would not be overly cumbersome to procurement officers of the Commonwealth or complying industries. At the end of the financial year the guide and checklist were subject to industry consultations; upon their finalisation the Department will integrate the refined guide and checklist into its procurement processes to ensure that its own purchasing officers include environmental factors in their decisions on purchasing products and services. For example, the Department is currently procuring 5 per cent of its energy supply as green energy.

IP Australia

IP Australia is implementing an environmental management system to reduce the impact of its operations on the environment. The system includes energy savings measures, recycling and waste reduction.

IP Australia's main office buildings, Discovery House and the Sirius Building, incorporate a number of energy efficient design measures including lighting control and airconditioning control systems. Discovery House is a newer building and includes additional measures such as double glazing throughout the building and partial airconditioning of the atrium by returning cooled or heated air to the plant room via the atrium.

Environmental initiatives that are in place in the organisation to encourage recycling, reduce waste and contain greenhouse gas emissions include:

- the practice of conducting regular energy audits
- lighting reduction programs in Discovery House and the Sirius Building
- a trial of auto transformer lighting control
- use of the 'Green Star' energy saving functions of personal computers and photocopiers
- patrols undertaken at night by security guards to ensure equipment is shut down
- use of a small duty vehicle which uses a minimal amount of fuel
- ride-to-work programs and facilities for cyclists
- staff information and awareness activities
- paper and cardboard collection facilities in work areas and photocopier rooms
- bins for the collection of glass, plastic and metal waste in all kitchens
- the use of double-sided print-outs and other methods to reduce paper use
- recycling of toner cartridges
- water conserving through automatic urinal flushing
- the 'Adopt-a-Road' program for Launceston Street, Phillip, Australian Capital Territory (the 'Adopt-a-Road' program is an Australian Capital Territory Government initiative; IP Australia contributes by clearing litter from the road and verges every two months, using staff volunteers)
- energy efficient, programmable combined boiling- and chilled-water units
- development of an environmental management system
- a proportion of electricity purchased as 'green power' – that is, electricity produced through environmentally sustainable methods.

IP Australia's policies, programs and legislation are also responsive to the need to take into account long- and short-term economic, environmental and social considerations.

Energy performance

Tenant light and power consumption in IP Australia's main offices declined by 8.3 per cent from 1999–2000 to 2000–01. Energy use in 2000–01 was 7,925MJ (megajoules) per person, which is well under the Government's target of 10,000MJ per person. At the time of printing, figures were not available for 2001–02.

Geoscience Australia

The Marine Geoscience and Environment Program and Petroleum Promotion and Specialists Studies Program provided geoscientific input to Environment Australia (EA) via the Commonwealth Marine Protected Areas Committee (CMPAC). The CMPAC was established in March 1998 to provide advice to EA about the interests of the Commonwealth in the declaration of Marine Protected Areas in Commonwealth waters of Australia's Exclusive Economic Zone.

Under the National Projects and Advice Program for the Cooperative Research Centre for Landscape Environment and Minerals Exploration project, Geoscience Australia used a systems approach, developed jointly with the Bureau of Rural Sciences, to enhance understanding of the extent and causes of dryland salinity. This approach is being applied in the National Action Plan for Salinity and Water Quality.

The Mineral Resources and Advice Program completed planning for the online atlas of Australia's identified mineral resources, mines and mineral processing centres, with links to relevant land use and environmental information. Geoscience Australia also provided technical advice, spatial information and geographic information systems to facilitate Government land use and land management decisions.

Under the Marine Geoscience and Environment Program, the Urban and Coastal Impacts (UCI) project successfully completed research on Lake Wollumboola in New South Wales, the Swan Estuary in Western Australia and estuaries of south-western Western Australia. The Lake Wollumboola study identified geochemical processes that were producing significant quantities of hydrogen sulphide in the lake. The Swan Estuary research identified the rates at which nutrients were being diffused from sediments into bottom waters. The south-west coast of Western Australia study found high to very high sediment nutrient concentrations that were probably derived from catchment run-off.

Through the Cooperative Research Centre for Coastal Zone and Estuarine Waterway Management, Geoscience Australia was a major contributor to the National Estuaries Project. Investigations covered the types of physical and geochemical parameters that can be used to indicate the health of an estuary; the usefulness of conceptual models of estuarine processes for environmental management; and the application of remote sensing methods to assessing estuary health. From this, an OzEstuaries online database was developed; it can be found on OZEstuaries website.

Geoscience Australia also provided general advice on marine environmental matters to EA and the National Oceans Office, including some on the impact of acoustic systems on marine mammals.

Geoscience Australia reported to the Government on uranium exploration and discoveries under the *Atomic Energy Act 1953* and provided technical advice on environmental impacts of proposed uranium mines.

Geoscience Australia's National Mapping Program provided spatial data collection, production and coordination activities to ensure the availability of fundamental geographic information for the Australian community.

Geoscience Australia's map and remote sensing activities provided satellite imagery from a range of satellite sensors for use in land management, water and catchment activities and environmental monitoring, including salinity assessment.

The Geoscience Australia building demonstrates an appropriate, pragmatic response to ESD principles. It features an array of high-efficiency design principles, including a geothermal heating and cooling system which is the largest such installation in Australia.

Geoscience Australia has implemented a team referred to as 'The Green Team'. The team are Geoscience Australia staff who want to encourage and implement environmentally friendly practices within the building to minimise resource expenditure. These staff meet once a month to collectively discuss issues and ideas relating to the organisational adoption of more environmentally friendly practices.

Appendix 5 Addresses and contact numbers

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Geoscience Australia (formerly Australian Geological Survey Organisation and Australian Surveying and Land Information Group)

National office

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Bureau of Tourism Research

National office

PO Box 1545
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Publications (02) 6213 6967
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Ionospheric Prediction Service

National office

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Australian Government Analytical Laboratories

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Queensland office

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Tingalpa DC QLD 4173
Telephone (07) 3214 2161
Facsimile (07) 3214 2166

Western Australian office

PO Box 83
Cottesloe WA 6011
Telephone (08) 9384 1511
Facsimile (08) 9384 1132

South Australian office

853–867 Port Road
Woodville SA 5011
Telephone (08) 8244 3933
Facsimile (08) 8244 3655

Scientific Services Laboratory

177 Salmon Street
Port Melbourne VIC 3207
Telephone (03) 9248 4900
Facsimile (03) 9646 5165
E-mail ssl@agal.gov.au

AusIndustry

National Office

GPO Box 9839
Canberra ACT 2601
Telephone (02) 6213 6000
Facsimile (02) 6213 7000

Hotline 13 28 46
Website www.ausindustry.gov.au

National and Australian Capital Territory offices

GPO Box 9839
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New South Wales office

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Telephone (02) 9226 6000
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Victorian office

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Facsimile (03) 9268 7599
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Queensland office

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Facsimile (07) 3227 4730
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Western Australian office

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Facsimile (08) 9327 9520
Email aiwa@industry.gov.au

South Australia/Northern Territory office

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Adelaide SA 5001
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Facsimile (08) 8406 4717
Email aisa@industry.gov.au

Tasmanian office

GPO Box 9839
Hobart TAS 7001
Telephone (03) 6230 9900
Facsimile (03) 6230 9901
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IP Australia**National and Australian Capital Territory offices**

47 Bowes Street
PO Box 200
Woden ACT 2606
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Facsimile (02) 6283 7999
Toll free number 1300 651 010
Email assist@ipaustalia.gov.au
Website www.ipaustalia.gov.au

New South Wales office

First Floor, KPMG Centre
45 Clarence Street
Sydney NSW 2000
Facsimile (02) 9262 6309

Victorian office

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565 Bourke Street
Melbourne VIC 3000
Facsimile (03) 9614 4799

Queensland office

First Floor, Grant Thornton House
102 Adelaide Street
Brisbane QLD 4000
Facsimile (07) 3229 4036

Western Australian office

Second Floor, East Point Plaza
233 Adelaide Terrace
Perth WA 6000
Facsimile (08) 9221 1958

South Australian office

Level 10, AMP Building
1 King William Street
Adelaide SA 5001
Facsimile (08) 8231 8913

Tasmanian office

Ground Floor, AMP Building
27 Elizabeth Street
Hobart TAS 7000
Facsimile (03) 6234 7332

Use of consultancy services in the Department

The Department engages consultants to provide specialist advice and services necessary to ensure effective program delivery. In selecting a consultant, departmental managers apply value for money as the core principle, underpinned by the following supporting principles and policies:

- ensuring open and effective competition to the maximum extent practicable;
- conducting the purchasing activity in an ethical and fair manner;
- promoting national competitiveness and developing industry;
- supporting a range of other Commonwealth policies; and
- accountability and reporting.

All proposals to engage a consultant require the endorsement of the relevant delegate. Consultants may be engaged to satisfy the following departmental requirements:

- the need for specialised skills;
- rapid access to the latest technology, and experience in its application;
- the need for change agents or facilitators;
- to overcome a lack of in-house resources; or
- to undertake independent studies.

The Department uses comprehensive Chief Executive Instructions to govern its purchasing activities in relation to ongoing consultancies.

The Department seeks to achieve the best value for money in all its purchasing activities. A range purchasing methods are adopted to achieve this, including:

- public advertisement;
- limited tender; and
- sole supplier in some instances.

Consultancy services engaged in 2001-2002

The tables below list the total number and cost of consultancies working with the Department in 2001-2002 and the consultancies engaged in 2001-2002 and the amounts paid, by departmental Division

Department of Industry, Tourism and Resources Consultancies 2001–02

Consultancy contracts let by the Department of Industry, Tourism and Resources to the value of \$10,000 or more in 2001–02*

Name	Description of service provided	Contract value	Process	Reason	Expenditure in 2001–02
Analytical Division					
Chinook Investments	Membership of Australian Government Analytical Laboratories' Performance Management Committee.	\$35,000	DE	A	\$33,400
Heaney Blaylock and Associates	Industrial relations advice.	\$23,220	DE	A	\$23,220
Mr James Roberts	Activity based costing and membership of interim management team.	\$133,000	DE	A	\$114,772
Hardcastle Communication	Corporate communication services.	\$50,000	DE	A	\$48,079
Biotext	Scientific writing and editing services.	\$20,000	DE	A	\$11,765
Edward Rushton Australia	An asset revaluation.	\$10,000	ST	A, B	\$10,000
Bio Accent	A feasibility study.	\$10,000	DE	A, B	\$9,600
AusIndustry					
Clayton Utz	Probity auditor services.	\$44,000	ST	A	\$42,669
Duesbury	Tax and accounting advice.	\$45,000	ST	A	\$39,984
Hugh Watson Consulting	Assessment of a Tax Concession claim.	\$14,962	DE	A	\$10,150
Industry Fund Services	Due diligence.	\$300,000	ST	A	\$259,013
Janeece	Establishment of AusIndustry Project Management Office.	\$125,112	DE	A	\$125,112
Opticon Australia	Business software acquisition consultancy.	\$82,720	ST	A	\$73,717
Australian Building Codes Board					
Aspinall Consulting	Policy and legislative advice to assist in the implementation of the Australian Building Codes Board (ABCB) regulatory reform agenda.	\$57,200	PT	A	\$28,879

Microcraft	A multimedia training and awareness package on access issues in the building environment.	\$104,495	ST	A, B	\$70,274
Business Analytix	Improved arrangements for the publishing and management of the Building Codes of Australia.	\$107,250	PT	A	\$77,083
Hunarch Consulting	Wheelchair and scooter envelope and spatial requirements.	\$139,150	ST	A	\$82,979
Allen Consulting	Regulatory Impact Statement for domestic energy efficiency code.	\$50,000	DE	A, B	\$48,829
Atech Group	Financial analysis for assessing energy efficiency in commercial and public buildings.	\$49,161	ST	A	\$28,672
Warrington Fire Research	Evaluation of protective requirements for electrical supply systems sustaining energy power.	\$20,350	ST	A	\$18,500
ACADS – BSG Building Services Software	Energy modelling of office buildings.	\$59,600	PT	A	\$41,544
Energy Partners	Development of criteria for thermal attributes of building fabric element for Building Codes of Australia housing provisions.	\$15,972	PT	A	\$15,972
DASCEM	Survey to identify performance characteristics of airconditioning, heating and ventilation equipment used in commercial buildings.	\$10,422	ST	A, B	\$8,275
Commonwealth Industrial and Scientific Research Organisation (CSIRO)	Evaluation of structural requirements for external walls.	\$35,200	ST	A	\$32,000
Branz Australia	Evaluation of the extent that controlling the rate of heat release/flare spread of internal lining materials is also able to control the smoke hazard in buildings.	\$26,730	ST	A	\$24,300
Praxa	Refined specifications for online database and contract management system.	\$10,000	DE	A, B	\$3,744

Biotechnology Australia

BioAbility	Development of a Biotechnology Centre of Excellence.	\$48,100	DE	A	\$39,944
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Acumen Alliance	Due diligence exercise on applications for the Biotechnology Centre of Excellence.	\$22,275	DE	A	\$17,535
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Bureau of Tourism Research

AC Nielsen	Conduct of Australian Tourist Commission Market Niche Survey.	\$11,950	DE	A	\$8,608
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Business Entry Point

Department of Finance and Administration	Advice on business case for Business Exchange Project by Equity and Advisory Pty Ltd.	\$25,747	ST	A	\$25,747
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Australian Government Solicitor	Intellectual Property Audit for the Business Entry Point.	\$18,000	DE	A, B	\$18,000
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Avanade	Review of the .NET architecture of the Australian Business Register system.	\$10,000	DE	A	\$4,553
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TSA	Piloting Klarity Based Technology for Business Resource Facility.	\$10,000	DE	A, B	\$10,000
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Allen Consulting Group	Macroeconomic analysis of the Business Exchange Project.	\$121,950	DE	C	\$121,950
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F5	Development of an interface design for the Business Entry Point.	\$13,200	DE	A	\$13,200
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Blake Dawson Waldron	Legal advice on the Business Exchange Project.	\$42,937	DE	A, B	\$42,937
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Gartner	Business advice on IT strategy and investment.	\$53,000	DE	A, B	\$53,000
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Stanley and Milford	Business Entry Point Market Research.	\$50,000	ST	A	\$40,000
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Council of Australian Governments Market Review

Lecg Limited	Assessment of energy market regulatory systems in the United Kingdom, United States, New Zealand, Canada and Norway.	\$137,781	ST	A	\$137,781
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Corporate

ORIMA Research	Conduct of Stakeholder Satisfaction Survey in November 2001.	\$88,102	DE	A	\$88,102
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Cuetel	Development and implementation of delivery and reporting tools for satisfaction surveys.	\$48,202	DE	A, B	\$9,640
Balanced Scorecard Collaborative	Preparation of a Balanced Scorecard with a traffic light indicator for the department.	\$13,461	DE	A	\$13,461
Len Early	Consultancy services in corporate governance.	\$27,218	DE	C	\$27,218
Len Early	External Membership of the Audit and Evaluation Committee.	\$10,000	DE	A	\$9,033
Ernst & Young	Task Based Costing System advice.	\$20,000	ST	A	\$20,000
ABC Technology	Consulting for the Oros ABC system.	\$36,444	ST	A	\$36,444
Kerrie Gray and Associates	Strategic human resources advice.	\$10,000	DE	A, B	\$5,822
Interaction Consulting	Design and delivery of the Graduate Development Program.	\$225,581	PT	A, B	\$121,700
People and Strategy	Pilot Employee Development Program.	\$48,385	PT	A, B	\$48,385
Cameron and Associates	Recruitment and selection workshops.	\$18,000	ST	A, B	\$16,190
WordsWorth Writing	Production and editing services for the 2000–01 Annual Report.	\$96,320	ST	A	\$84,723
Acumen Alliance	Mid-term review of information technology (IT) contract.	\$98,505	ST	A	\$25,000
JKS Consulting	Senior Executive Service Forum facilitation.	\$10,560	ST	A	\$10,560
Spherion Technology Solutions	Task Based Costing System.	\$12,500	ST	A	\$11,055
PSI Consulting	Process mapping of policy outputs.	\$30,470	ST	A	\$30,470
The Westbourne Group	Ministerial Management System.	\$787,284	ST	A	\$384,336
Spherion Technology Solutions	Assistance with meeting Government Online requirement	\$10,000	ST	A	\$3,795
Wizard IS	Maintenance of existing Ministerial System	\$7,000	DE	A	\$7,000
One Planet	Consultancy for Electronic Document Management System	\$168,674	DE	A	\$128,854

Energy and Environment

Robert Turner Consulting	Assistance to the Institution of Engineers, Australia in incorporating energy efficiency into their building upgrade.	\$11,000	DE	A	\$10,000
Artcraft Studios of Australia	Readership survey for Australian Energy News.	\$41,800	ST	A	\$41,800
Dairy Process Engineering Centre–Monash University/Food Science Australia	Planning arrangements for an energy management project with Murray Goulburn Co-op.	\$10,000	DE	A	\$10,000
Sustainable Business	Activities related to best practice people and processes, new sector research coordination and strategic advice.	\$117,013	ST	A	\$88,695
Sustainable Solutions	Activities related to strategic advice, big energy projects, supermarkets, wine, beverage, pulp and paper and new sectors and sustainable resource processing.	\$55,000	ST	A	\$48,190
The Empower Group	Big energy projects, strategic advice and energy efficiency best practice training and planning.	\$42,900	ST	A	\$24,604
Connect Employment and Training Services	Consultancy and training services for the Energy Efficiency Best Practice Program (EEBPP).	\$284,900	ST	A	\$189,685
Sustainable Focus	Activities related to strategic advice, big energy projects, supermarkets, wine, beverage, pulp and paper and new sectors and sustainable resource processing.	\$31,222	ST	A	\$31,222
Exergy Group	Development of a diagnostics tool for the Building Greenhouse Rating Scheme.	\$50,000	ST	A	\$50,000
Australasian Fleet Managers Association	Delivery of EEBPP to the vehicle fleets sector.	\$495,000	DE	A	\$239,250
Wallis Consulting Group	Review of Australia's Participation in Centre for the Analysis and Dissemination of Demonstrated Energy Technologies (CADDET) and Greenhouse Gas Technology Information Exchange (GREENTIE)	\$41,750	ST	C	\$21,126

Programs.

Firecone Ventures	Benefit–cost assessment of demand side participation in the National Electricity Market.	\$80,000	ST	A	\$80,000
The Apelbaum Consulting Group	Transport energy data collection and analysis.	\$189,750	PT	A	\$22,000
Strategic Planning Group	Assistance with the finalisation of project plans and the provision of strategic advice for EEBPP.	\$14,850	DE	D	\$14,850
Covey Consulting	Activities related to EEBPP's Big Energy Project with Alcoa World Limited.	\$19,800	ST	A	\$19,800
Rawetech	Industry innovation and best practice people and processes training in the pulp and paper industry.	\$113,850	ST	A	\$0
Big Switch Projects	Management and delivery of the EEBPP to the supermarkets sector.	\$312,000	ST	A	\$16,500
Sustainable Solutions	Provision of technical and strategic advice to the EEBPP supermarkets program.	\$25,000	ST	A	\$0
Covey Consulting	The delivery of EEBPP for the resources (minerals and metals) processing sector.	\$145,958	ST	A	\$68,739
Peter Smiles and Associates	Strengthening operational aspects of Asia–Pacific Economic Cooperation Energy Microeconomic Reform Phase 3.	\$104,421	ST	A	\$0
Clarity Communications	Communications services including strategic advice and professional writing for EEBPP.	\$155,000	PT	A	\$8,415

Industry Competitiveness

Western Australia Chamber of Commerce and Industry	Export strategy for the Western Australian boat building industry.	\$25,740	DE	A, B	\$25,740
CSIRO – Mathematical and Information Science	Stage 1 Research Finder.	\$46,096	DE	A, B	\$46,096
Econtech	Forecasting of industry activity.	\$44,660	ST	A, B	\$44,660

NRS Group	Production of promotional videos for the Value Chain Management Program.	\$28,707	DE	A, B	\$28,707
Ernst & Young	Nanotechnology Awareness Project.	\$33,495	DE	A, B	\$33,495
ACIL Consulting	Facilitation of Pharmaceuticals Industry Action Agenda Stakeholder Workshop.	\$20,542	DE	A, B	\$20,542
Allen Consulting Group	Aerospace Industry Action Agenda Report.	\$43,500	DE	A, B	\$43,452
F1 Solutions	Develop and Implement Space Licensing and Safety Office Activity Management System.	\$94,892	ST	A, B	\$79,052

Innovation and Industry Policy

Buchan Communications	Technology Diffusion – Experience of Some Australian Firms.	\$35,080	PT	A, B	\$24,000
Sweeney Research	Survey of Public Awareness and Understanding of Innovation.	\$154,000	ST	A, B	\$102,300
Howard Partners	Interim Evaluation of the Innovation Investment Fund and the Commercialising Emerging Technologies (COMET) Programs.	\$102,279	PT	C	\$71,596
Orima Research	Client Survey of COMET for evaluation.	\$65,346	ST	C	\$65,346
Tendering Australia	Tender assessment assistance.	\$32,296	ST	A, B	\$32,296
Bligh Voller Nield	Advice regarding the establishment of a National Measurement Institute.	\$15,000	ST	A, B	\$5,280
Walter and Turnbull	Business case for a National Measurement Institute.	\$18,182	ST	A, B	\$17,382
Allen Consulting	Triple bottom line reporting.	\$15,000	DE	A, B	\$15,000
Australian Bureau of Statistics	Venture Capital Survey.	\$35,000	DE	A, B	\$35,000

Invest Australia

ASPECT Computing	Investment Client Management System.	\$329,065	ST	A, B	\$43,481
Australian National University – Australian	Winning Investment Seminars.	\$30,000	ST	A, B	\$15,000

Manufacturing, Engineering and Construction

Department of Foreign Affairs and Trade	Updating of the Asia-Pacific Economic Cooperation Committee 'Asian Automotive Industry – Prospects and Challenges' study.	\$22,000	ST	A	\$22,000
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Office of Small Business

The Accord Group	Franchising Code of Conduct Mediation Adviser services.	\$220,000	DE	A	\$82,500
Lawler Strategy and Consulting	Review of Barkly Enterprise Development Network pilot incubator.	\$27,528	ST	C	\$27,528
Blake Dawson Waldron	Public Liability Forum brief.	\$35,474	DE	A	\$35,474
Barker Australia	Legal Issues Guide mid-year review.	\$12,562	DE	A	\$12,562
Barker Australia	Legal Issues Guide February review.	\$13,470	DE	A	\$13,470
Mediate Today	Retail Grocery Industry Ombudsman services.	\$183,251	PT	A	\$183,251

Resources

Clive Towell and Associates	Estimate of the cost of rehabilitation of the Ranger Project Area.	\$39,270	DE	A	\$18,700
Yarun Consulting	Facilitation of the First Regional Workshop for the Working in Partnership Program.	\$31,900	ST	D	\$6,380
Office of the Supervising Scientist	Environmental assessment of the Rum Jungle Mine Site.	\$74,305	DE	A	\$0
PetroMarketing Australia	Coordination and event organisation of the 2001 International Regulators Forum.	\$22,925	DE	A	\$22,925
Shaw Idea	The development of occupational health and safety performance measurement in the oil and gas industry for the national Oil and Gas Safety Advisory Committee.	\$25,000	DE	A	\$6,682
Deacons	Electric Energy Industry Export Council Marketing	\$149,350	PT	A, B	\$97,050

and Awareness Strategy.

Active Learning Partners	Development of training and assessment learning package for diving supervisors.	\$29,810	DE	A	\$0
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Tourism

Econotech (Thirstens trading as Econotech)	Modelling of the economic impact of recent tourism related events on the tourism sector in the economy.	\$31,020	ST	A, B	\$31,020
WPP Holdings Aust (trading as Millward Brown)	Survey of tourism businesses to assess the impact of recent tourism related events.	\$82,280	ST	A, B	\$82,280
Allen Consulting Group	Evaluation of the regional tourism program.	\$39,850	ST	A	\$39,850
Total		\$8,460,279			\$5,312,547

Note: Includes goods and services tax.

Key to Table

Code	Description of selection process/reason for contract
DE	Direct engagement
PT	Public tender
ST	Select tender
A	Specialised skills/expertise
B	Lack of in-house resources
C	Independent studies/assessment
D	Change agent or facilitator

Department of Industry, Tourism and Resources 2001–02 expenditure on consultancies for contracts executed in previous years

Name	Description of service provided	Expenditure in 2001–02
Analytical Division		
Bligh Voller Nield	Development of a user requirement building brief.	\$7,075
Siller Systems Administration	A review of records management practices.	\$4,079
Mr James Roberts	Activity based costing and membership of a change management team.	\$20,542
AusIndustry		
Andrews Marketing Group	Development and implementation of a research and development (R&D) communications strategy.	\$179,304
Norman Haynes	Review of CRC's satellite systems.	\$23,099
Deakin Australia	Business awareness and customer relationship management training.	\$100,497
Duesbury	Tax and accounting consultancy services.	\$45,564
Orima Research	Customer satisfaction research.	\$96,186
Australian Building Codes Board		
Business Analytix	Advice on publishing the Building Codes of Australia.	\$37,257
Aspinall Consulting	Policy and legislative advice to assist in the implementation of the ABCB's regulatory reform agenda.	\$7,398
Sustainable Solutions	Services of energy specialist as a Community Advocate.	\$13,722
Atech Group	Study into health and safety risks in buildings.	\$16,500
Pacific and Australian Consulting Engineers	Services of a regulator/building energy efficiency specialist..	\$82,826
Progressive Building Solutions	Services of a regulator/building energy efficiency specialist.	\$96,712
Constructive Concepts	Provision of an architectural energy efficiency specialist.	\$96,280
Biotechnology Australia		
Turnbull Porter Novelli	Services in public relations and communications.	\$9,744
Spruson and Ferguson	Biotechnology Intellectual Property Management Training Course and Manual.	\$16,074
Bureau of Tourism Research		
AC Nielsen	Conduct of 2001 International Visitor Survey.	\$471,849

AC Nielsen	Conduct of 2000 National Visitor Survey.	\$100,368
AC Nielsen	Conduct of 2001 National Visitor Survey.	\$783,730

Corporate

KPMG	Internal Audit of Risk and Fraud.	\$504,008
NGA Net	Online recruitment service.	\$14,300
Interaction Consulting	Design and delivery of Graduate Development Program.	\$59,000
Monash Mt Eliza Business School	Design and delivery of Leadership Development Program.	\$96,526
Australian National University	Design and delivery of Master of Management (Industry Strategy).	\$249,438
Ernst & Young	Agreed Settlement with CSC.	\$20,000
Brio Technology	System Build (for start up/installation).	\$6,660
ABC Technology	Consulting for the Oros ABC system.	\$36,444

Energy and Environment

Clarity Communications	Communications services, strategic advice and professional writing for the Energy Efficiency Best Practice Program (EEBPP).	\$320,709
Sustainable Solutions	Malsters, Beverage Manufacturing and Beverage Containers Program Adviser to EEBPP.	\$3,168
Connect Employment and Training Services	Training and benchmarking in the beverage sector for the malsters, brewing, soft drink, and containers manufacturers.	\$335,589
Energetics (with BRI Australia)	Development of ovens workbook for plant bakeries.	\$1,725
Communications Company/Zoo Instinctively Creative	Design and delivery of communication products for the EEBPP.	\$66,268
The Energy Services Group	Facilitation of workshops for energy efficiency in commercial buildings.	\$13,585
One Planet Solutions	Energy Data Gathering and Reporting System software development.	\$207,683
DGR Consulting	Personal leadership and management coaching for the Manager and five Executive Level 1s within the EEBPP.	\$19,120
DGR Consulting	Facilitation of the EEBPP Business Planning for 2001–03.	\$6,468
Dalmera	Bread baking technical advice and assistance.	\$42,253
Australian Hotels Association	Hotel energy benchmarking case studies.	\$74,448
Australasian Energy Performance Contracting Association	Promotion of the <i>Best Practice Guide to Energy Performance Contracts</i> .	\$13,190
Grey Advertising	Electric energy industry website design, graphic design and information research.	\$45,430

Redding Energy Management	The Aluminium Database Project.	\$55,435
Sustainable Business Machine Monitor.com	Bread Baking Energy Efficiency Workshops. Co-development and delivery of workshop series and advice for EEBPP motors program.	\$14,913 \$6,357
Peak Energy	Co-development and delivery of workshop series and advice for EEBPP motors program and Help Desk.	\$39,320
Aurora Energy	Program management of Centre for the Analysis and Dissemination of Demonstrated Energy Technologies (CADDET) and Greenhouse Gas Technology Information Exchange (GREENTIE) in Australia.	\$285,126
Energy Strategies	Production and publication of <i>Australian Energy News</i> .	\$360,427
Exergy Group	Fleet sector study.	\$76,087

Industry Competitiveness

ACIL Consulting	Development of methodology to measure factors of import contestability and market definition.	\$4,000
Elizabeth Weaver	Action Agenda case studies.	\$2,013
Network Business Strategies	Technical adviser on expenses to the Value Chain Management Program.	\$9,475
Network Business Strategies	Technical adviser on professional fees to the Value Chain Management Program.	\$108,515
Sinclair Knight Merz	Global Supply Chains case studies.	\$58,400
Biolateral	Formation of industry taskforce on bioinformatics.	\$16,500
Booz Allen and Hamilton Australia	Advice on space safety regime.	\$82,158
ACTA Inc	Advice on safety regime and risk assessment for space licensing.	\$161,756
Spherion Group	Writing of requirements specifications for Space Licensing and Safety Office (SLASO) system.	\$6,529
Fish and Nankivell	Recruitment of SLASO Director.	\$27,673
ACTA Inc	Specialised risk analysis.	\$44,344

Invest Australia

Taylor Nelson Soffres	A publications review.	\$100,000
Aljan Computer Supplies and Services	Access database design and development.	\$1,174
Public Service and Merit Protection Commission	Client Service Charter.	\$24,297

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Manufacturing, Engineering and Construction

Allen Consulting	Production of a report on <i>Strategies to Improve Export Performance for the Furnishing Industry</i> .	\$12,631
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PricewaterhouseCoopers	Production of a report to identify growth options for firms in the Australian furnishing industry.	\$49,945
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Office of Small Business

The Accord Group	Acting Retail Grocery Industry Ombudsman services.	\$2,938
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Resources

The Allen Consulting Group	Services for the Light Metals Action Agenda.	\$27,225
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Clive Towell and Associates	Estimate of the cost of rehabilitation of the Ranger Project Area – 2001.	\$17,050
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One Planet Solutions	Software development for Petroleum Statistic Database.	\$111,969
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Agostini Consulting	Chairmanship of the Gas Policy Forum.	\$1,713
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Total		\$6,052,789
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Geoscience Australia

Consultants engaged by Geoscience Australia in 2001–02

Partner	Agreement Title	Expense	Commencement
Tamora Pty Ltd	Consultancy Contract: Anthropological Services, 2001 Yilgran Seismic Survey	\$47,704.32	10-Jul-01
Ernst and Young	Consultancy Contract - Geoscience Australia Pricing Review 2001/2	\$209,000.00	8-Aug-01
Skyring Environment Enterprises Pty Ltd	Consultancy Contract - Production of a CD/book on Estuarine Processes for GA	\$20,000.00	15-Aug-01
Wyatt and Associates Pty Ltd	Consultancy Contract - Deviant Database Development for Minerals	\$51,040.00	24-Sep-01
Biostrata Pty Ltd	Consultancy Contract - Bass Basin Palynological Project Services	\$26,224.00	1-Nov-01
Wyatt and Associates Pty Ltd	Consultancy Contract - Database Consultancy Services - Training and Maintenance	\$11,000.00	1-Nov-01
Wyatt and Associates Pty Ltd	Consultancy Contract - Database Consultancy Services - WELLS Development	\$28,366.00	1-Nov-01
EarthWare Systems (Australia) Pty Ltd	Consultancy Contract - Development of AusDIN Portal - Stage 1	\$26,373.00	30-Nov-01
EarthinSite.com Pty Ltd	Consultancy Contract - Evaluation of ASTER Satellite Data	\$10,000.00	3-Dec-01
Guria Consulting	Consultancy Contract - Perth Microtremor Work	\$11,160.00	17-Dec-01
CANSYD Australia Pty Ltd	Consultancy Contract - Stage 2 development of the AusDIN web portal	\$63,360.00	26-Mar-02
M.E.Gray and Associates Pty Ltd	Consultancy Contract - Provision of Recruitment Service Review for GA	\$32,285.00	27-Mar-02
Sun Microsystems Australia Pty Ltd	IT&T - Consultancy Contract - Upgrade of Earthquake Monitoring Software by Sun Microsystems	\$90,000.00	1-Apr-02
EarthWare Systems (Australia) Pty Ltd	Consultancy Contract - Set up of Geolnsight use of AusDIN portal for 2 scenarios	\$29,520.00	1-Apr-02
Wyatt and Associates Pty Ltd	Consultancy Contract - Maintenance and training on PMD Oracle database	\$22,000.00	10-Apr-02
Sun Microsystems Australia Pty Ltd	IT&T - Consultancy Contract - Earthquake alert software upgrade	\$51,000.00	1-May-02
Melbourne Enterprises International Limited	Consulatancy Contract - Review of GA Earthquake damage prediction Model	\$16,500.00	2-May-02
Resource Industry Associates	Consultancy Contract - Interpretation and Mapping of Natural Hydrocarbons Seeps off the Australian coast	\$48,480.00	6-May-02

Abbreviations, Acronyms and Glossary

AAT	Australian Antarctic Territory
ABA	Australian Broadcasting Authority
ABAC	Australian Biotechnology Advisory Council
ABARE	Australian Bureau of Agricultural and Resource Economics
ABCB	Australian Building Codes Board
ABN	Australian Business Number
ABN-DSC	Australian Business Number - Digital Signing Certificates
ABR	Australian Business Register
ABS	Australian Bureau of Statistics
ACA	Australian Communications Authority
ACIP	Advisory Council on Intellectual Property
ACIS	Automotive Competitiveness and Investment Scheme
ADS	Approved Destination Status
AGAL	Australian Government Analytical Laboratories
AGO	Australian Greenhouse Office
ALGA	Australian Local Government Association
AMADS	Australian Market Access and Development Strategy
AMC	Australian Magnesium Corporation
ANAO	Australian National Audit Office
ANSIR	Australian National Seismic Imaging Resource
ANZLIC	Australian and New Zealand Land Information Council
APEC	Asia-Pacific Economic Cooperation
APEC MI/IC	APEC Market Integration and Industrial Collaboration Program
APPEA	Australian Petroleum Production and Exploration Association
APS	Australian Public Service
ASEAN	Association of South East Asian Nations
ATG	Australian Technology Group
ATO	Australian Taxation Office
AusDIN	Australian Disaster Information Network
AUSLIG	Australian Surveying and Land Information Group
AWAs	Australian Workplace Agreements
BAF	Business Authentication Framework
BAs	Business Advisers
BCA	Building Code of Australia
BECC	Beverly Environmental Consultative Committee
BEP	Business Entry Point
BERD	Business expenditure on research and development
BIF	Biotechnology Innovation Fund

BIS	Business Information Service
BRF	Business Research Facility
BTR	Bureau of Tourism Research
CCQM	Consultative Committee on the Amount of Substance
CEDA	Centre for Economic Development of Australia
CIPM	International Committee of Weights and Measures
CMPAC	Commonwealth Marine Protected Areas Committee
COAG	Council of Australian Governments
COMET	Commercialising Emerging Technologies
CTBT	Comprehensive Nuclear Test Ban Treaty
CTD Act	Commerce (Trade Descriptions) Act 1905
DEWR	Department of Employment and Workplace Relations
DEST	Department of Education, Science and Training
DFAT	Department of Foreign Affairs and Trade
DOTRS	Department of Transport and Regional Services
EA	Environment Australia
EDGAR	energy data gathering and reporting
EEL	Electric Energy Industry
EEBP	Energy Efficiency Best Practice Program
EMA	Emergency Management Australia
EMSS	environmental management systems
EPBC Act	Environment Protection and Biodiversity Conservation Act 1999
EPBS	Enhanced Project By-law Scheme
EPICS	Enhanced Printing Industry Competitiveness Scheme
ESD	ecologically sustainable development
EWG	Energy Working Group
FAO	Food and Agriculture Organisation
FBC	Future Building Code
FMA Act	Financial Management and Accountability Act 1997
FMIS	Financial Management Information System
FOI	Freedom of Information
FOI Act	Freedom of Information Act 1982
GDP	Gross Domestic Product
GEOSTAT	Geomagnetic Storm Alert Tracking System
GIS	geographic information systems
GPS	Global Positioning System
GST	Goods and Services Tax
HRM	human resource management
IAEA	International Atomic Energy Agency
ICT	information and communications technology
IIF	Innovation Investment Fund
ILAC	International Laboratory Accreditation Cooperation
IMES	Information Management and ESolutions
IMS	Intelligent Manufacturing System

IP	intellectual property
IPS	Ionospheric Prediction Service
IR&D Board	Industry Research and Development Board
ISONET	Industrial Supplies Office Network
IT	information technology
ITAG	Information Technology Architecture and Governance
ITR	Industry, Tourism and Resources
LNG	liquefied natural gas
MEC	Manufacturing, Engineering and Construction
MJ	megajoules
MP	Member of Parliament
MPF	major project facilitation
MRA	mutual recognition arrangement/agreement
MTS	Mining Technology Services
NARL	National Analytical Reference Laboratory
NATA	National Association of Testing Authorities
NEM	National Electricity Market
NGA	National Geoscience Agreement
NIAS	National Innovation Awareness Strategy
NIAC	National Innovation Awareness Council
NOIE	National Office for the Information Economy
ODECC	Olympic Dam Environmental Consultative Committee
OECD	Organisation for Economic Cooperation and Development
OH&S	Occupational Health and Safety
OH&S Act	Occupational Health and Safety (Commonwealth Employment) Act 1991
OSB	Office of Small Business
OSDM	Office of Spatial Data Management
PCT	Patent Cooperation Treaty
PDF	Pooled Development Fund
PDF	portable document format
PDAC	Prospectors and Developers Association of Canada
PIAA	Pharmaceuticals Industry Action Agenda
PPR	Performance, Planning and Review
PSB	Professional Standards Board
PSF	Pre-Seed Fund
PSL Act	Petroleum (Submerged Lands) Act 1967
R&D	research and development
REEF	Renewable Energy Equity Fund
RFT	request for tender
RGICAC	Retail Grocery Industry Code Administration Committee
RHQ	Regional Headquarters
RMP	Regional Minerals Program
RTP	Regional Tourism Program

SAMP	Supplier Access to Major Projects Program
SBECF	Small Business Enterprise Culture Program
SCSC	Standards and Conformance Sub Committee
SES	Senior Executive Service
SIC	Strategic Investment Coordinator
SIP	Strategic Investment Program
SLASO	Space Licensing and Safety Office
SPARTECA	South Pacific Regional Trade and Economic Cooperation Agreement
SMEs	small and medium enterprises
TBL	triple bottom line
TCF	Textiles, Clothing and Footwear
TCFL	Textiles, Clothing, Footwear and Leather
TFC	Tourism Forecasting Council
UCI	Urban and Coastal Impacts
UNCLOS	United Nations Conventions on the Law of the Sea
WIPO	World Intellectual Property Organization
WRC	Workplace Relations Committee
WSSD	World Summit on Sustainable Development
WTO	World Trade Organisation
YAA	Young Achievement Australia