

Acknowledgement of Country

Our department recognises the First Peoples of this nation and their ongoing connection to culture and country. We acknowledge First Nations Peoples as the Traditional Owners, Custodians and Lore Keepers of the world's oldest living culture and pay respects to their Elders past, present and emerging.

Meeting Place icon by DISER employee \$22

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Overview

The Department of Industry, Science, Energy and Resources employs 3,570 staff across 48 locations in <u>Australia</u>. We also have dedicated staff in 6 <u>overseas posts</u> - Beijing, Brussels, New Delhi, Paris, Tokyo and Washington DC - who support the government's international engagement objectives across the breadth of the portfolio's responsibilities (see <u>Organisational Chart</u>).

Our staff deliver the priorities of the government across the 3 broad outcomes of: emissions reduction; energy; and industry (inclusive of resources and technology), science and commercialisation. The delivery of these outcomes are supported by enabling and other services including international engagement and national security, data and economic analysis/modelling and expertise in grants management. Through the AusIndustry network we deliver a range of industry and community engagement services.

The portfolio's budgeted expenses are expected to be around 1.1 % of all government expenditure in 2022-23. In 2022-23, the department's resourcing for:

- administered programs is \$4.4 billion (of which approximately \$2.6 billion is for emission reductions and energy)
- departmental operating is \$715 million, and
- capital budget is \$70 million.

Volume 1 provides more information on the administered and departmental funding in the portfolio.

The portfolio has 6 <u>portfolio agencies</u>, 7 <u>boards and committees</u> and one "<u>single appointment</u>" that fall within your responsibilities.

Quick Links	Establishing your Office: Guide on a page							
	Divisions							
	<u>Corporate Services</u>							
	<u>International Network</u>							
	Portfolio Agencies							
	Portfolio Footprint across Australia							
	Portfolio Boards and Committees							
	Program summaries, including a Budget Snapshot.							
	Legal Obligations of Ministers, Ministerial Staff and Public Officials							

Establishing Your Office

Our first priority is to assist you in establishing your Office. The primary point of contact in the department to assist you with establishing your office will be:

s22 **Dana Sutton**

General Manager - Ministerial Liaison & Governance

Phone: s22 Mobile: s22

In addition we have a dedicated IT executive support function to assist with your IT, mobile communications and office equipment needs. The first point of contact for this service is:

s22 Rebecca Lee

Chief Information Officer

Phone: s22 Mobile: s22

Once your office has been established, the Executive ICT Support team will provide 24/7 on-call support for all ICT requirements in your Parliament House and ministerial offices.

Phone: s22 (24/7 support)

Email: s22 @industry.gov.au

Office Allocations

The allocation of a ministerial office suite to you within Parliament House is undertaken by the Special Minister of State in consultation with the Territory Manager of the ACT Office of the Ministerial and Parliamentary Services Division (M&PS) in the Department of Finance.

The allocation of Commonwealth Parliament Office (CPO) accommodation is managed by M&PS in consultation with the Prime Minister. CPOs provide permanent office accommodation in capital cities (except Canberra). All ministers are entitled to a 'ministerial office'. Whether that is in the home state of the minister, in a CPO or as a remodelled electorate office is dependent on the availability of CPO space and the needs of ministers.

Staffing

Interim staff arrangements

It is possible for the department to provide your office with departmental staff to help cover adviser staffing vacancies for a period of up to 12 weeks, pending staffing allocations from the Prime Minister and the filling of any vacancies.

Subject to your needs, a transition team of departmental staff could consist of some combination of an SESB1 senior adviser, a policy adviser, media support and receptionist/executive assistant support. We also have experienced ministerial liaison staff available for immediate deployment as departmental liaison officers (DLOs), pending providing you with the CVs of potential departmental liaison officers (DLO) for your consideration.

The Secretary can suggest potential candidates and provide CVs should you require this support.

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Departmental Liaison Officers (DLO)

You will be provided a DLO allocation by the Prime Minister. The DLO is a departmental staff member who facilitates liaison on policy and administrative matters between your office and the portfolio. The DLOs will use their broad knowledge of the portfolio and understanding of key policy issues to facilitate effective and responsive engagement between the department and your office.

A DLO cannot undertake work of a political nature, including involvement in political activities, advocacy or electorate matters.

Advisers (policy and media) and support staff

Your ministerial staff are employed by you under the *Members of Parliament (Staff) Act* 1984 (MOP(S) Act), in accordance with the staffing allocations determined by the Prime Minister. The terms and conditions of employment for these staff are provided by the <u>Commonwealth Members of Parliament</u> <u>Staff Enterprise Agreement 2020–2023</u>. Ongoing support for these staff is provided by the M&PS team in the Department of Finance.

M&PS staff can provide advice and assistance in the interpretation and application of resources provided to a parliamentarian, HR assistance relating to terms and conditions of employment, the use of COMCARs, CPOs and a range of miscellaneous services, including photo services and the Independent Parliamentary Expenses Authority. More information can be found on the <u>M&PS website</u>.

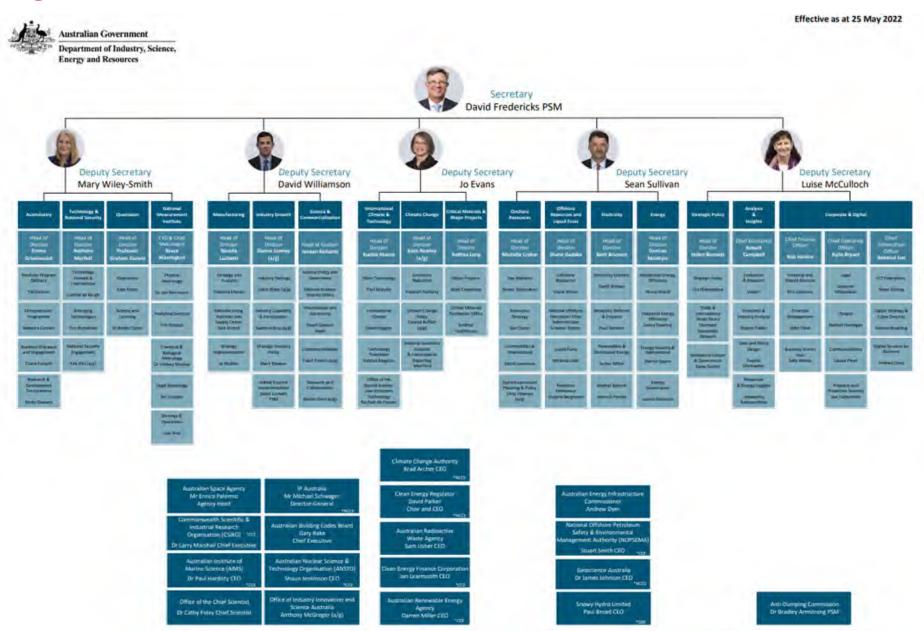
Computers, communications and mobile phones

The computer network includes computer systems located in your office at Parliament House, your interstate office and residence, all department offices, and overseas posts.

The department provides your office with all IT equipment, including computers, laptops, iPads, printers and mobile phones. Usage and communications charges will be paid from your office budget. The <u>Executive ICT Support Team</u> is point of contact for this equipment.

You are entitled to have your home phone and internet reimbursed by the department. Please contact Dana Sutton for more information.

Organisation Chart



Who to Talk to - Primary Departmental Advisors

Executive Biographies and Contact Details

David Fredericks PSM



P: s22

M: s22

E: <u>david.fredericks@industry.gov.au</u>

EA: s22

CoS: s22

Senior EO: \$22

Support s22

officer:

David Fredericks was appointed Secretary of the Department of Industry, Science, Energy and Resources with effect from 1 February 2020.

David previously served as Secretary of the Department of the Environment and Energy from November 2019. Over a 4 year period, David was Deputy Secretary at the Department of Finance, with responsibility for Budget and Financial Reporting and, prior to this, Deputy Secretary of Business Enabling Services.

David was also Deputy Secretary in the Attorney-General's Department for more than 4 years, as Chief Operating Officer and, previously, as Deputy Secretary, Civil Justice and Legal Services.

Prior to his career in the Australian Public Service, for over 10 years David was a senior ministerial and shadow ministerial adviser at the Commonwealth and state level in both Labor governments and oppositions.

He also previously served as Director of the Economic Reform Unit in the Solomon Islands Ministry of Finance, on secondment from the Australian Treasury.

He practiced as a barrister in Sydney for 5 years.

David has degrees in Law (with First Class Honours) and Economics from Sydney University. He was awarded the Public Service Medal in the 2020 Australia Day Honours for services to the Budget and reform in the Attorney-General's portfolio.

Jo Evans



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Jo Evans has worked in climate policy for successive governments spanning her 20 year career in the public service. This included working with Senator the Hon. Penny Wong as Minister for Climate Change at the time the Department of Climate Change was established in 2007, and working with Prime Minister Rudd and Minister Wong in the lead up to the Copenhagen Conference of the Parties in 2009.

Jo has been a Deputy Secretary in 3 departments (Agriculture, Environment and Industry) with responsibilities spanning policy and corporate areas. She brings a deep experience in climate change policy to her role in DISER where she is also responsible for, among other things, the development of new industries associated with hydrogen, offshore electricity and critical minerals. The Critical Minerals Facilitation Office and Major Projects Facilitation Agency fall within Jo's responsibilities along with radioactive waste management and remediation for Rum Jungle, Ranger and Maralinga.

Prior to joining the public service in 2000 (in the Australian Greenhouse Office in a technical role on emissions modelling and projections) Jo had worked for McKinsey & Company as a business analyst and associate, for the internet start-up LookSmart as a business analyst during their initial public offer, and for UniQuest in technology commercialisation.

Jo has a Masters of Public Policy from the Woodrow Wilson School of Public and International Affairs at Princeton University, a Masters in Environmental Science from the University of Melbourne and a combined bachelor degree in Asian studies and economics (honours) from the Australian National University.

Sean Sullivan



P: s22

M: s22

E: <u>sean.sullivan@industry.gov.au</u>

EA: s22

Sean Sullivan is Deputy Secretary of the Energy and Resources Group. The group comprises the Electricity, Energy, Onshore Resources and Offshore Resources Divisions. Sean is also responsible for the National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA), Geoscience Australia and Snowy Hydro Limited.

Sean has worked in the Australian Government for over 25 years across a number of departments and executive agencies including Primary Industries and Energy, Environment, and Industry portfolios and the Australian Greenhouse Office and the National Oceans Office.

Key domestic issues that he has worked on include natural resource management, climate change, forest policy, oceans policy, population policy and indigenous land management and biodiversity protection. Sean has also worked on a number of international issues including international oceans policy, the Convention on Biological Diversity, and more recently the International Energy Agency.

Before joining the Australian Public Service, Sean spent 10 years at the Australian National University in undergraduate, postgraduate and research positions in economics, science, ecology and environmental law.

David Williamson



P: s22

M: s22

E: david.williamson@industry.gov.au

EA: \$22

David Williamson commenced with the department in August 2019. He is responsible for the Science and Commercialisation, Manufacturing and Industry Growth Divisions. His group also includes IP Australia, the Australian Space Agency, CSIRO, the Australian Institute of Marine Sciences (AIMS), the Australian Nuclear Science and Technology Organisation (ANSTO), the Australian Building Codes Board, the Office of the Chief Scientist and the Office of Industry Innovation and Science Australia.

David has over 20 years' experience in the Australian Public Service, including senior executive roles across four departments. In the Department of Prime Minister and Cabinet his roles included leading the team supporting the Independent Review of the Australian Public Service, the taskforce that prepared the Australian Government's White Paper on Developing Northern Australia, and the Industry, Infrastructure and Environment Division.

As Deputy Secretary in the Department of Agriculture and Water Resources, his group included agricultural policy, farm support and sustainable agriculture, fisheries and forestry divisions. In the Department of Infrastructure and Regional Development he led the Policy and Research Division which included the Bureau of Infrastructure, Transport and Regional Economics.

David grew up in Wagga Wagga, New South Wales, and has a Bachelor of Arts (Combined Honours) from the University of Melbourne.

Mary Wiley-Smith



P: s22

M: s22

E: Mary.Wiley-

Smith@industry.gov.au

EA: \$22

Mary Wiley-Smith commenced with the Department of Industry, Science, Energy and Resources in May 2021. Mary is responsible for the Technology and National Security Division, AusIndustry, Questacon and the National Measurement Institute.

Mary has over 25 years in the Australian Public Service and has held senior executive positions leading work on sustainability, energy efficiency, housing affordability and supply, renewable energy, cities and population policy.

Prior to joining the department, Mary was the Deputy Australian Public Service Commissioner, a role she held from September 2018. Mary was previously in the Department of Prime Minister and Cabinet, working on the Independent Review of the Australian Public Service. She led the pioneering of 'city deals' as head of the Cities Division in both the Department of Infrastructure, Regional Development and Cities, and the Department of the Prime Minister and Cabinet. She was previously the Chief Operating Officer for the Department of Environment and Energy, and head of the Sustainability, Policy and Analysis Division.

Mary grew up in Goulburn, NSW, and has a Bachelor of Arts from the Australian National University.

Luise McCulloch



P: s22

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EA: \$22

Luise McCulloch is the Deputy Secretary of the Strategic Policy Division, Analysis and Insights Division and the department's Corporate and Digital functions. Luise also has oversight of the Anti-Dumping Commission.

Prior to joining the department, Luise was a Deputy Australian Statistician with the Australian Bureau of Statistics, where she led the Statistical Services Group responsible for producing demographic, economic, environmental and social statistics.

Luise worked for extensive periods in the Department of the Prime Minister and Cabinet and the Treasury where she held a variety of positions including head of division for Budget Policy; Industry, Environment and Defence; and Corporate and International Tax. This included working closely with ministers and their staff on a range of complex policy packages such as Commonwealth-state reform, climate change packages over successive governments, setting the strategic directions for fiscal policy, and regional/sectoral industry policy reform.

Luise has a Bachelor of Arts (Honours, Economics) from the University of New England. She has two adult children, and spent her childhood in rural New South Wales where she was a member of a large farming family.

Ministerial Liaison and Governance Branch

Key Contact:

s22

Dana Sutton

General Manager - Ministerial Liaison & Governance

Phone: s22 Mobile: s22

The Ministerial Liaison and Governance Branch (MLGB) is the primary channel between your office and the department, providing high-quality support, advice and administrative services to you and your staff. It will also provide support for your participation in Cabinet and Cabinet committee meetings.

The MLGB manages the Parliamentary Document Management System (PDMS), the whole of government parliamentary workflow system that tracks the status of briefing and correspondence between your office and the portfolio; reports on ministerial workflow and budgets; and manages the portfolio's attendance at Senate Estimates hearings.

Other key services that it provides include:

- facilitating and coordinating the department's support to you (including DLOs)
- managing your ministerial correspondence and briefing
- dealing with parliamentary and Cabinet matters, including Question Time Briefs, responses to Parliamentary Questions on Notice and the Senate Estimates process
- providing advice on processes relating to portfolio appointments, Executive Council and the tabling of documents.

Ministerial media, speeches and website

Key Contact:

s22

Louise Perez

General Manager - Communications

Phone: s22 Mobile: s22

The Communications Branch will provide you and your office with high quality communications products and services and publish your content on the portfolio ministerial website.

The branch's Media and Speechwriting section develops media releases, editorials and speeches. The team also manages media enquiries, media monitoring and a weekend media support service. We also have: an Audio Visual team and support social media channels for ministerial announcements and messaging.

Portfolio and Enabling Division Descriptions

INTERNATIONAL CLIMATE & TECHNOLOGY

s22 Kushla Munro

Head of DivisionPhone: s22
Mobile: s22

The division is responsible for policy and programs that drive investment in Australia's hydrogen industry, reduce emissions in the transport sector and for the deployment of low emissions technologies. The division also has policy oversight of the Australian Renewable Energy Agency (ARENA) and the Clean Energy Finance Corporation (CEFC).

Internationally, the division works with our key trade and strategic partners to broker partnerships that aim to reduce the cost of low emissions technologies and advance international low emissions supply chains.

The division also leads the department's multilateral engagements in climate change, including by representing and securing Australia's interests in multilateral forums such as the G20, the Quad, the United Nations Framework Convention on Climate Change (UNFCCC), Mission Innovation and the Clean Energy Ministerial, and the OECD.

CLIMATE CHANGE

s22 Kath Rowley

A/g Head of DivisionPhone: s22
Mobile: s22

The Climate Change Division (CCD) develops and implements Australia's domestic climate mitigation policies and programs, including medium- and long- term emissions reduction policies and targets. It is also responsible for climate risk, voluntary action and emissions reporting and projections.

The climate mitigation policies and programs that CCD is responsible for include the:

- Safeguard Mechanism
- Emissions Reduction Fund
- Climate Active program
- Policies and programs to reduce emissions in the land and agriculture sector, including programs to support storing carbon in soil and reducing methane from livestock.

Our strategies and advice are complemented by the division's oversight and policy advice for the Clean Energy Regulator and Climate Change Authority.

CCD also delivers the National Greenhouse Accounts and emissions projections, which provide information on Australia's historical, current and projected greenhouse gas emissions, fulfilling international reporting obligations. This data informs the design and tracks the effectiveness of domestic climate action and progress towards emissions reduction targets.

CCD leads Australia's engagement in Intergovernmental Panel on Climate Change (IPCC) processes. The IPCC is the UN body for assessing the science related to climate change and provides policy makers with the most up to date evidence base on climate change science, impacts and future risks, and options for adaptation and mitigation.

ONSHORE RESOURCES DIVISION

s22 Michelle Croker

Head of DivisionPhone: s22
Mobile: s22

The Onshore Resources Division provides policy advice, delivers policy reforms and administers activities in relation to the exploration, development, investment and management of energy commodities and minerals, including market reform, international engagement, enabling infrastructure and innovation.

The division works closely with energy colleagues across the department to progress national energy policy and gas market regulatory reforms to unlock new gas supply and improve the functioning of energy markets, to ensure they are operating competitively and in the interests of consumers.

The division engages with industry, government and community stakeholders, the science and research community, and Australia's major trading partners to support the strategic positioning of Australia's resources sector for the future. The division also works closely with its counterparts across Australia's states and territories that share regulatory responsibility for the sector and reports to the ministers responsible for energy and resources.

OFFSHORE RESOURCES AND LIQUID FUELS DIVISION

Shane Gaddes

Head of DivisionPhone: s22
Mobile: s22

The Offshore Resources and Liquid Fuels Division (ORLFD) delivers important fuel security programs and policy reforms, the ongoing management and decommissioning of the Northern Endeavour Floating Production Storage and Offtake (FPSO) facility, and titles administration, policy, regulatory and legislative functions for Australia's offshore oil, gas, mineral and greenhouse gas storage frameworks.

Fuel security measures delivered include: supporting domestic refineries through a fuel security services payment, developing a minimum stockholding obligation for industry, modernising fuel security legislation, bringing forwards improvement to fuel quality and measures to boost diesel stocks in Australia by 40%.

The Commonwealth has maintained the Northern Endeavour FPSO since February 2020 following the liquidation of the Northern Oil & Gas Australia (NOGA) group of companies. Contracts are in place for the operation and maintenance of the FPSO, and a lead contractor has been engaged to undertake the decommissioning and disconnection of the FPSO and temporary plugging of the associated wells (Decommissioning Phase 1).

ORLFD provides advice on the upstream sector including: exploration, LNG projects and markets, environment, safety and security, decommissioning and some taxation and excise matters.

We support the minister responsible for resources in their role as custodian of Australia's offshore resources and as a regulator and decision maker; and we support the minister in leading an Australian Government response in the event of a major offshore petroleum incident.

ELECTRICITY

s22 Beth Brunoro

Head of Division

Phone: s22 Mobile: s22

The Electricity Division provides policy advice to government on matters that support electricity markets to deliver beneficial outcomes for consumers. In particular, it provides advice to the minister responsible for energy on national energy market reforms and on Australian Government policies to promote affordable, secure and reliable energy supply as the electricity sector and wider economy transitions to net zero.

The division's responsibilities include policy oversight of wholesale and retail electricity markets, future (post-2025) market design, electricity generation and transmission, Snowy Hydro Ltd including Snowy 2.0, supporting the development of Marinus Link, the Renewable Energy Target under the Renewable Energy (Electricity) Act 2000 and management of various programs.

The division delivers national energy market reforms by supporting the responsible minister at the Energy National Cabinet Reform Committee (ENCRC) and the Energy Ministers' Meeting.

The division's current priorities are managing the long-term reliability and affordability of the energy market by supporting the Energy Security Board (ESB) to deliver a capacity mechanism and other post-2025 market reforms, the delivery of priority transmission projects and regulatory reforms, and developing a Guarantee of Origin scheme for the use of renewable energy.

ENERGY

s22 **Duncan McIntyre**

Head of DivisionPhone: \$22

s22

Mobile:

The Energy Division delivers policies, programs and energy governance oversight to support the sector's transition to low emissions sources of energy. It provides policy advice across the range of issues to ensure a secure, affordable and efficient future for the energy sector. This includes strengthening international partnerships, ensuring consumers have confidence in their energy choices, supporting business growth through smarter energy use and technology uptake, and lowering emissions through energy efficiency.

The division's responsibilities include: leading the Australian Government's international energy engagement with key bilateral partners and multilateral organisations; assessing and responding to current and future risks and threats to Australia's energy security and supply; and driving energy productivity improvement by delivering commitments under the National Energy Productivity Plan, including the Trajectory for Low Energy Buildings, the Building Energy Efficiency Disclosure (BEED) Act and the Greenhouse and Energy Minimum Standards (GEMS) Act.

The division convenes and provides strategic advice to the Energy National Cabinet Reform Committee (ENCRC), the Energy Ministers' Meeting (EMM) and the Energy Senior Officials Meeting (ESOM). The division oversees the energy market bodies, including the Australian Energy Market Operator (AEMO), Energy Security Board (ESB), Australian Energy Market Commissioner (AEMC), Australian Energy Regulator (AER) and Energy Consumers Australia (ECA). The division also supports the Australian Energy Infrastructure Commissioner in their role.

CRITICAL MINERALS & MAJOR PROJECTS

s22 Anthea Long

Head of DivisionPhone:
\$22
Mobile:
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The Critical Minerals & Major Projects Division provides policy advice and industry facilitation to grow Australia's critical minerals sector, encourage major project investment, support development of offshore energy and manage radioactive waste.

The division supports investment, industry development and project facilitation through the Critical Minerals Facilitation Office and Major Projects Facilitation Agency. We have responsibility for the Offshore Electricity Infrastructure Framework and supporting ministerial declaration of Commonwealth offshore areas for project development. We administer regulation of the Ranger Uranium mine (NT); and manage Commonwealth commitments and liabilities for legacy sites; the Rum Jungle uranium mine (NT) and the atomic weapons testing site at Maralinga (SA). The division also supports development of policy for managing the Government's radioactive waste, including establishment of the Australian Radioactive Waste Agency (ARWA).

NATIONAL MEASUREMENT INSTITUTE

S22 Dr Bruce Warrington
CEO & Chief Metrologist

Phone: s22 Mobile: s22

The National Measurement Institute (NMI) maintains Australia's sovereign measurement capability, and delivers critical, legislated functions that contribute to business continuity, trade and economic growth.

NMI maintains Australia's peak capabilities in measurement science, which enable reliable measurement across the economy, from calibrating fuel meters at Australian airports to testing components of the electricity grid. NMI facilitates trade by ensuring domestic and international trust and confidence in Australia's measurement system. This underpins exports from agriculture to minerals to energy, and ensures consumers get what they pay for under Australia's regulatory framework for trade measurement.

NMI is part of the Commonwealth's specialist science infrastructure and applies its expertise to support and enable government priorities by:

- Ensuring the safety of imported foods and market access for exported foods, through unique testing services provided to the Agriculture portfolio
- Supporting Commonwealth responses to crises by delivering analytical services to manage food, health and environmental contamination (e.g. COVID-19 virus surveillance in wastewater)

- Providing forensic analyses of illicit drugs, to enable prosecutions by the Australian Federal Police, Border Force and state and territory police forces; and sports anti-doping analyses to the Department of Health, an essential capability for the 2032 Brisbane Olympics
- Applying and transferring high-precision measurement to support Australia's high-tech firms (including advanced manufacturing, nano-and biotechnology, space and defence).

NMI is a key contributor to the development, adoption and application of emerging technologies, including quantum and digital. NMI represents Australia in international multilateral institutions to align global rules to Australia's interests.

STRATEGIC POLICY

s22 Helen Bennett

Head of DivisionPhone: s22
Mobile: s22

The Strategic Policy Division works across the portfolio to ensure an integrated, well-coordinated and accountable whole-of-portfolio approach to policy development and implementation. The division supports industry-related trade policy and trade facilitation, and is responsible for antidumping policy, standards and conformance policy. It also manages the portfolio's overseas counsellor network and international engagement including overseas ministerial travel.

Engagement on cross-portfolio matters including regulatory reform, workforce skills and innovation policy are divisional responsibilities. The division also supports internal policy capability, and contributes to the broader Australian Public Service by fostering new ideas and thinking, and influences whole of government agendas. The division advises ministers on engagement with Cabinet and Cabinet sub-committees, portfolio budget strategy and implementation of ministerial priorities and budget outcomes.

Providing central support and assistance to the executive and ministers is another function of the division. This includes managing the department's executive governance arrangements, portfolio appointments, fraud and audit functions, enterprise risk management processes, parliamentary and Cabinet support, and the planning and reporting frameworks required under relevant legislation. Responsibility for ministerial liaison and support, including departmental liaison officers (DLOs), and coordination of parliamentary processes, also sit within the division.

ANALYSIS AND INSIGHTS

S22 Russ Campbell Chief Economist

Phone: s22 Mobile: s22

The Analysis and Insights Division (AID) supports the department and our ministers with insights and analysis of various industry, science, technology, energy, emissions reduction and resource issues. Systems and datasets underpinning the analysis across these streams are deeply interlinked to maximise insights across related policy and program areas. The analysis explores global, national and regional factors relevant to Australian businesses and industries, identifying the underlying drivers of change, emerging trends, opportunities and challenges. AID has dedicated teams analysing the various industry and economic outlooks and associated regional implications.

AID has specific flagship publications in energy and resources, and undertakes energy sector modelling, and broader sectoral analysis across our industry, science and technology streams, including providing key inputs into the department's carbon emissions analysis.

AID operates as the department's key data area, supporting the department in improving the use and visualisation of data and geospatial mapping for policy development. Key data insights are provided from our data holdings on actively trading Australian businesses, and our use of BLADE (Business Longitudinal Analysis Data Environment) which allows for robust assessments of program performance across the department.

CORPORATE DIVISON

s22 Kylie Bryant

Chief Operating Officer

Phone: s22 Mobile: s22

Corporate Division supports the department and our ministers by providing a range of operational services which enables the department to deliver its strategic objectives. Its services cover human resources, communication both internally and externally, legal, property and protective security. We work to enhance the skills and capability of our people, and we provide precise and knowledgeable advice across the broad policy and program remit of the department. This includes:

- providing timely legal advice to support the implementation of the government's policy agenda and legislative frameworks, as well as confidentiality, Freedom of Information and Public Interest Disclosure obligations;
- offering guidance on strategic communications to support government policy across multiple channels, as well as providing media and speechwriting services;
- managing the department's national property footprint and physical security capability; and
- enabling a high performing workforce through the management of our human resources functions of the department.

CHIEF FINANCE OFFICER DIVISION

s22 Rob Hanlon

Chief Finance Officer
Phone: \$22
Mobile: \$22

The Chief Finance Officer (CFO) Division is responsible for managing the department's financial framework, departmental budget and central finance functions, as well as being responsible for the Business Grants Hub and Shared Services Hub.

The CFO Division provides strategic advice on the Commonwealth Budget process for the portfolio, and assists in the development of the portfolio budget and related documents, such as the Portfolio Budget Statements.

CHIEF INFORMATION OFFICER GROUP

s22 Rebecca Lee

Chief Information Officer

Phone: s22 Mobile: s22

The Chief Information Officer (CIO) Group delivers high quality ICT services to staff within the department and our ministers' offices. We develop and deliver ICT systems that enable policy and program management outcomes for government and deliver whole-of-government digital initiatives and services.

In addition, we support core functions of the department including cyber security, data management, and information management. The CIO Group manages the department's Digital Strategy 2020-23, focusing on ensuring the department has a modernised and sustainable ICT foundation to continue to support the priorities of the department and government.

Other Divisions in the Department

MANUFACTURING

S22 Narelle Luchetti

Head of DivisionPhone: s22
Mobile: s22

Manufacturing Division has policy responsibility for driving investment in priority sectors and supporting the growth of high value, advanced manufacturing in Australia. To achieve this, the division works closely with industry stakeholders and across government to identify barriers, opportunities for growth and specific actions to create high quality and sustainable manufacturing businesses.

Key policy areas include working across government to improve the business environment; fostering collaboration between business and universities; promoting business capability to compete digitally and in new markets; and ensuring businesses have access to a pipeline of skilled workers.

The division leads the portfolio's work on supply chain and sovereign capability issues. This includes working with industry to build more adaptable and resilient supply chains in response to external shocks and geo-political events, identifying opportunities for diversification and creating pathways to new markets.

INDUSTRY GROWTH

S22 Donna Looney

A/g Head of DivisionPhone: s22
Mobile: s22

The Industry Growth Division is responsible for setting Australia's overarching industry policy, ensuring Australian industry is sustainable, resilient and growing to its full potential.

It does this through policy and regulatory functions which influence business settings, build industry capability, manage economic risk and shocks, and supports key sectors of the economy.

The division works closely with industry stakeholders, other portfolios, and state and territory governments to progress cross-cutting issues, drive sectoral development and transition, respond to economic challenges, and support Indigenous businesses.

The division oversees the Australian Space Agency, business growth services, and contributes to government initiatives in response to COVID-19. It has direct regulatory responsibility for the Australian Jobs Act 2013 and the Australian Industry Participation Authority. The division also shapes growth and job creation in heavy industries such as steel and aluminium, as well as in the defence, circular economy, building and construction, and transport sectors.

AUSINDUSTRY

S22 Emma Greenwood
Head of Division

Phone: s22 Mobile: s22

AusIndustry Division connects the department with businesses and industry across the nation, implementing policy by delivering business programs and targeted advice to support businesses to grow, diversify and thrive. AusIndustry has an extensive reach through business.gov.au, a dedicated contact centre for business enquiries across government, and a national network of regional managers and business experts who work directly with businesses. AusIndustry is recognised by businesses and works closely with other departments, other governments, and our industry partners.

AusIndustry delivers two of the government's flagship business support initiatives: the Research and Development Tax Incentive, which encourages businesses to undertake more research and development, and the Entrepreneurs' Programme, which builds businesses' management capabilities for innovation and productivity.

It also delivers the government's manufacturing grant programs, along with grant programs targeting energy, resources, space, digital capability, female founders, industry-research linkages, STEM and business innovation.

AusIndustry's connection with businesses provides intelligence and insights about business sentiment and conditions on the ground. These insights are shared across government and inform policy development across the portfolio and other departments.

OFFICE OF INDUSTRY INNOVATION AND SCIENCE AUSTRALIA

s22 Anthony McGregor

A/g Executive Director

Phone: s22 Mobile: s22

Janean Richards – Head of Division, Science and Commercialisation (responsible for IISA policy)

Industry Innovation and Science Australia (IISA) is an independent statutory board established under the *Industry Research and Development Act (1986)* to provide expert advice to the minister on industry, innovation, research and science matters. IISA also has a role in promoting investment in Australia's industry and innovation system and providing oversight and advice on a range of government programs focussed on industry and innovation. IISA's activities are guided by a Statement of Expectations issued by the minister. Board members bring extensive experience and business, industry and innovation expertise from across a range of sectors.

The IISA Board is supported by the Office of Industry Innovation and Science Australia (OIISA), within the department. OIISA provides research, policy advice and administrative support to the IISA Board.

The Science and Commercialisation Division is responsible for providing policy advice to the Government on IISA's role and responsibilities, future priorities and Board appointments.

SCIENCE AND COMMERCIALISATION

S22 Janean Richards Head of Division

Phone: s22 Mobile: s22

The Science and Commercialisation Division supports research capability, business innovation and translation for increased productivity, economic growth and job creation. It develops initiatives on the science system, STEM workforce, industry—research collaboration, financing of early stage companies, commercialisation, intellectual property and international science engagement.

The division manages significant national investments, leading on European Southern Observatory and Square Kilometre Array Observatory activities. The division also works with the Department of Education, Skills and Employment to advise government on national research infrastructure needs (network of over 40 facilities across the country) and on the commercialisation of university research. This is complemented by policy and program responsibilities sitting within the division for the Cooperative Research Centres Program and Venture Capital programs.

The division supports good governance, as well as funding bids for CSIRO, the Australian Nuclear Science and Technology Organisation and the Australian Institute of Marine Science. The division shares intellectual property policy with IP Australia.

The work of the division is informed by experts, with the division hosting the Office of the Chief Scientist (Dr Cathy Foley AO), working closely with the Ambassador for Women in STEM (Professor Lisa Harvey-Smith) and supporting the Astronomer at Large (Professor Fred Watson AM). The division also has policy responsibility for the National Science and Technology Council and Industry Innovation and Science Australia.

OFFICE OF THE CHIEF SCIENTIST

S22 Dr Catherine P Foley AO PSM

Chief Scientist
Phone: s22
Mobile: s22

The Chief Scientist of Australia is appointed by the Prime Minister and reports to the Minister for Science. The Chief Scientist is responsible for providing high-calibre, authoritative advice to the Prime Minister and all ministers across government on issues relating to science and technology.

The Chief Scientist acts as the preeminent leader in Australia's science and technology communities, connecting the research sector, government and industry to identify and drive opportunities for improving the science and research system, including commercialisation outcomes.

Australia's Chief Scientist provides a front door for access to a network of domestic and international science and technology leaders, advocating for Australian science and technology. The role provides strategic advice in a number of key priority areas for government. This includes helping to build new economic opportunities for frontier industries like quantum technologies and other critical technologies as well as being a champion for open access to research for all Australians. She participates in a number of advisory committees and expert advisory panels at the discretion of the government.

The Chief Scientist works to leverage her engagement and advocacy across a range of science and technology committees and advisory panels to focus national thinking in support of the Australian Government. This includes being responsible for critical roles such as Executive Officer of the Prime Minister's National Science and Technology Council and Deputy of Industry Innovation and Science Australia.

Australia's Chief Scientist is supported by an office that is hosted by the Science and Commercialisation Division within the department. However the Chief Scientist is a whole-of-government role and the Office of the Chief Scientist remain independent from government.

TECHNOLOGY AND NATIONAL SECURITY

s22

Anthony Murfett
Head of Division
Phone: s22
Mobile: s22

The Technology and National Security Division supports policy, programs and the business environment to grow Australia's technology sector, leads economic advice on critical technologies and provides advice to the portfolio on the intersection with national and economic security.

To achieve this, the division works closely with industry stakeholders to ensure their views inform policymaking on technology and national security matters across government. The division also engages internationally to advance Australia's digital economy interests in a range of bilateral and multilateral forums such as the Quad and the G20.

Key policy areas include working across government to ensure Australia harnesses the benefits while managing the risks of emerging and critical technologies, including AI and quantum computing; supporting cyber security and critical technology industry development to lift Australia's cyber security workforce capability and resilience; and coordinating Australia's domestic and international engagement on critical and emerging technology standards and governance frameworks.

In the national security domain, the division leads cross-portfolio work with policy and program areas, portfolio agencies, and industry stakeholders to build national security literacy, an understanding of economic security and identify espionage, foreign interference and unwanted technology transfer risks. This work includes providing advice on issues in the China bilateral relationship, and providing support when portfolio issues are considered by the National Security Committee of Cabinet.

QUESTACON

s22 Professor Graham Durant AM

Head of Division
Phone: s22
Mobile: s22

Questacon – Australia's National Science and Technology Centre, is a key STEM engagement asset of the Australian Government. Operating as a specialised division of the department, Questacon works directly with young Australians, their teachers, families and communities. This National Cultural Institution's main Centre is focused on early childhood, primary school students and families. Its location in the Parliamentary Zone in Canberra positions science and technology at the heart of the nation, also playing a major role in national tourism.

From Questacon's Ian Potter Foundation Technology Learning Centre in Deakin ACT, youth entrepreneurship and innovation programs for students and teachers are delivered virtually and in person to regional and remote communities across Australia, working in partnership with local STEM networks. Questacon's "National Presence Strategy" is focused on programs that "spark" (short term engagement) and "build" (deeper capability and capacity in key build regions). Flagship programs include the Questacon Science Circus, Engineering is Elementary, Questacon Cyber, STEM Futures Teacher programs, as well as Travelling Exhibitions touring across Australia and internationally. This includes the Australian Space Discovery Centre in Adelaide, developed by Questacon on behalf of the Australian Space Agency. Questacon acts as a coordination point for National Science Week and the Inspiring Australia network, which connects the national STEM ecosystem.

Questacon's extensive network and expertise in science engagement supports the growth of future workforce skills, and facilitates strategic international engagement in support of Australia's diplomatic priorities. Questacon works across government, and is also supported by corporate partnerships and philanthropy including the independent Q Australia Foundation. Questacon is supported by the Questacon Advisory Council which provides guidance on its activities and strategic objectives.

AUSTRALIAN RADIOACTIVE WASTE AGENCY DIVISION

Sam Usher

Chief Executive Officer

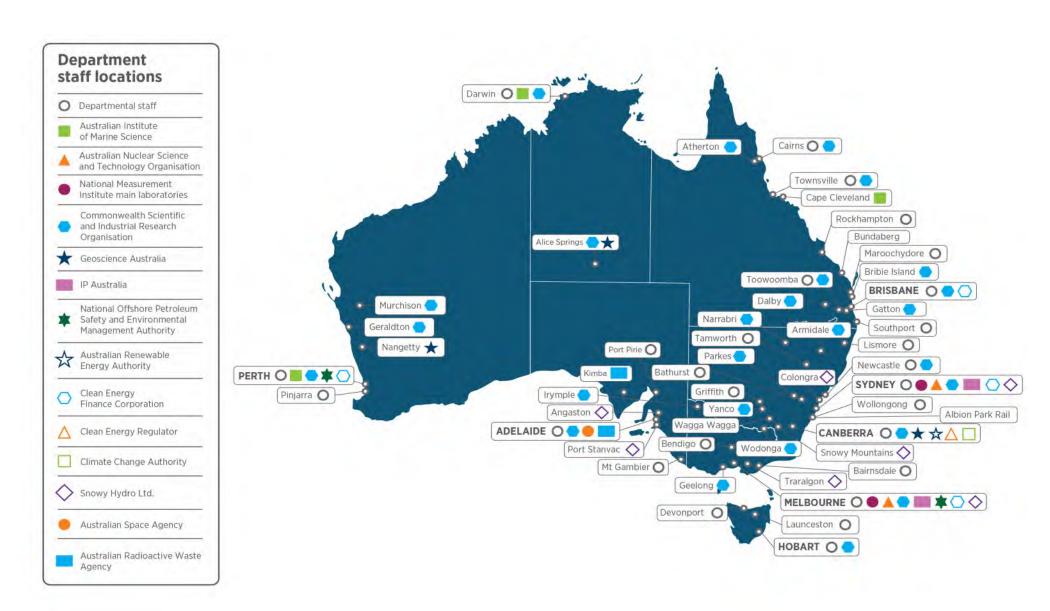
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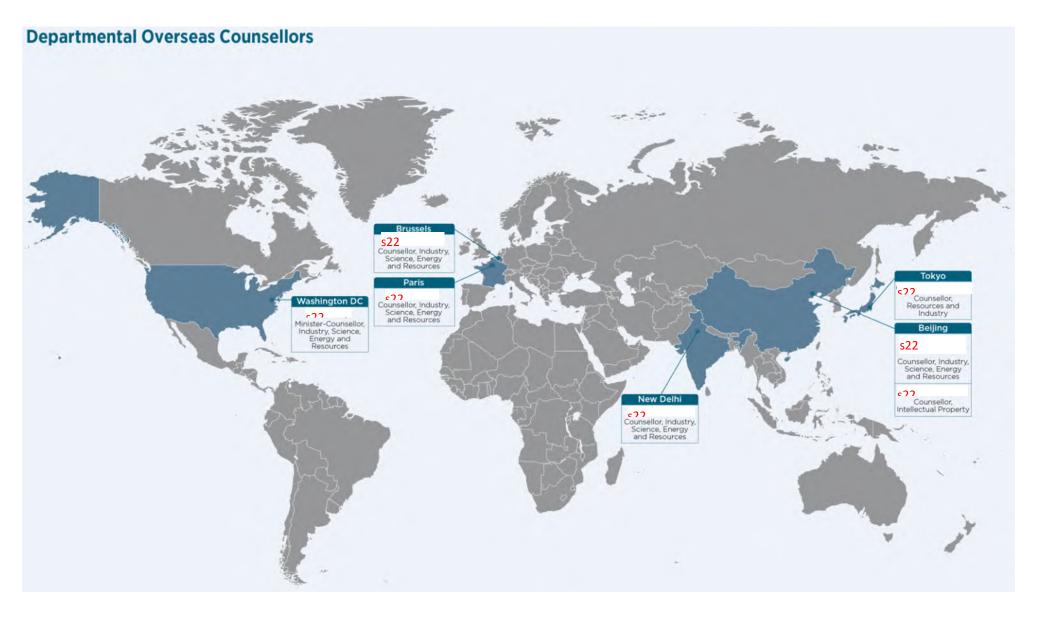
The Australian Radioactive Waste Agency (ARWA) was established in July 2020 to manage Australia's radioactive waste. ARWA's head office is in Adelaide with a satellite office in Kimba, South Australia. ARWA is currently part of the department but is anticipated to become a non-corporate Commonwealth entity (NCE) following passage of the Australian Radioactive Waste Agency Bill 2022. ARWA is responsible for the delivery and operation of Australia's first National Radioactive Waste Management Facility (NRWMF) which is intended to permanently dispose of low level radioactive waste and temporarily store intermediate level waste. ARWA's functions will also include providing advice to government on waste management of radioactive material (including management of waste directly linked to the production of nuclear medicine), developing and maintaining an inventory of radioactive material in Australia, and undertaking and coordinating research and development activities.

ARWA will also facilitate communication about radioactive waste management between government, industry, stakeholders, and local communities, and will centralise best practice and knowledge about radioactive waste management, contributing to the development and implementation of policies, including options for a disposal pathway for intermediate level radioactive waste. ARWA has a secondee on the Nuclear Powered Submarines Taskforce (AUKUS) to support its consideration of radioactive waste.

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Portfolio Footprint across Australia





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Agency/Portfolio Bodies

An overview of the functions of each agency within this portfolio, and their associated boards and committees, is summarised in the following table and further below.

Entity	Type of body	Accountable authority	Accountable Authority appointed by	Appointment of Board and Chair	Appointment of Agency Head	Enabling Legislation and other key governance related details
Climate Change						
Clean Energy Finance Corporation (CEFC)	Corporate Commonwealth entity	Board	Responsible Minister	Responsible Portfolio Minister and the Minister for Finance	Board (in consultation with Responsible Portfolio Minister and the Minister for Finance	Clean Energy Finance Corporation Act 2012 (CEFC Act)
Clean Energy Regulator (CER)	Non-Corporate Commonwealth Entities	Chair of the Regulator	Responsible Minister	Responsible Minister	Responsible Minister	Clean Energy Regulator Act 2011 (CER Act) Also responsible for: National Greenhouse and Energy Reporting Scheme, under the National Greenhouse and Energy Reporting Act 2007 Emissions Reduction Fund, under the Carbon Credits (Carbon Farming Initiative) Act 2011 Renewable Energy Target, under the Renewable Energy (Electricity) Act 2000 Australian National Registry of Emissions Units, under the Australian National Registry of Emissions Units Act 2011

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Entity	Type of body	Accountable authority	Accountable Authority appointed by	Appointment of Board and Chair	Appointment of Agency Head	Enabling Legislation and other key governance related details
Climate Change Authority (CCA)	Non-Corporate Commonwealth Entities	Chief Executive Officer	Responsible Minister	Responsible Minister	Responsible Minister	Climate Change Authority Act 2011 (CCA Act)
Australian Renewable Energy Agency (ARENA)	Corporate Commonwealth entity	Board	Responsible Minister	Responsible Minister	Responsible Minister	Australian Renewable Energy Agency Act 2011
Energy						
Snowy Hydro Limited	Government Business Enterprise	Board of Directors	Responsible Portfolio Minister and the Minister for Finance (Shareholder Ministers)	Responsible Portfolio Minister and the Minister for Finance	Board of Directors	Corporations Act 2001 (and Snowy Hydro Corporatisation Act 1997)
Australian Energy Infrastructure Commissioner	Other	Secretary	NA	NA	Responsible Minister	Established in response to the 2015 Senate Select Committee on Wind Turbines Interim Report.



Clean Energy Finance Corporation

The Clean Energy Finance Corporation (CEFC) has access to \$10 billion in capital, by way of special appropriations under the *CEFC Act 2012*, to facilitate increased flows of finance into the clean energy sector.

The CEFC's responsible ministers are the portfolio Minister and the Minister for Finance.

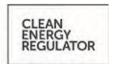
s22 Ian Learmonth

Chief Executive
Phone: s22
Mobile: s22

Clean Energy Finance Corporation Board

Appointee	Position	Start date	End date	Remuneration (per annum)
Mr Steven Skala	Chair	7/08/20217 7/08/2022	6/08/2022 6/08/2027	\$110,860
Mr Philip Coffey	Member	1/02/2018	13/05/2022	\$55,430
Ms Leanne Bond	Member	7/08/2017	6/08/2022	\$55,430
Ms Nicola Wakefield-Evans	Member	7/08/2017	6/08/2022	\$55,430
Ms Samantha Tough	Member	7/08/2017	6/08/2022	\$55,430
Mr David Jones	Member	7/04/2022	6/04/2027	\$55,430
Ms Andrea Slattery	Member	1/02/2018	31/1/2023	\$55,430
Matthew Howell	Member	14/05/2022	13/05/2027	\$55,430





Clean Energy Regulator

The Clean Energy Regulator (CER) was established in 2012 under the *Clean Energy Regulator Act 2011* and administers legislated schemes for measuring, managing, reducing or offsetting Australia's carbon emissions.

As all the schemes it administers have a direct or indirect link to carbon abatement activities it is a carbon, not energy, markets body.

s22

David Parker

Chair and Chief Executive

Phone: s22 Mobile: s22

Clean Energy Regulator Board

Appointee	Position	Start date	End date	Remuneration (per annum)
Mr David Parker AM (CEO)	Chair	3/07/2022	2/07/2026	\$554,220
Mr John Kettle	Member	4/04/2022	03/04/2025	\$54,430
Mr Charles Kiefel AM	Member	24/11/2021	23/11/2024	\$54,430
Ms Katherine Vidgen	Member	21/05/2021	20/05/2024	\$54,430
Vacancy x 1				



Climate Change Authority

The Climate Change Authority is an independent agency established in 2012 under the *Climate Change Authority Act 2011*. The authority plays an important role in the governance of Australia's climate change policies, undertaking research and reviews, and making recommendations on the Emissions Reduction Fund and the National Greenhouse and Energy Reporting Scheme.

The Climate Change Authority falls under the portfolio Minister with responsibility for climate change.

s22

Brad Archer Chief Executive

Phone: s22 Mobile: s22

Climate Change Authority Board

Appointee	Position	Start date	End date	Remuneration (per annum)
Mr Grant King	Chair	9/04/2021	8/04/2025	\$60,980
Dr Russell Reichelt	Member	1/04/2019	14/03/2024	\$30,490
Mr Mark Lewis	Member	1/04/2019	14/03/2024	\$30,490
Ms Susan Smith	Member	9/04/2021	8/04/2025	\$30,490
Mr John McGee	Member	9/04/2021	8/04/2025	\$30,490
Dr Cathy Foley AO	Ex-Officio	1/01/2021	13/12/2023	N/A
Vacancies x 3				



Australian Renewable Energy Agency

The Australian Renewable Energy Agency (ARENA) was established by the Australian Government on 1 July 2012. ARENA supports the energy transition and emissions reduction by providing financial assistance and sharing knowledge.

ARENA was created to improve the competitiveness of renewable energy technologies and increase the supply of renewable energy in Australia. ARENA also supports low emission technologies that will support industry, business and households to reduce emissions and benefit from the global energy transition.

Since 2012, ARENA has supported over 600 projects with more than \$1.8 billion in grant funding, unlocking almost \$8 billion of investment in renewable energy technologies.

ARENA has driven innovation in large scale solar, grid scale batteries, pumped hydro, hydrogen, distributed energy, electric vehicle charging and bioenergy, among others.

ARENA funds projects across the innovation chain from early stage R&D through to large scale deployment to help bridge the gap to commercialisation, and supports projects from small startups to major ASX companies.

Our expertise, deep understanding of the energy transition and our willingness to fund innovative and ground-breaking projects mean we provide a pathway to commercialisation for many new technologies and businesses that would otherwise struggle to get off the ground or be potentially lost to overseas markets.

ARENA also actively identifies and troubleshoots issues arising from the energy transition – from technological and commercial issues to regulatory and market barriers, and provide funding for projects that help solve these issues.

ARENA undertakes research to inform policy decisions, we bring together people from across the energy sector, government, startups and universities to collaborate with one another, and share their knowledge. Lessons learned from projects we fund help inform future investment by both government and industry.

S22 Darren Miller

Chief Executive

Phone: s22 Mobile: s22

Australian Renewable Energy Agency Board

Appointee	Position	Start date	End date	Remuneration (per annum)
Mr Justin Punch	Chair	18/07/2020 18/07/2022	17/07/2022 17/07/2024	\$94,210
Mr Stephen McIntosh	Member	18/07/2021	17/07/2023	\$47,120
Ms Stephanie Unwin	Member	18/7/2021	17/07/2023	\$47,120
Mr John Hirjee	Member	23/07/2020 23/07/2022	22/07/2022 22/07/2024	\$47,120
Ms Anna Matysek	Member	23/07/2020 23/07/2022	22/07/2022 22/07/2024	\$47,120
Mr Justin Butcher	Member	23/07/2020	22/07/2022	\$47,120
Ms Elizabeth O'Leary	Member	23/07/2022	22/07/2024	\$47,120
Secretary (represented by Deputy Secretary Jo Evans)	Ex-Officio	11/11/2019	N/A	

snowyhydro Snowy Hydro Limited

Snowy Hydro Limited is a producer, supplier, trader and retailer of energy in the National Electricity Market (NEM). Snowy Hydro Limited has more than 5,500 megawatts of generating capacity. Through its retail subsidiaries, under the Red Energy and Lumo brands, Snowy Hydro Limited is the fourth largest energy retailer in the NEM. It is a Government Business Enterprise and operates on a commercial basis.

Snowy Hydro Limited falls under the responsibility of the Minister for Finance and the portfolio Minister.



Paul Broad
Chief Executive
Phone: \$22
Mobile: \$22

Snowy Hydro Ltd Board

Appointee	Position	Start date	End date	Remuneration (per annum)
Mr David Knox	Chair	1/01/2020	31/12/2022	\$226,930
Mr Tony Shepherd AO	Non-Executive Director	17/08/2020	16/08/2023	\$113,470
Ms Karen Moses	Non-Executive Director	1/07/2019	31/12/2022	\$113,470
Mr Scott Mitchell	Non-Executive Director	26/03/2022	25/03/2025	\$124,690
Ms Sandra Dodds	Non-Executive Director	1/07/2019	31/12/2022	\$135,900
Ms Leeanne Bond	Non-Executive Director	1/07/2021	30/06/2024	\$113,470
Ms Leanne Heywood OAM	Non-Executive Director	21/03/2022	20/03/2025	\$113,470
Mr Timothy Longstaff	Non-Executive Director	1/04/2022	31/03/2025	\$113,470
Mr Paul Broad	Ex-Officio	23/07/2013		N/A



Australian Energy Infrastructure Commissioner

The Australian Energy Infrastructure Commissioner is an independent, non-statutory appointment by the Australian Government, reporting to the minister with responsibility for the energy portfolio.

The commissioner's role is to receive and refer complaints from concerned community residents about wind farms, large-scale solar farms, energy storage facilities and new major transmission projects as well as promote best practices for industry and government to adopt in regard to the planning and operation of these projects.



Andrew Dyer
Australian Energy Infrastructure Commissioner

Phone: \$22 Mobile: \$22

Portfolio Appointments

Single appointments

The department currently has one single appointment in the Climate Change and Energy portfolio:

Special Adviser to the Australian Government on Low Emissions Technology

Appointee	Position	Start date	End date	Remuneration	Contact number
Dr Alan Finkel AO	Special Adviser	1/01/2022	31/12/2022	As approved by the Prime Minister	s22

Upcoming vacancies

A full list of board vacancies in the Climate Change and Energy portfolio due to fall vacant through to the end of 2022 is provided below.

Additional information on the process for appointments can be obtained from <u>Dana Sutton</u>.

Board	Position	Date of Vacancy	Status of appointment / reappointment process
Clean Energy Finance Corporation	Directors x 3	6/8/2022	Three members to be considered for reappointment. Chair is looking for additional banking expertise but keen to reappoint two of the three.
Clean Energy Regulator Board	Member	Vacant	The department will work with your office to fill this vacancy.
Climate Change Authority Board	Member (x3)	Vacant	The department will work with your office to fill these vacancies.
Emissions Reduction Assurance Committee	Member	Vacant	The department will work with your office to fill this vacancy.
Snowy Hydro Ltd Board	Chair Non- executive Director (x2)	31/12/2022	The department will work with your office to fill these vacancies.

Other Boards and Committees

The department has two other boards and committees in the portfolio. Details of relevant remuneration and appointment terms, which is publicly available, are summarised below.

Emissions Reduction Assurance Committee

The Emissions Reduction Assurance Committee (ERAC) is an independent, expert committee which assesses whether methods meet the requirements of the Emissions Reduction Fund and provides advice to the Minister responsible for the *Carbon Credits (Carbon Farming Initiative) Act 2011.*

Appointee	Position	Start date	End date	Remuneration (per diem)
Mr David Byers	Chairs	15/12/2020	14/12/2023	\$1166
Mr Michael Keogh	Member	1/01/2021	31/12/2023	\$876
Ms Margaret Thomson	Member	15/06/2020	14/06/2023	\$876
Dr Brian Fisher	Member	1/01/2021	31/12/2023	\$876
Professor Alexander McBratney	Member	17/06/2021	16/06/2024	\$876
Ms Rowen Abbey	Member	4/04/2022	3/04/2025	\$876
Ms Alannah Pentony	Ex-Officio	4/04/2022	3/04/2025	
Ms Allison Hortle	Ex-Officio	1/01/2021	31/12/2023	
Vacancy x 1				

Technology Investment Advisory Council

The Council provides advice on the deployment of priority technologies that will secure Australia's energy and lower our emissions, and advice on technology priorities.

Appointee	Position	Start date	End date	Remuneration
Dr Alan Finkel	Chair	11/03/2021	10/03/2023	N/A
Mr Drew Clarke	Member	11/03/2021	10/03/2023	N/A
Ms Shemara Wikramanayake	Member	11/03/2021	10/03/2023	N/A
Mr Grant King	Member	11/03/2021	10/03/2023	N/A

Appointee	Position	Start date	End date	Remuneration
Ms Alison Watkins	Member	11/03/2021	10/03/2023	N/A
Mr David Parker AM	Ex-Officio	11/03/2021	10/03/2023	N/A
Mr Justin Punch	Ex-Officio	11/03/2021	10/03/2023	N/A
Mr Steven Skala AO	Ex-Officio	11/03/2021	10/03/2023	N/A
Ms Kathryn Fagg AO	Ex-Officio	4/04/2022	13/10/2026	N/A
Ms Jo Evans	Ex-Officio	11/03/2021	10/03/2023	N/A

GENDER BALANCE ON PORTFOLIO BOARDS

In accordance with reporting obligations, gender balance data is provided to the Department of the Prime Minister and Cabinet on a biannual basis. This information is published by PM&C annually, and outlines the department's performance against the Australian Government's target for gender balance on Australian Government Boards.

The current gender balance data (as at 30 June 2021) for the department's entire portfolio is summarised below.

Overall Gender Balance

Number of reportable boards	Number of positions	Number of women	Number of men	Per cent women
27	175	92	83	52.6%

Chair and Deputy Chair Gender Balance

Number of positions^	Number of women	Number of men	Per cent women	
24	11	18	37.9%	

[^] Includes all boards/committees leadership positions, such as senior member, president and Independent Convener

International Fora Membership

A series of international fora exist that currently involve Portfolio Ministers as members in some form. The current list of bodies is provided below, including information on the next scheduled meeting where available. We would appreciate an early discussion with you to understand your preferences for these bodies, including work program and membership.

FORUM	ROLE	FREQUENCY OF MEETING	NEXT SCHEDULED MEETING
Climate Change			
G20 – Climate & Sustainability	Climate and Environment Ministerial meeting. Joint with Ministers responsible for Energy, Climate and Environment. Each G20 Presidency includes the organization of ministerial meetings on each of the main focus areas of the forum. These meetings are important opportunities to discuss and further develop issues of international relevance, thus building consensus around specific shared deliverables. The ministerial meetings are organized independently from the Summit, where the Heads of State and government endorse some of the key outcomes achieved by the Ministers.	Annually – changes with G20 Presidency	2 September 2022 – Bali, Indonesia
UN United Nations Framework Convention on Climate Change (UNFCCC) – COP27	The 27th session of the Conference of the Parties (COP 27) to the UNFCCC will take place in Sharm El-Sheikh, Egypt. The Minister for Climate / Energy can be expected to attend the meeting as per previous meetings.	Annually	7-18 November 2022, Sharm El- Sheikh, Egypt

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FORUM	ROLE	FREQUENCY OF MEETING	NEXT SCHEDULED MEETING
Hydrogen Energy Ministerial Meeting (HEMM)	The HEMM is a multilateral ministerial forum formed by Japan's Ministry of Economy, Trade, and Industry (METI) to progress global hydrogen policy at the ministerial level. The conference aims to maintain and expand the global momentum for building a hydrogen-based society, and to further strengthen international collaboration.	Annually	
Energy			
Clean Energy Ministerial /Mission Innovation Ministerial (CEM/MI)	Pittsburgh, Pennsylvania as the host city for the 2022 Clean Energy Ministerial (CEM) and the Mission Innovation (MI) Ministerial. The combined forums leverage collective action in the public and private sector to rapidly accelerate clean energy innovation and deployment around the world.	Annually	22-23 September, Pittsburgh, USA
Energy Ministers Meeting (EMM)	The EMM is a Ministerial forum for the Commonwealth, Australian states and territories, and New Zealand to work together on priority issues of national significance and key reforms in the energy sector outside of those tasked to ENCRC. EMM is chaired by the Commonwealth Minister responsible for Energy.	As required	Expected to meet post federal election
G20 – Energy Transition	Energy Transition Ministerial meeting Each G20 Presidency includes the organization of ministerial meetings on each of the main focus areas of the forum. These meetings are important opportunities to discuss and further develop issues of international relevance, thus building consensus around specific shared deliverables. The ministerial meetings are organized independently from the Summit, where the Heads of State and Government endorse some of the key outcomes achieved by the Ministers.	Annually – changes with G20 Presidency	2 September 2022 – Bali, Indonesia
Sydney Energy Forum	The objective of the forum is to explore the challenges and opportunities associated with the development of clean energy supply chains in the Indo-Pacific. Programs subject to finalisation by PM&C Clean Energy Supply Chain Taskforce. As at 14 April 2022, the lunchtime speaker, forum close speech, side events, ministerial breakfasts have indicated participation by Commonwealth Minister responsible for Energy.	As required This Forum was initiated by PM Morrison in September 2021.	11 – 12 July 2022, Sydney, Australia

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Portfolio Resourcing

Program Summaries

The department administers a suite of programs. Programs currently allocated to your portfolio are set out below.

	OUTCOME AND PROGRAM ¹	AAO ITEM ²	PROGRAMS
Climate Change	Outcome 2: Reduce Australia's greenhouse gas emissions, contribute to effective global action on climate change, and support technological innovation in clean and renewable energy, through developing and implementing a national response to climate change. Program 2.1: Reducing Australia's greenhouse gas emissions Program 2.2: Developing clean energy technology	 Development and co-ordination of domestic climate change policy Greenhouse emissions and energy consumption reporting Climate change adaptation strategy and co-ordination Co-ordination of climate change science activities Greenhouse gas abatement programmes Community and household climate action Low emissions fossil fuel energy Renewable energy Renewable energy target policy, regulation and co-ordination Renewable energy technology development We have proposed the following move from the DFAT AAO: Development and co-ordination of international climate change policy 	 Regional Clean Hydrogen Hubs Investment Stream CCUS Hubs and Technologies Investment Stream Strategic International Partnerships Investment Stream Establishing a high-integrity carbon offset scheme in our region Land Sector Investment Stream (Soil Carbon) Land Sector Investment Stream (Livestock) Emissions Reduction Communications Activating Regional Hydrogen Export Hubs Soil Carbon and Livestock Methane Hydrogen Strategy and Implementation Biofuels- Monitoring, Compliance and Enforcement of Fuel Quality
		 International climate change negotiations 	

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¹ DISER 2020-21 Annual Report

² PM&C AAO's list

	OUTCOME AND PROGRAM ¹	AAO ITEM ²	PROGRAMS
Energy	Outcome 3: Support the affordable, reliable, secure and competitive operation of energy markets for the long-term benefit of the Australian community through improving Australia's energy supply, efficiency, quality, performance and productivity. Program 3.1: Supporting reliable, secure and affordable energy	 Energy policy National energy market, including electricity, gas and liquid fuels Industrial energy efficiency Energy efficiency Energy-specific international obligations and activities 	 Energy Efficiency Programs GEMS National Legislative Framework Fuel Security Service Payment Funding for Refinery Upgrades Supporting the Port Kembla Power Station Energy Efficient Communities Program Portland Aluminium Smelter Program Establish a Renewable Microgrid Incorporating Hydrogen in the Daintree Community Hydrogen Ready Gas Infrastructure Program Accelerating Critical Gas Infrastructure Projects Micro-grids - Regional and Remote Communities Powering Communities Program Temporary Refinery Production Payment Program Business Energy Advice Program

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Portfolio Budget Snapshot

At the 2022-23 Budget, the portfolio's budgeted expenses are expected to be around 1.1 per cent of total government expenditure in 2022-23.

The department's resourcing for administered programs (excluding capital) is \$2.6 billion in 2022-23 and \$9.2 billion over the period 2021-22 to 2025-26. In addition, the department has \$1.8 billion in 2022-23 of administered capital appropriations, largely for equity injections to Snowy Hydro Limited.

The department's operating appropriation excluding revenue from external sources is \$715 million in 2022-23. The departmental operating appropriation is estimated to decrease over the forward estimates to \$516 million in 2025-26, which mainly reflects the impact of terminating measures.

The department receives revenue from external sources primarily in relation to services provided by the National Measurement Institute, Questacon, the Business Grants Hub and Shared Services. Total revenue from external sources is estimated at approximately \$72.1 million in 2022-23.

Further detail and resourcing for the other portfolio entities is provided in the below Portfolio Resourcing Overview. Two of the portfolio entities (IP Australia and the National Offshore Petroleum Safety and Environmental Management Authority) are effectively cost recovered.

Portfolio Resourcing Overview 2022 Pre-Election Economic and Fiscal Outlook							
Department of Industry, Science, Energy and Resources	2021-22 Revised Budget \$m	2022-23 Budget \$m	2023-24 Forward Estimate \$m	2024-25 Forward Estimate \$m	2025-26 Forward Estimate \$m	Total \$m	
Departmental							
Departmental	664.5	715.4	596.9	551.2	515.8	3,043.8	
s74 External Revenue	90.7	72.1	66.5	61.2	59.8	350.3	
Departmental Capital - DCB (Bill 1)	27.4	30.4	28.2	28.5	28.7	143.2	
Departmental Capital - Equity (Bill 2)	36.3	39.1	15.8	7.8	3.8	102.8	
Total Departmental	818.9	857.0	707.5	648.6	608.0	3,640.1	
Total Departmental (excluding s74)	728.2	784.9	641.0	587.5	548.2	3,289.8	
Administered						-	
Outcome 1 (Industry, Science, Technolo	ogy and Resc	ources)					
Administered Operating and			1 461 0	710.6	C4C 0	C 204 4	
Special Appropriations	s47c		1,461.8	710.6	646.9	6,284.4	
Administered Capital			0.5	0.0	0.0	4.9	
Total Outcome 1			1,462.3	710.6	646.9	6,289.3	
Outcome 2 (Emissions Reduction)	_		•				
Administered Operating and Special Appropriations			348.8	220.1	300.0	1,340.8	
Administered Capital	-		0.0	0.0	0.0	0.0	
Total Outcome 2	 		348.8	220.1	300.0	1,340.8	
Outcome 3 (Energy)	_		ı				
Administered Operating and Special Appropriations			442.8	246.4	27.9	1,592.8	
Administered Capital			157.8	0.0	0.0	2,825.0	
Total Outcome 3			600.6	246.4	27.9	4,417.8	
Total Administered Operating and Special Appropriations	_		2,253.4	1,177.1	974.8	9,217.9	
Total Administered Capital			158.3	0.0	0.0	2,829.9	
Total Administered			2,411.8	1,177.1	974.8	12,047.8	
Total Administered and Departmental	3,880.4	5,279.6	3,119.3	1,825.8	1,582.9	15,687.9	
Portfolio Entities							
Industry, Science, Technology and Reso	ources						
AIMS	82.2	118.6	105.2	85.1	86.9	477.9	
ANSTO	453.3	454.7	421.8	414.7	416.2	2,160.8	
CSIRO	1,510.6	1,608.7	1,612.6	1,645.7	1,528.9	7,906.5	
IP Australia	245.0	247.3	252.8	258.1	261.3	1,264.5	
Geoscience Australia	343.4	431.4	381.9	326.8	320.9	1,804.4	
NOPSEMA	38.2	51.0	45.2	39.7	40.0	214.1	
Emissions Reduction			<u> </u>				
ARENA	424.2	290.9	230.5	229.5	201.7	1,376.7	
CEFC	162.6	187.0	215.0	207.8	210.4	982.8	
CER	617.8	381.5	357.3	391.7	309.1	2,057.4	
CCA	3.1	2.6	2.7	1.7	1.7	11.7	
Total Portfolio Entities	3,880.4	3,773.8	3,624.9	3,600.9	3,377.0	18,256.9	

Portfolio Resourcing Overview cont. 2022 Pre-Election Economic and Fiscal Outlook Payments to the States Industry, Science, Technology and 917.8 904.4 780.9 698.7 538.6 3,840.4 Resources **Emissions Reduction** 30.0 10.0 5.0 5.0 0.0 50.0 18.8 50.5 44.2 38.0 0.0 151.5 Energy **Total Payments to the States** 966.6 964.9 830.1 741.7 538.6 4,041.9

Notes:

- Special Appropriation figures include the estimated payments under the Fuel Security Act 2021 which are not disclosed in the Portfolio Budget Statements as they are not for publication due to commercial sensitivities.
- Portfolio Entities Funding includes both operating and capital appropriations. Funding for the CEFC does not include the drawdown of funds from the special account (including for the initial \$10b funding, the \$1b for the Grid Reliability Fund and \$500m funding for the Low Emissions Technology Commercialisation Fund).
- Payments to the States are administered by the Department of the Treasury and included in their budget estimates and financial statements.

Portfolio ASL Cap Budget 2022-23 2021-22 2022-23 2023-24 2024-25 2025-26 **Industry, Science, Energy and Resources Portfolio** Department of Industry, Science, Energy and s47C 3,184 3,356 Resources Australian Institute of Marine Science 273 300 Australian Nuclear Science and Technology 1,350 1,363 Organisation Australian Renewable Energy Agency 2 2 Clean Energy Finance Corporation 150 155 Clean Energy Regulator 335 347 Climate Change Authority 11 11 Commonwealth Scientific and Industrial 5,100 5,448 Research Organisation Geoscience Australia 605 600 IP Australia 1,054 1054 National Offshore Petroleum Safety and 135 135 **Environmental Management Authority Total ASL Cap** 12,199 12,771

Notes:

- The 2021-22 Estimated Actual and 2022-23 Cap figures were published in the 2022-23 Portfolio Budget Statements (PBS).
- Figures from 2023-24 and onwards have not been published in the public domain. They have been sourced from the Portfolio's 2022-23 Budget ASL Return that was submitted to the Department of Finance.

Departmental Funding and Average Staffing Levels

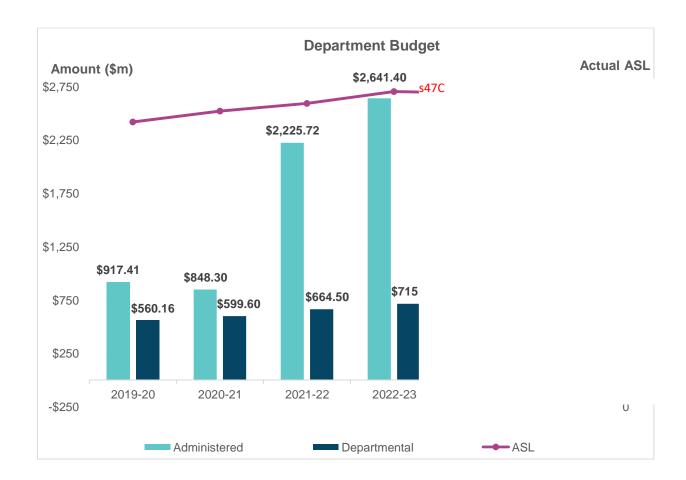
Since the COVID 19 pandemic the department has seen significant growth in the programs to be delivered as part of the government's response to the crisis.

In comparison to the 2019-20 financial year, the department's administered funding, at its peak in 2022-23, has increased by 188% (\$1.7 billion).

Over the same period, departmental funding increased by 28% (\$155 million).

The department's ASL estimate in 2021-22 is 3,184, increasing to 3,356 in 2022-23.

The graph below shows the change in administered and departmental funding as well as changes in the ASL cap.



Additional Resources

Setting up your Office Snapshot



Australian Government

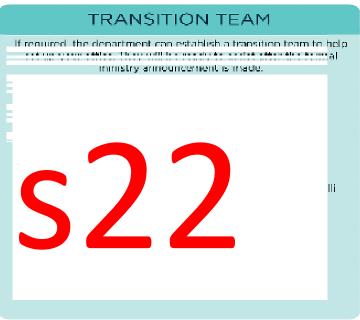
Department of Industry, Science, Energy and Resources

SETTING UP YOUR OFFICE



Δſ	ter the ministry is formally announced by the Prime Minister
	The Secretary will meet with you and arrange meetings with senior officials across the department and portfolio agencies.
	If required, we can provide you with a transition team to help establish your office. See proposed transition team below.
	We will provide a networked laptop, mobile phone and iPad
	You should ask your key staff to fill in forms for ICT access and provisional security clearances (we will give your staff access to ICT equipment including laptop, mobile phone and iPad within 24 to 48 hours of receipt of the completed forms).
	We will provide the IGB in hard copy and digital formats.
Λs	soon as possible, within the first 10 days
	We will give your staff access to ICT equipment including laptop, mobile phone and iPad (provided the forms have been submitted).
	The Department of Prime Minister and Cabinet will brief your key staff on Cabinet and Security.
	The Department of Finance (Finance) will determine your Parliament House office location and the timing of its set up (this can take up to 10 days).
	Finance will also allocate a Commonwealth Parliamentary Office/Ministerial office (this can take up to 14 days).
	Finance will coordinate secure communications for all of your offices.
	We will support your media team with media services.
	We will help set up your office with printers, shredders, copiers, security containers, and other equipment.
	We can help support the Department Liaison Officer selection process.
	Your office should contact COMCAR and create an account via the online registration form.
	We will provide your staff with business system access and train them to use PDMS and CabNet+.
	We can provide draft templates for correspondence, briefing, submissions etc. for your consideration.
	We will provide experienced DLOs to support transition.
Or	ngoing
	We will continue to on board advisers and office staff with ICT and provisional security clearances support and training. We will also arrange security and document handling training and briefings.
	We will provide you with CVs to finalise your ongoing DLOs.





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OFFICIAL: Sensitive

Parliamentary support

Courier service

A safe hand courier system for ministerial items is in place to move hard copy material between your Parliament House office and the department. Scheduling can be discussed with your office.

Question time briefs (QTB)

In preparation for the first sitting week, the department will provide your office with a list of proposed QTB titles for agreement. Following agreement, the department will draft QTBs and submit to your office one week prior to the first sitting week.

During sitting weeks the department will provide, where required, updated QTBs. Our current practice is to provide updated QTBs by no later than 10.00 am (same day).

Ministerial correspondence

Timeframes for responses to ministerial correspondence are determined by your office. MLGB has provided timeframes for your consideration.

Priority or Reply Level (Signatory)	Timeline (Business days)
VIP Ministerial Replies	5 days
Ministerial Replies	5 days
Departmental Reply (HoD/GM)	10 days

Correspondence – congratulatory letters

Incoming ministers receive congratulatory letters from various stakeholders during their first weeks in office. MLGB will discuss the process with your office, including the process to respond to VIPs.

Senate Estimates Hearings

The department's appearance at Senate Estimates hearings is coordinated by MLGB. Briefing materials relevant to portfolio matters are provided to your office within the week of the scheduled hearings. Your office may wish to provide copies of these materials to representing ministers.

Following the hearing, the branch coordinates the preparation of answers to all (verbal and written) Questions on Notice and the provision of those answers to the committee.

Corporate Services

Freedom of Information

The Freedom of Information (FOI) unit can support you and your office to deal with requests for access to documents under the Freedom of Information Act 1982. The FOI unit can provide a briefing and FOI training and advice on FOI requests received by, or transferred to, you or your office.

Legislation Liaison Unit

The branch's Legislation Liaison Unit (LLU) is the central point of contact for the preparation, approval and passage of the department's legislation program. The LLU works closely with your office and departmental business areas to progress and deliver new and amended primary legislation, regulations and other legislative instruments, to support the government's policy agenda.

Cyber Security

The department undertakes security assurance activities to improve its security posture and protect our systems, networks and data from attack, damage, or unauthorised access. The Cyber Security team ensures efforts align with several programs and whole of government frameworks, such as the Australia Cyber Security Centre's (ACSC) Essential Eight as well as the Digital Transformation Agency's whole-of-government Hosting Strategy and Hosting Certification Framework.

The CIO Group will brief you further on cyber vulnerabilities of the department and portfolio agencies as necessary.

Realising Policy Outcomes through Digital Solutions

Working with our policy partners across the department, the CIO Group delivers and maintains digital solutions that meet government and departmental priorities in relation to energy, emissions reduction, industry, manufacturing, business capability, resources, science, commercialisation, digital technology and space.

Supporting Business Recovery and Growth

The CIO Group delivers a range of whole of government digital services to support business to start, grow, access support, and build capability. These include but are not limited to:

- Business.gov.au is the government's primary website for Australian businesses, connecting over 10 million users annually to relevant information, support and tools
- The Business Grants Management System is the whole of government grants platform for business that enables the Business Grants Hub. It provides an end-to-end digital user experience to over 600 grants programs and 20,000 grants applications annually
- Authentication Services provides secure online authentication services to more than 300 Australian Government agencies to ensure the security of their services.

Processes – Transparency and Accountability

Legal responsibilities of Ministers & Public Officials

There are a number of obligations that we can assist your office to understand, to meet your legal obligations and the expectations of transparency and accountability for government.

Freedom of Information Act 1982

The <u>Freedom of Information Act 1982</u> (FOI Act) gives individuals the right to access documents held by the department, its portfolio agencies and ministers, including paper and electronic files, written notes, emails, sound recordings, visual recordings and databases. Specifically the FOI Act allows an individual to:

- request access to any document held by the department (subject to some limited exceptions)
- access any requested document that is not found to be exempt from release under the FOI Act
- request that the department review a decision to refuse access to a document (internal review)
- request that the Administrative Appeals Tribunal (AAT) review a decision to permit or refuse access to a document
- apply for personal information held by the department to be changed if it is incomplete, incorrect, out of date or misleading.

Strict timeframes apply to the processing of FOI requests under the FOI Act.

Protective Security and securing Australian Government information and assets.

The Attorney-General's Department administers the Australian Government Protective Security Policy Framework (PSPF). The PSPF outlines the Australian Government's policy for supporting entities to protect their people, information and assets, both at home and overseas.

Australian Government entities and employees are required to adhere to the PSPF (www.ag.gov.au).

Information classifications

Information is a valuable resource. Protecting the confidentiality, integrity and availability of information is critical to government operations. Classifications are used to indicate the value of information and the level of protection that information needs. Information classification is a requirement under the PSPF.

The detailed policy relating to security classifications and information handling is outlined in the PSPF Policy 8: Sensitive and Classified Information guidance.

The table below briefly outlines the security classifications and dissemination limiting markers (DLMs) mandated by the PSPF:

DLM	Consequence
Unofficial	No business impact
	Information unrelated to Australian Government business.
Official	Low business impact
	Compromise would result in insignificant impact.
Official: Sensitive	Low to Medium business impact
	Compromise would result in limited damage.
PROTECTED	High business impact
	Compromise would be expected to cause damage.
SECRET	Extreme business impact
	Compromise would be expected to cause serious damage.
TOP SECRET	Catastrophic business impact
	Compromise would be expected to cause exceptionally grave damage.

Information Management Markers and Caveats

When sending work emails, use an information management marker if this information would:

- be subject to legal professional privilege Legal privilege
- be subject to one or more legislative secrecy provisions Legislative secrecy
- be defined as personal information under the Privacy Act 1988 Personal privacy
- Use the following special handling instruction caveats when appropriate:
 - o **CABINET** identifies any information that:
 - is prepared for the purpose of informing the Cabinet
 - reveals the decision and/or deliberations of the Cabinet
 - is prepared to brief a Minister on matters proposed for Cabinet consideration
 - has been created for the purpose of informing a proposal to be considered by the Cabinet.
 - NATIONAL CABINET identifies any information that which has been specifically prepared for National Cabinet or its subcommittees.
- A security classification of at least PROTECTED is also required for all Cabinet documents and associated records.

Protecting physical information and assets

To ensure official information is properly secured, ensure that all official information is locked away in the appropriate security container. A clear desk policy is practiced within the department and computer screens are locked during periods when staff are away from their desks. The department views this as best practice and recommends similar arrangements be implemented within ministerial offices.

It is important to implement effective protections when carrying sensitive and security classified information from one location to use in another location, including to attend meetings inside entity facilities, outside and between entity facilities. The requirements for protection of sensitive and classified material are outlined in the <u>PSPF Policy 8: Sensitive and Classified Information</u> guidance. The department is available to assist.

Security Clearances

Ministerial staff employment is subject to the employee obtaining and keeping a Negative Vetting Level 2 security clearance. Department of Finance is responsible for sponsoring and initiating the NV2 security clearance for ministerial staff.

Once initiated, staff will be contacted by the Australian Government Security Vetting Agency (AGSVA) who will request that staff complete the relevant clearance requirements.

As the lead entity in the portfolio, the department will grant temporary access if required, until the NV2 clearance is either granted or denied.

The ongoing maintenance of the security clearance is a shared responsibility between the department and Finance. The requirement for personnel suitability are outlined in the PSPF-Policy 13: Ongoing assessment of personnel guidance.

Cyber Security

All employees, guests, contractors and ministerial staff who have access to the department's ICT facilities and resources are required to comply with the department's information security policies including the <u>Cyber Security Policy</u>, <u>Remote Access Policy</u> and <u>Bring Your Own Device</u> (BYOD) Policy.

These policies assist the department to manage the security of its information and processing infrastructure.

The department actively monitors all use of ICT services and contraventions of the policy may result in breaches.

Ministerial Information Management

The Information Management team, within the CIO Division, manage the department's information management.

Incoming Government Briefs (IGB)

- Both red and blue books carry a status of 'Retain as National Archives (RNA)' and will be transferred to the custody of the National Archives of Australia (NAA) under class 62657 of <u>AFDA Express Version 2 - External Relations</u>.
- IGBs cannot be destroyed.

Ministerial Records

- Records made or received in connection with your ministerial responsibilities, regardless of format, are Commonwealth records and subject to the Archives Act 1983. The records will be managed in accordance with General Records Authority 38.
- When you leave office, the department will harvest the records and as appropriate transfer them to the custody of the NAA.

- Ministers are accountable for their records and failure to capture them may be considered to be a breach of the Archives Act 1983.
- Information and records relating to your personal, professional, party political and electorate matters are not Commonwealth records and will not be managed by the department.

Public Accountability for Government Processes and Decision Making

The Lobbying Code of Conduct

The <u>Lobbying Code of Conduct</u> is intended to promote trust in the integrity of government processes and ensure that contact between lobbyists and government representatives is conducted in accordance with public expectations of transparency, integrity and honesty.

The Code of Conduct provides that a person, company or organisation that engages in lobbying activities must be registered. The code requires government representatives to avoid knowingly and intentionally being party to lobbying activities with unregistered lobbyists. The <u>Register of Lobbyists</u> is published on the website of the Attorney General's Department. Government representatives for the purpose of the code include a:

- Minister or parliamentary secretary
- person employed or engaged under the Members of Parliament (Staff) Act 1984 (MOPS Act)
- Agency head or a person employed under the Public Service Act 1999 (PS Act)
- person engaged as a contractor or consultant by an Australian Government agency whose staff are employed under the Public Service Act 1999
- member of the Australian Defence Force

The code also prohibits engagement in lobbying activity in the following circumstances:

- A person who retires from office as a minister or a parliamentary secretary, must not, for a
 period of 18 months after they cease to hold office, engage in lobbying activities relating to
 any matter they had official dealings with in their last 18 months in office.
- A person who has been employed in a minister's or parliamentary secretary's office under the MOPS Act at the adviser level; or a member of the Australian Defence Force at Colonel level or above (or equivalent); or an agency head or person employed under the PS Act in the Senior Executive Service (or equivalent) must not, for a period of 12 months after they cease their employment, engage in lobbying activities relating to any matter that they had official dealings with in their last 12 months of that employment.

Foreign Influence Transparency Scheme

The Foreign Influence Transparency Scheme commenced on 10 December 2018.

The scheme's intent is to capture the nature, level and extent of foreign influence on Australia's government and political processes to provide the public and government decision makers with full visibility of this activity.

The scheme applies to people who undertake certain activities in Australia on behalf of a 'foreign principal' for the purpose of political or governmental influence.

- A foreign principal includes a foreign government or political organisation or a foreign entity or individual that is accustomed or required to operate at the direction of a foreign government or political party
- Activities covered by the scheme include parliamentary lobbying, general political lobbying, communications activities and disbursement activities. Additional obligations apply to people who have previously held senior public positions in Australia

The scheme does not prohibit people or entities from undertaking activities on behalf of a foreign principal. Rather, it acknowledges that it is in the public interest that these arrangements are transparent. Any individual or entity undertaking relevant activities on behalf of a foreign principal may need to register through the scheme's <u>Transparency Portal</u> and should familiarise themselves with the operation, obligations and exemptions of the scheme.

Additional personal obligations of people who have held senior public positions in Australia

People who have held senior public positions in Australia – specifically those who in the last 15 years have been: a member of federal parliament, employed under the Members of Parliament (Staff) Act 1984, a Secretary or deputy secretary (or equivalent) of a department, or an ambassador or high commissioner – have additional obligations. They must register any activity they undertake on behalf of a foreign principal where they contribute experience, knowledge, skills or contacts gained in the former position.

The department will be compiling information packs for your office should your staff leave their positions.

Managing Conflicts of Interest

A conflict of interest may arise in circumstances that place an individual in a position where their personal interests (including those of their immediate family – to the extent known) could compromise their independence. Apparent or perceived conflicts of interest may be as important as actual conflicts.

Ministers and their staff should consider whether any of their private interests, such as personal relationships and financial interests (including those of their immediate family), could be affected by the decisions over which the minister has influence.

Statement of Standards for Ministerial Staff

All staff of ministers, assistant ministers or parliamentary secretaries are covered by the <u>Statement of Standards for Ministerial Staff</u>. This statement sets out the standards staff are expected to meet in the performance of their duties. Among other things, the statement requires staff to provide their employing minister or parliamentary secretary a statement of private interests and keep it up to date.

Receipt and Declaration of Gifts

Ministers, assistant ministers and parliamentary secretaries may receive gifts in the course of their official duties from private or government sources.

The department maintains a register to ensure that all gifts that you receive, regardless of value, are declared as soon as practicable after the gift is received.

The presentation of gifts may create security or other safety concerns. On receipt of a gift, the department will liaise with security agencies to ensure that the potential of harm is eliminated. Our Ministerial Support team and Departmental Liaison Officers can provide your office with advice on requirements for retention or disposal of a gift once this process is complete.

In accordance with the Department of Prime Minister and Cabinet (PM&C) policies, there are limits to the allowable value of gifts. If the gift value exceeds the PM&C allowable limits, your office is also responsible for declaring the gift to PM&C. Ministerial Support can provide advice on this process. The PM&C allowable limits are:

From government sources	\$AUD750.00
From private / industry sources	\$AUD300.00

PM&C's guidelines relating to gifts received (section 4) require a declaration be made to PM&C within 28 days of receipt of the gift if its value exceeds the above allowable limits or immediately after a formal valuation is received.

Lawful decision making: Judicial review and misfeasance in public office

Individuals may seek legal review of decisions made by ministers or their delegates. Properly documented and sound decision-making that accords with all applicable legislative requirements is the best means to avoid or rebut legal claims.

Decisions that you or your delegates make can be challenged through avenues including:

- judicial review in the Federal Court of Australia, on the basis that the decision was not made according to law (including defects in the decision-making process)
- merits review in the Administrative Appeals Tribunal or other bodies where the relevant legislation allows for it, on the basis that another decision would have been correct or preferable on the facts, and
- complaints, including complaints to the Commonwealth Ombudsman.

Decision making in relation to the management of grants

As minister you are the designated decision maker for a number of grant programs delivered by the department.

The Commonwealth Grants Rules and Guidelines (CGRGs) is a whole-of-government grants policy framework that sets out the expectations for all non-corporate Commonwealth entities in relation to grants administration and includes a small number of requirements that apply to ministers. These include grants related to decision-making and reporting requirements, in addition to the legislative requirements that apply where a minister approves proposed expenditure.

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In line with the requirements in the CGRGs, the department will brief you on the operation of the CGRGs and your responsibilities each time you are required to make grant decisions.

Departmental Information

Plans, Reports and Websites

A range of information about the department, its policies and programs is available through its corporate publications and websites. This section provides you with easy access to these publications and websites for use as needed.

Links to portfolio agency websites are also provided to provide access relevant corporate information for each agencies as required.







Annual Reports



Portfolio Budget Statements

Websites

Department of Industry, Science, Energy and Resources

- o **Department**
- o <u>business.gov.au</u>

Portfolio non-corporate Commonwealth entities

- o Clean Energy Regulator
- o Climate Change Authority

Portfolio corporate Commonwealth entities

- o Australian Renewable Energy Agency (ARENA)
- o <u>Clean Energy Finance Corporation (CEFC)</u>

Other portfolio bodies

o <u>Australian Energy Infrastructure Commissioner</u>

Government business enterprise

o Snowy Hydro Limited.

Portfolio Social Media Links

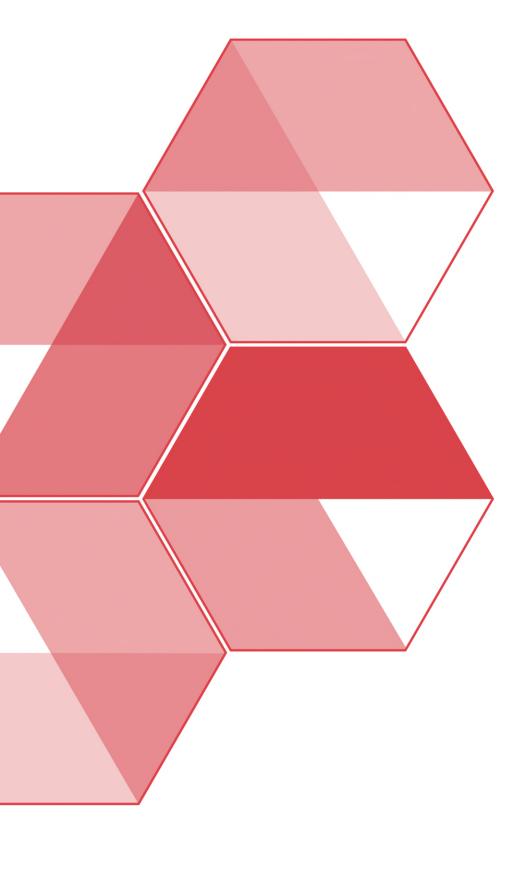
The department uses social media to share the latest information on our programs and services, and to enable two-way conversations and feedback. The number of channels reflects the size and diversity of the portfolio. Foundation channels are managed by the Communications Branch, with others managed outside the centre. The foundation social media channels are linked to the department's 3 key websites of industry.gov.au business.gov.au and energy.gov.au, plus Twitter accounts for ScienceGovAu and TechGovAu that are shown in the dark blue circle below.



The department uses Facebook, LinkedIn, Twitter and Instagram (a full list is provided on our website along with our social media terms of use).

Media contacts

The department has interactions with a number of media outlets, usually through preparing responses to departmental media enquiries or assisting with responses to ministerial media enquiries. Contact details can be provided to your office upon request.









Acknowledgement of Country

Our department recognises the First Peoples of this nation and their ongoing connection to culture and country. We acknowledge First Nations Peoples as the Traditional Owners, Custodians and Lore Keepers of the world's oldest living culture and pay respects to their Elders past, present and emerging.

Meeting Place icon by DISER employee S22

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Overview

The Department of Industry, Science, Energy and Resources employs 3,570 staff across 48 locations in <u>Australia</u>. We also have dedicated staff in 6 <u>overseas posts</u> - Beijing, Brussels, New Delhi, Paris, Tokyo and Washington DC - who support the government's international engagement objectives across the breadth of the portfolio's responsibilities (see <u>Organisational Chart</u>).

Our staff deliver the priorities of the government across the 3 broad outcomes of: emissions reduction; energy; and industry (inclusive of resources and technology), science and commercialisation. The delivery of these outcomes are supported by enabling and other services including international engagement and national security, data and economic analysis/modelling and expertise in grants management. Through the AusIndustry network we deliver a range of industry and community engagement services.

The Portfolio's budgeted expenses are expected to be around 1.1 p% of total government expenditure in 2022-23. In 2022-23, the department's resourcing for:

- administered programs is \$4.4 billion (of which approximately \$2.6 billion is for emission reductions and energy);
- departmental operating is \$715 million; and
- capital budget is \$70 million.

Volume 1 provides more information on the administered and departmental funding in the portfolio.

The portfolio has 2 <u>portfolio agencies</u>, 3 <u>boards and committees</u> and two "<u>single appointments</u>" that fall within your responsibilities.

Quick Links	Establishing your Office: Guide on a page

<u>Divisions</u>

Corporate Services

International Network

<u>Portfolio Agencies</u>

Portfolio Footprint across Australia

Portfolio Boards and Committees

Program summaries, including a Budget Snapshot.

Legal Obligations of Ministers, Ministerial Staff and Public Officials

OFFICIAL: Sensitive

Establishing Your Office

Our first priority is to assist you in <u>establishing your Office</u>. The primary point of contact in the department to assist you with establishing your office will be:

s22 Dana Sutton

General Manager - Ministerial Liaison & Governance

Phone: s22 Mobile: s22

In addition we have a dedicated IT executive support function to assist with your IT, mobile communications and office equipment needs. The first point of contact for this service is:

s22

Rebecca Lee

Chief Information Officer

Phone: s22 Mobile: s22

Once your office has been established, the Executive ICT Support team will provide 24/7 on-call support for all ICT requirements in your Parliament House and ministerial offices.

Phone: s22 (24/7 support)

Email: s22 @industry.gov.au

Office Allocations

The allocation of a ministerial office suite to you within Parliament House is undertaken by the Special Minister of State in consultation with the Territory Manager of the ACT Office of the Ministerial and Parliamentary Services Division (M&PS) in the Department of Finance.

The allocation of Commonwealth Parliament Office (CPO) accommodation is managed by M&PS in consultation with the Prime Minister. CPOs provide permanent office accommodation in capital cities (except Canberra). All ministers are entitled to a 'ministerial office'. Whether that is in the home state of the minister, in a CPO or as a remodelled electorate office is dependent on the availability of CPO space and the needs of ministers.

Staffing

Interim staff arrangements

It is possible for the department to provide your office with departmental staff to help cover adviser staffing vacancies for a period of up to 12 weeks, pending staffing allocations from the Prime Minister and the filling of any vacancies.

Subject to your needs, a transition team of departmental staff could consist of some combination of an SESB1 senior adviser, a policy adviser, media support and receptionist/executive assistant support. We also have experienced ministerial liaison staff available for immediate deployment pending providing you with the CVs of potential departmental liaison officers (DLO) for your consideration.

The Secretary can suggest potential candidates and provide CVs should you require this support.

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Advisers (policy and media) and support staff

Your ministerial staff are employed by you under the *Members of Parliament (Staff) Act* 1984 (MOP(S) Act), in accordance with the staffing allocations determined by the Prime Minister. The terms and conditions of employment for these staff are provided by the <u>Commonwealth Members of Parliament Staff Enterprise</u>

<u>Agreement 2020–2023</u>. Ongoing support for these staff is provided by the M&PS team in the Department of Finance.

M&PS staff can provide advice and assistance in the interpretation and application of resources provided to a parliamentarian, HR assistance relating to terms and conditions of employment, the use of COMCARs, CPOs and a range of miscellaneous services, including photo services and the Independent Parliamentary Expenses Authority. More information can be found on the <u>M&PS website</u>.

Departmental Liaison Officers

You will be provided a Departmental Liaison Officer (DLO) allocation by the Prime Minister. The DLO is a departmental staff member who facilitates liaison on policy and administrative matters between your office and the portfolio. The DLOs will use their broad knowledge of the portfolio and understanding of key policy issues to facilitate effective and responsive engagement between the department and your office.

A DLO cannot undertake work of a political nature, including involvement in political activities, advocacy or electorate matters.

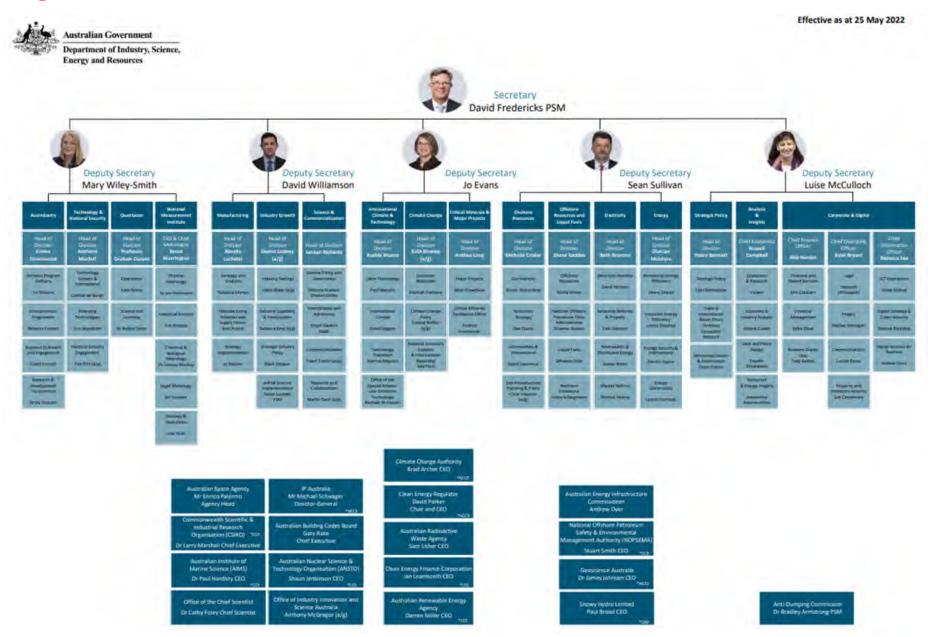
Computers, communications and mobile phones

The computer network includes computer systems located in your office at Parliament House, your interstate office and residence, all department offices, and overseas posts.

The department provides your office with all IT equipment, including computers, laptops, iPads, printers and mobile phones. Usage and communications charges will be paid from your office budget. The Executive ICT Support Team is point of contact for this equipment.

You are entitled to have your home phone and internet reimbursed by the department. Please contact Dana Sutton for more information.

Organisation Chart



Who to Talk to - Primary Departmental Advisors

Executive Biographies and Contact Details

David Fredericks PSM



P: s22

M: s22

E: <u>david.fredericks@industry.gov.au</u>

EA: \$22

CoS: s22

Senior EO: \$22

Support s22

officer:

David Fredericks was appointed Secretary of the Department of Industry, Science, Energy and Resources with effect from 1 February 2020.

David previously served as Secretary of the Department of the Environment and Energy from November 2019. Over a 4 year period, David was Deputy Secretary at the Department of Finance, with responsibility for Budget and Financial Reporting and, prior to this, Deputy Secretary of Business Enabling Services.

David was also Deputy Secretary in the Attorney-General's Department for more than 4 years, as Chief Operating Officer and, previously, as Deputy Secretary, Civil Justice and Legal Services.

Prior to his career in the Australian Public Service, for over 10 years David was a senior ministerial and shadow ministerial adviser at the Commonwealth and state level in both Labor governments and oppositions.

He also previously served as Director of the Economic Reform Unit in the Solomon Islands Ministry of Finance, on secondment from the Australian Treasury.

He practiced as a barrister in Sydney for 5 years.

David has degrees in Law (with First Class Honours) and Economics from Sydney University. He was awarded the Public Service Medal in the 2020 Australia Day Honours for services to the Budget and reform in the Attorney-General's portfolio.

Jo Evans



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EA: s22

Jo Evans has worked in climate policy for successive governments spanning her 20 year career in the public service. This included working with Senator the Hon. Penny Wong as Minister for Climate Change at the time the Department of Climate Change was established in 2007 and working with Prime Minister Rudd and Minister Wong in the lead up to the Copenhagen Conference of the Parties in 2009.

Jo has been a Deputy Secretary in 3 departments (Agriculture, Environment and Industry) with responsibilities spanning policy and corporate areas. She brings a deep experience in climate change policy to her role in DISER where she is also responsible for, among other things, the development of new industries associated with hydrogen, offshore electricity and critical minerals. The Critical Minerals Facilitation Office and Major Projects Facilitation Agency fall within Jo's responsibilities along with radioactive waste management and remediation for Rum Jungle, Ranger and Maralinga.

Prior to joining the public service in 2000 (in the Australian Greenhouse Office in a technical role on emissions modelling and projections) Jo had worked for McKinsey & Company as a business analyst and associate, for the internet startup LookSmart as a business analyst during their initial public offer, and for UniQuest in technology commercialisation.

Jo has a Masters of Public Policy from the Woodrow Wilson School of Public and International Affairs at Princeton University, a Masters in Environmental Science from the University of Melbourne and a combined bachelor degree in Asian studies and economics (honours) from the Australian National University.

Sean Sullivan



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Sean Sullivan is Deputy Secretary of the Energy and Resources Group. The Group comprises the Electricity, Energy, Onshore Resources and Offshore Resources Divisions. Sean is also responsible for the National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA), Geoscience Australia and Snowy Hydro Limited.

Sean has worked in the Australian Government for over 25 years across a number of departments and executive agencies including Primary Industries and Energy, Environment, and Industry portfolios and the Australian Greenhouse Office and the National Oceans Office.

Key domestic issues that he has worked on include natural resource management, climate change, forest policy, oceans policy, population policy and indigenous land management and biodiversity protection. In to his domestic responsibilities, Sean has worked on a number of international issues including international oceans policy, the Convention on Biological Diversity, and more recently the International Energy Agency.

Before joining the Australian Public Service, Sean spent 10 years at the Australian National University in undergraduate, postgraduate and research positions in economics, science, ecology and environmental law.

David Williamson



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David Williamson commenced with the department in August 2019. He is responsible for the Science and Commercialisation, Manufacturing and Industry Growth Divisions. His group also includes IP Australia, the Australian Space Agency, CSIRO, the Australian Institute of Marine Sciences (AIMS), the Australian Nuclear Science and Technology Organisation (ANSTO), the Australian Building Codes Board, the Office of the Chief Scientist and the Office of Industry Innovation and Science Australia.

David has over 20 years' experience in the Australian Public Service, including senior executive roles across four departments. In the Department of Prime Minister and Cabinet his roles included leading the team supporting the Independent Review of the Australian Public Service, the taskforce that prepared the Australian Government's White Paper on Developing Northern Australia, and the Industry, Infrastructure and Environment Division.

As Deputy Secretary in the Department of Agriculture and Water Resources, his group included agricultural policy, farm support and sustainable agriculture, fisheries and forestry divisions. In the Department of Infrastructure and Regional Development he led the Policy and Research Division which included the Bureau of Infrastructure, Transport and Regional Economics.

David grew up in Wagga Wagga, New South Wales, and has a Bachelor of Arts (Combined Honours) from the University of Melbourne.

Mary Wiley-Smith



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Mary Wiley-Smith commenced with the Department of Industry, Science, Energy and Resources in May 2021. Mary is responsible for the Technology and National Security Division, AusIndustry, Questacon and the National Measurement Institute.

Mary has over 25 years in the Australian Public Service and has held senior Executive positions leading work on sustainability, energy efficiency, housing affordability and supply, renewable energy, cities and population policy.

Prior to joining the department, Mary was the Deputy Australian Public Service Commissioner, a role she held from September 2018. Mary was previously in the Department of Prime Minister and Cabinet, working on the Independent Review of the Australian Public Service. She led the pioneering of 'city deals' as head of the Cities Division in both the Department of Infrastructure, Regional Development and Cities, and the Department of the Prime Minister and Cabinet. She was previously the Chief Operating Officer for the Department of Environment and Energy, and head of the Sustainability, Policy and Analysis Division.

Mary grew up in Goulburn, NSW, and has a Bachelor of Arts from the Australian National University.

Luise McCulloch



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Luise McCulloch is the Deputy Secretary of the Strategic Policy Division, Analysis and Insights Division and the Department's Corporate and Digital functions. Luise also has oversight of the Anti-Dumping Commission.

Prior to joining the department, Luise was a Deputy Australian Statistician with the Australian Bureau of Statistics, where she led the Statistical Services Group responsible for producing demographic, economic, environmental and social statistics.

Luise worked for extensive periods in the Department of the Prime Minister and Cabinet and the Treasury where she held a variety of positions including head of division for Budget Policy; Industry, Environment and Defence; and Corporate and International Tax. This included working closely with ministers and their staff on a range of complex policy packages such as Commonwealth-State reform, climate change packages over successive governments, setting the strategic directions for fiscal policy, and regional/sectoral industry policy reform.

Luise has a Bachelor of Arts (Honours, Economics) from the University of New England. She has two adult children, and spent her childhood in rural New South Wales where she was a member of a large farming family.

Ministerial Liaison and Governance Branch

Key Contact:

S22 Dana Sutton

General Manager – Ministerial Liaison & Governance

Phone: s22 Mobile: s22

The Ministerial Liaison and Governance Branch (MLGB) is the primary channel between your office and the department, providing high-quality support, advice and administrative services to you and your staff. It will also provide support for your participation in Cabinet and Cabinet committee meetings.

The MLGB manages the Parliamentary Document Management System (PDMS), the whole of government parliamentary workflow system that tracks the status of briefing and correspondence between your office and the portfolio; reports on ministerial workflow and budgets; and manages the portfolio's attendance at Senate Estimates hearings.

Other key services that it provides include:

- facilitating and coordinating the department's support to you (including DLOs)
- managing your ministerial correspondence and briefing
- dealing with parliamentary and Cabinet matters, including Question Time Briefs, responses to Parliamentary Questions on Notice and the Senate Estimates process
- providing advice on processes relating to portfolio appointments, Executive Council and the tabling of documents.

Ministerial media, speeches and website

Key Contact:

s22 <u>Louise Perez</u>

General Manager - Communications

Phone: s22 Mobile: s22

The Communications Branch will provide you and your office with high quality communications products and services and publish your content on <u>the portfolio ministerial website</u>.

The branch's Media and Speechwriting section develops media releases, editorials and speeches. The team also manages media enquiries, media monitoring and a weekend media support service. We also have: an Audio Visual team and support social media channels for ministerial announcements and messaging.

Portfolio and Enabling Division Descriptions

ONSHORE RESOURCES DIVISION

s22

Michelle Croker Head of Division Phone: \$22 Mobile: \$22

The Onshore Resources Division provides policy advice, delivers policy reforms and administers activities in relation to the exploration, development, investment and management of energy commodities and minerals, including market reform, international engagement, enabling infrastructure and innovation.

The division works closely with energy colleagues across the department to progress national energy policy and gas market regulatory reforms to unlock new gas supply and improve the functioning of energy markets, to ensure they are operating competitively and in the interests of consumers.

The division engages with industry, government and community stakeholders, the science and research community, and Australia's major trading partners to support the strategic positioning of Australia's resources sector for the future. The division also works closely with its counterparts across Australia's states and territories that share regulatory responsibility for the sector and reports to the ministers responsible for energy and resources.

OFFSHORE RESOURCES AND LIQUID FUELS DIVISION

s22

Shane Gaddes
Head of Division
Phone: \$22
Mobile: \$22

The Offshore Resources and Liquid Fuels Division (ORLFD) delivers important fuel security programs and policy reforms, the ongoing management and decommissioning of the Northern Endeavour Floating Production Storage and Offtake (FPSO) facility, and titles administration, policy, regulatory and legislative functions for Australia's offshore oil, gas, mineral and greenhouse gas storage frameworks.

Fuel security measures delivered include: supporting domestic refineries through a fuel security services payment, developing a minimum stockholding obligation for industry, modernising fuel security legislation, bringing forwards improvement to fuel quality and measures to boost diesel stocks in Australia by 40%.

The Commonwealth has maintained the Northern Endeavour FPSO since February 2020 following the liquidation of the Northern Oil & Gas Australia (NOGA) group of companies. Contracts are in place for the operation and maintenance of the FPSO, and a lead contractor has been engaged to undertake the decommissioning and disconnection of the FPSO and temporary plugging of the associated wells (Decommissioning Phase 1).

ORLFD provides advice on the upstream sector including: exploration, LNG projects and markets, environment, safety and security, decommissioning and some taxation and excise matters.

We support the minister responsible for resources in their role as custodian of Australia's offshore resources and as a regulator and decision maker; and we support the minister in leading an Australian Government response in the event of a major offshore petroleum incident.

CRITICAL MINERALS & MAJOR PROJECTS

s22 Anthea Long

Head of DivisionPhone:
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Mobile:
\$22

The Critical Minerals & Major Projects Division provides policy advice and industry facilitation to grow Australia's critical minerals sector, encourage major project investment, support development of offshore energy and manage radioactive waste.

The division supports investment, industry development and project facilitation through the Critical Minerals Facilitation Office and Major Projects Facilitation Agency. We have responsibility for the Offshore Electricity Infrastructure Framework and supporting ministerial declaration of Commonwealth offshore areas for project development. We administer regulation of the Ranger Uranium mine (NT); and manage Commonwealth commitments and liabilities for legacy sites; the Rum Jungle uranium mine (NT) and the atomic weapons testing site at Maralinga (SA). The division also supports development of policy for managing the government's radioactive waste, including establishment of the Australian Radioactive Waste Agency (ARWA).

AUSTRALIAN RADIOACTIVE WASTE AGENCY DIVISION

s22 Sam Usher

Chief Executive Officer

Phone: s22 Mobile: s22

The Australian Radioactive Waste Agency (ARWA) was established in July 2020 to manage Australia's radioactive waste. ARWA's head office is in Adelaide with a satellite office in Kimba, South Australia. ARWA is currently part of the department but is anticipated to become a non-corporate Commonwealth entity (NCE) following passage of the Australian Radioactive Waste Agency Bill 2022. ARWA is responsible for the delivery and operation of Australia's first National Radioactive Waste Management Facility (NRWMF) which is intended to permanently dispose of low level radioactive waste and temporarily store intermediate level waste. ARWA's functions will also include providing advice to government on waste management of radioactive material (including management of waste directly linked to the production of nuclear medicine), developing and maintaining an inventory of radioactive material in Australia, and undertaking and coordinating research and development activities. ARWA will also facilitate communication about radioactive waste management between government, industry, stakeholders, and local communities, and will centralise best practice and knowledge about radioactive waste management, contributing to the development and implementation of policies, including options for a disposal pathway for intermediate level radioactive waste. ARWA has a secondee on the Nuclear Powered Submarines Taskforce (AUKUS) to support its consideration of radioactive waste.

STRATEGIC POLICY

s22 Helen Bennett

Head of Division
Phone: s22
Mobile: s22

The Strategic Policy Division works across the portfolio to ensure an integrated, well-coordinated and accountable whole-of-portfolio approach to policy development and implementation. The division supports industry-related trade policy and trade facilitation, and is responsible for antidumping policy, standards and conformance policy. It also manages the portfolio's overseas counsellor network and international engagement including overseas ministerial travel.

Engagement on cross-portfolio matters including regulatory reform, workforce skills and innovation policy are divisional responsibilities. The division also supports internal policy capability, and contributes to the broader Australian Public Service by fostering new ideas and thinking, and influences whole of government agendas. The division advises ministers on engagement with Cabinet and Cabinet sub-committees, portfolio budget strategy and implementation of ministerial priorities and Budget outcomes.

Providing central support and assistance to the executive and ministers is another function of the division. This includes managing the department's executive governance arrangements, portfolio appointments, fraud and audit functions, enterprise risk management processes, parliamentary and Cabinet support, and the planning and reporting frameworks required under relevant legislation. Responsibility for ministerial liaison and support, including Departmental Liaison Officers (DLOs), and coordination of parliamentary processes, also sit within the division.

ANALYSIS AND INSIGHTS

s22

Russ Campbell
Chief Economist
Phone: s22
Mobile: s22

The Analysis and Insights Division (AID) supports the department and our ministers with insights and analysis of various industry, science, technology, energy, emissions reduction and resource issues. Systems and datasets underpinning the analysis across these streams are deeply interlinked to maximise insights across related policy and program areas. The analysis explores global, national and regional factors relevant to Australian businesses and industries, identifying the underlying drivers of change, emerging trends, opportunities and challenges. AID has dedicated teams analysing the various industry and economic outlooks and associated regional implications. AID has specific flagship publications in energy and resources, and undertakes energy sector modelling, and broader sectoral analysis across our industry, science and technology streams, including providing key inputs into the department's carbon emissions analysis.

AID operates as the department's key data area, supporting the department in improving the use and visualisation of data and geospatial mapping for policy development. Key data insights are provided from our data holdings on actively trading Australian businesses, and our use of BLADE (Business Longitudinal Analysis Data Environment) which allows for robust assessments of program performance across the department.

CORPORATE DIVISON

s22 Kylie Bryant

Chief Operating Officer

Phone: s22 Mobile: s22

Corporate Division supports the department and our ministers by providing a range of operational services which enables the department to deliver its strategic objectives. Its services cover human resources, communication both internally and externally, legal, property and protective security. We work to enhance the skills and capability of our people, and we provide precise and knowledgeable advice across the broad policy and program remit of the department. This includes:

- providing timely legal advice to support the implementation of the government's policy agenda and legislative frameworks, as well as confidentiality, Freedom of Information and Public Interest Disclosure obligations;
- offering guidance on strategic communications to support government policy across multiple channels, as well as providing media and speechwriting services;
- managing the department's national property footprint and physical security capability; and
- enabling a high performing workforce through the management of our human resources functions of the department.

CHIEF FINANCE OFFICER DIVISION

s22 Rob Hanlon

Chief Finance Officer
Phone: \$22
Mobile: \$22

The Chief Finance Officer (CFO) Division is responsible for managing the department's financial framework, departmental budget and central finance functions, as well as being responsible for the Business Grants Hub and Shared Services Hub.

The CFO Division provides strategic advice on the Commonwealth Budget process for the portfolio, and assists in the development of the portfolio budget and related documents, such as the Portfolio Budget Statements.

CHIEF INFORMATION OFFICER GROUP

s22 Rebecca Lee

Chief Information Officer

Phone: s22 Mobile: s22

The Chief Information Officer (CIO) Group delivers high quality ICT services to staff within the department and our ministers' offices. We develop and deliver ICT systems that enable policy and program management outcomes for government and deliver whole-of-government digital initiatives and services.

In addition, we support core functions of the department including cyber security, data management, and information management. The CIO Group manages the department's Digital

Strategy 2020-23, focussing on ensuring the department has a modernised and sustainable ICT foundation to continue to support the priorities of the department and government.

Other Divisions in the Department

INTERNATIONAL CLIMATE & TECHNOLOGY

s22 Kushla Munro

Head of DivisionPhone: s22
Mobile: s22

The division is responsible for policy and programs that drive investment in Australia's hydrogen industry, reduce emissions in the transport sector and for the deployment of low emissions technologies. The division also has policy oversight of the Australian Renewable Energy Agency (ARENA) and the Clean Energy Finance Corporation (CEFC).

Internationally, the division works with our key trade and strategic partners to broker partnerships that aim to reduce the cost of low emissions technologies and advance international low emissions supply chains.

The division also leads the department's multilateral engagements in climate change, including by representing and securing Australia's interests in multilateral forums such as the G20, the Quad, the United Nations Framework Convention on Climate Change (UNFCCC), Mission Innovation and the Clean Energy Ministerial, and the OECD.

CLIMATE CHANGE

s22 Kath Rowley

A/g Head of Division
Phone: s22
Mobile: s22

The Climate Change Division (CCD) develops and implements Australia's domestic climate mitigation policies and programs, including medium- and long- term emissions reduction policies and targets. It is also responsible for climate risk, voluntary action and emissions reporting and projections.

The climate mitigation policies and programs that CCD is responsible for include the:

- Emissions Reduction Fund
- Climate Active program
- Safeguard Mechanism
- Policies and programs to reduce emissions in the land and agriculture sector, including programs to support storing carbon in soil and reducing methane from livestock.

Our strategies and advice are complemented by the division's oversight and policy advice for the Clean Energy Regulator and Climate Change Authority.

CCD also delivers the National Greenhouse Accounts and emissions projections, which provide information on Australia's historical, current and projected greenhouse gas emissions, fulfilling

international reporting obligations. This data informs the design and tracks the effectiveness of domestic climate action and progress towards emissions reduction targets.

CCD leads Australia's engagement in Intergovernmental Panel on Climate Change (IPCC) processes. The IPCC is the UN body for assessing the science related to climate change and provides policy makers with the most up to date evidence base on climate change science, impacts and future risks, and options for adaptation and mitigation.

ELECTRICITY

S22 Beth Brunoro

Head of Division

Phone: s22 Mobile: s22

The Electricity Division provides policy advice to government on matters that support electricity markets to deliver beneficial outcomes for consumers. In particular, it provides advice to the minister responsible for energy on national energy market reforms and on Australian Government policies to promote affordable, secure and reliable energy supply as the electricity sector and wider economy transitions to net zero.

The division's responsibilities include policy oversight of wholesale and retail electricity markets, future (post-2025) market design, electricity generation and transmission, Snowy Hydro Ltd including Snowy 2.0, supporting the development of Marinus Link, the Renewable Energy Target under the Renewable Energy (Electricity) Act 2000 and management of various programs including Underwriting New Generation Investment, the Regional and Remote Communities Reliability Fund and Supporting Reliable Energy Infrastructure.

The division delivers national energy market reforms by supporting the responsible minister at the Energy National Cabinet Reform Committee (ENCRC) and the Energy Ministers' Meeting.

The division's current priorities are managing the long-term reliability and affordability of the energy market by supporting the Energy Security Board (ESB) to deliver a capacity mechanism and other post-2025 market reforms, the delivery of priority transmission projects and regulatory reforms, and developing a Guarantee of Origin scheme for the use of renewable energy.

ENERGY

S22 **Duncan McIntyre**

Head of Division

Phone: s22 Mobile: s22

The Energy Division delivers policies, programs and energy governance oversight to support the sector's transition to low emissions sources of energy. It provides policy advice across the range of issues to ensure a secure, affordable and efficient future for the energy sector. This includes strengthening international partnerships, ensuring consumers have confidence in their energy choices, supporting business growth through smarter energy use and technology uptake, and lowering emissions through energy efficiency.

The division's responsibilities include: leading the Australian Government's international energy engagement with key bilateral partners and multilateral organisations; assessing and responding to current and future risks and threats to Australia's energy security and supply; and driving energy IGB Volume 2 industry.gov.au 2

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productivity improvement by delivering commitments under the National Energy Productivity Plan, including the Trajectory for Low Energy Buildings, the Building Energy Efficiency Disclosure (BEED) Act and the Greenhouse and Energy Minimum Standards (GEMS) Act.

The division convenes and provides strategic advice to the Energy National Cabinet Reform Committee (ENCRC), the Energy Ministers' Meeting (EMM) and the Energy Senior Officials Meeting (ESOM). The division oversees the energy market bodies, including the Australian Energy Market Operator (AEMO), Energy Security Board (ESB), Australian Energy Market Commissioner (AEMC), Australian Energy Regulator (AER) and Energy Consumers Australia (ECA). The division also supports the Australian Energy Infrastructure Commissioner in their role.

MANUFACTURING

s22

Narelle Luchetti Head of Division Phone: s22 Mobile: s22

Manufacturing Division has policy responsibility for driving investment in priority sectors and supporting the growth of high value, advanced manufacturing in Australia. To achieve this, the division works closely with industry stakeholders and across government to identify barriers, opportunities for growth and specific actions to create high quality and sustainable manufacturing businesses.

Key policy areas include working across government to improve the business environment; fostering collaboration between business and universities; promoting business capability to compete digitally and in new markets; and ensuring businesses have access to a pipeline of skilled workers.

The division leads the portfolio's work on supply chain and sovereign capability issues. This includes working with industry to build more adaptable and resilient supply chains in response to external shocks and geo-political events, identifying opportunities for diversification and creating pathways to new markets.

INDUSTRY GROWTH

s22 **Donna Looney**

A/g Head of Division
Phone: s22
Mobile: s22

The Industry Growth Division is responsible for setting Australia's overarching industry policy, ensuring Australian industry is sustainable, resilient and growing to its full potential. It does this through policy and regulatory functions which influence business settings, build industry capability, manage economic risk and shocks, and supports key sectors of the economy.

The division works closely with industry stakeholders, other portfolios, and state and territory governments to progress cross-cutting issues, drive sectoral development and transition, respond to economic challenges, and support Indigenous businesses.

The division oversees the Australian Space Agency, business growth services, and contributes to government initiatives in response to COVID-19. It has direct regulatory responsibility for the Australian Jobs Act 2013 and the Australian Industry Participation Authority. The division also shapes

growth and job creation in heavy industries such as steel and aluminium, as well as in the defence, circular economy, building and construction, and transport sectors.

AUSINDUSTRY

s22 Emma Greenwood

Head of Division
Phone: s22
Mobile: s22

AusIndustry Division connects the department with businesses and industry across the nation, implementing policy by delivering business programs and targeted advice to support businesses to grow, diversify and thrive. AusIndustry has an extensive reach through business.gov.au, a dedicated contact centre for business enquiries across government, and a national network of regional managers and business experts who work directly with businesses. AusIndustry is recognised by businesses and works closely with other departments, other governments, and our industry partners.

AusIndustry delivers two of the government's flagship business support initiatives: the Research and Development Tax Incentive, which encourages businesses to undertake more research and development, and the Entrepreneurs' Programme, which builds businesses' management capabilities for innovation and productivity.

It also delivers the government's manufacturing grant programs, along with grant programs targeting energy, resources, space, digital capability, female founders, industry-research linkages, STEM and business innovation.

AusIndustry's connection with businesses provides intelligence and insights about business sentiment and conditions on the ground. These insights are shared across government and inform policy development across the portfolio and other departments.

NATIONAL MEASUREMENT INSTITUTE

S22 Dr Bruce Warrington

CEO & Chief Metrologist
Phone: s22
Mobile: s22

The National Measurement Institute (NMI) maintains Australia's sovereign measurement capability, and delivers critical, legislated functions that contribute to business continuity, trade and economic growth.

NMI maintains Australia's peak capabilities in measurement science, which enable reliable measurement across the economy, from calibrating fuel meters at Australian airports to testing components of the electricity grid. NMI facilitates trade by ensuring domestic and international trust and confidence in Australia's measurement system. This underpins exports from agriculture to minerals to energy, and ensures consumers get what they pay for under Australia's regulatory framework for trade measurement.

NMI is part of the Commonwealth's specialist science infrastructure and applies its expertise to support and enable government priorities by:

• Ensuring the safety of imported foods and market access for exported foods, through unique testing services provided to the Agriculture portfolio

- Supporting Commonwealth responses to crises by delivering analytical services to manage food, health and environmental contamination (e.g. COVID-19 virus surveillance in wastewater)
- Providing forensic analyses of illicit drugs, to enable prosecutions by the Australian Federal Police, Border Force and state and territory police forces; and sports anti-doping analyses to the Department of Health, an essential capability for the 2032 Brisbane Olympics
- Applying and transferring high-precision measurement to support Australia's high-tech firms (including advanced manufacturing, nano-and biotechnology, space and defence).

NMI is a key contributor to the development, adoption and application of emerging technologies, including quantum and digital. NMI represents Australia in international multilateral institutions to align global rules to Australia's interests.

SCIENCE AND COMMERCIALISATION

s22

Janean Richards
Head of Division
Phone: s22
Mobile: s22

The Science and Commercialisation Division supports research capability, business innovation and translation for increased productivity, economic growth and job creation. It develops initiatives on the science system, STEM workforce, industry—research collaboration, financing of early stage companies, commercialisation, intellectual property and international science engagement.

The division manages significant national investments, leading on European Southern Observatory and Square Kilometre Array Observatory activities. The division also works with the Department of Education, Skills and Employment to advise government on national research infrastructure needs (a network of over 40 facilities across the country) and on the commercialisation of university research. This is complemented by policy and program responsibilities, sitting within the division, for the Cooperative Research Centres Program and Venture Capital program.

The division supports good governance, as well as funding bids for CSIRO, the Australian Nuclear Science and Technology Organisation and the Australian Institute of Marine Science. The division shares intellectual property policy with IP Australia.

The work of the division is informed by experts, with the division hosting the Office of the Chief Scientist (Dr Cathy Foley AO), working closely with the Ambassador for Women in STEM (Professor Lisa Harvey-Smith) and supporting the Astronomer at Large (Professor Fred Watson AM). The division also has policy responsibility for the National Science and Technology Council and Industry Innovation and Science Australia.

OFFICE OF THE CHIEF SCIENTIST

S22 Dr Catherine P Foley AO PSM

Chief Scientist
Phone: s22
Mobile: s22

The Chief Scientist of Australia is appointed by the Prime Minister and reports to the Minister for Science. The Chief Scientist is responsible for providing high-calibre, authoritative advice to the Prime Minister and all ministers across government on issues relating to science and technology.

The Chief Scientist acts as the preeminent leader in Australia's science and technology communities, connecting the research sector, government and industry to identify and drive opportunities for improving the science and research system, including commercialisation outcomes.

Australia's Chief Scientist provides a front door for access to a network of domestic and international science and technology leaders, advocating for Australian science and technology. The role provides strategic advice in a number of key priority areas for government. This includes helping to build new economic opportunities for frontier industries like quantum technologies and other critical technologies, as well as being a champion for open access to research for all Australians. She participates in a number of advisory committees and expert advisory panels at the discretion of the government.

The Chief Scientist works to leverage her engagement and advocacy across a range of science and technology committees and advisory panels to focus national thinking in support of the Australian Government. This includes being responsible for critical roles such as Executive Officer of the Prime Minister's National Science and Technology Council and Deputy Chair of Industry Innovation and Science Australia.

Australia's Chief Scientist is supported by an office that is hosted by the Science and Commercialisation Division within the department. However, the Chief Scientist is a whole-of-government role and the Office of the Chief Scientist remains independent from government.

OFFICE OF INDUSTRY INNOVATION AND SCIENCE AUSTRALIA

s22 Mr Anthony McGregor

A/g Executive Director

Phone: s22 Mobile: s22

Janean Richards – Head of Division, Science and Commercialisation (responsible for IISA policy)

Industry Innovation and Science Australia (IISA) is an independent statutory board established under the *Industry Research and Development Act (1986)* to provide expert advice to the minister on industry innovation, research and science matters. IISA also has a role in promoting investment in Australia's industry and innovation system and providing oversight of and advice on a range of government programs focused on industry and innovation. IISA's activities are guided by a statement of expectations issued by the minister. Board members bring extensive experience and business, industry and innovation expertise from across a range of sectors.

The IISA Board is supported by the Office of Industry Innovation and Science Australia (OIISA), within the department. OIISA provides research, policy advice and administrative support to the IISA Board.

The Science and Commercialisation Division is responsible for providing policy advice to the government on IISA's role and responsibilities, future priorities and board appointments.

TECHNOLOGY AND NATIONAL SECURITY

s22 Anthony Murfett

Head of DivisionPhone: s22
Mobile: s22

The Technology and National Security Division supports policy, programs and the business environment to grow Australia's technology sector, leads economic advice on critical technologies and provides advice to the portfolio on the intersection with national and economic security.

To achieve this, the division works closely with industry stakeholders to ensure their views inform policymaking on technology and national security matters across government. The division also engages internationally to advance Australia's digital economy interests in a range of bilateral and multilateral forums such as the Quad and the G20.

Key policy areas include working across government to ensure Australia harnesses the benefits while managing the risks of emerging and critical technologies, including AI and quantum computing; supporting cyber security and critical technology industry development to lift Australia's cyber security workforce capability and resilience; and coordinating Australia's domestic and international engagement on critical and emerging technology standards and governance frameworks.

In the national security domain, the division leads cross-portfolio work with policy and program areas, portfolio agencies, and industry stakeholders to build national security literacy, an understanding of economic security and identify espionage, foreign interference and unwanted technology transfer risks. This work includes providing advice on issues in the China bilateral relationship, and providing support when portfolio issues are considered by the National Security Committee of Cabinet.

QUESTACON

S22 Professor Graham Durant AM

Head of DivisionPhone: s22
Mobile: s22

Questacon – Australia's National Science and Technology Centre, is a key STEM engagement asset of the Australian Government. Operating as a specialised division of the department, Questacon works directly with young Australians, their teachers, families and communities. This National Cultural Institution's main Centre is focused on early childhood, primary school students and families. Its location in the Parliamentary Zone in Canberra positions science and technology at the heart of the nation, also playing a major role in national tourism.

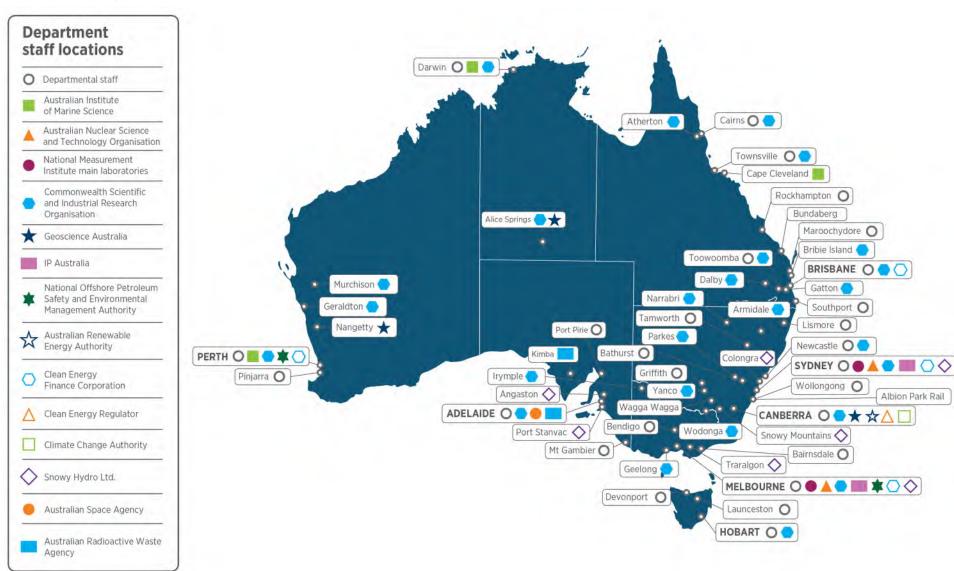
From Questacon's Ian Potter Foundation Technology Learning Centre in Deakin ACT, youth entrepreneurship and innovation programs for students and teachers are delivered virtually and in person to regional and remote communities across Australia, working in partnership with local STEM networks. Questacon's "National Presence Strategy" is focused on programs that "spark" (short term engagement) and "build" (deeper capability and capacity in key build regions). Flagship programs include the Questacon Science Circus, Engineering is Elementary, Questacon Cyber, STEM Futures

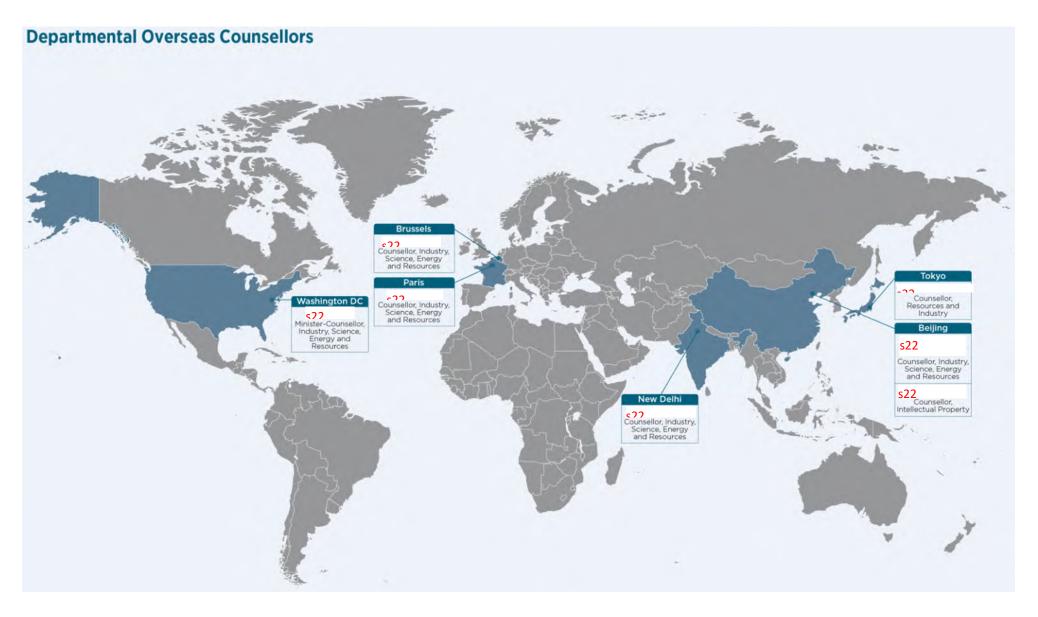
Teacher programs, as well as Travelling Exhibitions touring across Australia and internationally. This includes the Australian Space Discovery Centre in Adelaide, developed by Questacon on behalf of the Australian Space Agency. Questacon acts as a coordination point for National Science Week and the Inspiring Australia network, which connects the national STEM ecosystem.

Questacon's extensive network and expertise in science engagement supports the growth of future workforce skills, and facilitates strategic international engagement in support of Australia's diplomatic priorities. Questacon works across government, and is also supported by corporate partnerships and philanthropy including the independent Q Australia Foundation. Questacon is supported by the Questacon Advisory Council which provides guidance on its activities and strategic objectives.

Questacon plays an important role in relationship building internationally and facilitates strategic international engagement in support of Australia's diplomatic priorities.

Portfolio Footprint across Australia





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Agency/Portfolio Bodies

An overview of the functions of each agency within this portfolio, and their associated boards and committees, is summarised in the following table and further below.

Entity	Type of body	Accountable authority	Appointment of Board and Chair	Appointment of Agency Head	Enabling Legislation and other key governance related details
Geoscience Australia	Non-corporate Commonwealth entity (listed entity)	Chief Executive Officer	NA	Secretary	A listed entity for the purposes of the Public Governance, Performance and Accountability Act 2013, made up of the CEO of GA and staff engaged under the Public Service Act 1999
National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)	Corporate Commonwealth entity	Chief Executive Officer	Responsible Minister	Responsible Minister	Created under Petroleum (Submerged Lands) Act 1967 and continued in existence under the Offshore Petroleum and Greenhouse Gas Storage Act 2006 Statutory Agency under the Public Service Act 1999

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OFFICIAL: Sensitive



Geoscience Australia

Geoscience Australia

Geoscience Australia is the national public sector geoscience organisation. Our purpose is to be the trusted source of information on Australia's geology and geography for government, industry and community decision making, contributing to a safer, more prosperous and wellinformed Australia.

Our work aligns with the Australian Government's Science and Research Priorities and supports global and domestic initiatives.

s22 **Dr James Johnson**

Chief Executive Officer

Phone: Mobile: s22



National Offshore Petroleum Safety and National Offshore Petroleum Safety and Environmental Management Authority

The National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) is Australia's independent expert regulator for health and safety, structural (well) integrity and environmental management for all offshore energy operations and greenhouse gas storage activities in Commonwealth waters, and in coastal waters where regulatory powers and functions have been conferred.

Stuart Smith

Chief Executive Officer

Phone: s22 Mobile: s22

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA) Advisory Board

Appointee	Position	Start date	End date	Remuneration (per annum)
Mr Ken Fitzpatrick	Chair	5/09/2020	4/09/2023	\$69,290
Professor Andrew Hopkins AO	Member	18/03/2020	17/03/2023	\$34,650
Professor Melinda Hodkiewicz	Member	18/03/2020	17/03/2023	\$34,650
Ms Vicki Jackson	Member	7/01/2022	6/01/2025	\$34,650
Mr Michael Lawson PSM	Member	7/01/2022	6/01/2025	\$34,650
Mr Christopher Blackmore	Member	7/01/2022	6/01/2025	\$34,650
Ms Anthea Tinney PSM	Member	7/01/2022	6/01/2025	\$34,650
Vacancy x 1				

Portfolio Appointments

Single appointments

The department currently has two single appointments in the Resources portfolio.

National Offshore Petroleum Safety and Environmental Management Authority

Appointee	Position	Start date	End date	Remuneration	Contact number
Mr Stuart Smith	Chief Executive Officer	25/09/2017	24/09/2022	Remuneration Tribunal - Full Time Office holder	s22

Australian Radioactive Waste Agency

Appointee	Position	Start date	End date	Remuneration	Contact number
Mr Sam Usher	Chief Executive Officer	10/01/2022	30/06/2027	Remuneration Tribunal - Full Time Office holder	s22

Upcoming vacancies

A full list of Board vacancies in the portfolio due to fall vacant through to the end of 2022 is provided below.

Additional information on the process for appointments can be obtained from Dana Sutton.

Board	Position	Date of Vacancy	Status of appointment / reappointment process	
National Offshore Petroleum Safety and Environment Management Authority	Member	Vacant	The department will work with your office to fill this vacancy.	
June 2022				
Critical Minerals Advisory Panel	Member (x4)	30/06/2022	The department will brief you in mid-June 2022 seeking to reappoint members.	
December 2022				
Kimba Consultative Committee	Member (x15)	31/12/2022	The department will work with your office to fill these vacancies.	

Other Boards and Committees

The department has two other boards and committees in the portfolio. Details of relevant remuneration and appointment terms, which is publicly available, are summarised below.

Critical Minerals Independent Advisory Panel

The purpose of the Panel is to provide advice to the department on options to accelerate the development of Australia's critical minerals industry, and the technical and commercial merits of specific critical mineral projects.

Appointee	Position	Start date	End date	Remuneration (per annum)
Dr Robert Gee	Member	17/12/2021	30/06/2022	N/A
Mr Justin Mannolini	Member	17/12/2021	30/06/2022	\$12,826
Mr Alan Bye	Member	17/12/2021	30/06/2022	\$12,826
Ms Lynda Burnett	Member	20/12/2021	30/06/2022	\$12,826

Kimba Consultative Committee

The Kimba Consultative Committee has been established to ensure constructive dialogue and information exchange between the government and the Kimba community on issues relating to the process of siting the national radioactive waste management facility. The committee is not a decision-making body and performs an advisory role only.

Appointee	Position	Start date	End date	Remuneration (per diem)
Mr Allan Suter	Independent Convener	1/07/2021 1/07/2022	30/06/2022 31/12/2022	\$556
Mr Dean Johnson	Deputy Convener	1/07/2021 1/07/2022	30/06/2022 31/12/2022	\$556
Mr Symon Allen	Member	1/07/2021 1/07/2022	30/06/2022 31/12/2022	\$418
Ms Heather Baldock	Member	1/07/2021 1/07/2022	30/06/2022 31/12/2022	\$418
Mr Jeffrey Baldock	Member	1/07/2021 1/07/2022	30/06/2022 31/12/2022	\$418
Ms Pat Beinke	Member	1/07/2021 1/07/2022	30/06/2022 31/12/2022	\$418
Mr Randall Cliff	Member	1/07/2021 1/07/2022	30/06/2022 31/12/2022	\$418

Appointee	Position	Start date	End date	Remuneration (per diem)
Ms Kellie Hunt	Member	1/07/2021 1/07/2022	30/06/2022 31/12/2022	\$418
Ms Sally Inglis	Member	1/07/2021 1/07/2022	30/06/2022 31/12/2022	\$418
Mr Jeff Koch	Member	1/07/2021 1/07/2022	30/06/2022 31/12/2022	\$418
Ms Meagan Lienert	Member	1/07/2021 1/07/2022	30/06/2022 31/12/2022	\$418
Ms Kerri Rayson	Member	1/07/2021 1/07/2022	30/06/2022 31/12/2022	\$418
Ms Toni Scott	Member	1/07/2021 1/07/2022	30/06/2022 31/12/2022	\$418
Ms Peta Willmott	Member	1/07/2021	30/06/2022	\$418
Mr Peter Woolford	Member	1/07/2021 1/07/2022	30/06/2022 31/12/2022	\$418
Ms Amy Wright	Member	1/07/2021 1/07/2022	30/06/2022 31/12/2022	\$418

GENDER BALANCE ON PORTFOLIO BOARDS

In accordance with reporting obligations, gender balance data is provided to the Department of the Prime Minister and Cabinet on a biannual basis. This information is published by PM&C annually, and outlines the department's performance against the Australian Government's target for gender balance on Australian Government Boards.

The current gender balance data (as at 30 June 2021) for the department's entire portfolio is summarised below.

Overall Gender Balance

Number of reportable boards	Number of positions	Number of women	Number of men	Per cent women	
27	175	92	83	52.6%	

Chair and Deputy Chair Gender Balance

Number of positions^	Number of women	Number of men	Per cent women	
24	11	18	37.9%	

[^] Includes all boards/committees leadership positions, such as senior member, president and Independent Convener

Portfolio Resourcing

Program Summaries

The department administers a suite of programs. Programs currently allocated to your portfolio are set out below.

	OUTCOME AND PROGRAM ¹	AAO ITEM ²	PROGRAMS
Recollings		 Mineral and energy resources, including oil and gas, extraction and upstream processing Administration of export controls on rough diamonds, uranium and thorium Minerals and energy resources research, science and technology Geoscience research and information services including geodesy, mapping, remote sensing, groundwater and spatial data co-ordination Radioactive waste management Major projects facilitation 	 Advancing Research and Development for Critical Minerals Program Beetaloo Cooperative Drilling Program Long Term Handling of the Northern Endeavour Maralinga Maintenance Northern Endeavour Temporary Operations Program Offshore Electricity Registrar Onshore Gas Social and Economic Research Fund Petroleum Royalties Administration Positioning the Northern Land Council to deliver in the Beetaloo Radioactive Waste Management Rum Jungle Mine Site - Environmental Rehabilitation Shaping Markets for Australia to Capture Global Hydrogen Opportunity Strategic Basins Plan

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¹ DISER 2020-21 Annual Report

² PM&C AAO's list

Portfolio Budget Snapshot

At the 2022-23 Budget, the portfolio's budgeted expenses are expected to be around 1.1 per cent of total government expenditure in 2022-23.

The department's resourcing for administered programs (excluding capital) is \$2.6 billion in 2022-23 and \$9.2 billion over the period 2021-22 to 2025-26. In addition, the department has \$1.8 billion in 2022-23 of administered capital appropriations, largely for equity injections to Snowy Hydro Limited.

The department's operating appropriation excluding revenue from external sources is \$715 million in 2022-23. The departmental operating appropriation is estimated to decrease over the forward estimates to \$516 million in 2025-26, which mainly reflects the impact of terminating measures.

The department receives revenue from external sources primarily in relation to services provided by the National Measurement Institute, Questacon, the Business Grants Hub and Shared Services. Total revenue from external sources is estimated at approximately \$72.1 million in 2022-23.

Further detail and resourcing for the other portfolio entities is provided in the below Portfolio Resourcing Overview. Two of the portfolio entities (IP Australia and the National Offshore Petroleum Safety and Environmental Management Authority) are effectively cost recovered.

Portfolio Resourcing Overview						
2022 Pre-	-Election E	conomic a	nd Fiscal O	utlook		
Department of Industry, Science, Energy and Resources	2021-22 Revised Budget \$m	2022-23 Budget \$m	2023-24 Forward Estimate \$m	2024-25 Forward Estimate \$m	2025-26 Forward Estimate \$m	Total \$m
Departmental						
Departmental	664.5	715.4	596.9	551.2	515.8	3,043.8
s74 External Revenue	90.7	72.1	66.5	61.2	59.8	350.3
Departmental Capital - DCB (Bill 1)	27.4	30.4	28.2	28.5	28.7	143.2
Departmental Capital - Equity (Bill 2)	36.3	39.1	15.8	7.8	3.8	102.8
Total Departmental	818.9	857.0	707.5	648.6	608.0	3,640.1
Total Departmental (excluding s74)	728.2	784.9	641.0	587.5	548.2	3,289.8
Administered						
Outcome 1 (Industry, Science, Technolo	ogy and Resc	ources)				
Administered Operating and Special Appropriations	s47C		1,461.8	710.6	646.9	6,284.4
Administered Capital		·	0.5	0.0	0.0	4.9
Total Outcome 1		•	1,462.3	710.6	646.9	6,289.3
Outcome 2 (Emissions Reduction)						
Administered Operating and Special Appropriations		·	348.8	220.1	300.0	1,340.8
Administered Capital		•	0.0	0.0	0.0	0.0
Total Outcome 2		·	348.8	220.1	300.0	1,340.8
Outcome 3 (Energy)	<u>L</u>	•	ı			
Administered Operating and Special Appropriations		•	442.8	246.4	27.9	1,592.8
Administered Capital		•	157.8	0.0	0.0	2,825.0
Total Outcome 3		•	600.6	246.4	27.9	4,417.8
Total Administered Operating and Special Appropriations		•	2,253.4	1,177.1	974.8	9,217.9
Total Administered Capital		•	158.3	0.0	0.0	2,829.9
Total Administered		•	2,411.8	1,177.1	974.8	12,047.8
Total Administered and Departmental	3,880.4	5,279.6	3,119.3	1,825.8	1,582.9	15,687.9
Portfolio Entities						
Industry, Science, Technology and Reso	ources					
AIMS	82.2	118.6	105.2	85.1	86.9	477.9
ANSTO	453.3	454.7	421.8	414.7	416.2	2,160.8
CSIRO	1,510.6	1,608.7	1,612.6	1,645.7	1,528.9	7,906.5
IP Australia	245.0	247.3	252.8	258.1	261.3	1,264.5
Geoscience Australia	343.4	431.4	381.9	326.8	320.9	1,804.4
NOPSEMA	38.2	51.0	45.2	39.7	40.0	214.1
Emissions Reduction						
ARENA	424.2	290.9	230.5	229.5	201.7	1,376.7
CEFC	162.6	187.0	215.0	207.8	210.4	982.8
CER	617.8	381.5	357.3	391.7	309.1	2,057.4
CCA	3.1	2.6	2.7	1.7	1.7	11.7
Total Portfolio Entities	3,880.4	3,773.8	3,624.9	3,600.9	3,377.0	18,256.9

Portfolio Resourcing Overview cont. 2022 Pre-Election Economic and Fiscal Outlook **Payments to the States** Industry, Science, Technology and 917.8 904.4 780.9 698.7 538.6 3,840.4 Resources **Emissions Reduction** 30.0 10.0 5.0 5.0 0.0 50.0 Energy 18.8 50.5 44.2 38.0 0.0 151.5 830.1 **Total Payments to the States** 966.6 964.9 741.7 538.6 4,041.9

Notes:

- Special Appropriation figures include the estimated payments under the Fuel Security Act 2021 which are not disclosed in the Portfolio Budget Statements as they are not for publication due to commercial sensitivities.
- Portfolio Entities Funding includes both operating and capital appropriations. Funding for the CEFC does not include the drawdown of funds from the special account (including for the initial \$10b funding, the \$1b for the Grid Reliability Fund and \$500m funding for the Low Emissions Technology Commercialisation Fund).
- Payments to the States are administered by the Department of the Treasury and included in their budget estimates and financial statements.

Portfolio ASL Cap Budget 2022-23

Industry, Science, Energy and Resources	2021-22	2022-23	2023-24	2024-25	2025-26
Portfolio					
Department of Industry, Science, Energy and Resources	3,184	3,356	s47C		
Australian Institute of Marine Science	273	300			
Australian Nuclear Science and Technology Organisation	1,350	1,363			
Australian Renewable Energy Agency	2	2			
Clean Energy Finance Corporation	150	155			
Clean Energy Regulator	335	347			
Climate Change Authority	11	11			
Commonwealth Scientific and Industrial Research Organisation	5,100	5,448			
Geoscience Australia	605	600			
IP Australia	1,054	1054			
National Offshore Petroleum Safety and Environmental Management Authority	135	135			
Total ASL Cap	12,199	12,771			
Notos:					

Notes:

- The 2021-22 Estimated Actual and 2022-23 Cap figures were published in the 2022-23 Portfolio Budget Statements (PBS).
- Figures from 2023-24 and onwards have not been published in the public domain. They have been sourced from the Portfolio's 2022-23 Budget ASL Return that was submitted to the Department of Finance.

Departmental Funding and Average Staffing Levels

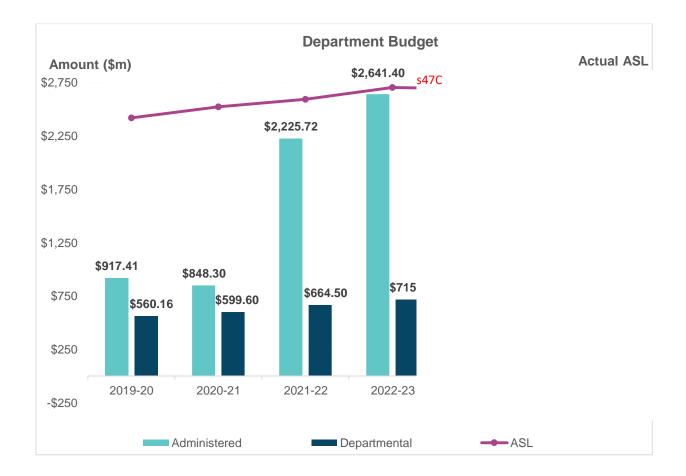
Since the COVID 19 pandemic the department has seen significant growth in the programs to be delivered as part of the government's response to the crisis.

In comparison to the 2019-20 financial year, the department's administered funding, at its peak in 2022-23, has increased by 188% (\$1.7 billion).

Over the same period, departmental funding increased by 28% (\$155 million).

The department's ASL estimate in 2021-22 is 3,184, s47C

The graph below shows the change in administered and departmental funding as well as changes in the ASL cap.



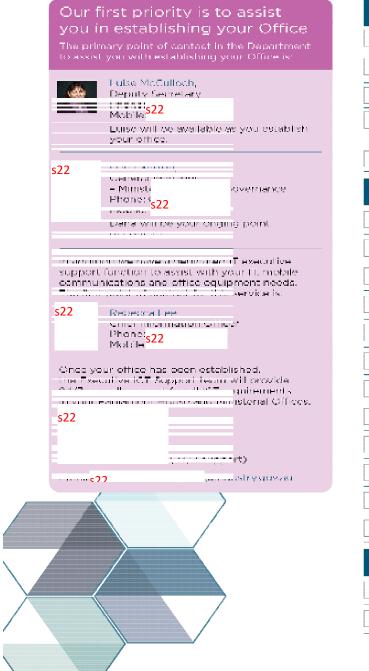
Additional Resources

Setting up your Office Snapshot



Australian Government
Department of Industry, Science,
Energy and Resources

SETTING UP YOUR OFFICE



ΔĤ	er the ministry is formally announced by the Prime Minister
	The Secretary will meet with you and arrange meetings with senior officials across the department and portfolio agencies.
	If required, we can provide you with a transition team to help establish your office. See proposed transition team below.
	We will provide a networked laptop, mobile phone and iPad.
	You should ask your key staff to fill in forms for ICT access and provisional security clearances (we will give your staff access to ICT equipment including laptop, mobile phone and iPad within 24 to 49 hours of receipt of the completed forms).
	We will provide the IGB in hard copy and digital formats.
As	soon as possible, within the first 10 days
	We will give your staff access to ICT equipment including laptop, mobile phone and iPad (provided the forms have been submitted).
	The Department of Prime Minister and Cabinet will brief your key staff on Cabinet and Security.
	The Department of Finance (Finance) will determine your Parliament House office location and the timing of its set up (this can take up to 10 days).
	Finance will also allocate a Commonwealth Parliamentary Office/Ministerial office (this can take up to 14 days).
	Finance will coordinate secure communications for all of your offices
	We will support your media team with media services.
	We will help set up your office with printers, shredders, copiers, security containers, and other equipment.
	We can help support the Department Liaison Officer selection process.
	Your office should contact COMCAR and create an account via the online registration form
	We will provide your staff with business system access and train them to use PDMS and CabNet+.
	We can provide draft templates for correspondence, briefing, submissions etc. for your consideration.
	We will provide experienced DLOs to support transition.
On	going
	We will continue to on board advisers and office staff with ICT and provisional security clearances support and training. We will also arrange security and document handling training and briefings.
	We will provide you with CVs to finalise your ongoing DLOs

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If required, the denartment can establish a transition team to help ministry announcement is made.

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Parliamentary support

Courier service

A safe hand courier system for ministerial items is in place to move hard copy material between your Parliament House office and the department. Scheduling can be discussed with your office.

Question time briefs (QTB)

In preparation for the first sitting week, the department will provide your office with a list of proposed QTB titles for agreement. Following agreement, the department will draft QTBs and submit to your office one week prior to the first sitting week.

During sitting weeks the department will provide, where required, updated QTBs. Our current practice is to provide updated QTBs by no later than 10.00 am (same day).

Ministerial correspondence

Timeframes for responses to ministerial correspondence are determined by your office. MLGB has provided timeframes for your consideration.

Priority or Reply Level (Signatory)	Timeline (Business days)
VIP Ministerial Replies	5 days
Ministerial Replies	5 days
Departmental Reply (HoD/GM)	10 days

Correspondence – Congratulatory letters

Incoming ministers receive congratulatory letters from various stakeholders during their first weeks in office. MLGB will discuss the process with your office, including the process to respond to VIPs.

Senate Estimates Hearings

The department's appearance at Senate Estimates hearings is coordinated by MLGB. Briefing materials relevant to portfolio matters are provided to your office within the week of the scheduled hearings. Your office may wish to provide copies of these materials to representing ministers.

Following the hearing, the branch coordinates the preparation of answers to all (verbal and written) Questions on Notice and the provision of those answers to the committee.

Corporate Services

Freedom of Information

The Freedom of Information (FOI) unit can support you and your office to deal with requests for access to documents under the Freedom of Information Act 1982. The FOI unit can provide a briefing and FOI training and advice on FOI requests received by, or transferred to, you or your office.

Legislation Liaison Unit

The Branch's Legislation Liaison Unit (LLU) is the central point of contact for the preparation, approval and passage of the department's legislation program. The LLU works closely with your office and departmental business areas to progress and deliver new and amended primary legislation, regulations and other legislative instruments, to support the government's policy agenda.

Cyber Security

The department undertakes security assurance activities to improve its security posture and protect our systems, networks and data from attack, damage, or unauthorised access. The Cyber Security team ensures efforts align with several programs and whole of government frameworks, such as the Australia Cyber Security Centre's (ACSC) Essential Eight as well as the Digital Transformation Agency's whole-of-government Hosting Strategy and Hosting Certification Framework.

The CIO Group will brief you further on cyber vulnerabilities of the department and portfolio agencies as necessary.

Realising Policy Outcomes through Digital Solutions

Working with our policy partners across the department, the CIO Group delivers and maintains digital solutions that meet government and departmental priorities in relation to energy, emissions reduction, industry, manufacturing, business capability, resources, science, commercialisation, digital technology and space.

Supporting Business Recovery and Growth

The CIO Group delivers a range of whole of government digital services to support business to start, grow, access support, and build capability. These include but are not limited to:

- Business.gov.au is the government's primary website for Australian businesses, connecting over 10 million users annually to relevant information, support and tools
- The Business Grants Management System is the whole of government grants platform for business that enables the Business Grants Hub. It provides an end-to-end digital user experience to over 600 grants programs and 20,000 grants applications annually
- Authentication Services provides secure online authentication services to more than 300 Australian Government agencies to ensure the security of their services.

Processes – Transparency and Accountability

Legal responsibilities of Ministers & Public Officials

There are a number of obligations that we can assist your office to understand, to meet your legal obligations and the expectations of transparency and accountability for government.

Freedom of Information Act 1982

The <u>Freedom of Information Act 1982</u> (FOI Act) gives individuals the right to access documents held by the department, its portfolio agencies and ministers, including paper and electronic files, written notes, emails, sound recordings, visual recordings and databases. Specifically the FOI Act allows an individual to:

- request access to any document held by the department (subject to some limited exceptions)
- access any requested document that is not found to be exempt from release under the FOI
- request that the department review a decision to refuse access to a document (internal review)
- request that the Administrative Appeals Tribunal (AAT) review a decision to permit or refuse access to a document
- apply for personal information held by the department to be changed if it is incomplete, incorrect, out of date or misleading.

Strict timeframes apply to the processing of FOI requests under the FOI Act.

Protective Security and securing Australian Government information and assets.

The Attorney-General's Department administers the Australian Government Protective Security Policy Framework (PSPF). The PSPF outlines the Australian Government's policy for supporting entities to protect their people, information and assets, both at home and overseas.

Australian Government entities and employees are required to adhere to the PSPF (www.ag.gov.au).

Information classifications

Information is a valuable resource. Protecting the confidentiality, integrity and availability of information is critical to government operations. Classifications are used to indicate the value of information and the level of protection that information needs. Information classification is a requirement under the PSPF.

The detailed policy relating to security classifications and information handling is outlined in the <u>PSPF Policy 8: Sensitive and Classified Information</u> guidance.

The table below briefly outlines the security classifications and dissemination limiting markers (DLMs) mandated by the PSPF:

DLM	Consequence	
Unofficial	No business impact	
	Information unrelated to Australian Government business.	
Official	Low business impact	
	Compromise would result in insignificant impact.	
Official: Sensitive	Low to Medium business impact	
	Compromise would result in limited damage.	
PROTECTED	High business impact	
	Compromise would be expected to cause damage.	
SECRET	Extreme business impact	
	Compromise would be expected to cause serious damage.	
TOP SECRET	Catastrophic business impact	
	Compromise would be expected to cause exceptionally grave damage.	

Information Management Markers and Caveats

When sending work emails, use an information management marker if this information would:

- be subject to legal professional privilege Legal privilege
- be subject to one or more legislative secrecy provisions Legislative secrecy
- be defined as personal information under the Privacy Act 1988 Personal privacy
- Use the following special handling instruction caveats when appropriate:
 - CABINET identifies any information that:
 - is prepared for the purpose of informing the Cabinet
 - reveals the decision and/or deliberations of the Cabinet
 - is prepared to brief a minister on matters proposed for Cabinet consideration
 - has been created for the purpose of informing a proposal to be considered by the Cabinet.
 - NATIONAL CABINET identifies any information that which has been specifically prepared for National Cabinet or its subcommittees.
- A security classification of at least PROTECTED is also required for all Cabinet documents and associated records.

Protecting physical information and assets

To ensure official information is properly secured, ensure that all official information is locked away in the appropriate security container. A clear desk policy is practiced within the department and computer screens are locked during periods when staff are away from their desks. The department views this as best practice and recommends similar arrangements be implemented within ministerial offices.

It is important to implement effective protections when carrying sensitive and security classified information from one location to use in another location, including to attend meetings inside entity

facilities, outside and between entity facilities. The requirements for protection of sensitive and classified material are outlined in the <u>PSPF Policy 8: Sensitive and Classified Information</u> guidance. The department is available to assist.

Security Clearances

Ministerial staff employment is subject to the employee obtaining and keeping a Negative Vetting Level 2 security clearance. Department of Finance is responsible for sponsoring and initiating the NV2 security clearance for ministerial staff.

Once initiated, staff will be contacted by the Australian Government Security Vetting Agency (AGSVA) who will request that staff complete the relevant clearance requirements.

As the lead entity in the portfolio, the department will grant temporary access if required, until the NV2 clearance is either granted or denied.

The ongoing maintenance of the security clearance is a shared responsibility between the department and Finance. The requirement for personnel suitability are outlined in the PSPF-Policy13: Ongoing assessment of personnel guidance.

Cyber Security

All employees, guests, contractors and ministerial staff who have access to the department's ICT facilities and resources are required to comply with the department's information security policies including the Cyber Security Policy, Remote Access Policy and Bring Your Own Device (BYOD) Policy.

These policies assist the department to manage the security of its information and processing infrastructure.

The department actively monitors all use of ICT services and contraventions of the policy may result in breaches.

Ministerial Information Management

The Information Management team, within the CIO Division, manage the department's information management.

Incoming Government Briefs (IGB)

- Both red and blue books carry a status of 'Retain as National Archives (RNA)' and will be transferred to the custody of the National Archives of Australia (NAA) under class 62657 of <u>AFDA Express Version 2 - External Relations</u>
- IGBs cannot be destroyed.

Ministerial Records

- Records made or received in connection with your ministerial responsibilities, regardless of format, are Commonwealth records and subject to the Archives Act 1983. The records will be managed in accordance with General Records Authority 38.
- When you leave office, the department will harvest the records and as appropriate transfer them to the custody of the NAA.
- Ministers are accountable for their records and failure to capture them may be considered to be a breach of the Archives Act 1983.

 Information and records relating to your personal, professional, party political and electorate matters are not Commonwealth records and will not be managed by the department.

Public Accountability for Government Processes and Decision Making

The Lobbying Code of Conduct

The <u>Lobbying Code of Conduct</u> is intended to promote trust in the integrity of government processes and ensure that contact between lobbyists and government representatives is conducted in accordance with public expectations of transparency, integrity and honesty.

The Code of Conduct provides that a person, company or organisation that engages in lobbying activities must be registered. The code requires government representatives to avoid knowingly and intentionally being party to lobbying activities with unregistered lobbyists. The Register of Lobbyists is published on the website of the Attorney General's Department. Government representatives for the purpose of the code include a:

- Minister or parliamentary secretary
- person employed or engaged under the Members of Parliament (Staff) Act 1984 (MOPS Act)
- Agency head or a person employed under the Public Service Act 1999 (PS Act)
- person engaged as a contractor or consultant by an Australian Government agency whose staff are employed under the Public Service Act 1999
- member of the Australian Defence Force

The code also prohibits engagement in lobbying activity in the following circumstances:

- A person who retires from office as a minister or a parliamentary secretary, must not, for a
 period of 18 months after they cease to hold office, engage in lobbying activities relating to
 any matter they had official dealings with in their last 18 months in office.
- A person who has been employed in a minister's or parliamentary secretary's office under the MOPS Act at the adviser level; or a member of the Australian Defence Force at Colonel level or above (or equivalent); or an agency Head or person employed under the PS Act in the Senior Executive Service (or equivalent) must not, for a period of 12 months after they cease their employment, engage in lobbying activities relating to any matter that they had official dealings with in their last 12 months of that employment.

Foreign Influence Transparency Scheme

The Foreign Influence Transparency Scheme commenced on 10 December 2018.

The scheme's intent is to capture the nature, level and extent of foreign influence on Australia's government and political processes to provide the public and government decision makers with full visibility of this activity.

The scheme applies to people who undertake certain activities in Australia on behalf of a 'foreign principal' for the purpose of political or governmental influence.

- A foreign principal includes a foreign government or political organisation or a foreign entity
 or individual that is accustomed or required to operate at the direction of a foreign
 government or political party
- Activities covered by the scheme include parliamentary lobbying, general political lobbying, communications activities and disbursement activities. Additional obligations apply to people who have previously held senior public positions in Australia.

The scheme does not prohibit people or entities from undertaking activities on behalf of a foreign principal. Rather, it acknowledges that it is in the public interest that these arrangements are transparent. Any individual or entity undertaking relevant activities on behalf of a foreign principal may need to register through the Scheme's <u>Transparency Portal</u> and should familiarise themselves with the operation, obligations and exemptions of the Scheme.

Additional personal obligations of people who have held senior public positions in Australia

People who have held senior public positions in Australia – specifically those who in the last 15 years have been: a member of federal parliament, employed under the Members of Parliament (Staff) Act 1984, a Secretary or deputy secretary (or equivalent) of a department, or an ambassador or high commissioner – have additional obligations. They must register any activity they undertake on behalf of a foreign principal where they contribute experience, knowledge, skills or contacts gained in the former position.

The department will be compiling information packs for your office should your staff leave their positions.

Managing Conflicts of Interest

A conflict of interest may arise in circumstances that place an individual in a position where their personal interests (including those of their immediate family – to the extent known) could compromise their independence. Apparent or perceived conflicts of interest may be as important as actual conflicts.

Ministers and their staff should consider whether any of their private interests, such as personal relationships and financial interests (including those of their immediate family), could be affected by the decisions over which the minister has influence.

Statement of Standards for Ministerial Staff

All staff of ministers, assistant ministers or parliamentary secretaries are covered by the <u>Statement of Standards for Ministerial Staff</u>. This statement sets out the standards staff are expected to meet in the performance of their duties. Among other things, the statement requires staff to provide their employing minister or parliamentary secretary a statement of private interests and keep it up to date.

Receipt and Declaration of Gifts

Ministers, assistant ministers and parliamentary secretaries may receive gifts in the course of their official duties from private or government sources.

The department maintains a register to ensure that all gifts that you receive, regardless of value, are declared as soon as practicable after the gift is received.

The presentation of gifts may create security or other safety concerns. On receipt of a gift, the department will liaise with security agencies to ensure that the potential of harm is eliminated. Our Ministerial Support team and Departmental Liaison Officers can provide your office with advice on requirements for retention or disposal of a gift once this process is complete.

In accordance with the Department of Prime Minister and Cabinet (PM&C) policies, there are limits to the allowable value of gifts. If the gift value exceeds the PM&C allowable limits, your office is also responsible for declaring the gift to PM&C. Ministerial Support can provide advice on this process. The PM&C allowable limits are:

From government sources	\$AUD750.00
From private / industry sources	\$AUD300.00

PM&C's guidelines relating to gifts received (section 4) require a declaration be made to PM&C within 28 days of receipt of the gift if its value exceeds the above allowable limits or immediately after a formal valuation is received.

Lawful decision making: Judicial review and misfeasance in public office

Individuals may seek legal review of decisions made by ministers or their delegates. Properly documented and sound decision-making that accords with all applicable legislative requirements is the best means to avoid or rebut legal claims.

Decisions that you or your delegates make can be challenged through avenues including:

- judicial review in the Federal Court of Australia, on the basis that the decision was not made according to law (including defects in the decision-making process)
- merits review in the Administrative Appeals Tribunal or other bodies where the relevant legislation allows for it, on the basis that another decision would have been correct or preferable on the facts, and
- complaints, including complaints to the Commonwealth Ombudsman.

Decision making in relation to the management of grants

As minister you are the designated decision maker for a number of grant programs delivered by the department.

The Commonwealth Grants Rules and Guidelines (CGRGs) is a whole-of-government grants policy framework that sets out the expectations for all non-corporate Commonwealth entities in relation to grants administration and includes a small number of requirements that apply to ministers. These include grants related decision-making and reporting requirements, in addition to the legislative requirements that apply where a minister approves proposed expenditure. In line with the requirements in the CGRGs, the department will brief you on the operation of the CGRGs and your responsibilities each time you are required to make grant decisions.

Departmental Information

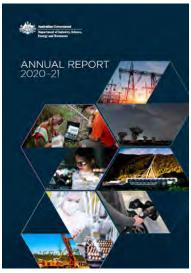
Plans, Reports and Websites

A range of information about the department, its policies and programs is available through its corporate publications and websites. This section provides you with easy access to these publications and websites for use as needed.

Links to portfolio agency websites are also provided to provide access relevant corporate information for each agencies as required.







Annual Reports



Portfolio Budget Statements

Websites

Department of Industry, Science, Energy and Resources

- o **Department**
- o business.gov.au

Portfolio corporate Commonwealth entities

 National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Portfolio Social Media Links

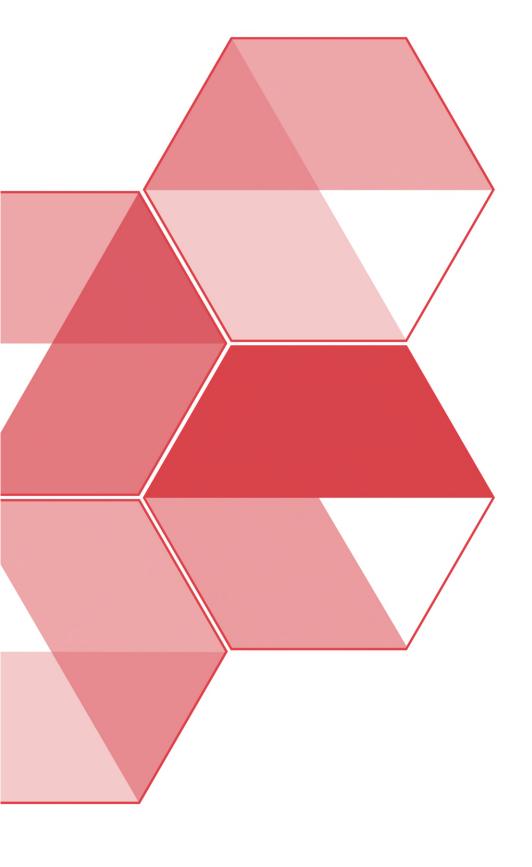
The department uses social media to share the latest information on our programs and services, and to enable two-way conversations and feedback. The number of channels reflects the size and diversity of the portfolio. Foundation channels are managed by the Communications Branch, with others managed outside the centre. The foundation social media channels are linked to the department's 3 key websites of industry.gov.au business.gov.au and energy.gov.au, plus Twitter accounts for ScienceGovAu and TechGovAu that are shown in the dark blue circle below.



The department uses Facebook, LinkedIn, Twitter and Instagram (a full list is provided on our website along with our social media terms of use).

Media contacts

The department has interactions with a number of media outlets, usually through preparing responses to departmental media enquiries or assisting with responses to ministerial media enquiries. Contact details can be provided to your office upon request.









Acknowledgement of Country

Our department recognises the First Peoples of this nation and their ongoing connection to culture and country. We acknowledge First Nations Peoples as the Traditional Owners, Custodians and Lore Keepers of the world's oldest living culture and pay respects to their Elders past, present and emerging.

Meeting Place icon by DISER employee s22

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Overview

The Department of Industry, Science, Energy and Resources employs 3,570 staff across 48 locations in <u>Australia</u>. We also have dedicated staff in six <u>overseas posts</u> - Beijing, Brussels, New Delhi, Paris, Tokyo and Washington DC - who support the Government's international engagement objectives across the breadth of the portfolio's responsibilities (see <u>Organisational Chart</u>).

Our staff deliver the priorities of the government across the 3 broad outcomes of: emissions reduction; energy; and industry (inclusive of resources and technology), science and commercialisation. The delivery of these outcomes are supported by enabling and other services including international engagement and national security, data and economic analysis/modelling and expertise in grants management. Through the AusIndustry network we deliver a range of industry and community engagement services.

The portfolio's budgeted expenses are expected to be around 1.1 per cent of total government expenditure in 2022-23. In 2022-23, the department's resourcing for:

- administered programs is \$4.4 billion;
- · departmental operating is \$715 million; and
- capital budget is \$70 million.

Volume 1 provides more information on the administered and departmental funding in the portfolio.

The portfolio has 7 <u>portfolio agencies</u>, 12 <u>boards and committees</u> and 5 "<u>single appointments</u>" that fall within your responsibilities.

Establishing your Office: Guide on a page				
<u>Divisions</u>				
Corporate Services				
International Network				
Portfolio Agencies				
Portfolio Footprint across Australia				
Portfolio Boards and Committees				
Program summaries, including a <u>Budget Snapshot</u> .				
Legal Obligations of Ministers, Ministerial Staff and Public Officials				

Establishing Your Office

Our first priority is to assist you in <u>establishing your Office</u>. The primary point of contact in the department to assist you with establishing your office will be:

s22

Dana Sutton

General Manager – Ministerial Liaison & Governance

Phone: s22 Mobile: s22

In addition we have a dedicated IT executive support function to assist with your IT, mobile communications and office equipment needs. The first point of contact for this service is:

s22

Rebecca Lee

Chief Information Officer

Phone: s22 Mobile: s22

Once your office has been established, the Executive ICT Support team will provide 24/7 on-call support for all ICT requirements in your Parliament House and Ministerial Offices.

Phone: s22 (24/7 support)

Email: s22 @industry.gov.au

Office Allocations

The allocation of a ministerial office suite to you within Parliament House is undertaken by the Special Minister of State in consultation with the Territory Manager of the ACT Office of the Ministerial and Parliamentary Services Division (M&PS) in the Department of Finance.

The allocation of Commonwealth Parliament Office (CPO) accommodation is managed by M&PS in consultation with the Prime Minister. CPOs provide permanent office accommodation in capital cities (except Canberra). All ministers are entitled to a 'ministerial office'. Whether that is in the home state of the minister, in a CPO or as a remodelled electorate office is dependent on the availability of CPO space and the needs of ministers.

Staffing

Interim staff arrangements

It is possible for the department to provide your office with departmental staff to help cover adviser staffing vacancies for a period of up to 12 weeks, pending staffing allocations from the Prime Minister and the filling of any vacancies.

Subject to your needs, a transition team of departmental staff could consist of some combination of an SESB1 senior adviser, a policy adviser, media support and receptionist/executive assistant support. We also have experienced ministerial liaison staff available for immediate deployment pending providing you with the CVs of potential departmental liaison officers (DLOs) for your consideration.

The Secretary can suggest potential candidates and provide CVs should you require this support.

Advisers (policy and media) and support staff

Your ministerial staff are employed by you under the *Members of Parliament (Staff) Act* 1984 (MOP(S) Act), in accordance with the staffing allocations determined by the Prime Minister. The terms and conditions of employment for these staff are provided by the <u>Commonwealth Members of Parliament Staff Enterprise Agreement 2020–2023</u>. Ongoing support for these staff is provided by the M&PS team in the Department of Finance.

M&PS staff can provide advice and assistance in the interpretation and application of resources provided to a parliamentarian, HR assistance relating to terms and conditions of employment, the use of COMCARs, CPOs and a range of miscellaneous services, including Photo Services and the Independent Parliamentary Expenses Authority. More information can be found on the <u>M&PS website</u>.

Departmental Liaison Officers

You will be provided a Departmental Liaison Officer (DLO) allocation by the Prime Minister. The DLO is a departmental staff member who facilitates liaison on policy and administrative matters between your office and the portfolio. The DLOs will use their broad knowledge of the portfolio and understanding of key policy issues to facilitate effective and responsive engagement between the department and your office.

A DLO cannot undertake work of a political nature, including involvement in political activities, advocacy or electorate matters.

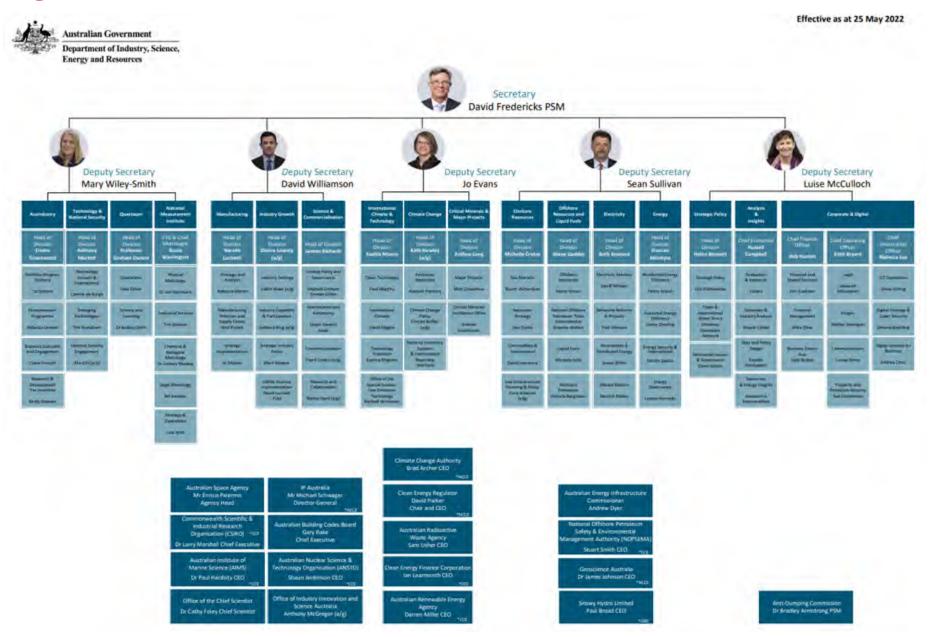
Computers, communications and mobile phones

The computer network includes computer systems located in your office at Parliament House, your interstate office and residence, all department offices, and overseas posts.

The department provides your office with all IT equipment, including computers, laptops, iPads, printers and mobile phones. Usage and communications charges will be paid from your office budget. The Executive ICT Support Team is point of contact for this equipment.

You are entitled to have your home phone and internet reimbursed by the department. Please contact <u>Dana Sutton</u> for more information.

Organisation Chart



Who to Talk to - Primary Departmental Advisors

Executive Biographies and Contact Details

David Fredericks PSM



P: s22

M: s22

E: <u>david.fredericks@industry.gov.au</u>

EA: s22

CoS: s22

Senior EO: \$22

Support s22

officer:

David Fredericks was appointed Secretary of the Department of Industry, Science, Energy and Resources with effect from 1 February 2020.

David previously served as Secretary of the Department of the Environment and Energy from November 2019. Over a four year period, David was Deputy Secretary at the Department of Finance, with responsibility for Budget and Financial Reporting and, prior to this, Deputy Secretary of Business Enabling Services.

David was also Deputy Secretary in the Attorney-General's Department for more than four years, as Chief Operating Officer and, previously, as Deputy Secretary, Civil Justice and Legal Services.

Prior to his career in the Australian Public Service, for over 10 years David was a senior ministerial and shadow ministerial adviser at the Commonwealth and state level in both Labor governments and oppositions.

He also previously served as Director of the Economic Reform Unit in the Solomon Islands Ministry of Finance, on secondment from the Australian Treasury.

He practiced as a barrister in Sydney for five years.

David has degrees in Law (with First Class Honours) and Economics from Sydney University. He was awarded the Public Service Medal in the 2020 Australia Day Honours for services to the Budget and reform in the Attorney-General's portfolio.

David Williamson



P: s22

M: s22

E: david.williamson@industry.gov.au

EA: \$22

David Williamson commenced with the department in August 2019. He is responsible for the Science and Commercialisation, Manufacturing and Industry Growth Divisions. His group also includes IP Australia, the Australian Space Agency, CSIRO, the Australian Institute of Marine Sciences (AIMS), the Australian Nuclear Science and Technology Organisation (ANSTO), the Australian Building Codes Board, the Office of the Chief Scientist and the Office of Industry Innovation and Science Australia.

David has over 20 years' experience in the Australian Public Service, including senior executive roles across four departments. In the Department of Prime Minister and Cabinet his roles included leading the team supporting the Independent Review of the Australian Public Service, the taskforce that prepared the Australian Government's White Paper on Developing Northern Australia, and the Industry, Infrastructure and Environment Division.

As Deputy Secretary in the Department of Agriculture and Water Resources, his group included agricultural policy, farm support and sustainable agriculture, fisheries and forestry divisions. In the Department of Infrastructure and Regional Development he led the Policy and Research Division which included the Bureau of Infrastructure, Transport and Regional Economics.

David grew up in Wagga Wagga, New South Wales, and has a Bachelor of Arts (Combined Honours) from the University of Melbourne.

Mary Wiley-Smith



P: s22

M: s22

E: Mary.Wiley-

Smith@industry.gov.au

EA: \$22

Mary Wiley-Smith has been with the Department of Industry, Science, Energy and Resources since May 2021. Mary is responsible for the Technology and National Security Division, AusIndustry, Questacon and the National Measurement Institute.

Mary has over 25 years in the Australian Public Service and has held senior executive positions leading work on sustainability, climate change, energy efficiency, housing affordability and supply, technology, renewable energy, cities and population policy.

Prior to joining the department, Mary was the Deputy Australian Public Service Commissioner, a role she held from September 2018. Mary was previously in the Department of Prime Minister and Cabinet, working on the Independent Review of the Australian Public Service. She led the pioneering of 'city deals' as head of the Cities Division in both the Department of Infrastructure, Regional Development and Cities, and the Department of the Prime Minister and Cabinet. She was previously the Chief Operating Officer for the Department of Environment and Energy, and head of their Sustainability, Policy and Analysis Division.

Mary has also held senior executives positions in the former Departments of Climate Change and Energy Efficiency, and the Australian Greenhouse Office.

Mary grew up in Goulburn, NSW, and has a Bachelor of Arts from the Australian National University.

Jo Evans



P: s22

M: s22

E: <u>jo.evans@industry.gov.au</u>

EA: s22

Jo Evans has worked in climate policy for successive governments spanning her 20 year career in the public service. This included working with Senator the Hon. Penny Wong as Minister for Climate Change at the time the Department of Climate Change was established in 2007 and working with Prime Minister Rudd and Minister Wong in the lead up to the Copenhagen Conference of the Parties in 2009.

Jo has been a Deputy Secretary in three departments (Agriculture, Environment and Industry) with responsibilities spanning policy and corporate areas. She brings a deep experience in climate change policy to her role in DISER where she is also responsible for, among other things the development of new industries associated with hydrogen, offshore electricity and critical minerals. The Critical Minerals Facilitation Office and Major Projects Facilitation Agency fall within Jo's responsibilities along with radioactive waste management and remediation for Rum Jungle, Ranger and Maralinga.

Prior to joining the public service in 2000 (in the Australian Greenhouse Office in a technical role on emissions modelling and projections) Jo had worked for McKinsey & Company as a business analyst and associate, for the internet start-up LookSmart as a business analyst during their initial public offer, and for UniQuest in technology commercialisation.

Jo has a Masters of Public Policy from the Woodrow Wilson School of Public and International Affairs at Princeton University, a Masters in Environmental Science from the University of Melbourne and a combined bachelor degree in Asian studies and economics (honours) from the Australian National University.

Sean Sullivan



P: s22

M: s22

E: <u>sean.sullivan@industry.gov.au</u>

EA: s22

Sean Sullivan is Deputy Secretary of the Energy and Resources Group. The Group comprises the Electricity, Energy, Onshore Resources and Offshore Resources Divisions. Sean is also responsible for the National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA), Geoscience Australia and Snowy Hydro Limited.

Sean has worked in the Australian Government for over 25 years across a number of departments and executive agencies including Primary Industries and Energy, Environment, and Industry portfolios and the Australian Greenhouse Office and the National Oceans Office.

Key domestic issues that he has worked on include natural resource management, climate change, forest policy, oceans policy, population policy and indigenous land management and biodiversity protection. In to his domestic responsibilities, Sean has worked on a number of international issues including international oceans policy, the Convention on Biological Diversity, and more recently the International Energy Agency.

Before joining the Australian Public Service, Sean spent ten years at the Australian National University in undergraduate, postgraduate and research positions in economics, science, ecology and environmental law.

Luise McCulloch



o: s22

M: s22

E: <u>luise.mcculloch@industry.gov.au</u>

EA: \$22

Luise McCulloch is the Deputy Secretary responsible for the Strategic Policy Division, Analysis and Insights Division and the Department's Corporate and Digital functions. Luise also has oversight of the Anti-Dumping Commission.

Prior to joining the department, Luise was a Deputy Australian Statistician with the Australian Bureau of Statistics, where she led the Statistical Services Group responsible for producing demographic, economic, environmental and social statistics.

Luise worked for extensive periods in the Department of the Prime Minister and Cabinet and the Treasury where she held a variety of positions including head of division for Budget Policy; Industry, Environment and Defence; and Corporate and International Tax. This included working closely with ministers and their staff on a range of complex policy packages such as Commonwealth-state reform, climate change packages over successive governments, setting the strategic directions for fiscal policy, and regional/sectoral industry policy reform.

Luise has a Bachelor of Arts (Honours, Economics) from the University of New England. She has two adult children, and spent her childhood in rural New South Wales where she was a member of a large farming family.

Ministerial Liaison and Governance Branch

Key Contact:

s22 <u>Dana Sutton</u>

General Manager – Ministerial Liaison & Governance

Phone: s22 Mobile: s22

The Ministerial Liaison and Governance Branch (MLGB) is the primary channel between your office and the department, providing high-quality support, advice and administrative services to you and your staff. It will also provide support for your participation in Cabinet and Cabinet committee meetings.

The MLGB manages the Parliamentary Document Management System (PDMS), the whole of government parliamentary workflow system that tracks the status of briefing and correspondence between your office and the portfolio; reports on ministerial workflow and budgets; and manages the portfolio's attendance at Senate Estimates Hearings.

Other key services that it provides include:

- facilitating and coordinating the department's support to you (including DLOs)
- managing your ministerial correspondence and briefing
- dealing with parliamentary and Cabinet matters, including Question Time Briefs, responses to Parliamentary Questions on Notice and the Senate Estimates process
- providing advice on processes relating to portfolio appointments, Executive Council and the tabling of documents.

Ministerial media, speeches and website

Key Contact:

s22 <u>Louise Perez</u>

General Manager - Communications

Phone: s22 Mobile: s22

The Communications Branch will provide you and your office with high quality communications products and services and publish your content on <u>the portfolio ministerial website</u>.

The branch's Media and Speechwriting team develops media releases, editorials and speeches. The team also manages media enquiries, media monitoring and a weekend media support service. We also have: an Audio Visual team and support social media channels for ministerial announcements and messaging.

Portfolio and Enabling Division Descriptions

MANUFACTURING

s22

Narelle Luchetti Head of Division Phone: \$22 Mobile: \$22

Manufacturing Division has policy responsibility for driving investment in priority sectors and supporting the growth of high value, advanced manufacturing in Australia. To achieve this, the division works closely with industry stakeholders and across government to identify barriers, opportunities for growth and specific actions to create high quality and sustainable manufacturing businesses.

Key policy areas include working across government to improve the business environment; fostering collaboration between business and universities; promoting business capability to compete digitally and in new markets; and ensuring businesses have access to a pipeline of skilled workers.

The division leads the portfolio's work on supply chain and sovereign capability issues. This includes working with industry to build more adaptable and resilient supply chains in response to external shocks and geo-political events, identifying opportunities for diversification and creating pathways to new markets.

INDUSTRY GROWTH

s22 **Donna Looney**

A/g Head of Division
Phone: s22
Mobile: s22

The Industry Growth Division is responsible for setting Australia's overarching industry policy, ensuring Australian industry is sustainable, resilient and growing to its full potential. It does this through policy and regulatory functions which influence business settings, build industry capability, manage economic risk and shocks, and supports key sectors of the economy.

The division works closely with industry stakeholders, other portfolios, and state and territory governments to progress cross-cutting issues, drive sectoral development and transition, respond to economic challenges, and support Indigenous businesses.

The division oversees the Australian Space Agency, business growth services, and contributes to government initiatives in response to COVID-19. It has direct regulatory responsibility for the Australian Jobs Act 2013 and the Australian Industry Participation Authority. The division also shapes growth and job creation in heavy industries such as steel and aluminium, as well as in the defence, circular economy, building and construction, and transport sectors.

AUSINDUSTRY

s22

Emma Greenwood
Head of Division
Phone: \$22
Mobile: \$22

AusIndustry Division connects the department with businesses and industry across the nation, implementing policy by delivering business programs and targeted advice to support businesses to grow, diversify and thrive. AusIndustry has an extensive reach through business.gov.au, a dedicated contact centre for business enquiries across government, and a national network of regional managers and business experts who work directly with businesses. AusIndustry is recognised by businesses and works closely with other departments, other governments, and our industry partners.

AusIndustry delivers two of the government's flagship business support initiatives: the Research and Development Tax Incentive, which encourages businesses to undertake more research and development, and the Entrepreneurs' Programme, which builds businesses' management capabilities for innovation and productivity.

It also delivers the government's manufacturing grant programs, along with grant programs targeting energy, resources, space, digital capability, female founders, industry-research linkages, STEM and business innovation.

AusIndustry's connection with businesses provides intelligence and insights about business sentiment and conditions on the ground. These insights are shared across government and inform policy development across the portfolio and other departments.

SCIENCE AND COMMERCIALISATION

s22

Janean Richards
Head of Division
Phone: s22
Mobile: s22

The Science and Commercialisation Division supports research capability, business innovation and translation for increased productivity, economic growth and job creation. It develops initiatives on the science system, STEM workforce, industry—research collaboration, financing of early stage companies, commercialisation, intellectual property and international science engagement.

The division manages significant national investments, leading on European Southern Observatory and Square Kilometre Array Observatory activities. The division also works with the Department of Education, Skills and Employment to advise government on national research infrastructure needs (network of over 40 facilities across the country) and on the commercialisation of university research. This is complemented by policy and program responsibilities sitting within the division for the Cooperative Research Centres Program and Venture Capital programs.

The division supports good governance, as well as funding bids for CSIRO, the Australian Nuclear Science and Technology Organisation and the Australian Institute of Marine Science. The division shares intellectual property policy with IP Australia.

The work of the division is informed by experts, with the division hosting the Office of the Chief Scientist (Dr Cathy Foley AO), working closely with the Ambassador for Women in STEM (Professor Lisa Harvey-Smith) and supporting the Astronomer at Large (Professor Fred Watson AM). The division also has policy responsibility for the National Science and Technology Council and Industry Innovation and Science Australia.

OFFICE OF THE CHIEF SCIENTIST

S22 Dr Catherine P Foley AO PSM

Chief Scientist
Phone: s22
Mobile: s22

The Chief Scientist of Australia is appointed by the Prime Minister and reports to the Minister for Science. The Chief Scientist is responsible for providing high-calibre, authoritative advice to the Prime Minister and all ministers across government on issues relating to science and technology.

The Chief Scientist acts as the preeminent leader in Australia's science and technology communities, connecting the research sector, government and industry to identify and drive opportunities for improving the science and research system, including commercialisation outcomes.

Australia's Chief Scientist provides a front door to access a network of domestic and international science and technology leaders, advocating for Australian science and technology. The role provides strategic advice in a number of key priority areas for government. This includes helping to build new economic opportunities for frontier industries like quantum technologies and other critical technologies as well as being a champion for open access to research for all Australians. She participates in a number of advisory committees and expert advisory panels at the discretion of the government.

The Chief Scientist works to leverage her engagement and advocacy across a range of science and technology committees and advisory panels to focus national thinking in support of the Australian Government. This includes being responsible for critical roles such as Executive Officer of the Prime Minister's National Science and Technology Council and Deputy of Industry Innovation and Science Australia.

Australia's Chief Scientist is supported by an office that is hosted by the Science and Commercialisation Division within the department. However the Chief Scientist is a whole-of-Government role and the Office of the Chief Scientist remains independent from government.

OFFICE OF INDUSTRY INNOVATION AND SCIENCE AUSTRALIA

s22 Mr Anthony McGregor

A/g Executive Director

Phone: s22 Mobile: s22

Janean Richards – Head of Division, Science and Commercialisation (responsible for IISA policy)
Industry Innovation and Science Australia (IISA) is an independent statutory board established under the Industry Research and Development Act (1986) to provide expert advice to the Minister on industry innovation, research and science matters.

IISA also has a role in promoting investment in Australia's industry and innovation system and providing oversight and advice on a range of government programs focused on industry and innovation. IISA's activities are guided by a Statement of Expectations issued by the Minister. Board members bring extensive experience and business, industry and innovation expertise from across a range of sectors.

The IISA Board is supported by the Office of Industry Innovation and Science Australia (OIISA), within the department. OIISA provides research, policy advice and administrative support to the IISA Board.

The Science and Commercialisation Division is responsible for providing policy advice to the government on IISA's role and responsibilities, future priorities and board appointments.

TECHNOLOGY AND NATIONAL SECURITY

S22 Anthony Murfett

Head of DivisionPhone: s22
Mobile: s22

The Technology and National Security Division supports policy, programs and the business environment to grow Australia's technology sector, leads economic advice on critical technologies and provides advice to the portfolio on the intersection with national and economic security.

To achieve this, the division works closely with industry stakeholders to ensure their views inform policymaking on technology and national security matters across government. The division also engages internationally to advance Australia's digital economy interests in a range of bilateral and multilateral forums such as the Quad and the G20.

Key policy areas include working across government to ensure Australia harnesses the benefits while managing the risks of emerging and critical technologies, including AI and quantum computing; supporting cyber security and critical technology industry development to lift Australia's cyber security workforce capability and resilience; and coordinating Australia's domestic and international engagement on critical and emerging technology standards and governance frameworks.

In the national security domain, the division leads cross-portfolio work with policy and program areas, portfolio agencies, and industry stakeholders to build national security literacy, an understanding of economic security and identify espionage, foreign interference and unwanted technology transfer risks. This work includes providing advice on issues in the China bilateral relationship, and providing support when portfolio issues are considered by the National Security Committee of Cabinet.

QUESTACON

s22

Professor Graham Durant AM Head of Division

Phone: s22 Mobile: s22

Questacon – Australia's National Science and Technology Centre, is a key STEM engagement asset of the Australian Government. Operating as a specialised division of the department, Questacon works directly with young Australians, their teachers, families and communities. This National Cultural Institution's main Centre is focused on early childhood, primary school students and families.

Its location in the Parliamentary Zone in Canberra positions science and technology at the heart of the nation, also playing a major role in national tourism.

From Questacon's Ian Potter Foundation Technology Learning Centre in Deakin ACT, youth entrepreneurship and innovation programs for students and teachers are delivered virtually and in person to regional and remote communities across Australia, working in partnership with local STEM networks. Questacon's "National Presence Strategy" is focused on programs that "spark" (short term engagement) and "build" (deeper capability and capacity in key build regions). Flagship programs include the Questacon Science Circus, Engineering is Elementary, Questacon Cyber, STEM Futures Teacher programs, as well as Travelling Exhibitions touring across Australia and internationally. This includes the Australian Space Discovery Centre in Adelaide, developed by Questacon on behalf of the Australian Space Agency. Questacon acts as a coordination point for National Science Week and the Inspiring Australia network, which connects the national STEM ecosystem.

Questacon's extensive network and expertise in science engagement supports the growth of future workforce skills, and facilitates strategic international engagement in support of Australia's diplomatic priorities. Questacon works across government, and is also supported by corporate partnerships and philanthropy including the independent Q Australia Foundation. Questacon is supported by the Questacon Advisory Council which provides guidance on its activities and strategic objectives.

NATIONAL MEASUREMENT INSTITUTE

s22

Dr Bruce Warrington CEO & Chief Metrologist

Phone: \$22 Mobile: \$22

The National Measurement Institute (NMI) maintains Australia's sovereign measurement capability, and delivers critical, legislated functions that contribute to business continuity, trade and economic growth.

NMI maintains Australia's peak capabilities in measurement science, which enable reliable measurement across the economy, from calibrating fuel meters at Australian airports to testing components of the electricity grid. NMI facilitates trade by ensuring domestic and international trust and confidence in Australia's measurement system. This underpins exports from agriculture to minerals to energy, and ensures consumers get what they pay for under Australia's regulatory framework for trade measurement.

NMI is part of the Commonwealth's specialist science infrastructure and applies its expertise to support and enable government priorities by:

- Ensuring the safety of imported foods and market access for exported foods, through unique testing services provided to the Agriculture portfolio
- Supporting Commonwealth responses to crises by delivering analytical services to manage food, health and environmental contamination (e.g. COVID-19 virus surveillance in wastewater)
- Providing forensic analyses of illicit drugs, to enable prosecutions by the Australian Federal Police, Border Force and state and territory police forces; and sports anti-doping analyses to the Department of Health, an essential capability for the 2032 Brisbane Olympics
- Applying and transferring high-precision measurement to support Australia's high-tech firms (including advanced manufacturing, nano-and biotechnology, space and defence).

NMI is a key contributor to the development, adoption and application of emerging technologies, including quantum and digital. NMI represents Australia in international multilateral institutions to align global rules to Australia's interests.

CRITICAL MINERALS & MAJOR PROJECTS

s22

Anthea Long
Head of Division
Phone: \$22
Mobile: \$22

The Critical Minerals & Major Projects Division provides policy advice and industry facilitation to grow Australia's critical minerals sector, encourage major project investment, support development of offshore energy and manage radioactive waste.

The division supports investment, industry development and project facilitation through the Critical Minerals Facilitation Office and Major Projects Facilitation Agency. We have responsibility for the Offshore Electricity Infrastructure Framework and supporting ministerial declaration of Commonwealth offshore areas for project development. We administer regulation of the Ranger Uranium mine (NT); and manage Commonwealth commitments and liabilities for legacy sites; the Rum Jungle uranium mine (NT) and the atomic weapons testing site at Maralinga (SA). The division also supports development of policy for managing the Government's radioactive waste, including establishment of the Australian Radioactive Waste Agency (ARWA).

STRATEGIC POLICY

s22 Helen Bennett

Head of DivisionPhone:
S22
Mobile:
S22

The Strategic Policy Division works across the portfolio to ensure an integrated, well-coordinated and accountable whole-of-portfolio approach to policy development and implementation. The division supports industry-related trade policy and trade facilitation, and is responsible for anti-dumping policy, standards and conformance policy. It also manages the portfolio's overseas counsellor network and international engagement including overseas ministerial travel.

Engagement on cross-portfolio matters including regulatory reform, workforce skills and innovation policy are divisional responsibilities. The division also supports internal policy capability, and contributes to the broader Australian Public Service by fostering new ideas and thinking, and influences whole of government agendas. The division advises Ministers on engagement with Cabinet and Cabinet sub-committees, portfolio Budget strategy and implementation of ministerial priorities and Budget outcomes.

Providing central support and assistance to the executive and ministers is another function of the division. This includes managing the department's executive governance arrangements, portfolio appointments, fraud and audit functions, enterprise risk management processes, parliamentary and Cabinet support, and the planning and reporting frameworks required under relevant legislation. Responsibility for ministerial liaison and support, including Departmental Liaison Officers (DLOs), and coordination of parliamentary processes, also sit within the division.

ANALYSIS AND INSIGHTS

S22 Russ Campbell Chief Economist

Phone: s22 Mobile: s22

The Analysis and Insights Division (AID) supports the department and our ministers with insights and analysis of various industry, science, technology, energy, emissions reduction and resource issues. Systems and datasets underpinning the analysis across these streams are deeply interlinked to maximise insights across related policy and program areas. The analysis explores global, national and regional factors relevant to Australian businesses and industries, identifying the underlying drivers of change, emerging trends, opportunities and challenges. AID has dedicated teams analysing the various industry and economic outlooks and associated regional implications. AID has specific flagship publications in energy and resources, and undertakes energy sector modelling, and broader sectoral analysis across our industry, science and technology streams, including providing key inputs into the department's carbon emissions analysis.

AID operates as the department's key data area, supporting the department in improving the use and visualisation of data and geospatial mapping for policy development. Key data insights are provided from our data holdings on actively trading Australian businesses, and our use of BLADE (the Business Longitudinal Analysis Data Environment) which allows for robust assessments of program performance across the department.

CORPORATE DIVISON

s22 Kylie Bryant

Chief Operating Officer
Phone: s22
Mobile: s22

Corporate Division supports the department and our ministers by providing a range of operational services which enables the department to deliver its strategic objectives. Its services cover human resources, communication both internally and externally, legal, property and protective security. We work to enhance the skills and capability of our people, and we provide precise and knowledgeable advice across the broad policy and program remit of the department. This includes:

- providing timely legal advice to support the implementation of the government's policy agenda and legislative frameworks, as well as confidentiality, Freedom of Information and Public Interest Disclosure obligations;
- offering guidance on strategic communications to support government policy across multiple channels, as well as providing media and speechwriting services;
- managing the department's national property footprint and physical security capability; and
- enabling a high performing workforce through the management of our human resources functions of the department.

CHIEF FINANCE OFFICER DIVISION

s22 Rob Hanlon

Chief Finance Officer
Phone: \$22
Mobile: \$22

The Chief Finance Officer (CFO) Division is responsible for managing the department's financial framework, departmental budget and central finance functions, as well as being responsible for the Business Grants Hub and Shared Services Hub.

The CFO Division provides strategic advice on the Commonwealth Budget process for the portfolio, and assists in the development of the portfolio budget and related documents, such as the portfolio budget statements.

CHIEF INFORMATION OFFICER GROUP

s22 Rebecca Lee

Chief Information Officer

Phone: s22 Mobile: s22

The Chief Information Officer (CIO) Group delivers high quality ICT services to staff within the department and our ministers' offices. We develop and deliver ICT systems that enable policy and program management outcomes for government and deliver Whole-of-Government digital initiatives and services.

In addition, we support core functions of the department including cyber security, data management, and information management. The CIO Group manages the department's Digital Strategy 2020-23, focusing on ensuring the department has a modernised and sustainable ICT foundation to continue to support the priorities of the department and government.

Other Divisions in the Department

INTERNATIONAL CLIMATE & TECHNOLOGY

s22 Kushla Munro

Head of DivisionPhone: s22
Mobile: s22

The division is responsible for policy and programs that drive investment in Australia's hydrogen industry, reduce emissions in the transport sector and for the deployment of low emissions technologies. The division also has policy oversight of the Australian Renewable Energy Agency (ARENA) and the Clean Energy Finance Corporation (CEFC).

Internationally, the division works with our key trade and strategic partners to broker partnerships that aim to reduce the cost of low emissions technologies and advance international low emissions supply chains.

The division also leads the department's multilateral engagements in climate change, including by representing and securing Australia's interests in multilateral forums such as the G20, the Quad, the United Nations Framework Convention on Climate Change (UNFCCC), Mission Innovation and the Clean Energy Ministerial, and the OECD.

CLIMATE CHANGE

s22 Kath Rowley

A/g Head of DivisionPhone: s22
Mobile: s22

The Climate Change Division (CCD) develops and implements Australia's domestic climate mitigation policies and programs, including medium- and long- term emissions reduction policies and targets. It is also responsible for climate risk, voluntary action and emissions reporting and projections.

The climate mitigation policies and programs that CCD is responsible for include the:

- Emissions Reduction Fund
- Climate Active program
- Safeguard Mechanism
- Policies and programs to reduce emissions in the land and agriculture sector, including programs to support storing carbon in soil and reducing methane from livestock.

Our strategies and advice are complemented by the division's oversight and policy advice for the Clean Energy Regulator and Climate Change Authority.

CCD also delivers the National Greenhouse Accounts and emissions projections, which provide information on Australia's historical, current and projected greenhouse gas emissions, fulfilling international reporting obligations. This data informs the design and tracks the effectiveness of domestic climate action and progress towards emissions reduction targets.

CCD leads Australia's engagement in Intergovernmental Panel on Climate Change (IPCC) processes. The IPCC is the UN body for assessing the science related to climate change and provides policy makers with the most up to date evidence base on climate change science, impacts and future risks, and options for adaptation and mitigation.

ONSHORE RESOURCES DIVISION

s22 Michelle Croker

Head of Division
Phone: s22
Mobile: s22

The Onshore Resources Division provides policy advice, delivers policy reforms and administers activities in relation to the exploration, development, investment and management of energy commodities and minerals, including market reform, international engagement, enabling infrastructure and innovation.

The division works closely with energy colleagues across the department to progress national energy policy and gas market regulatory reforms to unlock new gas supply and improve the functioning of energy markets, to ensure they are operating competitively and in the interests of consumers.

The division engages with industry, government and community stakeholders, the science and research community, and Australia's major trading partners to support the strategic positioning of Australia's resources sector for the future. The division also works closely with its counterparts across Australia's states and territories that share regulatory responsibility for the sector and reports to the ministers responsible for energy and resources.

OFFSHORE RESOURCES AND LIQUID FUELS DIVISION

Shane Gaddes

Head of DivisionPhone: s22
Mobile: s22

The Offshore Resources and Liquid Fuels Division (ORLFD) delivers important fuel security programs and policy reforms, the ongoing management and decommissioning of the Northern Endeavour Floating Production Storage and Offtake (FPSO) facility, and titles administration, policy, regulatory and legislative functions for Australia's offshore oil, gas, mineral and greenhouse gas storage frameworks.

Fuel security measures delivered include: supporting domestic refineries through a fuel security services payment, developing a minimum stockholding obligation for industry, modernising fuel security legislation, bringing forwards improvement to fuel quality and measures to boost diesel stocks in Australia by 40%.

The Commonwealth has maintained the Northern Endeavour FPSO since February 2020 following the liquidation of the Northern Oil & Gas Australia (NOGA) group of companies. Contracts are in place for the operation and maintenance of the FPSO, and a lead contractor has been engaged to undertake the decommissioning and disconnection of the FPSO and temporary plugging of the associated wells (Decommissioning Phase 1).

ORLFD provides advice on the upstream sector including: exploration, LNG projects and markets, environment, safety and security, decommissioning and some taxation and excise matters.

We support the minister responsible for resources in their role as custodian of Australia's offshore resources and as a regulator and decision maker; and we support the minister in leading an Australian Government response in the event of a major offshore petroleum incident.

ELECTRICITY

s22 Beth Brunoro

Head of Division

Phone: s22 Mobile: s22

The Electricity Division provides policy advice to government on matters that support electricity markets to deliver beneficial outcomes for consumers. In particular, it provides advice to the minister responsible for energy on national energy market reforms and on Australian Government policies to promote affordable, secure and reliable energy supply as the electricity sector and wider economy transitions to net zero.

The division's responsibilities include policy oversight of wholesale and retail electricity markets, future (post-2025) market design, electricity generation and transmission, Snowy Hydro Ltd including Snowy 2.0, supporting the development of Marinus Link, the Renewable Energy Target under the Renewable Energy (Electricity) Act 2000 and management of various programs including Underwriting New Generation Investment, the Regional and Remote Communities Reliability Fund and Supporting Reliable Energy Infrastructure.

The division delivers national energy market reforms by supporting the responsible minister at the Energy National Cabinet Reform Committee (ENCRC) and the Energy Ministers' Meeting.

The division's current priorities are managing the long-term reliability and affordability of the energy market by supporting the Energy Security Board (ESB) to deliver a capacity mechanism and other post-2025 market reforms, the delivery of priority transmission projects and regulatory reforms, and developing a Guarantee of Origin scheme for the use of renewable energy.

ENERGY

S22 Duncan McIntyre

Head of Division

Phone: s22 Mobile: s22

The Energy Division delivers policies, programs and energy governance oversight to support the sector's transition to low emissions sources of energy. It provides policy advice across the range of issues to ensure a secure, affordable and efficient future for the energy sector. This includes strengthening international partnerships, ensuring consumers have confidence in their energy

choices, supporting business growth through smarter energy use and technology uptake, and lowering emissions through energy efficiency.

The division's responsibilities include: leading the Australian Government's international energy engagement with key bilateral partners and multilateral organisations; assessing and responding to current and future risks and threats to Australia's energy security and supply; and driving energy productivity improvement by delivering commitments under the National Energy Productivity Plan, including the Trajectory for Low Energy Buildings, the Building Energy Efficiency Disclosure (BEED) Act and the Greenhouse and Energy Minimum Standards (GEMS) Act.

The division convenes and provides strategic advice to the Energy National Cabinet Reform Committee (ENCRC), the Energy Ministers' Meeting (EMM) and the Energy Senior Officials Meeting (ESOM). The division oversees the energy market bodies, including the Australian Energy Market Operator (AEMO), Energy Security Board (ESB), Australian Energy Market Commissioner (AEMC), Australian Energy Regulator (AER) and Energy Consumers Australia (ECA). The division also supports the Australian Energy Infrastructure Commissioner in their role.

AUSTRALIAN RADIOACTIVE WASTE AGENCY DIVISION

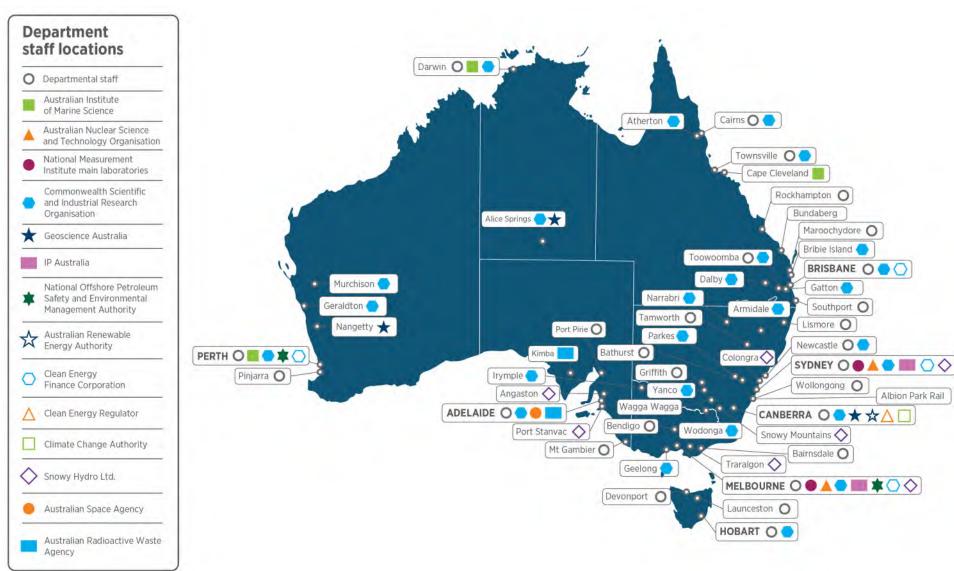
s22 Sam Usher

Chief Executive Officer

Phone: s22 Mobile: s22

The Australian Radioactive Waste Agency (ARWA) was established in July 2020 to manage Australia's radioactive waste. ARWA's head office is in Adelaide with a satellite office in Kimba, South Australia. ARWA is currently part of the department but is anticipated to become a non-corporate Commonwealth entity (NCE) following passage of the Australian Radioactive Waste Agency Bill 2022. ARWA is responsible for the delivery and operation of Australia's first National Radioactive Waste Management Facility (NRWMF) which is intended to permanently dispose of low level radioactive waste and temporarily store intermediate level waste. ARWA's functions will also include providing advice to government on waste management of radioactive material (including management of waste directly linked to the production of nuclear medicine), developing and maintaining an inventory of radioactive material in Australia, and undertaking and coordinating research and development activities. ARWA will also facilitate communication about radioactive waste management between government, industry, stakeholders, and local communities, and will centralise best practice and knowledge about radioactive waste management, contributing to the development and implementation of policies, including options for a disposal pathway for intermediate level radioactive waste. ARWA has a secondee on the Nuclear Powered Submarines Taskforce (AUKUS) to support its consideration of radioactive waste.

Portfolio Footprint across Australia





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Agency/Portfolio Bodies

An overview of the functions of each agency within this portfolio, and their associated boards and committees, is summarised in the following table and further below.

Entity	Type of body	Accountable authority	Appointment of Board and Chair	Appointment of Agency Head	Enabling Legislation and other key governance related details
Australian Building Codes Board (ABCB)	Other - Intergovernmental board	Secretary	Building Ministers' Meeting	Secretary (in consultation with the ABCB Chair – the Responsible Portfolio Minister)	The Board, CEO's position and Office of the ABCB is established by an Intergovernmental Agreement (IGA) between the Commonwealth and the states and territories.
Anti-Dumping Commission	Department	Secretary	NA	Responsible Minister	Customs Act 1901 Customs Tariff (Anti-Dumping) Act 1975
Australian Space Agency	Other	Secretary	Responsible Minister	Responsible Minister	Space (Launches and Returns) Act 2018
Commonwealth Scientific and Industrial Research Organisation (CSIRO)	Corporate Commonwealth entity	CSIRO Board	Governor-General	CSIRO Board (in consultation with Responsible Portfolio Minister)	Science and Industry Research Act 1949 Science and Industry Endowment Act 1926
Australian Institute of Marine Science (AIMS)	Corporate Commonwealth entity	AIMS Council	Governor-General	AIMS Council (in consultation with Responsible Portfolio Minister)	Australian Institute of Marine Science Act 1972

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Entity	Type of body	Accountable authority	Appointment of Board and Chair	Appointment of Agency Head	Enabling Legislation and other key governance related details
Australian Nuclear Science and Technology Organisation (ANSTO)	Corporate Commonwealth entity	ANSTO Board	Governor-General	ANSTO Board (in consultation with Responsible Portfolio Minister)	Australian Nuclear Science and Technology Organisation Act 1987
IP Australia	Non-corporate Commonwealth entity (listed entity)	Director- General	NA	Secretary of the Department	IP Australia is a listed entity for the purposes of the <i>Public Governance, Performance and Accountability Act 2013,</i> made up of the Director-General of IP Australia and staff engaged under the <i>Public Service Act 1999</i> Also exercises functions under: • Designs Act 2003 • Patents Act 1990 • Trade Marks Act 1995 • Plant Breeder's Rights Act 1994



The Australian Building Codes Board (ABCB) is responsible for developing the National Construction Code, and administering the WaterMark and CodeMark product certification schemes.

The ABCB is a <u>joint initiative</u> of all nine governments, to improve productivity through the consolidation of all on-site construction requirements into a single national code.

The ABCB is a non-statutory entity, reporting to the Australian Government minister and state and territory ministers responsible for building and plumbing regulatory matters, through the forum known as the <u>Building Ministers' Meeting</u>.

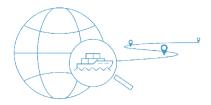
s22 Gary Rake

Chief Executive Officer

Phone: s22 Mobile: s22

Appointee	Position	Start date	End date	Remuneration (per annum)
Glenys Beauchamp PSM	Chair	03/12/2020	03/12/2022	\$80066
Wayne Smith	Member	14/01/2019	13/01/2024	\$18280
Kristin Brookfield	Member	10/05/2017	09/08/2022	N/A
Richard Choy	Member	09/05/2016	06/11/2026	\$18280
Stephen Kip	Member	08/06/2015	07/06/2025	\$18280
Penny Cornah	Member	14/02/2020	13/02/2025	\$18280
Dan Perkins	Member	26/02/2020	25/02/2025	\$18280
Melissa Chandler	Member	23/03/2020	22/03/2025	N/A
Rolph Vos	Ex-Officio	22/05/2018	21/05/2023	N/A
Judith Blake	Ex-Officio Australian Government	N/A	N/A	N/A
John Tansey	Ex-Officio NSW Government	N/A	N/A	N/A

Appointee	Position	Start date	End date	Remuneration (per annum)
Sue Eddy	Ex-Officio VIC Government	N/A N/A		N/A
Ainslie Barron	Ex-Officio QLD Government	N/A	N/A	N/A
Saj Khan	Ex-Officio WA Government	N/A	N/A	N/A
Jodie Evans	Ex-Officio SA Government	SA N/A		N/A
Peter Graham	Ex-Officio TAS Government	N/A	N/A	N/A
Ben Ponton	Ex-Officio ACT Government	N/A	N/A	N/A
Mark Meldrum	Ex-Officio NT Government	N/A	N/A	N/A



Anti-Dumping Commission

The Anti-Dumping Commission investigates unfair trade practices to provide a level playing field for Australian manufacturers.

The anti-dumping system is part of a global rules-based trading system. The system is highly contested, with multiple avenues of appeal domestically and internationally. As a result, findings must be independent, evidence-based and robust to challenge.

There are increasing demands on Australia's anti-dumping system, including in the defence of international disputes. The commission is committed to effective and efficient investigative processes and is working across government to defend Australia's practices.

S22 Dr Bradley Armstrong PSM

Anti-Dumping Commissioner

Phone: s22 Mobile: s22

Anti-Dumping Review Panel

Appointee	Position	Start date	End date	Remuneration (per diem)
Ms Joan Fitzhenry	Senior Member	11/09/2019	10/09/2022	\$3500
Ms Leora Blumberg	Member	4/04/2022	3/04/2025	\$2000
Ms Jaclyne Fisher	Member	4/04/2022	3/04/2025	\$2000
Mr Paul O'Connor	Member	11/09/2019	10/09/2022	\$2000
Mr Andrew Stoler	Member	4/04/2022	3/04/2025	\$2000
Mr Frank Schoneveld	Member	4/04/2022	3/04/2025	\$2000

International Trade Remedies Forum (ITRF)

The ITRF consists of representatives from Australian manufacturers and producers, importers, unions and relevant government agencies.

The ITRF advises the minister on the anti-dumping provisions in Part XVB of the *Customs Act* 1901 and the *Customs Tariff (Anti-Dumping) Act* 1975. The ITRF provides an opportunity for key users of the anti-dumping system to advise the government on the operation and improvement of Australia's anti-dumping legislation.

Membership of the forum is by ministerial appointment. There are no individual members, as members are appointed by member organisations.

Appointee (Current Primary Contact)	Position	Start date	End date	Remuneration
Anti-Dumping Commissioner s22	Chair	19/02/2021	18/02/2024	N/A
Department of Home Affairs	Member (government agency)	1/01/2022	31/12/2023	N/A
Department of Foreign Affairs and Trade	Member (government agency)	1/01/2022	31/12/2023	N/A
Department of Industry, Science, Energy and Resources	Member (government agency)	1/01/2022	31/12/2023	N/A
Australian Chamber of Commerce and Industry s22 , Director, Trade Policy and International Relations)	Member (industry body)	1/01/2022	31/12/2023	N/A
Australian Council of Trade Unions (s22 , Associate Director of Economic and Social Policy)	Member (trade union)	1/01/2022	31/12/2023	N/A
Australian Forest Products Association s22 , Strategic Business Analyst & Trade Affairs Manager)	Member (industry body)	1/01/2022	31/12/2023	N/A
Australian Industry Group s22 , Chief Executive)	Member (industry body)	1/01/2022	31/12/2023	N/A
Australian Manufacturing Workers' Union s22 National President)	Member (trade union)	1/01/2022	31/12/2023	N/A
Australian Steel Association , CEO)	Member (industry body)	1/01/2022	31/12/2023	N/A
Australian Steel Institute s22 , CEO)	Member (industry body)	1/01/2022	31/12/2023	N/A

Appointee (Current Primary Contact)	Position	Start date	End date	Remuneration
Australian Workers' Union s22 , Assistant National Secretary)	Member (trade union)	1/01/2022	31/12/2023	N/A
BlueScope Steel (s22 , International Trade Affairs Manager)	Member (Australian manufacturer)	1/01/2022	31/12/2023	N/A
Capral Ltd (s22 , General Manager Industrial Solutions)	Member (Australian manufacturer)	1/01/2022	31/12/2023	N/A
Construction, Forestry, Maritime, Mining and Energy Union s22 , Policy Research Officer)	Member (trade union)	1/01/2022	31/12/2023	N/A
Freight and Trade Alliance s22 , Director, Customs and Global Trade Lawyers)	Member (industry body)	1/01/2022	31/12/2023	N/A
International Forwarders and Customs Brokers Association of Australia (s22 CEO)	Member (industry body)	1/01/2022	31/12/2023	N/A
Food and Beverage Importers Association (s22 , Partner, Rigby Cooke Lawyers)	Member (industry body)	1/01/2022	31/12/2023	N/A
Law Council of Australia (s22 , Co-Chair, International Trade and Business Committee)	Member (other)	1/01/2022	31/12/2023	N/A
National Farmers' Federation (s22 Chief Economist and General Manager for Trade)	Member (industry body)	1/01/2022	31/12/2023	N/A
InfraBuild (s22 , Manager Trade Development)	Member (Australian manufacturer)	1/01/2022	31/12/2023	N/A
Chemistry Australia (s22 Director Policy and Regulation)	Member (industry body)	1/01/2022	31/12/2023	N/A
Rio Tinto s22 , Senior Manager – Global Trade)	Member (industry)	1/01/2022	31/12/2023	N/A

Appointee (Current Primary Contact)	Position	Start date	End date	Remuneration
Australian Pork Limited s22 Policy Director)	Member (industry body)	1/01/2022	31/12/2023	N/A
Oceania Glass s22 , CFO)	Member (industry)	1/01/2022	31/12/2023	N/A



Australian Space Agency

The Australian Space Agency is responsible for whole-of-government coordination of civil space matters and is the primary source of advice to the Australian Government on civil space policy. It is a non-statutory entity which is governed through a charter.

The purpose of the agency is to transform and grow a globally-respected Australian space industry that uplifts the broader economy, and inspires and improves the lives of Australians, underpinned by strong national and international engagement. It is working across and with governments, researchers and industry to triple the size of the Australian space sector to \$12 billion per annum, and create up to 20,000 new space industry jobs by 2030.

The Agency is the front door for Australia's international engagement on civil space matters and operates as the national priority setting mechanism for the civil space sector. The agency ensures that Australia's civil space activities contribute to productivity and employment across the Australian economy, securing new knowledge and capability, and inspiring all Australians.

s22

Enrico Palermo Agency Head

Phone: s22 Mobile: s22

Australian Space Agency Advisory Board

Appointee	Position	Start date	End date	Remuneration (per diem)
Dr Megan Clark AC	Chair	1/01/2021	31/12/2023	\$1,499
Professor Margaret Sheil AO	Member	9/04/2022	8/04/2023	N/A
Professor Steven Freeland	Member	9/04/2022	8/04/2024	N/A
Professor Lisa Harvey-Smith	Member	9/04/2022	8/04/2024	N/A
Mr Frank Robert	Member	9/04/2022	8/04/2024	N/A
Prof Svend Peter Klinken AC	Member	9/04/2022	8/04/2023	N/A
Dr Chris Pigram AM	Member	9/04/2022	8/04/2023	N/A

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Appointee	Position	Start date	End date	Remuneration (per diem)
Mr Alfred Wassel	Member	8/09/2021	7/09/2024	N/A
Mr David Fredericks PSM (Australian Government)	Ex-Officio	1/02/2020	N/A	N/A
AVM Catherine Roberts AM Defence representative	Ex-Officio	22/11/2019	N/A	N/A
Vacancy x 1				



Commonwealth Scientific and Industrial Research Organisation

The Commonwealth Scientific and Industrial Research Organisation (CSIRO) is Australia's national science agency and one of the largest and most diverse research agencies in the world. Its purpose is to solve the greatest challenges through innovative science and technology. Its scientific research assists Australian industry and the Australian community and contributes to national and international objectives and responsibilities of government.

CSIRO is a corporate Commonwealth entity operating under the *Science and Industry Research Act 1949* and the *Public Governance, Performance and Accountability Act 2013* and is responsible and accountable to the portfolio minister. CSIRO's direction is set by the CSIRO Board and the CSIRO Executive Team.

CSIRO currently has staff located in more than 950 buildings at CSIRO-owned and leased sites throughout Australia. CSIRO has already rationalised and consolidated its sites from 76 in 1999 down to 57 sites (as at 31 December 2021) across Australia, plus 3 international sites in France (Montpellier), Chile (Santiago) and the United States of America (San Francisco). CSIRO is accelerating its consolidation approach where practicable and divesting additional properties and further reducing its overall site numbers. It is expected that by 30 June 2022, CSIRO will have reduced its site numbers to 51 sites.

S22 Dr Larry Marshall Chief Executive

Phone: s22 Mobile: s22

Commonwealth Scientific and Industrial Research Organisation Board

Appointee	Position	Start date	End date	Remuneration (per annum)
Ms Kathryn Fagg	Chair	14/10/2021	13/10/2026	\$150,000
Mr David Knox	Deputy Chair and Member	14/10/2021	13/10/2025	\$75,000
Dr Michele Allan	Member	5/05/2016 5/05/2019	4/05/2019 4/05/2024	\$75,000
Mr Drew Clarke AO PSM	Member	24/08/2017	23/08/2022	\$75,000
Professor Edwina Cornish AO	Member	26/11/2020	25/11/2023	\$75,000
The Hon Ian MacFarlane	Member	14/10/2021	13/10/2024	\$75,000

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Appointee	Position	Start date	End date	Remuneration (per annum)
Professor Michelle Simmons	Member	17/09/2020	16/09/2025	\$75,000
Professor Tanya Monro (Defence Chief Scientist)	Member	25/02/2021	24/02/2024	N/A
Dr Larry Marshall (Chief Executive)	Ex-Officio	1/07/2020	30/06/2023	N/A
Vacancy x 1				





Australian Institute of Marine Science

The Australian Institute of Marine Science (AIMS) is Australia's premier tropical marine research agency, consistently rated in the top 3 institutions in the world in its research field, and delivering over \$250 million per year in triple bottom line benefits to the nation.

AIMS is a Commonwealth corporate entity operating under the *Australian Institute of Marine Science Act 1972*. It is accountable to the portfolio minister, and is governed by the AIMS Council.

AIMS's mission is to provide the research and knowledge of Australia's tropical marine estate required to support growth in its sustainable use, effective environmental management, and protection of its unique ecosystems. AIMS delivers the science to help realise 3 key impacts for the nation: improve the health and resilience of marine and coastal ecosystems across northern Australia; create economic, social, and environmental net benefits for marine industries and coastal communities; and protect coral reefs and other tropical marine environments from the effects of climate change.

AIMS's strategic framework – Strategy 2025 – describes AIMS's key research and development priorities, and sets out ambitious targets to deliver real, positive results for the nation through coral reef restoration, ecological monitoring, decision science, the application of new technology, and working with Traditional Owners, stakeholders and partners. In 2022 AIMS proudly celebrates 50 years of operation.

s22 **Dr Paul Hardisty**

Chief Executive Officer

Phone: s22 Mobile: s22

Australian Institute of Marine Science (AIMS) Council

Appointee	Position	Start date	End date	Remuneration (per annum)
Dr Elizabeth Woods OAM	Chair	1/04/2022	31/03/2027	\$52,680
Dr Thomas Barlow	Member	11/03/2020	10/03/2025	\$26,340
Ms Anna Matysek	Member	15/06/2017	14/06/2022	\$26,340
Dr Erika Techera	Member	16/03/2020	15/03/2025	\$26,340

Appointee	Position	Start date	End date	Remuneration (per annum)
Professor Simon Biggs	Member	3/03/2022	13/2/2027	\$26,340
Ms Jeanette Roberts	Member	21/06/2018	20/06/2023	\$26,340
Dr Paul Hardisty (Chief Executive Officer)	Ex-Officio	24/07/2017 24/7/2022	23/07/2022 23/07/2024	N/A



The Australian Nuclear Science and Technology Organisation (ANSTO) is Australia's national nuclear research and technology organisation, and the centre of Australian nuclear expertise. For nearly 70 years, ANSTO has been undertaking nuclear-based science for the benefit of all Australians.

ANSTO manufactures and produces nuclear medicines, which are distributed to approximately 250 clinics and hospitals around Australia. On average, ANSTO makes 10,000 to 12,000 nuclear medicine doses for Australians each week.

ANSTO is a corporate Commonwealth entity operating under the *Australian Nuclear Science* and *Technology Organisation Act 1987*. It is accountable to the portfolio minister and is governed by the ANSTO Board.

The majority of ANSTO staff are based at its campus in the Sydney suburb of Lucas Heights, where the OPAL multipurpose reactor is located. ANSTO also owns and operates the Australian Synchrotron in Clayton, Melbourne.

Shaun Jenkinson

Chief Executive Officer

Phone: s22 Mobile: s22

Australian Nuclear Science and Technology Organisation (ANSTO) Board

Appointee	Position	Start date	End date	Remuneration (per annum)
The Hon Dr Annabelle Bennett AC SC	Chair	21/03/2019	20/03/2024	\$102,560
Ms Penelope Dobson	Deputy Chair	24/04/2019	23/04/2024	\$76,920
Dr Gordon de Brouwer PSM	Member	4/04/2019	3/04/2024	\$59,440
Professor Stephen Buckman AM	Member	23/07/2020	22/07/2023	\$59,440
Professor Brigid Heywood	Member	28/09/2021	27/09/2025	\$59,440

Appointee	Position	Start date	End date	Remuneration (per annum)
Dr Greg Storr	Member	16/09/2021	15/09/2024	\$51,280
Ms Andrea Sutton	Member	30/04/2020	29/04/2025	\$51,280
Mr Shaun Jenkinson (Chief Executive Officer)	Ex-Officio	31/03/2021	30/03/2024	N/A
Vacancy x 1				



IP Australia administers Australia's registered intellectual property (IP) rights, specifically: patents, trade marks, designs and plant breeder's rights. Our goal is to create a world leading IP system that builds prosperity for the country by ensuring that Australians benefit from great ideas.

IP Australia has a forward-looking program of legislative reform and business-centric service improvements, supported by strong capabilities in policy, economics, technology and data. On average, Australian businesses that own registered IP rights earn more profits, employ more people and perform better in exporting. Australia's IP system is well regarded and is consistently in the top tier of international rankings.

IP Australia is a non-corporate Commonwealth entity within the portfolio and recovers more than 99 per cent of its costs by charging fees for IP rights services.

S22 Michael Schwager

Director GeneralPhone: s22
Mobile: s22

Trans-Tasman IP Attorneys Board

The board performs regulatory and disciplinary roles in relation to registered patent attorneys in Australia and New Zealand, and registered trademarks attorneys in Australia.

Appointee	Position	Start date	End date	Remuneration (per diem)
Ms Elizabeth Hopkins	Chair	15/10/2019	14/10/2022	\$1,166
Mr Anthony Alder	Member	15/10/19	14/10/2022	\$876
Ms Kate Duckworth (NZ Representative)	Member	6/07/2021	5/07/2024	\$876
Mr Ian Finch	Member	24/02/2020	23/02/2023	\$876
Mr Carl Harrap	Member	24/02/2019	14/10/2022	\$876
Dr Karin Innes	Member	6/07/2021	5/07/2024	\$876
Ms Viet-Chau Tran	Member	6/07/2021	5/07/2022	\$876
Mr Michael Schwager (Director-General, IP Australia)	Ex-Officio	20/09/2018	N/A	N/A

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Appointee	Position	Start date	End date	Remuneration (per diem)
Mr Ross van der Schyff (NZ Commissioner of Patents)	Ex-Officio	24/02/2017	N/A	N/A
Vacancy x 1				

Trans-Tasman IP Attorneys Disciplinary Tribunal

The tribunal is responsible for hearing and determining disciplinary proceedings against registered patent attorneys in Australia and New Zealand, and registered trademarks attorneys in Australia. These proceedings are commenced by the Trans-Tasman IP Attorneys Board.

Appointee	Position	Start date	End date	Remuneration (per diem)
Ms Siobhan Ryan	President	24/02/2022	23/02/2023	\$1,166
Ms Kathryn McHaffie	Member	24/02/2020	23/02/2023	\$876
Dr Patrick McManamny	Member	24/02/2020	23/02/2023	\$876
Mr André Meyer	Member	24/02/2020	23/02/2023	\$876
Mr Mark Roberts	Member	24/02/2020	23/02/2023	\$876

Portfolio Appointments

Single appointments

The department currently has 5 single appointments in the Industry and Science portfolio:

Australian Industry Participation Authority (AIPA)

Appointee	Position	Start date	End date	Remuneration	Contact number
Ms Donna Looney	Acting AIPA	2/09/2021	1/09/2022	N/A: current SES officer is in the role	s22

Anti-Dumping Commissioner

Appointee	Position	Start date	End date	Remuneration	Contact number
Dr Bradley Armstrong PSM	Commissioner	19/02/2021	18/02/2024	As approved by the Minister	s22

Australian Space Agency

Appointee	Position	Start date	End date	Remuneration	Contact number
Mr Enrico Palermo	Head	28/01/2021	27/01/2026	As approved by the Minister	s22

Office of the Chief Scientist

Appointee	Position	Start date	End date	Remuneration	Contact number
Dr Catherine Foley AO PSM	Chief Scientist	1/01/2021	31/12/2023	Remuneration Tribunal - Full Time Office holder	s22

Women in STEM

Appointee	Position	Start date	End date	Remuneration	Contact number
Professor Lisa Harvey-Smith	Ambassador	1/12/2020	30/11/2022	As approved by the minister	s22

Upcoming Vacancies

A full list of Board vacancies in the Industry and Science due to fall vacant through to the end of 2022 is provided below.

Additional information on the process for appointments can be obtained from Dana Sutton.

			Status of appointment /
Board	Position	Date of Vacancy	reappointment process
Australian Nuclear Science and Technology Organisation	Member	Vacant	The department will work with your office to fill this vacancy.
Australian Space Agency Advisory Board	Member	Vacant	The Advisory Board Chair and Agency Head are working on options for this vacancy prior to approaching you.
Commonwealth Scientific and Industry Research Organisation Board	Member	Vacant	The CSIRO Chair will write to you with recommendations for a candidate to fill this vacancy.
Industry Innovation and Science Australia (IISA) Board	Member (x5)	Vacant	The department will work with your office to fill these vacancies.
Joint Accreditation System of Australia/New Zealand (JAS-ANZ) Governing Board	Member	Vacant	The department will work with your office to fill this vacancy.
Trans-Tasman IP Attorneys Board	Member	Vacant	The department will work with your office to fill this vacancy.
June 2022			
Australian Institute of Marine Science Council	Member	14/06/2022	The department will brief you, noting this appointment will be progressed as a priority once the new Cabinet meeting schedule is released. It is likely that this position will fall vacant for a short period while the appointment is being processed.
August 2022			
Questacon Advisory Council	Deputy Chair Member (x3)	1/08/2022	The department anticipates commencing the re-appointment process to fill these positions in June 2022.
Commonwealth Scientific and Industrial Research Organisation Board	Member	28/08/2022	The department will work with your office to fill this vacancy.

			Status of appointment /
Board	Position	Date of Vacancy	reappointment process
September 2022			
Anti-Dumping Review Panel	Senior Member (x1) Member (x1)	10/09/2022	The department will work with your office to fill these vacancies.
Industry Innovation and Science Australia - R&D Incentives Committee	Member	10/09/2022	The department will work with your office to fill these vacancies.
Questacon Advisory Council	Chair Member	22/09/22 19/09/22	The department anticipates commencing the re-appointment process to fill these positions in June 2022.
October 2022			
Industry Innovation and Science Australia Board	Member (x3)	6/10/2022	The department will work with your office to fill these vacancies.
Trans-Tasman IP Attorneys Board	Chair Member (x2)	14/10/2022	The department will work with your office to fill these vacancies.
December 2022			
Joint Accreditation System of Australia/New Zealand (JAS-ANZ) Governing Board	Vice Chair	31/12/2022	The department will work with your office to fill this vacancy.
National Science and Technology Council	Member (x2)	31/12/2022	The department will work with your office to fill these vacancies.

Other Boards and Committees

The department has two further boards in your portfolio.

Details of relevant remuneration and appointment terms, which are publicly available, are summarised below.

Industry Innovation and Science Australia (IISA) Board

The Board is a statutory body established to provide advice to government on industry, innovation, science and research matters.

IISA works across government and with international, business and community sectors to develop extensive stakeholder links and improve the national innovation system's overall performance. The Board also provides oversight of key government programs.

Appointee	Position	Start date	End date	Remuneration (per annum)
Mr Andrew Stevens	Chair	7/02/2022	17/12/2024	\$102,560
Dr Doron Samuell	Member	11/04/2022	10/04/2025	\$46,160
Ms Lauren Stafford	Member	7/10/2020	6/10/2023	\$46,160
Mr Scott Farrell	Member	7/10/2020	6/10/2022	\$46,160
Dr Alexander Grant	Member	7/10/2020	6/10/2022	\$46,160
Mr Patrick Houlihan	Member	7/10/2020	6/10/2023	\$46,160
Ms Sarah Nolet	Member	7/10/2020	6/10/2022	\$46,160
Dr Catherine Foley AO	Member	1/01/2021	31/12/2023	\$46,160
Ms Glenys Beauchamp	Member	1/01/2021	31/12/2023	\$46,160
Mr David Fredericks	Ex-Officio	1/02/2020		N/A
Vacant x5	Member			

Joint Accreditation System of Australia/New Zealand (JAS-ANZ) Governing Board

The board is responsible for JAS–ANZ's accreditation of conformity assessment bodies in the fields of certification and inspection. The board is a self-funding, not-for-profit body, established under a treaty with New Zealand. The chair role rotates between Australia and New Zealand every three years. For the current term (through to 31 December 2023) New Zealand holds the chair position and Australia holds the vice chair.

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Appointee	Position	Start date	End date	Remuneration
Mr Howard Duff	Chair	1/01/2020	31/12/2023	N/A
Mr Robin Fardoulys AM	Vice Chair	1/01/2020	31/12/2023	N/A
Mr Stephen McCutcheon	Member	17/02/2021	16/02/2024	N/A
Ms Suzanne Campbell	Member	17/02/2021	16/02/2024	N/A
Ms Jaqueline Wilkins	Member	17/02/2021	16/02/2024	N/A
Ms Debra Hall	Member	10/08/2020	09/08/2023	N/A
Mr James Galloway	CEO Ex-Officio	N/A	N/A	N/A
Mr Alison Drury (Australian Government)	Ex-Officio	N/A	N/A	N/A
Mr Matthew Malloy (interim New Zealand Government Representative)	Ex-Officio	N/A	N/A	N/A
Vacancy x 1				

National Science and Technology Council

The council is responsible for advising the Prime Minister and other ministers on important science and technology issues facing Australia.

Appointee	Position	Start date	End date	Remuneration (per diem)
Prime Minister	Chair	N/A	N/A	N/A
Minister for Science and Technology	Deputy Chair	N/A	N/A	N/A
Professor Fiona Wood AM	Member	13/11/2019	12/11/2023	\$1,110
Professor Brian Schmidt AC	Member	1/01/2021	31/12/2024	\$1,110
Emeritus Professor Cheryl Praeger AC	Member	15/03/2022	14/03/2025	\$1,110

Appointee	Position	Start date	End date	Remuneration (per diem)
Professor Debra Henly	Member	1/01/2019	31/12/2022	\$1,110
Professor Genevieve Bell AO	Member	1/01/2019	31/12/2022	\$1,110
Associate Professor Jeremy Brownlie	Member	15/03/2022	14/03/2025	\$1,110
Dr Catherine Foley AO PSM (Chief Scientist)	Ex-Officio	1/01/2021	31/12/2023	N/A
Dr Larry Marshall (CSIRO Chief Executive)	Ex-Officio	N/A	30/06/2020	N/A

Questacon Advisory Council

The purpose of the Questacon Advisory Council is to provide advice to the minister, Questacon Director and departmental executive on a range of issues related to Questacon's remit and activities. The Advisory Council provides an important connection to practising scientists, researchers, educators, business leaders, philanthropists and universities.

Appointee	Position	Start date	End date	Remuneration (per diem)
Mr Leon Kempler AM	Chair	22/09/2019	21/09/2022	\$556
Mr Eddie Kutner	Deputy Chair	2/08/2019	1/08/2022	\$418
Ms Lily Serna	Member	2/08/2019	1/08/2022	\$418
Professor Elanor Huntington	Member	18/03/2021	17/03/2024	\$418
Dr Ken Dutton-Regester	Member	2/08/2019	1/08/2022	\$418
Ms Jamila Gordon	Member	18/03/2021	17/03/2024	\$418
Professor Lisa Harvey-Smith	Member	6/05/2021	5/05/2024	\$418
Associate Professor Alan Duffy	Member	20/09/2019	19/09/2022	\$418
Professor Graham Durant AM (Director)	Ex-Officio	N/A	N/A	N/A
Ms Mary Wiley-Smith (Commonwealth Government)	Ex-Officio	N/A	N/A	N/A

GENDER BALANCE ON PORTFOLIO BOARDS

In accordance with reporting obligations, gender balance data is provided to the Department of the Prime Minister and Cabinet (PM&C) on a biannual basis. This information is published by PM&C annually, and outlines the department's performance against the Australian Government's target for gender balance on Australian Government Boards.

The current gender balance data (as at 30 June 2021) for the department's entire portfolio is summarised below.

Overall Gender Balance

Number of reportable boards	Number of positions	Number of women	Number of men	Per cent women
27	175	92	83	52.6%

Chair and Deputy Chair Gender Balance

Number of positions^	Number of women	Number of men	Per cent women
24	11	18	37.9%

[^] Includes all boards/committees leadership positions, such as senior member, president and Independent convener

International Fora Membership

A series of international fora exist that currently involve portfolio ministers as members in some form. The current list of bodies is provided below, including information on the next scheduled meeting where available. We would appreciate an early discussion with you to understand your preferences for these bodies, including work program and membership.

FORUM	ROLE	FREQUENCY OF MEETING	NEXT SCHEDULED MEETING
Industry			
G20 – Digital Economy	The G20 is a strategic multilateral platform connecting the world's major developed and emerging economies. The G20 holds a strategic role in securing future global economic growth and prosperity. This year the G20 is hosted by Indonesia. The department leads whole-of-government participation in the G20 Digital Economy Working Group (DEWG). This supports the digital economy and highlights the central role of digital transformation in the broader context of economic and social growth.	Annually – changes with G20 Presidency	Digital Ministers meeting: 1-2 September 2022 Digital Innovation Network: Launch 2-4 September Bali, Indonesia G20 Leaders' Summit: 15-16 November 2022 Bali, Indonesia
OECD – CDEP	The Organisation for Economic Co-operation and Development (OECD) is an international organisation that works to shape policies to foster prosperity, equality and opportunity. The department leads whole-of-government participation in the OECD Committee on Digital Economy Policy (CDEP). CDEP is responsible for developing evidence-based policies through multi-stakeholder processes that stimulate the growth of an accessible, innovative, open, inclusive and trusted digital economy for sustained prosperity.	As required	
APEC Science, Technology and Innovation Ministerial Meeting	Thailand is proposing to host the APEC Ministers Responsible for Science, Technology and Innovation Meeting during its host year. This is to recognize the need for further cooperation and proactive discussion at the high-level policy among the APEC economies on science, technology, and innovation to ensure balanced economic growth, especially in the post-COVID-19 era.	Annually	

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Portfolio Resourcing

Program Summaries

The department administers a suite of programs. Programs currently allocated to your portfolio are set out below.

OUTCOME AND PROGRAM ¹	AAO ITEM ²	PROGRAMS
Outcome 1: Enabling growth and productivity for globally competitive industries through supporting science and commercialisation, growing business investment and improving business capability and streamlining regulation Program 1.2: Growing innovative and competitive businesses, industries and regions	 Manufacturing and commerce including industry and market development Marketing of manufactures and services Industry innovation policy and technology diffusion Construction industry, excluding workplace relations (heavy industry) Facilitation of the development of service industries generally Food processing industry policy Country of origin labelling Enterprise improvement Civil space issues Anti-dumping Weights and measures standards Business entry point management and business services coordination Industrial research and development, and commercialisation 	 Entrepreneurs' Programme Modern Manufacturing Initiative Manufacturing Modernisation Fund Supply Chain Resilience Initiative Research and Development (R&D) Tax Incentive Space Infrastructure Plan International Space Investment Program Growing Australia's Space Industry Industry Growth Centres Australian Made Export Campaign COVID Response Package – PPE Encouraging Innovation in Advanced Manufacturing Geocoded National Address File Mossman Mill Transition Program National Innovation Games Support for an Australian Fashion Certification Trade Mark Support for Industry Service Organisations program Innovation Investment Fund Advanced Manufacturing Growth Fund

¹ DISER 2020-21 Annual Report

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² PM&C AAO's list

	OUTCOME AND PROGRAM ¹	AAO ITEM ²	PROGRAMS
Commercialisation/Innovation	Outcome 1: Enabling growth and productivity for globally competitive industries through supporting science and commercialisation, growing business investment and improving business capability and streamlining regulation. Program 1.1: Investing in science, technology and commercialisation	 Commercialisation and utilisation of public sector research Industrial research and development, and commercialisation Industry innovation policy and technology diffusion 	 Boosting Female Founders Initiative Business Research and Innovation Initiative Research and Development Tax Incentive
Science	Outcome 1: Enabling growth and productivity for globally competitive industries through supporting science and commercialisation, growing business investment and improving business capability and streamlining regulation. Program 1.1: Investing in science, technology and commercialisation	 Analytical laboratory services Science policy Science engagement and awareness Collaborative research in science and technology Co-ordination of science research policy Trade marks, plant breeder's rights and patents of inventions and designs Biotechnology, excluding gene technology regulation International science engagement 	 Antarctic Science Collaboration Initiative Cooperative Research Centres Program Global Science and Technology Diplomacy Fund Inspiring All Australians in STEM National Carp Control Plan (terminates 2022–23) Natural Hazards and Disaster Resilience Research Centre Access to World-leading Astronomy Infrastructure Square Kilometre Array Radio Telescope Project

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OUTCOME AND PROGRAM ¹	AAO ITEM ²	PROGRAMS
Outcome 1: Enabling growth and productivity for globally competitive industries through supporting science and commercialisation, growing business investment and improving business capability and streamlining regulation Program 1.1: Investing in science, technology and commercialisation	 Information and communications technology industry development Provision of B2G and G2G authentication services Industry innovation policy and technology diffusion National policy issues relating to the digital economy Collaborative research in science and technology 	 Digital Productivity – Digital Careers Artificial Intelligence Action Plan Artificial Intelligence Capability Fund Delivering Cyber Security Skills for a Digital Economy Digital Skills Finder Platform Empowering Businesses to Go Digital Using Blockchain Technology to Reduce Business Compliance Costs

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Portfolio Budget Snapshot

At the 2022-23 Budget, the portfolio's budgeted expenses are expected to be around 1.1 per cent of total government expenditure in 2022-23.

The department's resourcing for administered programs (excluding capital) is \$2.6 billion in 2022-23 and \$9.2 billion over the period 2021-22 to 2025-26. In addition, the department has \$1.8 billion in 2022-23 of administered capital appropriations, largely for equity injections to Snowy Hydro Limited.

The department's operating appropriation excluding revenue from external sources is \$715 million in 2022-23. The departmental operating appropriation is estimated to decrease over the forward estimates to \$516 million in 2025-26, which mainly reflects the impact of terminating measures.

The department receives revenue from external sources primarily in relation to services provided by the National Measurement Institute, Questacon, the Business Grants Hub and Shared Services. Total revenue from external sources is estimated at approximately \$72.1 million in 2022-23.

Further detail and resourcing for the other portfolio entities is provided in the below Portfolio Resourcing Overview. Two of the portfolio entities (IP Australia and the National Offshore Petroleum Safety and Environmental Management Authority) are effectively cost recovered.

	ortfolio Re Election E			utlook		
Department of Industry, Science, Energy and Resources	2021-22 Revised Budget \$m	2022-23 Budget \$m	2023-24 Forward Estimate \$m	2024-25 Forward Estimate \$m	2025-26 Forward Estimate \$m	Total \$m
Departmental						
Departmental	664.5	715.4	596.9	551.2	515.8	3,043.8
s74 External Revenue	90.7	72.1	66.5	61.2	59.8	350.3
Departmental Capital - DCB (Bill 1)	27.4	30.4	28.2	28.5	28.7	143.2
Departmental Capital - Equity (Bill 2)	36.3	39.1	15.8	7.8	3.8	102.8
Total Departmental	818.9	857.0	707.5	648.6	608.0	3,640.1
Total Departmental (excluding s74)	728.2	784.9	641.0	587.5	548.2	3,289.8
Administered						
Outcome 1 (Industry, Science, Technolo	ogy and Resc	ources)				
Administered Operating and Special Appropriations	s47C		1,461.8	710.6	646.9	6,284.4
Administered Capital	_	•	0.5	0.0	0.0	4.9
Total Outcome 1	_	•	1,462.3	710.6	646.9	6,289.3
Outcome 2 (Emissions Reduction)	L	•	,			,
Administered Operating and Special Appropriations	_		348.8	220.1	300.0	1,340.8
Administered Capital	_	•	0.0	0.0	0.0	0.0
Total Outcome 2	_	i	348.8	220.1	300.0	1,340.8
Outcome 3 (Energy)	L		340.0	220.1	300.0	1,540.0
Administered Operating and Special Appropriations	_	•	442.8	246.4	27.9	1,592.8
Administered Capital	_	•	157.8	0.0	0.0	2,825.0
Total Outcome 3	_	•	600.6	246.4	27.9	4,417.8
Total Administered Operating and Special Appropriations	-		2,253.4	1,177.1	974.8	9,217.9
Total Administered Capital	_	•	158.3	0.0	0.0	2,829.9
Total Administered	-	•	2,411.8	1,177.1	974.8	12,047.8
Total Administered and Departmental	3,880.4	5,279.6	3,119.3	1,825.8	1,582.9	15,687.9
Portfolio Entities						
Industry, Science, Technology and Resc	ources					
AIMS	82.2	118.6	105.2	85.1	86.9	477.9
ANSTO	453.3	454.7	421.8	414.7	416.2	2,160.8
CSIRO	1,510.6	1,608.7	1,612.6	1,645.7	1,528.9	7,906.5
IP Australia	245.0	247.3	252.8	258.1	261.3	1,264.5
Geoscience Australia	343.4	431.4	381.9	326.8	320.9	1,804.4
NOPSEMA	38.2	51.0	45.2	39.7	40.0	214.1
Emissions Reduction						
ARENA	424.2	290.9	230.5	229.5	201.7	1,376.7
CEFC	162.6	187.0	215.0	207.8	210.4	982.8
CER	617.8	381.5	357.3	391.7	309.1	2,057.4
CCA	3.1	2.6	2.7	1.7	1.7	11.7
Total Portfolio Entities	3,880.4	3,773.8	3,624.9	3,600.9	3,377.0	18,256.9

Portfolio Resourcing Overview cont. 2022 Pre-Election Economic and Fiscal Outlook Payments to the States Industry, Science, Technology and 917.8 904.4 780.9 698.7 3,840.4 538.6 Resources 30.0 **Emissions Reduction** 10.0 5.0 5.0 0.0 50.0 Energy 18.8 50.5 44.2 38.0 0.0 151.5 966.6 964.9 4,041.9 **Total Payments to the States** 830.1 741.7 538.6

Notes:

- Special Appropriation figures include the estimated payments under the Fuel Security Act 2021 which are not disclosed in the Portfolio Budget Statements as they are not for publication due to commercial sensitivities.
- Portfolio Entities Funding includes both operating and capital appropriations. Funding for the CEFC does not include the drawdown of funds from the special account (including for the initial \$10b funding, the \$1b for the Grid Reliability Fund and \$500m funding for the Low Emissions Technology Commercialisation Fund).
- Payments to the States are administered by the Department of the Treasury and included in their budget estimates and financial statements.

Portfolio ASL Cap Budget 2022-23

Industry, Science, Energy and Resources Portfolio	2021-22	2022-23	2023-24	2024-25	2025-26
Department of Industry, Science, Energy and Resources	3,184	3,356	s47C		
Australian Institute of Marine Science	273	300			
Australian Nuclear Science and Technology Organisation	1,350	1,363			
Australian Renewable Energy Agency	2	2			
Clean Energy Finance Corporation	150	155			
Clean Energy Regulator	335	347			
Climate Change Authority	11	11			
Commonwealth Scientific and Industrial Research Organisation	5,100	5,448			
Geoscience Australia	605	600			
IP Australia	1,054	1054			
National Offshore Petroleum Safety and Environmental Management Authority	135	135			
Total ASL Cap	12,199	12,771			

Notes:

- The 2021-22 Estimated Actual and 2022-23 Cap figures were published in the 2022-23 Portfolio Budget Statements (PBS).
- Figures from 2023-24 and onwards have not been published in the public domain. They have been sourced from the Portfolio's 2022-23 Budget ASL Return that was submitted to the Department of Finance.

Departmental Funding and Average Staffing Levels

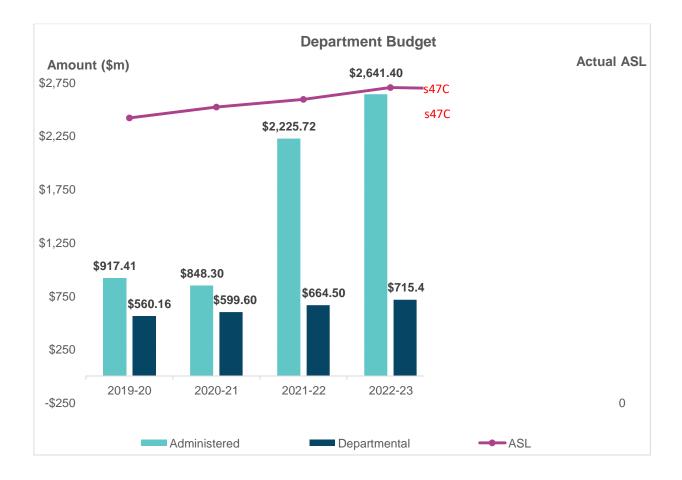
Since the COVID 19 pandemic the department has seen significant growth in the programs to be delivered as part of the government's response to the crisis.

In comparison to the 2019-20 financial year, the department's administered funding, at its peak in 2022-23, has increased by 188 per cent (\$1.7 billion).

Over the same period, departmental funding increased by 28 per cent (\$155 million).

The department's ASL estimate in 2021-22 is 3,184, increasing to 3,356 in 2022-23.

The graph below shows the change in administered and departmental funding as well as changes in the ASL cap.



Additional Resources

Setting up your Office Snapshot



SETTING UP YOUR OFFICE



	The Secretary will meet with you and arrange meetings with senior officials across the department and portfolio agencies.
	If required, we can provide you with a transition team to help establish your office. See proposed transit team below.
	We will provide a networked laptop, mobile phone and iPad.
	You should ask your key staff to fill in forms for ICT access and provisional security clearances (we will give your staff access to ICT equipment including laptop, mobile phone and IPad within 24 to 48 hours of receipt of the completed forms)
	We will provide the IGB in hard copy and digital formats.
;	soon as possible, within the first 10 days
	We will give your staff access to ICT equipment including laptop, mobile phone and iPad (provided the forms have been submitted).
	The Department of Prime Minister and Cabinet will brief your key staff on Cabinet and Security.
	The Department of Finance (Finance) will determine your Parliament House office location and the timin of its set up (this can take up to 10 days).
	Finance will also allocate a Commonwealth Parliamentary Office/Ministerial office (this can take up to 14 days).
	Inance will coordinate secure communications for all of your offices.
	We will support your media team with media services.
	We will help set up your office with printers, shredders, copiers, security containers, and other equipments
	We can help support the Department Liaison Officer selection process.
	Your office should contact COMCAR and create an account via the online registration form.
	We will provide your staff with business system access and train them to use PDMS and CabNet+.
	We can provide draft templates for correspondence, briefing, submissions etc. for your consideration
_	We will provide experienced DLOs to support transition.
ן _	going
	We will continue to on board advisers and office staff with ICT and provisional security clearances support and training. We will also arrange security and document handling training and briefings.



TRANSITION TEAM If required, the department can establish a transition team to help the implyon office. They will be ready be ready in the formal ministry announcement is made. s22

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OFFICIAL: Sensitive

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Parliamentary support

Courier service

A safe hand courier system for ministerial items is in place to move hard copy material between your Parliament House office and the department. Scheduling can be discussed with your office.

Question time briefs (QTB)

In preparation for the first sitting week, the department will provide your office with a list of proposed QTB titles for agreement. Following agreement, the department will draft QTBs and submit to your office one week prior to the first sitting week.

During sitting weeks the department will provide, where required, updated QTBs. Our current practice is to provide updated QTBs by no later than 10.00 am (same day).

Ministerial correspondence

Timeframes for responses to ministerial correspondence are determined by your office. MLGB has provided timeframes for your consideration.

Priority or Reply Level (Signatory)	Timeline (Business days)
VIP Ministerial Replies	5 days
Ministerial Replies	5 days
Departmental Reply (HoD/GM)	10 days

Correspondence – Congratulatory letters

Incoming ministers receive congratulatory letters from various stakeholders during their first weeks in office. MLGB will discuss the process with your office, including the process to respond to VIPs.

Senate Estimates Hearings

The department's appearance at Senate Estimates hearings is coordinated by MLGB. Briefing materials relevant to portfolio matters are provided to your office within the week of the scheduled hearings. Your office may wish to provide copies of these materials to representing ministers.

Following the hearing, the branch coordinates the preparation of answers to all (verbal and written) Questions on Notice and the provision of those answers to the committee.

Corporate Services

Freedom of Information

The Freedom of Information (FOI) unit can support you and your office to deal with requests for access to documents under the Freedom of Information Act 1982. The FOI unit can provide a briefing and FOI training and advice on FOI requests received by, or transferred to, you or your office.

Legislation Liaison Unit

The Branch's Legislation Liaison Unit (LLU) is the central point of contact for the preparation, approval and passage of the department's legislation program. The LLU works closely with your office and departmental business areas to progress and deliver new and amended primary legislation, regulations and other legislative instruments, to support the government's policy agenda.

Cyber Security

The department undertakes security assurance activities to improve its security posture and protect our systems, networks and data from attack, damage, or unauthorised access. The Cyber Security team ensures efforts align with several programs and whole of government frameworks, such as the Australia Cyber Security Centre's (ACSC) Essential Eight as well as the Digital Transformation Agency's Whole-of-Government Hosting Strategy and Hosting Certification Framework.

The CIO Group will brief you further on cyber vulnerabilities of the department and portfolio agencies as necessary.

Realising Policy Outcomes through Digital Solutions

Working with our policy partners across the department, the CIO Group delivers and maintains digital solutions that meet government and departmental priorities in relation to energy, emissions reduction, industry, manufacturing, business capability, resources, science, commercialisation, digital technology and space.

Supporting Business Recovery and Growth

The CIO Group delivers a range of whole of government digital services to support business to start, grow, access support, and build capability. These include but are not limited to:

- **Business.gov.au** is the Government's primary website for Australian businesses, connecting over 10 million users annually to relevant information, support and tools.
- The Business Grants Management System is the whole of government grants platform for business that enables the Business Grants Hub. It provides an end-to-end digital user experience to over 600 grants programs and 20,000 grants applications annually.
- Authentication Services provides secure online authentication services to more than 300 Australian government agencies to ensure the security of their services.

Processes – Transparency and Accountability

Legal responsibilities of Ministers & Public Officials

There are a number of obligations that we can assist your office to understand, to meet your legal obligations and the expectations of transparency and accountability for government.

Freedom of Information Act 1982

The <u>Freedom of Information Act 1982</u> (FOI Act) gives individuals the right to access documents held by the department, its portfolio agencies and ministers, including paper and electronic files, written notes, emails, sound recordings, visual recordings and databases. Specifically the FOI Act allows an individual to:

- request access to any document held by the department (subject to some limited exceptions)
- access any requested document that is not found to be exempt from release under the FOI Act
- request that the department review a decision to refuse access to a document (internal review)
- request that the Administrative Appeals Tribunal (AAT) review a decision to permit or refuse access to a document
- apply for personal information held by the department to be changed if it is incomplete, incorrect, out of date or misleading.

Strict timeframes apply to the processing of FOI requests under the FOI Act.

Protective Security and securing Australian Government information and assets.

The Attorney-General's Department administers the Australian Government Protective Security Policy Framework (PSPF). The PSPF outlines the Australian Government's policy for supporting entities to protect their people, information and assets, both at home and overseas.

Australian Government entities and employees are required to adhere to the PSPF (www.ag.gov.au).

Information classifications

Information is a valuable resource. Protecting the confidentiality, integrity and availability of information is critical to government operations. Classifications are used to indicate the value of information and the level of protection that information needs. Information classification is a requirement under the PSPF.

The detailed policy relating to security classifications and information handling is outlined in the PSPF Policy 8: Sensitive and Classified Information guidance.

The table below briefly outlines the security classifications and dissemination limiting markers (DLMs) mandated by the PSPF:

DLM	Consequence
Unofficial	No business impact
	Information unrelated to Australian Government business.
Official	Low business impact
	Compromise would result in insignificant impact.
Official: Sensitive	Low to Medium business impact
	Compromise would result in limited damage.
PROTECTED	High business impact
	Compromise would be expected to cause damage.
SECRET	Extreme business impact
	Compromise would be expected to cause serious damage.
TOP SECRET	Catastrophic business impact
	Compromise would be expected to cause exceptionally grave damage.

Information Management Markers and Caveats

When sending work emails, use an information management marker if this information would:

- be subject to legal professional privilege Legal privilege
- be subject to one or more legislative secrecy provisions Legislative secrecy
- be defined as personal information under the Privacy Act 1988 Personal privacy
- Use the following special handling instruction caveats when appropriate:
 - CABINET identifies any information that:
 - is prepared for the purpose of informing the Cabinet
 - reveals the decision and/or deliberations of the Cabinet
 - is prepared to brief a minister on matters proposed for Cabinet consideration
 - has been created for the purpose of informing a proposal to be considered by the Cabinet.
 - NATIONAL CABINET identifies any information that which has been specifically prepared for National Cabinet or its subcommittees.
- A security classification of at least PROTECTED is also required for all Cabinet documents and associated records.

Protecting physical information and assets

To ensure official information is properly secured, ensure that all official information is locked away in the appropriate security container. A clear desk policy is practiced within the department and computer screens are locked during periods when staff are away from their desks. The department views this as best practice and recommends similar arrangements be implemented within ministerial offices.

It is important to implement effective protections when carrying sensitive and security classified information from one location to use in another location, including to attend meetings inside entity

facilities, outside and between entity facilities. The requirements for protection of sensitive and classified material are outlined in the <u>PSPF Policy 8: Sensitive and Classified Information</u> guidance. The department is available to assist.

Security Clearances

Ministerial staff employment is subject to the employee obtaining and keeping a Negative Vetting Level 2 security clearance. Department of Finance (Finance) is responsible for sponsoring and initiating the NV2 security clearance for ministerial staff.

Once initiated, staff will be contacted by the Australian Government Security Vetting Agency (AGSVA) who will request that staff complete the relevant clearance requirements.

As the lead entity in the portfolio, the department will grant temporary access if required, until the NV2 clearance is either granted or denied.

The ongoing maintenance of the security clearance is a shared responsibility between the department and Finance. The requirement for personnel suitability are outlined in the PSPF-Policy13: Ongoing assessment of personnel guidance.

Cyber Security

All employees, guests, contractors and ministerial staff who have access to the department's ICT facilities and resources are required to comply with the department's information security policies including the Cyber Security Policy, Remote Access Policy and Bring Your Own Device (BYOD) Policy.

These policies assist the department to manage the security of its information and processing infrastructure.

The department actively monitors all use of ICT services and contraventions of the policy may result in breaches.

Ministerial Information Management

The Information Management team, within the CIO Division, manage the department's information management.

Incoming Government Briefs (IGB)

- Both red and blue books carry a status of 'Retain as National Archives (RNA)' and will be transferred to the custody of the National Archives of Australia (NAA) under class 62657 of AFDA Express Version 2 - External Relations.
- IGBs cannot be destroyed.

Ministerial Records

- Records made or received in connection with your ministerial responsibilities, regardless of format, are Commonwealth records and subject to the Archives Act 1983. The records will be managed in accordance with General Records Authority 38.
- When you leave office, the department will harvest the records and as appropriate transfer them to the custody of the NAA.
- Ministers are accountable for their records and failure to capture them may be considered to be a breach of the Archives Act 1983.

 Information and records relating to your personal, professional, party political and electorate matters are not Commonwealth records and will not be managed by the department.

Public Accountability for Government Processes and Decision Making

The Lobbying Code of Conduct

The <u>Lobbying Code of Conduct</u> is intended to promote trust in the integrity of government processes and ensure that contact between lobbyists and government representatives is conducted in accordance with public expectations of transparency, integrity and honesty.

The Code of Conduct provides that a person, company or organisation that engages in lobbying activities must be registered. The code requires government representatives to avoid knowingly and intentionally being party to lobbying activities with unregistered lobbyists. The Register of Lobbyists is published on the website of the Attorney General's Department. Government representatives for the purpose of the code include a:

- Minister or Parliamentary Secretary
- person employed or engaged under the Members of Parliament (Staff) Act 1984 (MOPS Act)
- Agency Head or a person employed under the Public Service Act 1999 (PS Act)
- person engaged as a contractor or consultant by an Australian Government agency whose staff are employed under the Public Service Act 1999
- member of the Australian Defence Force

The code also prohibits engagement in lobbying activity in the following circumstances:

- A person who retires from office as a minister or a parliamentary secretary, must not, for a
 period of 18 months after they cease to hold office, engage in lobbying activities relating to
 any matter they had official dealings with in their last 18 months in office.
- A person who has been employed in a minister's or parliamentary secretary's office under the MOPS Act at the adviser level; or a member of the Australian Defence Force at colonel level or above (or equivalent); or an agency head or person employed under the PS Act in the Senior Executive Service (or equivalent) must not, for a period of twelve months after they cease their employment, engage in lobbying activities relating to any matter that they had official dealings with in their last 12 months of that employment.

Foreign Influence Transparency Scheme

The Foreign Influence Transparency Scheme (the scheme) commenced on 10 December 2018.

The scheme's intent is to capture the nature, level and extent of foreign influence on Australia's Government and political processes to provide the public and Government decision makers with full visibility of this activity.

The scheme applies to people who undertake certain activities in Australia on behalf of a 'foreign principal' for the purpose of political or governmental influence.

- A foreign principal includes a foreign government or political organisation or a foreign entity
 or individual that is accustomed or required to operate at the direction of a foreign
 government or political party
- Activities covered by the scheme include parliamentary lobbying, general political lobbying, communications activities and disbursement activities. Additional obligations apply to people who have previously held senior public positions in Australia

The scheme does not prohibit people or entities from undertaking activities on behalf of a foreign principal. Rather, it acknowledges that it is in the public interest that these arrangements are transparent. Any individual or entity undertaking relevant activities on behalf of a foreign principal may need to register through the scheme's <u>Transparency Portal</u> and should familiarise themselves with the operation, obligations and exemptions of the scheme.

Additional personal obligations of people who have held senior public positions in Australia

People who have held senior public positions in Australia – specifically those who in the last 15 years have been: a member of federal parliament, employed under the Members of Parliament (Staff) Act 1984, a Secretary or Deputy Secretary (or equivalent) of a department, or an ambassador or high commissioner – have additional obligations. They must register any activity they undertake on behalf of a foreign principal where they contribute experience, knowledge, skills or contacts gained in the former position.

The department will be compiling information packs for your office should your staff leave their positions.

Managing Conflicts of Interest

A conflict of interest may arise in circumstances that place an individual in a position where their personal interests (including those of their immediate family – to the extent known) could compromise their independence. Apparent or perceived conflicts of interest may be as important as actual conflicts.

Ministers and their staff should consider whether any of their private interests, such as personal relationships and financial interests (including those of their immediate family), could be affected by the decisions over which the minister has influence.

Statement of Standards for Ministerial Staff

All staff of ministers, assistant ministers or parliamentary secretaries are covered by the <u>Statement</u> of <u>Standards for Ministerial Staff</u> (the Statement). This Statement sets out the standards staff are expected to meet in the performance of their duties. Among other things, the statement requires staff to provide their employing minister or parliamentary secretary a statement of private interests and keep it up to date.

Receipt and Declaration of Gifts

Ministers, Assistant Ministers and Parliamentary Secretaries may receive gifts in the course of their official duties from private or government sources.

The department maintains a register to ensure that all gifts that you receive, regardless of value, are declared as soon as practicable after the gift is received.

The presentation of gifts may create security or other safety concerns. On receipt of a gift, the department will liaise with security agencies to ensure that the potential of harm is eliminated. Our Ministerial Support team and Departmental Liaison Officers can provide your office with advice on requirements for retention or disposal of a gift once this process is complete.

In accordance with the Department of Prime Minister and Cabinet (PM&C) policies, there are limits to the allowable value of gifts. If the gift value exceeds the PM&C allowable limits, your office is also responsible for declaring the gift to PM&C. Ministerial Support can provide advice on this process. The PM&C allowable limits are:

From government sources	\$AUD750.00
From private / industry sources	\$AUD300.00

PM&C's guidelines relating to gifts received (section 4) require a declaration be made to PM&C within 28 days of receipt of the gift if its value exceeds the above allowable limits or immediately after a formal valuation is received.

Lawful decision making: Judicial review and misfeasance in public office

Individuals may seek legal review of decisions made by ministers or their delegates. Properly documented and sound decision-making that accords with all applicable legislative requirements is the best means to avoid or rebut legal claims.

Decisions that you or your delegates make can be challenged through avenues including:

- judicial review in the Federal Court of Australia, on the basis that the decision was not made according to law (including defects in the decision-making process);
- merits review in the Administrative Appeals Tribunal or other bodies where the relevant legislation allows for it, on the basis that another decision would have been correct or preferable on the facts; and
- complaints, including complaints to the Commonwealth Ombudsman.

Decision making in relation to the management of grants

As minister you are the designated decision maker for a number of grant programs delivered by the department.

The Commonwealth Grants Rules and Guidelines (CGRGs) is a whole-of-Government grants policy framework that sets out the expectations for all non-corporate Commonwealth entities in relation to grants administration and includes a small number of requirements that apply to ministers. These include grants related decision-making and reporting requirements, in addition to the legislative requirements that apply where a minister approves proposed expenditure. In line with the requirements in the CGRGs, the department will brief you on the operation of the CGRGs and your responsibilities each time you are required to make grant decisions.

Departmental Information

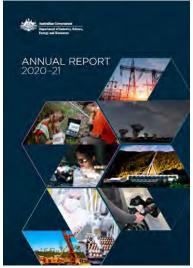
Plans, Reports and Websites

A range of information about the department, its policies and programs is available through its corporate publications and websites. This section provides you with easy access to these publications and websites for use as needed.

Links to portfolio agency websites are also provided to provide access to relevant corporate information for each agency as required.







Annual Reports



Portfolio Budget Statements

Websites

Department of Industry, Science, Energy and Resources

- o **Department**
- o business.gov.au

Portfolio corporate Commonwealth entities

- o Australian Institute of Marine Science (AIMS)
- o Australian Nuclear Science and Technology Organisation (ANSTO)
- o Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Portfolio non-corporate Commonwealth entities

o IP Australia

Other portfolio bodies

- o Anti-Dumping Commission
- o Australian Building Codes Board (ABCB)
- o Australian Space Agency (ASA)
- o Office of the Chief Scientist
- o Office of Industry Innovation and Science Australia

Portfolio Social Media Links

The department uses social media to share the latest information on our programs and services, and to enable two-way conversations and feedback. The number of channels reflects the size and diversity of the portfolio. Foundation channels are managed by the Communications Branch, with others managed outside the centre. The foundation social media channels are linked to the department's three key websites of industry.gov.au business.gov.au and energy.gov.au, plus Twitter accounts for ScienceGovAu and TechGovAu that are shown in the dark blue circle below.



The department uses Facebook, LinkedIn, Twitter and Instagram (a full list is provided on our website along with our social media terms of use).

Media contacts

The department has interactions with a number of media outlets, usually through preparing responses to departmental media enquiries or assisting with responses to ministerial media enquiries. Contact details can be provided to your office upon request.

