



Australian Government
Department of Industry,
Science and Resources

Portfolio functional directory

About this document

This document broadly captures the functions of the various areas of the portfolio. It is intended to be used as resource to help staff quickly find where a function resides in the portfolio. The information is provided at a high level with useful, searchable keywords.

Please think about the input you are providing and how it might best be represented when using the search function. Information above 'Official' level should **not** be included in the document.

It is a useful document for department liaison offices, unit coordinators, executive assistants, executive officers, new starters and staff working in cross portfolio divisions.

This document will be circulated to Divisional Coordinators for updating **quarterly**. However, if there is a requirement for an update outside these times please email [s 22](mailto:s22@industry.gov.au) [industry.gov.au](mailto:s22@industry.gov.au) with the details.

Tip: Use the **Navigation panel** to easily jump between headings. In the top ribbon, click **View** > tick **ON** Navigation Pane.

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Cross-portfolio Divisions

Chief Operating Officer (COO) Division

Head of Division: Casey Millward

Communications

General Manager: Louise Wallensky

Media & Speechwriting

- **Ministerial Offices:** First contact point for ministerial media products including speeches, media releases, and media enquiries.
- **Senior Executive:** Assistance with digital media products media monitoring and advice.
- **Department:** Central coordination point for all media products including media releases, media enquiries and media monitoring. Manage Media monitoring Contract for the department.

Contacts

Name	Email	Phone
Inbox	MediaTeam@industry.gov.au	n/a
s 22	s 22 @industry.gov.au	s 22
s 22	s 22 @industry.gov.au	s 22

Internal Communication and Creative Services

- **Internal communications:** Develop, implement and evaluate internal communication strategies and events, digital boards, and Week @ a glance.
- **Executive communications:** Support to the Secretary's Office and senior leadership, develop and evaluate weekly Secretary's message and manage Executive-led all staff events.
- **iCentral:** Publishing, content design and ongoing management of iCentral.
- **Audio visual (AV):** Produce and advise on video and photography services and content for strategic communication purposes (internal and external audiences).
- **Design:** Produce and advise on designed products for strategic communication purposes (internal and external audiences) and management of DISR brands, sub-brands and templates.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	s 22 @industry.gov.au	s 22

Digital Communications

- Administers corporate digital channels including:
 - industry.gov.au
 - consult.industry.gov.au
 - Swift Digital Newsletter platform
 - the internal Readability Engine tool
- Website content, design and development, consultations, newsletters, RSS
- Channel governance and analytics

Contacts

Name	Email	Phone
Inbox		n/a
s 22	s 22 @industry.gov.au	s 22

Science & Technology Communications

- Provide strategic communications advice to policy and program areas to communicate effectively with target audiences and assist areas to manage issues effectively.
- Work across the branch to pull together cross-disciplinary teams to implement advice
- Relationship management responsibility for: Science Division; Technology and Digital Policy Division; Strategic Examination of Research and Development; Commercialisation Division (venture capital and commercialisation program).
- Provide communications support and advice to: the National AI Centre; Questacon; National Measurement Institute; Office of the Chief Scientist; Office of Innovation, Industry and Science Australia
- Managing the annual Prime Minister's Prizes for Science event and communications in collaboration with Science Division and Business Grants Hub Division.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	s 22	@industry.gov.au

Industry & Resources Communications

- Provide strategic communications advice to policy and program areas to communicate effectively with target audiences and assist areas to manage issues effectively.
- Work across the branch to pull together cross disciplinary- teams to implement advice
- Relationship management responsibility for the following Divisions: Whole of Industry; Heavy Industry & Transition; Industry Capability and Supply Chains; International Strategy & National Security; Minerals & Resources; Oil and Gas; Analysis, Insights & Strategy; as well as Industry Growth Program, Cooperative Research Centres and Research and Development Tax Incentive.
- Other responsibilities include communications support and advice to Australian Radioactive Waste Agency, Whyalla Steelworks Taskforce, and Osaka Expo 2025.

Contacts

Name	Email	Phone
Inbox		n/a

Name	Email	Phone
s 22	s 22	@industry.gov.au

business.gov.au and Social Media

business.gov.au

- Manages content for the business.gov.au (BGA) website and news and social media channels) and the Business Registration Service.
- Engages with stakeholders across all levels of government to develop content for the Australian business community.
- Publishes grant opportunities on business.gov.au's Grant finder and Grant Connect.
- Provides BGA website analytics and insights.
- Manages the s 22 @business.gov.au mailbox.

Social media

- Manages the department's social media channels.
- Manages departmental social media governance including leading the DISR Social Media Network.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	s 22	@industry.gov.au

Internal Audit

- Internal audit and management -initiated review services
- Liaison point between ANAO performance audits and department

Contacts

Name	Email	Phone
Inbox	s 22	@industry.gov.au
s 22		s 22

People

General Manager: Chloe Taunton (a/g)

People Support

- We provide guidance and support on complex people matters including probation, performance, workplace concerns and behaviours, team dynamics, attendance, early intervention, return to work support, injury management, workers' compensation, reasonable adjustments, and rehabilitation We provide early intervention program management services
- We manage independent medical examination and fitness for duty assessment services.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	s 22 @industry.gov.au	s 22

Work, Health, Safety and Wellbeing

- We manage incident management and investigations.
- We drive compliance with the WHS legislation, and coordinate risk assessments, workstation assessments and assist with ergonomic equipment management.
- We ensure compliance with the WHS legislation.
- We provide the Safety and Wellbeing Strategy to support a positive and safe workplace.
- We promote psychosocial safety by identifying workplace factors that may cause stress, fatigue or harm, and by supporting leaders to create psychologically safe team environments.
- We provide guidance and tools to prevent and manage psychosocial risks, ensuring staff feel safe, respected and supported at work. We manage health declarations and provide wellbeing programs and training packages catered to specialist health and wellness circumstances.
- We chair the National WHS committee.
- We manage the HSR, first aid and Contact Officer networks.

Contacts

Name	Email	Phone
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s 22	s 22 @industry.gov.au	s 22

Capability & Talent

- Managing DISR's relationship with the APS Academy and overseeing the maintenance, delivery oversight, and compliance reporting of all mandatory online learning provided by external suppliers.
- Overseeing and managing corporate training programs aligned to the Capability Framework 2025–27, including quality assurance of programs delivered by external providers.
- Coordinating and managing the department's participation in specialised capability programs – including mentoring and coaching – and ensuring offerings evolve to meet emerging capability needs.
- Providing strategic advice on capability, leadership, and performance development to business areas across the department.
- Leading capability and performance management processes, including coordination of the APS performance cycle, administration of the MyPlan system, and provision of performance and compliance insights.
- Managing the Studies Assistance policy and coordinating the end to end process for studies assistance applications, including preparing submissions for delegate approval and ensuring alignment with organisational capability priorities.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	s 22 @industry.gov.au	s 22

Workforce Planning, HR Reporting and Establishments

- We undertake strategic workforce planning, including development and management of the People Strategy
- We provide specialised workforce management advice, tools and resources.

- We develop/provide advice for role evaluations, identification of critical roles and succession planning
- We maintain departmental establishments data and positions management.
- We execute organisational restructures in Aurion.
- We coordinate the Remuneration Survey, Agency Survey and Workplace Gender Equality Agency Reporting
- We provide HR reporting services and workforce analytics.
- We provide regular executive people report including the HR Metrics Dashboard, Senate Estimates HR Placemat and Deputy Secretary Quarterly reports.
- We provide specialist advice relating to the APS reform project, including the coordination of the Strategic Commissioning Framework.

Contacts

Name	Email	Phone
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s 22	s 22 @industry.gov.au	s 22

Employee Relations

- We develop, provide advice, and facilitate systems across HR policies and guidance material, in relation to pay and entitlements.
- We provide specialist advice regarding the DISR Enterprise Agreement, including change management and consultation requirements support.
- We interpret and apply employment legislation, government policy, and employment instruments to ensure compliance with relevant IR legislation and reform.
- We have oversight of the HR delegations and relevant instruments.
- We provide support with complex people matters (parental leave, VR's, and separations).
- We provide specialist advice where there is an APS bargaining process, and drive implementation of the DISR Enterprise Agreement.
- We manage the department's processes for relocation, salary increases, salary advancement and IFA's.
- We provide guidance to employees and managers regarding flexible work requests.

- We chair and provide secretariat services for the National Consultative Committee.
- We manage the department's relationship with unions ensuring we meet our consultation obligations.
- We lead specialist remediation projects and partner with the business to provide strategic advice and support.

Contacts

Name	Email	Phone
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Inbox	s 22 @industry.gov.au	n/a
s 22 (a/g)	s 22 @industry.gov.au	s 22

Recruitment, SES Unit and People Project

- We manage the end-to-end SES recruitment process and the movement of incoming SES support staff.
- We manage the movement of SES staff including secondment, temporary and permanent internally and externally movements.
- We provide advice regarding SES recruitment, remuneration, and employment conditions.
- We manage the delivery of the annual SES forum and SES leadership series development sessions.
- We manage the department's undertaking of the APS Census and DISR Census Action Plan
- We support the promotion of the 4C's and Employee Value
- We manage the end-to-end SES recruitment process and the movement of incoming SES support staff
- We manage the movement of SES staff including secondment, temporary and permanent internally and externally movements
- We provide advice regarding SES recruitment, remuneration, and employment conditions
- We manage the delivery of the annual SES forums
- We manage SES Coaching and development opportunities
- We manage the department's undertaking of the APS Census

Contacts

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s 22	s 22 _industry.gov.au	s 22

Property and Place

General Manager: Frances McNamara

Property Operations

- Emergency management governance, response, preparation and compliance.
- Facilities management for all DISR properties.
- Industry House car park management.
- Industry House utility and end of trip locker management.
- Accommodation planning across all DISR sites.
- Spatial alignment activities and capacity planning for the department's property portfolio.
- Distribute all staff notifications in relation to property work.
- SES property/accommodation requests.

Contacts

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Janine Coot	s 22 @industry.gov.au	s 22

Linfield Facilities Management

- Specialised facilities management for Lindfield site.
- First point of onsite contact for landlord/tenant relations.
- Lifecycle planning and asset replacement strategies.
- Manage and coordinate building maintenance (planned and reactive) within a highly specialised building.
- Manage and coordinate service providers.
- Monitor building management systems (BMS).
- Liaise with internal DISR Security/ICT re protocols for ICT/Security systems.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	s 22 @industry.gov.au	s 22

Property Projects

- Property projects including capital works upgrades, construction and fit-out for the department's property portfolio.
- Minor works and modest office upgrades.
- Accommodation requests.
- General building and office upgrades and adjustments.

Contacts

Name	Email	Phone
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s 22	s 22 @industry.gov.au	s 22

Property Strategy

- Strategic oversight for the planning, management and governance of properties across the department's national accommodation footprint
- Manage property finances, including capital asset and budget management
- Property Service Provider contract management
- Business continuity governance, response and planning
- Coordination of the Work our Way initiative.

Contacts

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Inbox	s 22 @industry.gov.au	n/a
s 22	s 22 @industry.gov.au	s 22

Property Leasing and Sustainability

- Lead the acquisition and disposal of DISR's national property portfolio including office, warehouse storage, laboratories and special use facilities.
- Manage ongoing leasing arrangements including stakeholder engagement, compliance with legislation and policies and reporting to Department of Finance.
- Coordination of the APS Net Zero program.

Contacts

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State Office Network

- Lead and manage our seven State Offices (based in capital cities of WA, SA, NT, VIC, NSW, QLD and TAS) ensuring our State Office Network is managed in the most appropriate, and effective manner possible.
- Provide a centralised and co-ordinated function to ensure all corporate enabling services are delivered and implemented to State Offices in a consistent and efficient manner.
- Facilitate onsite and logistical support to enhance local State Office wellbeing and culture.
- Manage each State Office budget effectively.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a

Name	Email	Phone
s 22	s 22 @industry.gov.au	s 22

Inclusion

- Drive the implementation of the Stretch Reconciliation Action Plan 2023–26 and Accessibility Action Plan 2020–2025
- Provide advice on affirmative measures recruitment, and assist to deliver bulk affirmative measures recruitment rounds. We manage the Jawun Secondment Program.
- Manage the department’s Indigenous Apprenticeship Program.
- Provide event management for flagship diversity events and assist with diversity network forums.
- Support our staff led diversity networks.
- Manage the department’s inclusion learning and development offerings.
- Maintain the department's membership with specialist diversity and inclusion organisations.
- Maintain the Indigenous Liaison Officer and Disability Contact Officer roles.
- Coordinate the implementation of actions under APS diversity and inclusion strategies and policies.
- Provide advice and support on Diversity and Inclusion initiatives and outcomes for the department.

Contacts

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Ministerial and Executive Enabling

General Manager: Tegan Johnson

Parliamentary Services

- Parliamentary related advice, support and liaison services between the department, portfolio agencies and ministerial offices including Senate Estimates logistics
- Facilitating ministerial briefings and workflow including, but not limited to, Question Time Briefs (QTBs), parliamentary inquiries, Questions on Notice (QONs), Orders for the Production of Documents (OPD), and parliamentary inquiries
- Portfolio support for the Parliamentary Document Management System program
- Coordinates portfolio-related, whole of government information requests to ensure consistent, structured approach to flow of information across the portfolio

Contacts

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Inbox	s 22 @industry.gov.au	n/a
Inbox	s 22 @industry.gov.au	n/a
s 22	s 22 @industry.gov.au	s 22

Ministerial Support

- 'Single front door' dedicated support of Ministers' offices operations
- Management of Departmental Liaison Officers (DLOs)

Contacts

Name	Email	Phone
Inbox		n/a

Name	Email	Phone
Dwayne Purdy	s 22 @industry.gov.au	s 22

Cabinet Liaison Office (CLO)

- Management of the Cabinet Liaison Office
- Coordination of all Cabinet related business in and out of the department
- Provides advice and support on all Cabinet related business
- Management of hard copy Cabinet documents
- Facilitate engagement with SCNS / DSCNS

Contacts

Name	Email	Phone
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s 22	s 22 @industry.gov.au	s 22

Governance Secretariat

- Corporate governance, secretariat and strategic support for Executive Board (EB) and its sub committees
- Supports the Secretary as Accountable Authority fulfil their obligations under various legislative instruments
- Provides secretariat support for internal boards and committees including: Executive Board (EB); People, Safety & Culture Committee (PSCC); Operations Committee (OC); Performance & Risk Committee (PaRC); Audit and Risk Committee (ARC) and its sub-committee (Financial Statements Sub-Committee (FSSC) and Portfolio Agency Heads.

Contacts

Name	Email	Phone
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s 22	s 22 @industry.gov.au	s 22

Portfolio Appointments Team

- Provide advice on the end-to-end Ministerial appointment process.
- Clears all briefing and supporting documentation with regard appointments and engagements to ensure appointments process adhere to the Cabinet Handbook, Federal Executive Council Handbook, best practice guidelines and Minister's Office protocols.
- Development and maintenance of templates and guidance material for the department's statutory and non-statutory appointments.
- Maintain the department's register of appointments and engagements and responsible for maintaining the [Organisations and Appointments Register \(OAR\)](#).
- Responsible for Senate Order 15, Gender Balance reporting, regular appointments report to Ministers and a weekly appointment report for the department's Executive and internal reports for management.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	s 22 @industry.gov.au	s 22

Parliamentary Process Transformation

- Assess potential opportunities to increase efficiency in parliamentary processes through emerging technologies (such as AI)
- Implement changes and make recommendations for future action.
- Reduce administrative burden, strengthen compliance, and improve efficiency across parliamentary matters within business areas.

Contacts

Name	Email	Phone
Inbox		n/a
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Chief Finance Officer (CFO) Division

Head of Division: Leanne Yannopoulos

Financial Applications and External Budgets Branch

General Manager: Jo Stone

External Budgets

- The External Budgets section is responsible for the provision of external budget advice to departmental stakeholders. It is also the liaison with the Department of Finance on budget matters and maintenance of estimates in the Central Budget Management System.
- The section also works closely with the Budget Policy and the Internal Budgets sections in performing its duties.

Key activities include:

- Provide assistance to line areas regarding cost estimation for New Policy Proposals (NPP's)
- Negotiation with the Department of Finance on cost estimates
- Finalisation of the department's appropriation bills at Budget and Additional Estimates
- Updating and coordinating budget estimates in the Central Budgets Management System
- Coordination of the movement of funds/reallocation requests for the department
- Preparation of financial information in the Portfolio Budget Statements and Portfolio Additional Estimates Statements
- Liaison with Portfolio Entities within the Industry, Science and Resources portfolio

Contacts

Name	Email	Phone
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Name	Email	Phone
s 22	s 22 @industry.gov.au	s 22

Budget Costings & Financial Modelling

- Provide assistance to line areas on the quality assurance of costings and the costing process for New Policy Proposals (NPP's)
- Negotiation with the Department of Finance on costings
- Development and maintenance of corporate cost allocation model
- Preparation of grant program costings to inform NPPs and other requirements, and management of costing database
- Conducting periodic reviews and updates of departmental internal costing models and BGH costing tool

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Finance Systems & Robotics

- Finance systems: Technical support and development; Financial Management Information System (FMIS); TechnologyOne; Kofax; Expense8 systems; Invoicing; Supports Department and Shared Services client agencies Finance Systems
- Robotics and automation: Technical support and development

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Planning Analytics

System Administration, technical support and development of:

- Planning Analytics (TM1) which includes BARS (Budgeting and Reporting System), NPP Costings and GEUS (Government Estimates Update System)

- Content Disclosure Management (CDM)

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Financial Management

General Manager: Jane Childs

Finance Business Partner – A

Resources and Strategy Group

AISD, ISNS, MRD, OGD, ARWA, CFO, DISR Executive, CC&I and COO

The team provides financial management services to the Analysis Insights and Strategy Division (AISD), International Strategy & National Security Division (ISNS), Mineral & Resources Division (MRD), Oil & Gas (OGD), Australian Radioactive Waste Agency (ARWA), DISR Executive, Chief Finance Officer Division, Chief Operating Officer Division and the Chief Counsel & Integrity Division (CC&I).

- Finance support
- Budgeting and forecasting
- Financial analysis
- Reporting
- Technical finance advice

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Finance Business Partner – B

Commercialisation Group

WOI, HIT, CD, ADC, ICSC, WST

The team provides financial management services to Whole of Industry Division, Heavy Industry Transition Division, Industry Capability & Supply Chains Division, Anti-Dumping Commission, Commercialisation Division and Whyalla Steelworks Taskforce, Industrial Transition Response Team and Whole of Industry.

- Finance support
- Budgeting and Forecasting
- Financial analysis
- Reporting
- Technical finance advice

Contacts

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s 22	@industry.gov.au	s 22
s 22	@industry.gov.au	

Finance Business Partner – D

Questacon, ASA, TDD, Science (SCD), SERD, NAIC & NMI

The team provides financial management services to Questacon, Australian Space Agency (ASA), Science (SCD), and Technology & Digital (TDD) and SERD.

- Services cover budgeting, financial analysis, reporting and the provision of advice.
- Services cover costing for the National Measurement Institute (NMI), NAIC, budgeting, financial analysis, reporting and the provision of advice.
- Finance support
- Budgeting and Forecasting
- Financial analysis
- Reporting
- Technical finance advice

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Finance Business Partner – Business Grants Hub and CIO and Leave Liabilities

The team provides financial management services to Grants Delivery. Services cover budgeting, financial analysis, reporting and the provision of advice. The team is also responsible for the whole-of-government relationship management with External Departments as relates to the Business Grants Hub.

- Finance support
- Budgeting
- Financial analysis
- Reporting
- Advising

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Internal Budgets

Internal Budgets is primarily responsible for:

- Managing the department's operating and capital budget and ASL cap
- Providing financial management reporting to the Executive
- Providing strategic financial advice to the Executive
- Undertaking departmental budget forecasting and analysis
- Oversight of Management Accounting reporting
- Development and delivery of a Departmental internal costing function

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Financial Reporting, Taxation and Treasury

The Financial Reporting, Taxation and Treasury (FRTT) team is responsible for preparing the department's annual and monthly financial statements, and other accounting requirements. The team also coordinates with stakeholders such as Finance, ANAO, and internal budget teams to support accurate reporting and financial governance.

- They manage tax compliance
- treasury functions
- maintain financial ledgers
- provide technical accounting advice to the department.

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	

Strategy, Performance, Procurement and Assurance Management

General Manager: Genene Bageas

Financial Frameworks

The Financial Framework team is primarily responsible for:

- Maintain the department's financial framework, including coordinating reviews of the Accountable Authority Instructions (AAIs), Departmental Policies (DPs) and Financial Delegations
- Provide advice to staff on financial framework issues
- Provide training to staff on the financial framework including content development
- Coordinate, facilitate and report the department's compliance (Compliance Report) with the PGPA framework
- Manage the department's contingent liability approval process
- Manage the department's financial accreditation

Contacts

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Procurement

The Procurement and Contract Management team helps staff plan and conduct procurement activities in line with departmental and Commonwealth requirements, ensuring compliance, value for money, and appropriate risk management. They provide guidance on procurement methods, review higher-value procurements, and manage key systems such as the Procurement E-Form and TechnologyOne workflows. The team also supports contract management and ensures accurate reporting through AusTender and GrantConnect.

- Provide **procurement planning and advisory support**, ensuring activities comply with departmental and Commonwealth procurement rules
- Manage procurement systems, including the **Procurement E-Form** and TechnologyOne workflows.
- Support **contract management and reporting**, including updates to AusTender and GrantConnect.

Contacts

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s 22	@industry.gov.au	s 22

Financial Shared Services

General Manager: Kirsty Bunfield

Fleet, Credit Cards, Insurance and Travel (FCIT)

The FCIT Team is responsible for:

- Credit card administration and support
- Domestic and international travel policy and processes
- Expense8 business support

- Fleet management; and
- Management of Department's Comcover Insurance

Contacts

Name	Email	Phone
Inbox		n/a
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Aurion Systems

- Aurion technical support
- Aurion interfaces, development and major/complex enhancements
- Aurion support and management of Payroll system administration
- Maintenance and minor enhancements

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Payroll Service Delivery

- Personnel records
- Legislative and agency specific entitlements
- Salary, entitlement, and related activities including payroll disbursement
- Maintain and process Personnel records
- Legislative and agency specific entitlements
- Salary, entitlement, and related activities

Contacts

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Inbox		n/a
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Shared Services Support & Assurance

- Shared Services Program and related governance forums
- Engagement with Department of Finance on APS ERP Approach
- Onboarding/offboarding agencies to/from the Department's Shared Services offer
- Assurance processes/procedures
- Delivery of Hub Projects
- Responsible for workforce planning, capability and training for the Shared Services Hub.
- Managing the Payments to Boards and Committees project.

Contacts

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Process and Business Improvement

- Process and business improvement

Contacts

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Client Engagement

The Client Engagement team delivers services as agreed under the Shared Services offer and plays a role in the end-to-end relationships with client agencies, from initial engagement, transition to services, ongoing delivery, and performance of services, as well as future enhancements and improvements.

The work of the team includes:

- Managing client engagement meetings
- Governance (e.g., Client Advisory Group/ Shared Services Payroll User Group)
- Management of Shared Services mailbox (i.e., escalations and enquiries)
- Billing and Invoicing

- Communication and engagement strategy and schedule
- Reporting
- ServiceNow management

Contacts

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Financial Services

- Processes Invoices and RCTI's
- Manages accounts receivable and debt management on behalf of DISR

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Shared Services Onboarding & Business Development

- [to be filled]

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Chief Information Officer (CIO) Division

Head of Division: Rebecca Lee

Executive

Executive Officer and Strategic Support

- Executive Officer
- Executive coordination
- Strategic objectives
- Briefing, board and committee papers, business plans and other corporate reports
- Cabinet items, departmental submissions and other high-level consultative material
- Senate Estimates
- Digital Leadership Committee
- Secretaries' Digital and Data Committee
- Divisional risk register, risk monitoring and management
- Divisional secretariat support

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

Digital Strategy & Cyber Security

General Manager: Patrick Roberts

Cyber Security

- Cyber Security Operations
- Cyber Governance, Risk and Assurance
- Project Advice and Assurance
- IT Security Advisor
- Phishings
- Cyber Security incidents
- Vulnerability Management
- Protective Security Policy Framework (PSPF)
- Information Security Manual (ISM)
- ACSC (Australian Cyber Security Centre) Essential Eight maturity model
- Portfolio Agency Cyber Security
- Cyber Security Maturity

Contacts

Name	Email	Phone
Inbox	s 22@industry.gov.au	n/a
s 22	@industry.gov.au	s 22

Digital Engagement & Experience

- Digital and Divisional Communications
- Organisational Change Management
- Digital Training
- User Capability
- Horizon Planning/ Event Coordination
- Digital Accessibility
- DISR Induction (CIOD)
- Digital Experience Management and Compliance
- Service Design

- User Experience and research
- Behavioural insights
- Human Centred Design

Contacts

Name	Email	Phone
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Inbox	s 22 @industry.gov.au	n/a
Inbox	s 22 @industry.gov.au	n/a
s 22	s 22 @industry.gov.au	s 22

Enterprise Architecture & Digital Strategy

- Architecture Review Board
- Architectural Governance and Oversight
- General Architectural Support and Advice
- Enterprise Architecture
- Specialist Domain Architecture – Cyber Security, Infrastructure, Cloud, Integration, Network, Systems, AI & Emerging Technologies
- Digital Investment Planning
- Strategies and Roadmaps for Digital Products, Systems, and Enterprise Technologies
- NPP Digital Assessments, Costings and Advice
- Strategic Business Engagement for Digital Products and Systems
- Technical Business Analysis
- Innovation Hub
- Software Management
- ICT Front Door
- DTA Engagement
- DTA's Investment Oversight Framework
- Discoveries – option papers and recommendations
- Digital Strategy Australian Government Architecture Contributions

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
Inbox	s 22 @industry.gov.au	n/a
s 22	s 22 @industry.gov.au	s 22

Artificial Intelligence (AI) & Data Platforms

- Provision, support and maintenance of data management and analytics with the DMA Platform
- Provision and support of PowerBI, data science projects
- Data architecture, including solution design development and amendment
- Write, review and maintain internal facing guidance on the use of AI, including data science
- Provide technical advice on AI.

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

ICT Service Management

- ICT Incident Management
- ICT Change Management (CAB)
- ICT Problem Management
- Disaster Recovery and BCP
- SSL Certificate Management
- Service resilience and continuity
- Transition into service
- Capacity Management
- Availability and Monitoring

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

ICT Business & Pipeline Management

- ICT Budget Management
- ICT Cost Recovery
- CIOD ASL Allocations and ICT resourcing (contractors/labour hire)
- Major Contract and Vendor Management
- ICT Procurement and Sourcing
- ICT Investment Planning and Costings – including Capital Bids
- ICT Memorandum of Understanding (MoU) and ICT Services Schedule
- ICT Demand and Pipeline Management
- ICT Portfolio Management and Prioritisation
- ICT Project Management Guidance and Standards

Contacts

Name	Email	Phone
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Inbox	s 22 @industry.gov.au	n/a
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

Information Management

- Management of endorsed information management solutions:
 - Stratus/DocHub
 - Content Manager (Protected/Unclass)
- Information governance and advice
- Chair and secretariat for the Information Management Working Group

- Management of legacy physical files
- Library Services
- Mail/freight/courier services
- Mandatory information management reporting including annual Checkup Digital report and biannual Senate Continuing Order Number 12 (Harradine)

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

ICT Operations

General Manager: Kevin Grange

ICT Networks & Infrastructure Platforms

- Provision and management of PROTECTED network, Switches, Routers, Firewalls
- Provision of secure access to the internet
- Management of telephony system (Microsoft Teams and Cisco)
- Support of Video Conferencing hardware and software
- 3rd level ICT support across DISR business applications
- Data Centre management
- Hardware and Server Management
- Storage management
- Backup configuration and management and disaster recovery
- Virtualisation and Automation

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

ICT Support Services

ICT Support Services encompass:

- Providing executive desktop support to DIRS staff, Ministers' offices, and departmental SES.
- Delivering NMI ICT desktop support, including NMI SLAN and general BAU activities.
- Managing ICT desktop assets, including governance, procurement, tracking, audits, and inventory.
- Operating the Service Desk to deliver Level 1 corporate and digital support services

Contacts

Name	Email	Phone
Inbox		n/a
s 22	s22@industry.gov.au	s 22

End User Services

- End User Services broadly manages the core technologies that all users require as a standard in the Department – those that are key for any user to undertake their work on their desktop, in addition to managing key backend technology used to manage the standard user operating environment.
- Device management and endpoint security (Intune, SCCM, Group Policy, Conditional Access, iOS/Android MDM/MAM)
- Application packaging, deployment, and lifecycle management (App-V, Patch My PC, Software Centre, Intune)
- Communication and collaboration platform administration (Exchange Online/On-Prem, Enterprise Vault, Janusseau, MPIP, Microsoft Teams, M365 Office suite, OneDrive, Evoko)
- Incident response, technical support, and troubleshooting for escalated issues of our technologies
- Remote access enablement and support (Always On VPN, Citrix NetScaler, Citrix Virtual Apps and Desktop)
- Standard Operating Environment management and compliance (Windows 10/11, SOE builds)

Contacts

Name	Email	Phone
Inbox		n/a
s 22	s22@industry.gov.au	s 22

ICT Enterprise Projects

Planning and implementation of enterprise ICT projects, including the Digital Resilience Program

Contacts

Name	Email	Phone
Inbox		n/a
s 22	s22@industry.gov.au	s 22

Platform Services

- Platform Services manage a range of ICT infrastructure technologies which enable the DISR ICT environments, covering staff Identity and Access Management (IAM) and backend platforms (excluding virtual machine and physical servers). This includes a range of IAM tools, server operating environments and components, relevant monitoring, file services and a range of products supporting security.
- Specific technologies include: Windows server SOE, RedHat server SOE, SCCM/MECM, Distributed File System (DFS), Microsoft Identity Manager (MIM), Active Directory (AD), Unify Identity Broker, Entra Sync, AD Federation Services (ADFS), Secure FTP, Symantec Endpoint Protection (SEP), Defender, CyberArk, Secret Server, SecurEnvoy, Airlock, Domain Name System (DNS), VANguard infrastructure, Papercut servers, Public Key Infrastructure (PKI), System Centre Operations Manager (SCOM), Dynamic Host Config Protocol (DHCP)

Contacts

Name	Email	Phone
Inbox		n/a

Name	Email	Phone
s 22	@industry.gov.au	s 22

Cloud Platforms

The Cloud team is responsible for delivering and managing secure, scalable, and cost-effective cloud infrastructure across the department. The team provides enterprise grade support for cloud platforms and plays a key role in modernising legacy systems, enabling DevOps practices, and supporting application delivery through IaC, automation, and continuous integration/deployment pipelines. The team provides overarching Cloud architecture support, including the setting and enforcement of best practice architecture and comprehensive cost show-back for cloud consumption.

- Cloud Application Support (Engineering, Deployments)
- Microsoft Licensing – Technical configuration, management and support
- Cloud Identity and Access management (including Privilege)
- AI – Deployments, Support, maintenance
- Cloud Solution Architecture – Assurance, Advice, Designs and Support
- Development and maintenance of Infrastructure as Code Modules for all approved cloud services (used for application deployments / builds)
- Microsoft Azure platform management and support
- Microsoft DevOps management and developer support (Incl Performance and penetration testing support. Release and reliability support)
- Automation Integrations, Troubleshooting and Support (SSO, SNOW etc)
- Cloud FinOps – Optimisation and Reporting.
- Cloud and Microsoft expenditure reporting
- SQL database management and support

Contacts

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s 22	@industry.gov.au	s 22

Digital Services for Business

General Manager: Kirsty Bailey

Grants Platform

- Business Grants Management (BGM) system and support
- Service Delivery Tool (SDT)
- ICT/Digital components of Grants systems
- ICT/Digital Enhancements of Business Grants Management (BGM) system
- ICT/Digital Components of Grants Service Delivery Tool

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Business Engagement Systems

- business.gov.au website
- business.gov.au user experience, user research and enhancements
- Australian Business Licence and Information Service (ABLIS)
- Employment contract builder (ECB)
- ABN Lookup
- SuperFund Lookup
- Digital information and assistance for the business community
- Country of Origin Labelling tool (CoOL tool)

Contacts

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s 22	@industry.gov.au	s 22

Application & Platform Management Support

Power Platform and CRM Systems

- Departmental CRM (DCRM) support and maintenance
- CRM and Power Platform Governance
- License Management
- TMARS – Trade Measurement and Reporting System
- KPCS – Kimberly Process Certification Scheme system
- Uranium System
- ADGSM – Australian Domestic Gas Security Mechanism System
- TRADEX and CIM Systems - Resource Allocation Project Tool (RAPT)
- Anti-dumping Commission Case Management System (ADC)
- National Radioactive Waste Management Facility (NRWMF) System.

Application Management

- Smartforms transition to Power Platform FY25–26
- SharePoint (supporting iCentral, DocHub and Stratus)
- International Travel Approval System (ITAS)
- Qualtrics surveys
- LEX Legal
- Application Support (Shopify, Content Manager, Other)

Contacts

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s 22	s 22 @industry.gov.au	s 22

ServiceNow

- ServiceNow Internal (DISR)
- ServiceNow External (Shared Services Portal)
- ServiceNow Operations and project delivery

Contacts

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s 22	@industry.gov.au	s 22

Business Systems Development & Support

- VANguard Authentication Services – Federated Authentication Service and Timestamping Service
- Business Registration Service (BRS)
- ICT/Digital component of Australian Space Agency ICT solution
- ICT/Digital component of Research and Development Tax Incentive (RDTI) (CRM and Portal)
- ICT Development Project Delivery – ADC and RDTI DCB project enhancements

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

NMI ICT Program and Infrastructure Services

Project delivery and governance of the following projects under the NMI ICT Transformation Program:

- ScienceLAN Uplift
- ScienceLAN End Point Refresh (EPR)
- NMI Protected Uplift

Program governance activities such as Project Board, reporting and risk management

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

NMI Platform Projects & Sustainment

- Trade Measurement Activity and Reporting System (TMARS)
- LIMS Simplification Project
- Measurement Information eXchange (MIX) Project
- NMI Application Support
- NMI Sustainment Strategy

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Digital Services Modernisation Taskforce

General Manager: Simone Boulding

AI Technical Capability delivery

- Artificial Intelligence (AI) Projects technical delivery: design, development and delivery of high value Artificial Intelligence (AI) solutions that enhance departmental performance, service delivery and decision making.
- Projects: Finding Answers Faster (FAF), Qualitative Program Insights Tool (QPIT), Repeatable Insights for Text Analysis (RITA), HR Service Delivery (HRSD) and Persona Studio (Senates Estimates tool).

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Microservices Transformation

Lead the department's strategic intent to embed microservices as the default architecture for all business systems:

- Lead the planning, design and delivery of a reusable microservices and event-driven architecture, demonstrating its value through a new ICT build for CMPTI as the first system built specifically for the department's future digital ecosystem.
- Progressively transition all business systems to this contemporary architectural model as they reach end of life to strengthen long term sustainability, increase operational efficiency and reduce future modernisation costs.
- Collaborate with cross-functional departmental /CIOD teams and delivery partners, fostering a culture of innovation, knowledge sharing and continuous improvement.
- Champion modern ICT practices that improve scalability, resilience and user experience for staff and stakeholders.
- Integrate AI capabilities across the microservices lifecycle, from development and deployment to ongoing optimisation and maintenance.
- Report to the Digital Services Modernisation Taskforce, ensuring alignment with strategic priorities and CIOD / departmental outcomes.

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Supporting Capability

- Artificial Intelligence (AI) Governance, including AI Governance Committee
- AI Triage and Prioritisation
- AI Change and Adoption
- AI Performance and Reporting
- Enterprise-level AI communication

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Analysis, Insights and Strategy Division

Head of Division: Dom English

Resources, Energy and Industry Insights

General Manager: Crystal Ossolinski

Principal Advisor: s 22

Critical Mineral Economics

- Critical mineral market analysis for policy: international trade, market dynamics, foreign policy, strategic analysis, industrial policy, facility costs (capital and operating), foreign investment and ownership.
- Critical mineral components of the *Resources and Energy Quarterly* and *Resources and Energy Major Projects* reports.
- Production, export and price forecasts for select critical minerals.

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Decarbonisation and Energy Economics

- DISR contact point for whole of government net zero/abatement modelling and electricity/hydrogen supply and cost modelling
- Support Safeguard Mechanism Review, as required, by quantifying emissions profiles of facilities and sectors, assessing facility level abatement opportunities
- Quantitative emissions and cost assessment of abatement policies
- Assessment of the role of energy (electricity, gas and hydrogen) in the viability of large industrial facilities that are at risk of closure.

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Gas Economics

- Analysis, monitoring, insight and evidence on emerging issues in the Gas sector.
- Analytical support for gas affordability in the industrial sector
- Analytical support for regulatory decision-making and reviews of the Australian Domestic Gas Security Mechanism, Gas Market Code and Heads of Agreement
- Impact analysis (on supply, pricing) for gas wholesale market policy interventions

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Heavy Industry Economics

- Analysis of conditions of the heavy industry sector on market trends, operational pressures, cost drivers, and structural risks across energy-intensive industries
- Economic impact analysis of policies and programs on large industrial facilities
- Analytical support on industrial closures and market approaches, including regional and supply chain impacts within the domestic economy

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Resource Economics

- Resources and energy commodity analysis, including forecast prices, production and exports, published in the *Resources and Energy Quarterly* report
- *Resources and Energy Major Projects* annual report
- Long-term facility-level production outlook for DCCEEW emissions projections
- Briefings and presentations on resources and energy issues
- International Metal Study Groups

Contacts

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s 22	@industry.gov.au	s 22
s 22 (Special Advisor leading Policy Analysis and Advice streams)	s 22 @industry.gov.au	s 22

Strategic Policy

General Manager: Hayley Arbaut-Zaalen

Portfolio Priorities

- Whole-of-portfolio framing, policy and priorities
- Monthly reading packs for Minister Ayres and the department (*disrupt*)
- Lead briefing for Ministers and executives and input to other agencies on topics that are cross-cutting or outside of DISR's responsibilities, including Cabinet briefing and comments
- Lead portfolio engagement with the whole-of-government regulatory reform agenda
- Provide advice and support on the Market-Led Proposals framework

Contacts

Name	Email	Phone
Inbox (for enquiries relating to <i>disrupt</i> only)	s 22 @industry.gov.au	n/a
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

Socioeconomic Priorities

- Lead DISR's engagement on First Nations policy and gender responsive budgeting
- Manage socioeconomic capability uplift through training and advisory services.
- Represent DISR on socioeconomic IDCs and provide executive briefing.
- Lead DISR input on government reporting and coordinate DISR input to Cabinet documents for social priority topics.
- Drive Closing the Gap implementation and strategic planning.
- Support First Nations and gender impact assessments in NPPs and Cabinet Submissions.
- Partner on First Nations economic empowerment initiatives.

Contacts

Name	Email	Phone
Inbox (for NPP and Cabinet Submission advice on Gender and First Nations Impact Assessments)	s 22 @industry.gov.au	n/a
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

Economic Priorities

- Lead DISR engagement on whole-of-government economic priorities (IDCs, cross-portfolio forums).
- [For clearance: uture Made in Australia strategic lead, including Cabinet coordination and reporting]
- Coordinate DISR input on Cabinet economic documents (submissions, comments, briefs).
- Track and report Ministers' economic priorities; maintain the forward strategic calendar (Budget, key releases, Cabinet).
- Engage central and cross-portfolio stakeholders to align DISR positions.
- Support the Secretary's PPC participation (lead the Business Partnership theme).

Contacts

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s 22	@industry.gov.au	s 22

Economic and Industry Analysis

General Manager: Kate Penney

Economic Outlook

- State of the economy (economic factsheets, budget updates)
- Macroeconomic growth trends and drivers
- Economic and financial indicators (domestic and international)
- Economic Briefing Service (including economic snapshot and spotlight)
- Ministers' weekly data
- Productivity and investment analysis

Contacts

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Name	Email	Phone
s 22	s 22 @industry.gov.au	s 22

Firm, Innovation and Technology Analysis

- Firm-level insights and advice on business performance, dynamics and behaviour
- The department's governance and use of the ABS Business Longitudinal Analysis Data Environment (BLADE), including DISR program data integration into BLADE
- Program impact analysis and other projects using BLADE aimed at strengthening the evidence base of DISR programs
- Innovation analytics
- Competition
- Analysis on critical technologies and associated trends

Contacts

Name	Email	Phone
Inbox		n/a
s 22 (innovation and technology)	s 22 @industry.gov.au	s 22
s 22 (impact analysis)	s 22 @industry.gov.au	s 22

Strategic Projects and Coordination

- Proactive, cross-cutting research and analysis across diverse economic issues
- Responsive economic research and analysis to support departmental priorities
- Developing tools and frameworks to improve AID's operational performance

Contacts

Name	Email	Phone
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s 22	s 22 @industry.gov.au	s 22

Data and Evaluation

General Manager: Leo Carroll (a/g)

Data Policy & Governance

- Maintain a contemporary enterprise data governance architecture including the DISR data governance framework (under review) and stewardship model (excluding for AI)
- Lead the development of tools and guidance for effective data management including the DISR [data quality framework](#) and [assessment tool](#)
- Support data discoverability and access through maintenance of the DISR [data asset register](#), [data definitions list](#), [data subscriptions](#) and [data sharing](#) registers
- Advocate for departmental equities and support implementation of APS-wide commitments by leading DISR interface with the data policy landscape (e.g. Deputy Secretaries Data Group and Chief Data Officer Group, excluding Location IDC and ANZLIC)
- Drive adoption of data governance principles and foster a data-literate and governance-aware culture
- Management of the Geoscape Shareholder function and administration of loan repayments

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	

Business & Location Insights

- Manage DISR enterprise-level spatial data assets / operations
- Service priority (spatial) projects
- Management of G-NAF contract (incl co-ordination, commonwealth input on Annual Program)
- Lead DISR interface with spatial data forums; define and drive DISR equities (e.g., Geoscape, Digital Atlas of Australia)
- Maintain oversight of commonwealth spatial policy topics and priorities (e.g., via L-IDC and ANZLIC)
- Manage team inbox and key general data products / dashboards that support DISR needs at scale

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Analytics Hub

- Develop insights reports about challenges and opportunities for Australian businesses, including the monthly [Business Snapshot](#) and custom reports on topics of policy interest.
- Analysis of quantitative and qualitative information from DISR's business engagements, including from the AusIndustry Regional Managers, business interactions with government programs, and the business.gov.au website and contact centre.
- Leverage emerging technologies for policy insights including:
- Build and test templated and repeatable data science environment to support repeatable data science environment for qualitative analysis (survey, consultation and document extraction, summarisation and categorisation).
- Build and test qualitative program insights tool.
- Oversee the launch and implementation of the Data and Digital Strategy 2025–2027

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22
s 22	@industry.gov.au	s 22

Evaluation Unit

Capability and Advisory

- Deliver and report on progress against the Evaluation Strategy 2024–2028
- Build monitoring and evaluation systems, and training and guidance materials, to uplift evaluation capability
- Represent DISR at evaluation networks across the APS and broader sector

- Provide advisory services and guidance (NPPs, MEFs, evaluation support, etc.)
- Co-lead delivery and maintenance of the Annual Schedule of Evaluations

Evaluation Delivery

- Deliver EU-led evaluations
- Collaborate with FITA and other areas for evaluation delivery as needed
- Support policy area-led evaluations as appropriate
- Co-lead development and maintenance of the Annual Schedule of Evaluations
- Support development of evaluation guidance materials and maintain the evaluation library

Contacts

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s 22	@industry.gov.au	
s 22	@industry.gov.au	s 22

Budget, Planning and Reporting

General Manager: Merrick Peisley

Budget Policy

- Lead the development of the department's Portfolio Budget Statement and Portfolio Additional Estimates Statements.
- Support input into any other Budget publication, including input into RMBS, Women's Budget and Other Budget communications.
- Lead the development of Portfolio Budget Submissions and assist with the development of other Cabinet Submission led by the department.
- Provide high quality budget policy advice by being a central point of contact to progress New Policy Proposals through the Budget and MYEFO processes.
- Work closely with policy business areas, with a firm understanding of proposals and implications for the department during a Budget cycle.
- Maintain placemats and trackers related to decisions, comebacks, savings, offsets and scorecards.
- Strategic Budget policy development including a Portfolio Budget and Fiscal Strategy and Savings and Offsets strategy.

- Research and analysis – Central Agencies POC for intelligence gathering and stakeholder outreach; State and Territory budget linkage.
- Tracking Budget authorities and offsets.
- Ministers Offices Liaison specifically for Budget and MYEFO.
- Budget capability uplift including sharing budget information, training sessions for departmental officers, Budget bulletin.

Contacts

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s 22	@industry.gov.au	s 22
s 22	@industry.gov.au	s 22

Planning

- Coordinates and delivers the department's corporate plan in accordance with requirements under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) and PGPA Rule.
- Coordinates and delivers the department's annual and mid-year business planning cycles.
- Maintains the department's suite of performance measures in collaboration with business areas.

Contacts

Name	Email	Phone
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Inbox	s 22 @industry.gov.au	n/a
Inbox	s 22 @industry.gov.au	n/a
s 22 (a/g)	s 22 @industry.gov.au	s 22

Reporting

- Coordinates and delivers the department's annual report in accordance with requirements under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) and PGPA Rule.
- Coordinates the quarterly performance reporting and the annual performance statements including presenting outcomes to Executive Board, Performance and Risk Committee, and the Audit and Risk Committee.
- Manages and is the central point of contact for the ANAO annual performance statements audit.

Contacts

Name	Email	Phone
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Inbox	s 22 @industry.gov.au	n/a
Inbox	s 22 @industry.gov.au	n/a

Business Grants Hub (BGH)

Head of Division: Derek Stiller (a/g)

Insights and Grant Programs Branch

General Manager: Kimberley Shrives

Grants Policy

- Grants policy advice relating to the Business Grants Hub
- Departmental lead in the Grants Modernisation Agenda with Department of Finance, including the key government commitment relating to efficient delivery of grants and policy positioning on grant hubs.
- Cooperative Research Centres Advisory Committee (CRCAC) governance and secretariat management
- Industry Growth Program Committee (IGPC) secretariat management.

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

CRC Program

- Cooperative Research Centres (CRC) Program management and delivery, including selection rounds, stakeholder engagement, contract management and financial and risk management. This includes:
- CRC Grants
- CRC Projects (CRC-Ps).

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Data & Evaluation

- Reporting and analysis of grants specific data, including responding to ad-hoc requests for information and development of automated reporting products.
- Performance measurement for the Business Grants Hub and grants delivery.
- Driving improvement in the management and use of data across the division.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Industry Growth Program

- Industry Growth Program (IGP) grants assessment

Portfolio functional directory

- Committee decks preparation
- IGP grant agreement monitoring and compliance
- IGP grant report assessment
- IGP grant payment processing
- Entrepreneurs Programme (EP) legacy grant management and payments
- EP specific co-ordination / reporting as required

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Grants Programs Branch

General Manager: Kathie Dent (a/g)

Program Delivery 431

- The section is responsible for administering the Department's internal science-related grant opportunities, working in close partnership with our policy partners. This includes grants delivered under the Inspiring All Australians in STEM program.

Contacts

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Inbox		n/a
s 22	@industry.gov.au	s 22

Program Delivery 29Y

The section is responsible for:

- Manufacturing Programs: Modern Manufacturing Initiative for all streams (Integration, Translation and Collaboration) Rounds 1 and 2, the Supply Chain Resilience Initiative Rounds 1 and 2 and the Powering Australian Industry Growth Centre and related batteries programs.

- Green Metals Programs
- Climate Change and Energy programs delivered on behalf of the Department of Climate Change, Energy, the Environment and Water, including supporting the implementation and ongoing management of Regional Hydrogen Hubs programs, increased EV installation and a range of First Nations Climate and Environment programs.

Contacts

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s 22	@industry.gov.au	s 22

Program Delivery 409

Delivering programs on behalf of Department of Health and Aged Care:

- Medical Research Future Fund (MRFF)
- Genomics Health Futures Mission (GHFM)
- Research Data Infrastructure (RDI)
- Global Health Initiative
- Cardiovascular Health Mission
- Delivering Programs on behalf of Department of Climate Change, Energy, the Environment and Water:
- Environmental Defenders Office and Environmental Justice Australia Program
- Reducing the impact of litter on our environment and biodiversity
- Urban Rivers and Catchments Program
- Intergovernmental Panel on Climate Change Seventh Assessment Cycle Experts
- Seamless – Product Stewardship
- Delivering programs on behalf of Department of Defence
- US-Australia International Multidisciplinary University Research Initiative (AUSMURI)
- OP Navigator
- Australian Production and Certification of Sustainable Aviation Fuels
- Fulbright Distinguished Chair in Advanced (Defence) Science and Technology
- Joint Strike Fighter Industry Support Program
- Defence Industry Development Grants
- School Pathways Program
- Nuclear-Powered Submarines Technical Scholarships

- Skilling Australia's Defence Industry 2.0
- North Queensland Simulation Par
- Delivering programs on behalf of the Department of the Treasury:
- Australian Small Business Advisory Service – Digital Solutions (Round 2)
- Australian Small Business Advisory Service – Digital Solutions (Round 3)
- SME Recovery Loan Scheme
- Small Business Bushfire Support Line (Small Business Debt Helpline)
- Business Balance Beyond Blue
- Small Business Cyber Wardens
- Small Business Cyber Resilience Program
- Coronavirus SME Guarantee Scheme – Phase 2
- Supporting Fresh Produce Suppliers – Food and Grocery Code

Contacts

Name	Email	Phone
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s 22	s 22	@industry.gov.au

Program Delivery 410

Grant program management and delivery, including: application and report assessments; contract variations and payments; stakeholder engagement; and financial and risk management.

Delivering programs on behalf of Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts:

- Broadcasting Resilience Program
- Maritime Industry Skills and Training Initiative
- Delivering programs on behalf of Department of Climate Change, Energy, the Environment and Water:
- Energy Efficiency Grants for Small and Medium Sized Enterprises Rd 1 and Rd 2
- AEMO Digital Systems Enhancement Program
- Powering the Regions Fund:
- Safeguard Transformation Stream Rd 1 and Rd 2
- Critical Inputs to Clean Energy Industries (Primary Steel Production Sector)
- Critical Inputs to Clean Energy Industries (Cement and Lime, and Alumina and Aluminium Sectors)

- Regional Hydrogen Hubs Program – Townsville Region Grant Opportunity – Stage 2
- Green Hydrogen for Heavy Transport
- Whaleback Energy Park Feasibility Study
- World Heritage Nomination for the West Kimberley
- Australia–UK Renewable Hydrogen Innovation Partnership
- National Landcare Facilitator Programs
- National Soil Carbon Innovation Challenge – Development and Demonstration Rd 2
- National Soil Carbon Innovation Challenge – Soil Archiving Support
- International CCUS Research Partnerships
- International Clean Innovation Researcher Networks
- Carbon Farming Outreach Program
- First Nations Clean Energy Advice Grants Program

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Program Delivery 428

- The Digital, Innovation, International Science and Space team is responsible for administering a range of grant opportunities.
- The Digital team deliver grant opportunities that support artificial intelligence, emerging technologies, quantum and cyber outcomes.
- The Innovation team deliver grant opportunities under the Business Research and Innovation Initiative (BRII).
- The Space team deliver grant opportunities under the Moon to Mars and International Space Investment Initiatives.
- The International Science team delivers grant opportunities that support international science and research collaboration, including the Global Science and Technology Diplomacy Fund and Australia-India Strategic Research Fund.

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

First Nations – Tiger Team

- A Tiger Team for a period of 6 months to develop a program of short- and long-term recommendations that BGH and the Department could implement to support better engagement with the grants system for First Nations Businesses

Contacts

Name	Email	Phone
Inbox		n/a
s 22	s22@industry.gov.au	s 22

Assurance and Grant Programs

General Manager: Noel Taloni

Program Delivery – 23E

- Business Grants Hub – external grant program management and delivery
- Delivering Medical Future Fund programs on behalf of the Department of Health, Disability and Ageing:
 - Emerging Priorities and Consumer-Driven Research
 - Genomics Health Futures Mission
 - Frontier Health and Medical Research
 - Medical Research Commercialisation
 - National Critical Research Infrastructure
 - Preventive and Public Health Research
 - Rapid Accelerated Research Translation
 - Primary Healthcare Research
 - Research Data Infrastructure
- Delivering programs on behalf of:
 - DITRDCA (Improving media literacy in CALD communities)
 - DEWR (Supporting Safe Work Australia social partners, silicosis awareness and behaviour changes, Advancing gender equality in gender-segregated industries)
 - DCCEEW (Great Barrier Reef Community Stewardship, Willandra Lakes AV Research, High Pathogenicity Avian Influenza, Cultural Flows Planning for Cultural Economies)

- BGH portfolio lead for:
 - Health, Disability and Ageing
 - Employment and Workplace Relations
 - Prime Minister and the Cabinet

Contacts

Name	Email	Phone
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s 22	s 22 @industry.gov.au	s 22

Program Delivery – 406

- Business Grants Hub – external grant program management and delivery
- Delivering programs on behalf of: the National Emergency and Management Agency, Department of Climate Change, Energy, the Environment and Water, and the Department of Infrastructure, Transport, Regional Development, Communications, Sports and the Arts:
 - Saving Native Species programs x5 (Priority Species, Threat Innovations, Recovery Action Coordination, Priority Places, Emergency Actions)
 - Saving Koala Fund programs x4 (Health Grants, Habitat Grants, Community Grants Round 1, Community Grants Round 2)
 - Reef programs x 3 (Reef Guardian Councils, Marine Debris Management and Mitigation, Reef Coastal Restoration)
 - Local Environmental Projects program (election commitment)
 - Regional and Remote Airports Support program
 - Australian Heritage Grants Program
 - First Nations Heritage Grants Program
- Various ad hoc grants (Murray Reconnected Floodplains, News Media Assistance Program, Goyder Water Research Centre, Coastal Marine Ecosystem Restoration Centre, Citizen Science Web Content, National Land Transport Bodies, Yarwun Calcination Trial, National Resource Sharing Centre, Northern Australia and Rangelands Fire Information, ReMade in Australia Scheme.

Contacts

Name	Email	Phone
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s 22	s 22 @industry.gov.au	s 22

Program Delivery – 408

- Business Grants Hub – external grant program management and delivery
- Delivering programs on behalf of: Department of Infrastructure, Transport, Regional Development, Communications and the Arts and the Department of Climate Change, Energy, the Environment and Water:
 - Regional Airports Program
 - Remote Airstrip Upgrade Program
 - Automatic Dependent Surveillance Broadcast Rebate Program
 - Community Energy Upgrades Fund
 - Great Barrier Reef Citizens Science Program
 - News Media Relief Fund
 - Journalism Assistance Fund
 - News Innovation Fund
- Various ad hoc grants (Food Waste Nationwide Consumer Behaviour Change Campaign, Protection and restoration of land and sea country in the Great Barrier Reef by Traditional Owners, National Electric Vehicle Charging Network)

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Program Delivery – 411

- Business Grants Hub – external grant program management and delivery
- Delivering programs on behalf of: Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts; Department of Climate Change, Energy, the Environment and Water, Department of Employment and Workplace Relations, and the National Emergency Management Agency:
 - Regional Precincts and Partnerships Program – Stream One: Precinct development and planning
 - Regional Precincts and Partnerships Program – Stream Two: Precinct Delivery
 - Urban Precincts and Partnerships Program – Stream One: Precinct development and planning
 - Urban Precincts and Partnerships Program – Stream Two: Precinct Delivery
 - School Students Broadband Initiative Round 2
 - Strategic Local Government Asset Assessment Phase Round 3

- Worldskills Australia
- Real World Testing of Vehicle Efficiency
- Grid Enhancing Technologies Program
- Reefwise Wetlands Program
- First Nations Clean Energy
- National Competitive Funding for Research in Taxonomy and Systematics (Rounds 1–4)
- Community Batteries for Household Solar Program
- E-Water Source Delivery 2025–26
- Accelerated Connections Fund
- Mental Health Support for Emergency Services Workers
- Disaster Relief Australia Uplift

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Process

The Process Team leads the standardisation, continuous improvement and maintenance of grants delivery policy and processes for Business Grants Hub. Key areas of responsibility include:

- process improvement: development of delivery materials across the entire grants lifecycle (i.e. SOPs, Fact Sheets, Templates, Work Instructions)
- continuous improvement: framework/register/ServiceNow, and lessons learnt consultation
- systems: GOSP Business Owner and Champions Group lead, and PHP Business Owner
- communications: divisional materials, web and iCentral updates and Community of Practice
- ad hoc projects as directed by the BGH Governance Committee.

Contacts

Name	Email	Phone
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Name	Email	Phone
s 22	s 22 @industry.gov.au	s 22

BGH Assurance and Compliance

The Assurance and Compliance Team undertakes a range of functions including:

- grants advice
- risk management
- due diligence tools and framework
- assurance
- compliance
- governance

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Financial Sustainability Tiger Team

- Implement outcomes and recommendations from the KPMG Costing and Charging Model Review.

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Onboarding and Grant Programs

General Manager: Judith Blake

Technology

- Business Grants Management System enhancements
- Onboarding internal and external grant opportunities onto Business Grants Management System
- Departmental CRM
- Business Grants Hub technical solutions such as RAPT, GOSP, Power Apps and Power BI

Contacts

Name	Email	Phone
Inbox		n/a
s 22	s22@industry.gov.au	s 22

Workforce

- Recruitment, mobility, and staff induction processes
- Workforce Planning
- Surge team
- Third Party Provider Contract Management, Operational Support and training.
- Grants training, systems training and capability uplift

Contacts

Name	Email	Phone
Inbox		n/a
s 22	s22@industry.gov.au	s 22

Program Delivery 407

Business Grants Hub External Programs

For Department of Home Affairs:

- Regional Airports Security Screening Fund
- Health Sector Information Sharing and Analytics Centre Acceleration Grants Program
- Growing and Professionalising the Cyber Security Industry Program
- Labelling Scheme for Smart Devices
- Securing Faith Based Places Program
- Safer Communities Fund
- Proceeds of Crime Act ad hoc grants
- U25-GO
- Crime Stoppers Australia
- Neighbourhood Watch Australia
- Youth Empowerment Program
- Strengthening Community Safety – Election Commitment Funding

For National Emergency Management Agency:

- National Aerial Firefighting Program
- Fortem Australia Support for First Responders

For Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts:

- Stronger Communities Programme Round 9

For Department of Employment and Workplace Relations:

- Building Women's Careers

Contacts

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Knowledge Transfer

Function will end 28th February 2026

- Providing insights and learnings to support the development of onboarding and training of BGH staff
- Working in consultation with the Workforce team

Contacts

Name	Email	Phone
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s 22	s 22 @industry.gov.au	s 22

Grant Design

- Turns policies into programs for delivery through Business Grants Hub
- Manage relationships with policy agencies during the design phase
- Onboard programs into the Business Grants Hub
- Co-design grants with policy partners
- Manage guideline approvals with centrals and develop the Self-Assessment Risk Analysis
- Develop grant agreements and web content
- Coordinate program launch
- Provide advice on Design options for effective and streamlined grant delivery

Contacts

Name	Email	Phone
Inbox		n/a
s 22	s 22 @industry.gov.au	s 22

Grants Engage

- Costings
- Lead costing discussions with Policy Partners.
- Prepare costings for NPPs and advise policy partners on inclusion of grants in policy.
- Re-costing existing programs for program or services scheduled variations.
- Review NPPs and Cabinet Submissions involving grant activity.
- Service Schedules and Service Level Agreements (SLA)

- Develop Service Schedules and SLAs.
- Manage and process variations to Service Schedules and SLAs.
- Exemptions
- Costings.
- Responding to business case for exemption.
- Onboarding
- Complete all required onboarding tasks in GOSP.
- Re-engage policy teams for recurring programs to confirm launch timing and scheduling.
- Relationship Management
- Establish and maintain agency level relationships with policy partners as the primary BGH interface.
- Promote and articulate the BGH service offering, including delivery expectations and grant lifecycle requirements.
- Develop and deliver structured education, guidance and communication materials to support policy partners in designing and delivering grant programs.
- Clarify and manage expectations regarding roles and responsibilities across the grants lifecycle.
- Strengthen policy partners' understanding of grant delivery processes, associated timeframes and cost drivers.

Contacts

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s 22	@industry.gov.au	s 22

Chief Counsel and Integrity (CCI) Division

Head of Division: Janean Richards

Integrity Branch

General Manager: Gemma Denton

Protective Security

- Pre-employment screening, including national police checks, and ensuring eligibility for an Australian security clearance.
- Security clearance management, including clearance upgrades, downgrades, transfers, ongoing suitability
- AGSVA security clearance processes or systems
- Respond to and manage security incidents (non-cyber)
- Security awareness and training
- DISR security policy, procedures, and guidance
- Physical protections of our premises, including access control, building passes, and secure key management
- Support to secure building design, construction and security management, security zoning and other physical security controls
- Security Certification and Accreditation of premises
- Advice assessing the sensitivity, classification, or controls of information
- Security assessment of gifts

COMSO functions

- Highly classified Intelligence distribution
- Compartment briefings for access to highly classified material
- Contact reporting

Contacts

Name	Email	Phone
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Inbox	s 22 @industry.gov.au	n/a
s 22	s 22 @industry.gov.au	s 22
s 22	@industry.gov.au	s 22

Fraud and Corruption Control

- Fraud prevention, including providing fraud advice, as well as communications and training.
- Fraud and corruption risk assessments (including at the divisional and enterprise level).
- Fraud detection.
- Investigate internal and external fraud allegations.
- Development and implementation of the department's Fraud and Corruption Control Plan.
- Liaison point with Australian Federal Police and the National Anti-Corruption Commission.
- Ensure compliance with the legislative requirements of the Commonwealth Fraud and Corruption Control Framework.
- Ensure legislative compliance with the *National Anti-Corruption Act 2022*.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Probity & Integrity Operations

- Developing and promoting fit-for-purpose probity frameworks, policies and processes clearly articulating how the department maintains probity.
- Delivering expert probity advice and support to business areas, including engaging external probity advice.
- Linking staff to activity-based probity teams such as Legal, Procurement and Human Resources teams.

- Triage and assessment of internally and externally-generated integrity-related reports.
- Developing and maintaining a secure register of conflicts of interests.
- Code of Conduct and Public Interest Disclosure investigations.
- Delivering bespoke conflict of interest awareness sessions on-demand.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

Risk and Integrity Culture

- Implementation of the department's Integrity Strategy action plan to improve the department's integrity frameworks and staff education.
- Provide integrity training (targeted training on integrity grey areas)
- Providing risk advice and support to Executive and line areas, including NPPs
- Risk workshop facilitation and training.
- Maintaining, reviewing and promoting DISR's Risk Management Framework and tools.
- Enterprise risk reporting to Executive Board and sub-Committees based on analysis of Divisional Risk Registers (DRRs).
- Enhancing risk capability and risk culture across DISR.
- Climate Risk and Opportunity Management program and Commonwealth Climate Disclosure

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
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s 22 (a/g)	s 22 @industry.gov.au	s 22

Insider Threat

- Development and implementation of an Insider Threat program.

- Prevent, detect and respond to insider threats.
- Coordinate Insider Threat training, awareness and communications.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	s 22 @industry.gov.au	s 22

Legal Practice

General Manager: Rachel Besley – Corporate and Information Law

General Manager: Annalisa Heger – Public Law and Dispute Resolution

Information Law

Advising

- Legal advice on FOI requests and privacy matters
- Non-disclosure agreements
- Legal Advice on confidentiality, secrecy and other information protections
- Any other legal advice relating to collection, use, handling or disclosure of information
- External reviews of FOI decisions

Privacy

- Conduct Privacy Threshold Assessments and Privacy Impact Assessment
- Assess privacy incidents
- Liaise with OAIC in relation to notifiable data breaches
- Privacy templates, guidance and other whole of department compliance documentation
- Support to the Privacy Champion
- Privacy training
- Tracking privacy data and compliance
- Privacy reporting and statistics

FOI processing

- Processing and supporting decision-makers in relation to initial FOI requests and internal reviews

- Departmental FOI training (with support from Information Law lawyers as required)
- FOI support to Ministerial Offices
- Coordinating FOI consultation from other parties
- Liaising with Information Law lawyers in relation to legal advice on FOI requests
- Tracking FOI data and compliance
- FOI reporting and statistics

Contacts

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s 22	@industry.gov.au	s 22
s 22	@industry.gov.au	s 22
s 22	@industry.gov.au	s 22

Corporate and Commercial

Legal advice on:

- Commercial program delivery
- Employment and industrial relations matters
- Public Interest Disclosure (PID) and integrity matters
- Contracting/grants/agreements
- Intellectual property
- Appointments and entitlements including superannuation
- Outsourcing and overseeing property transactions and advising
- International Agreements and Arrangements

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22
s 22	@industry.gov.au	s 22

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s 22	@industry.gov.au	s 22
s 22	@industry.gov.au	s 22
s 22	@industry.gov.au	s 22

Legislation Unit

- Coordination of the department's legislation program
- Advice and guidance on legislative processes including timelines, deliverables and documentation and project management support
- Review of briefs and official paperwork to ensure compliance with whole of government requirements
- Point of contact between department and other key agencies on legislation program
- Administration of legislation processes including lodgement, registration, and tabling
- Making Ministerial delegations under section 33 of the Industry Research and Development Act 1986
- Monitor Parliament to track passage of bills, facilitate Parliamentary amendments, and monitor progress of disallowance periods for legislative instruments
- Advice on legislative options and law design
- Assistance in preparing key documents including drafting instructions, explanatory statements/memorandums, and supporting materials

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22
s 22	@industry.gov.au	s 22

Dispute Resolution and ADRP

- Litigation, claims and complaints management and related advice (other than OAIC reviews of FOI decisions) in partnership with subject-matter team
- Processing/advising on CDDA and Act of Grace claims

- Advice on merits review, including internal reviews (other than FOI)
- Legal and Secretariat services to the Anti-Dumping Review Panel
- Outsourcing and overseeing representation in courts and tribunals

Contacts

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s 22	@industry.gov.au	s 22
s 22	@industry.gov.au	s 22
s 22	@industry.gov.au	s 22
s 22 (Secretariat)	s 22 @industry.gov.au	s 22

Public Law

- Supporting policy areas with program design
- Advice and training delivery on administrative law – decision-making, regulatory powers, delegations and authorisations
- Advising on compliance with legislation
- Legal policy and advising on the department’s rights, powers and obligations, including legislative compliance
- Outsourcing and overseeing constitutional and international law advice

Contacts

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s 22	@industry.gov.au	s 22
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s 22	@industry.gov.au	s 22
s 22	@industry.gov.au	s 22
s 22	@industry.gov.au	s 22

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s 22	s22@industry.gov.au	s 22

International Strategy and National Security (ISNS)

Head of Division: Alison Drury (a/g)

International Strategy & Engagement Branch

General Manager: Paula Perrett

Americas and Europe

- Monitor developments relevant to DISR's portfolio in the Americas and Europe, including reporting on relevant Government policies.
- Coordinate whole-of-department inputs to policy analysis and reporting to Ministers and DISR Executive, including on Americas/Europe involvement in multilateral fora.
- Support the DISR Minister-Counsellor, Counsellor and team at the Australian Embassy in Washington and in Brussels.
- Monitor developments relevant to DISR's portfolio in the OECD and DISR equities under the Australia-France Roadmap, and the Germany-Australia Enhanced Partnership.
- Delivery of the UK Strategic and Innovation Dialogue (SID), and intersections with the AU-EU FTA negotiations.

Contacts

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Name	Email	Phone
s 22	@industry.gov.au	

North Asia and the Pacific

- Manage bilateral relationships with the North Asia and Pacific countries (including: Republic of Korea (ROK), Taiwan, Japan, New Zealand).
- Departmental lead on bilateral dialogues and forums with Japan, ROK and Taiwan, including the Green Economy Partnership Arrangement on Climate and Energy (GEPACE); Joint Committee on Energy and Mineral Resources Consultations and Cooperation (JCEM) and the Joint Energy and Minerals, Trade and Investment Cooperation Consultations (JEMTIC); Japan-Australia Energy and Minerals Dialogue (JAERD).
- Departmental lead on multilateral fora including COP31, the Asia-Pacific Economic Cooperation's (APEC) and Indo-Pacific Economic Framework (IPEF).

Contacts

Name	Email	Phone
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South and Southeast Asia

- Oversees DISR's interests and representing the department in engagement with countries in South Asia, Southeast Asia, Africa and the Middle East.
- Monitors developments and provides advice on DISR equities in India, Indonesia, Singapore and Vietnam.
- Lead on engagement with DFAT and other agencies on DISR equities in the implementation of relevant recommendations from the Invested: Southeast Asia Economic Strategy to 2040.
- Supports DISR's counsellors in India (Bengaluru and New Delhi) and Indonesia (Jakarta).
- Stakeholder engagement with other government agencies, posts and country missions relating to South Asia, Southeast Asia, Africa and the Middle East.
- Policy responsibility for the Electric Vehicle Mechanism MOU with Indonesia and the Asialink Business program.
- Note: Engagement with Timor-Leste is primarily managed by the Timor Sea Section in Oil and Gas Division

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

International Strategy and Coordination

- Lead the implementation of DISR's International Engagement Strategy.
- Lead advice to Ministers on international engagement priorities.
- Provide the international lens on WoG priorities.
- Leads divisional advice for cross-cutting briefings.
- Coordinates the Secretary's cable summary and international engagement calendar.
- Coordinate DISR's engagement in multilateral for a, including the G20, the G7 and the OECD.
- Lead briefings for meetings with international stakeholder at IMARC.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
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s 22	@industry.gov.au	s 22

Ministerial Travel and Overseas Counsellors

- Promote the department's international equities through support of ministerial overseas travel, including PMO approval, program development and logistics arrangements.
- Manage administrative arrangements for DISR's Overseas Counsellor Network and locally engaged staff (LES) at overseas posts – including recruitment, budget oversight, work programs and annual reporting, relocation, property, travel and communications.

- Oversee a Service Level Agreement with DFAT which clarifies the management, IT, and security services support DFAT provides to DISR's officers posted overseas.
- Manage a Shared Services Agreement with DCCEEW and cost recover for DISR's New Delhi Counsellor's efforts for DCCEEW.
- Deliver an annual overseas counsellor recall enabling networking opportunities to advance ministers' and the department's strategic policy priorities.
- Provide cross portfolio advice on diplomatic protocol matters, including how to navigate different cultural settings and build relationships of influence to advance Australia's interests overseas. Includes provision of flags and lapel pins for events.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

National and Economic Security and Trade Branch

General Manager: Alison Drury

China

- Lead DISR's approach to China, including the Australia-China Steel Decarbonisation Dialogue.
- Support the DISR China Counsellor based at the Australian Embassy in Beijing.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

National Security Strategy and Engagement

- Lead membership of the Secretaries Committee on National Security (SCNS) and Deputy Secretary Committee on National Security (DSCNS), including input to National Security Committee of Cabinet (NSC) briefs.
- Lead the Economic Security Plan (previously 'National and Economic Security Strategy').
- Management of the classified Executive and Ministerial cable read service.
- Lead DISR strategic engagement with the National Intelligence Community (NIC), including NIC mission management and outreach.
- Bridge intelligence and policy in DISR through National Security Advisers and tailored products, including the Secretary's National Security Lens.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
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Damien Smith	s 22 @industry.gov.au	s 22

Counter Foreign Interference

- Lead Countering Foreign Interference (CFI) policy outcomes across the portfolio, particularly on research security and DFAT's Foreign Arrangements Scheme.
- Deliver national security due diligence risk advice to key stakeholders such as the Business Grants Hub.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Economic Security

- Lead on Economic Security policy and Foreign Investment policy.
- Lead on Defence Export Controls issues, such as the Defence Trade Controls (DTC) Act and AUKUS Pillar II.

- Lead on counter-proliferation issues, including international multilateral arms control regimes and forums.

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Standards and Conformance Strategy

- WoG standards and conformance policy including relationships with peak standards and conformance bodies.
- International and domestic standards and conformance policy, analysis and outreach.
- WoG representation on standards and conformance committees across: Asia Pacific Economic Cooperation, ASEAN Australia New Zealand Free Trade Agreement.
- Commonwealth MoU with Standards Australia and the National Association of Testing Authorities (NATA).
- WoG coordination on Critical Technology Standards Policy.
- WoG lead on Crit Tech Quad standards sub-group.
- Lead DISR's ITU Standards workstream engagement.
- Early Warning System.
- Design and delivery of industry programs (e.g. geopolitics, international negotiation and cultural intelligence training and security clearances for participants in standards development).
- WoG point of contact for technology sector stakeholders on technology standards topics, including dedicated industry engagement function.

Contacts

Name	Email	Phone
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s 22 (a/g)	s 22 @industry.gov.au	s 22

Trade

- Trade policy advice on tariffs and multilateral matters, including domestic tariff policy setting, and engagement under the World Trade Organisation (WTO).
- Lead the department's engagement with Austrade, and the Simplified Trade System (STS) agenda.
- Pursue trade liberalisation outcomes that deliver benefits such as job creation and export earnings for Australian industry.
- Implementation of Australia's in force Free Trade Agreements (FTA) and implementing specific outcomes.
- Negotiate FTAs, as part of DFAT led WoG delegations, including the EU and India. -led WoG delegations, including the EU and India.
- Manage and promote tariff concession programs including the Tradex Scheme, Certain Inputs to Manufacture (CIM) and Space Concession, as well as other ad hoc trade support for businesses.
- Technical barriers to trade (TBT) and WTO TBT Committee specific trade concerns.
- International and domestic Mutual Recognition Agreements (MRA).
- National Committee for Trade Facilitation.
- Non-Tariff Barriers Action Plan.
- TBT Chapters and committees across: Comprehensive and Progressive Agreement for TransPacific Partnership, China-Australia FTA, other FTAs as needed.-Pacific Partnership, China-Australia FTA, other FTAs as needed.
- Lead engagement with state and territory jurisdictions and New Zealand on MRA and TTMRA issues and exemptions.

Contacts

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Minister for Resources

Oil and Gas Division (OGD)

Head of Division: Sam Chard

Executive

Divisional Strategic Support

- Executive Officer
- Executive Coordination
- General division coordination
- Divisional communications and meetings
- Parliamentary coordination (All PDMS, QoNs, QTBs, etc)
- Briefing and executive board papers
- Business planning, risk planning and other corporate reporting
- Senate Estimates

Contacts

Name	Email	Phone
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Northern Endeavour Branch

General Manager: Shane McWhinney

Policy and Engagement Section

- Cabinet submissions and Budget processes for the Northern Endeavour
- Ministerial / SES briefings, Estimates, FOIs, IGBs, QTB for Northern Endeavour
- Program budget management, OP Levy
- Legislative policy related to Northern Endeavour including NOPSEMA DOSO
- Cross Government stakeholder engagement, including Secretariat for the Program Steering Committee
- Liaison for inter-jurisdictional issues

Contacts

Name	Email	Phone
Inbox	s 22	@industry.gov.au n/a
s 22	@industry.gov.au	s 22

Program Management Office

- Program Governance including management and Secretariat for the Program Board, the Industry Reference Group and other governance bodies
- Program compliance and reporting
- Program management coordination – risks, issues, and schedule
- Management of assurance and audit activities including Gateway Reviews
- Development of program artefacts, i.e. risk registers, schedules, and program management plans
- Program communications including website and news articles
- Program workforce planning and recruitment activities

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Decommissioning Delivery Team

- Management of Phase 1 Decommissioning works
- Management of FPSO tow and recycle works
- Support planning for the delivery of the future phases of the work
- Ministerial liaison
- Stakeholder engagement
- Lead related government submissions

Contacts

Name	Email	Phone
Inbox		n/a
s 22	s 22 @industry.gov.au	s 22

Phase 2/3 Project Planning

- Management of Phase 2 and 3 Decommissioning Program planning and procurement activities
- Ministerial liaison
- Stakeholder engagement
- Lead related government submissions

Contacts

Name	Email	Phone
Inbox		n/a
s 22	s 22 @industry.gov.au	s 22

Commercial Team

- Commercial and contract advice for the Phase 1 Decommissioning Contract (NEDCOM).
- Phase 2 and 3 Procurement planning and execution
- FPSO tow and disposal contract management support
- Probity advice and coordination

- Financial Reporting

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Regulatory Approvals Team

- Regulatory advice and strategy across all phases of the program
- Managing regulatory applications, licenses, permits and compliance activities, with a focus on EPBC Act referrals and variations, Hazardous Waste Act permits/approvals, Biosecurity Act permits/approvals, the Sea Dumping Act.
- Liaison and engagement with regulatory stakeholders (including DCCEEW and NOPSEMA and overseas regulators as required)

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Offshore Resources

General Manager: Cliff Weeks

Offshore Exploration

- Petroleum exploration titles
- Offshore petroleum exploration activities
- Management and oversight of offshore petroleum acreage releases
- Administration of Good Standing Agreements
- Management of exploration matters arising from the *Offshore Minerals Act 1994*

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Offshore Carbon Capture and Storage

- Advice to the responsible Commonwealth Minister on GHG titles and application
- Offshore GHG exploration activities
- Management and oversight of greenhouse gas acreage releases, including promotional activities
- Management of offshore GHG operational issues and policy matters in collaboration with DCCEEW, NOPTA and NOPSEMA

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Offshore Development

Offshore petroleum production licences

- Offshore petroleum retention leases
- Offshore petroleum pipeline licences and infrastructure licences
- Administration of combination certificates under the *Petroleum Resource Rent Tax Assessment Act 1987*

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

Strategic Policy

- Implementation of some of the Future Gas Strategy Reforms relating to the offshore:
- Reframing future Offshore Petroleum Exploration Acreage Releases
- Updates to offshore guidelines
- Review of short titles under the Act used for seismic acquisition
- Crosscutting and/or emerging issues with a focus on offshore operational matters.
- NOPSEMA Advisory Board Appointments (once appointed the board is managed by the Offshore Strategy Branch)
- Deep Sea Mining and the International Seabed Authority

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22
s 22	@industry.gov.au	s 22

Gas Policy

- Onshore and offshore gas market intelligence and advice, covering major gas projects, basins and related issues
- Coordinate and implement FGS, including reporting and updates
- Onshore gas ESG matters, including First Nations, water trigger, investment, social licence and taxonomy
- Parliamentary inquiries, including Beetaloo
- Preparation work for the NOPSEMA/NOPTA reviews

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

Offshore Strategy

General Manager: Norelle Laucher

Regulatory Reform

- Legislation and regulations for offshore oil and gas, greenhouse gas storage and minerals – primarily *Offshore Petroleum and Greenhouse Gas Storage Act 2006* (OPGGSA Act) and associated regulations
- Legal policy matters and coordination of legal advice for the branch
- Instruments of delegation under the OPGGSA and associated regulations

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22
s 22	@industry.gov.au	s 22

Environment

- Environmental management regime for offshore activities, including seismic surveys, under the *Offshore Petroleum and Greenhouse Gas Storage Act 2006* and associated regulations.
- Offshore Environment Management Review, including reforms to consultation requirements for offshore petroleum and greenhouse gas activities.
- Cross-cutting and/or emerging offshore environmental policy issues. Statement of Expectations for NOPSEMA.
- Alignment of the offshore regulatory regime with environmental law reforms and the declaration of NOPSEMA as offshore regulator *Environment Protection and Biodiversity Conservation Act 1999*.
- Provision and coordination of advice on the impacts of current and proposed EPBC Act reforms on portfolio responsibilities and industry stakeholders.
- Offshore petroleum royalties administration.

Contacts

Name	Email	Phone
Inbox		n/a

Name	Email	Phone
s 22	@industry.gov.au	s 22

Offshore Safety

- Offshore safety policy and regulatory reform, including a safety harmonisation review
- Offshore oil spill preparedness and response
- NOPSEMA CEO appointments
- Well integrity policy and regulations
- Engage on maritime safety and security policy and regulatory issues

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22
s 22	@industry.gov.au	

Offshore Carbon Capture and Storage Review

- Lead and manage CCS Policy Review
- Management of reform of offshore GHG issues and policy development matters in collaboration with DCCEEW, NOPTA and NOPSEMA

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Offshore Assurance

- Assurance and risk management functions for offshore titles decisions to safeguard against administrative oversights, support continuous improvement, and uphold transparency and stakeholder confidence.
- Specialist policy advice on the OPGGS Act

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

National Offshore Petroleum Titles Administrator (NOPTA)

General Manager: Graeme Waters

Director Petroleum Exploration, GHG Storage and Acreage Release

- Oversees the Titles Exploration, Titles GHG, Technical Exploration, Technical GHG and Regulatory Support and Legislative Support teams.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@nopta.gov.au	s 22

Director Petroleum Development and Offshore Electricity Infrastructure

- Oversees the Titles Development, Technical Development, Commercial, Suitability & Governance, and Offshore Electricity Infrastructure teams

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@nopta.gov.au	s 22

Business Support Unit

- Cost Recovery Implementation Statement (CRIS)
- Finance, Procurement, Property
- Human Resources, Health, Safety and Wellness
- Budget oversight and control

Contacts

Name	Email	Phone
Inbox	s 22 @nopta.gov.au	n/a
Inbox	s 22 @nopta.gov.au	n/a
s 22	@nopta.gov.au	s 22

Security Information Management and Business Applications

- Information Management services within NOPTA
- Internal and External facing systems development, support, and maintenance
- Improve business processes and reduce NOPTA's risk
- ICT Governance – risk management and compliance
- Manage ICT contracts and services provided by external providers
- Administration of NOPTA's Cloud environment
- Implement and develop NOPTA's ICT strategy, policies and procedures
- Maintain NOPTA's public presence through the external NEATS and NOPIMS websites

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@nopta.gov.au	s 22

Technical

Petroleum Exploration and Development; Greenhouse Gas

- Geoscience and engineering assessment of offshore petroleum exploration and development, and greenhouse gas (GHG) applications
- Monitor field performance and resource management issues of Australia's offshore petroleum resources
- Administration and assessment of offshore petroleum exploration and development, and GHG titles
- Development and application of production hydrocarbon resource and field information databases

Contacts

Name	Email	Phone
Inbox		n/a
s 22 (GHG)	s 22 @nopta.gov.au	s 22
s 22 (Exploration)	s 22 @nopta.gov.au	s 22
s 22 (Development)	s 22 @nopta.gov.au	s 22

Titles

Petroleum Exploration and Development; Greenhouse Gas

- Primary contact / liaison for petroleum and GHG storage industry on titles-related applications and processes under the *Offshore Petroleum and Greenhouse Gas Storage Act 2006* (OPGGS Act)
- Maintain titles register for petroleum and GHG titles, including through the National Electronic Approvals Tracking System (NEATS)
- Provision and coordination of advice to decision makers (Titles Administrator and Joint Authority) on licensing and resource management matters under the OPGGS Act
- Facilitate cooperation and information sharing between the Titles Administrator and NOPSEMA.

Contacts

Name	Email	Phone
Inbox	s 22 @nopta.gov.au	n/a
Inbox	s 22 @nopta.gov.au	n/a

Name	Email	Phone
s 22 (Exploration)	s 22 @nopta.gov.au	s 22
s 22 (Development)	s 22 @nopta.gov.au	s 22
s 22 (GHG)	s 22 @nopta.gov.au	s 22

Data Management

- Manage the submission of data made under the RMA Regulations
- Develop reporting standards for data submissions
- Collaborate on the National Offshore Petroleum Data and Core Repository and NOPIMS programs
- Manage the release of well, survey and petroleum mining sample data

Contacts

Name	Email	Phone
Inbox		n/a
s 22	s 22 @nopta.gov.au	s 22

Offshore Electricity Infrastructure

Note: this function relates to the Energy portfolio

- Primary contact / liaison for the offshore electricity industry on licensing matters under the *Offshore Electricity Infrastructure Act 2021* (OEI Act).
- Provision and coordination of advice to decision makers on applications under the OEI Act.
- Maintain a register of infrastructure licences through the National Electronic Approvals Tracking System (NEATS)
- Liaise with DCCEEW in relation to implementation of the licensing scheme relevant to the Offshore Infrastructure Registrar's role.
- Facilitate cooperation and information sharing between the Registrar and the Offshore Infrastructure Regulator of NOPSEMA.

Contacts

Name	Email	Phone
Inbox	s 22 @nopta.gov.au	n/a
s 22 (Policy and Engagement)	s 22 @nopta.gov.au	s 22
s 22 (OEI Operation and Licensing)	s 22 @nopta.gov.au	s 22
s 22 (OEI Assessment)	s 22 @nopta.gov.au	s 22

Commercial

Economic Analysis and Suitability Assessment

- Economic assessments associated with applications, project analysis and commerciality reviews.
- Financial resource and corporate governance assessments, associated with applications, reviews and reporting.

Contacts

Name	Email	Phone
Inbox		n/a
s 22 (Economic Analysis)	s 22 @nopta.gov.au	s 22
s 22 (Suitability Assessment)	s 22 @nopta.gov.au	s 22

Legislative Support

- Develop and manage legal requests relating to OPGGS Act, OEI with DISR and DCCEEW legal teams
- FOI Coordination
- Legislative guidance

Contacts

Name	Email	Phone
Inbox	s @nopta.gov.au	n/a
s 22	@nopta.gov.au	
s 22	@nopta.gov.au	s 22

Regulatory Support

- Regulatory support across NOPTA relating to offshore petroleum and greenhouse gas
- Coordinate NOPTA contributions to policy and legislative reform
- Develop and review internal and external guidance material on petroleum and greenhouse gas
- Implement legal advice relating to petroleum and greenhouse gas
- Develops implementation plans for policy and legislative change for petroleum and greenhouse gas

Contacts

Name	Email	Phone
Inbox	s @nopta.gov.au	n/a
s 22	@nopta.gov.au	s 22

Compliance, Assurance & Performance

- Internal quality assurance program
- Compliance (including special conditions)
- Corporate planning and reporting (including annual reporting and stakeholder surveys)
- Maintain risk register and business continuity plan
- Strategic plan and regulator performance reporting
- Engagement strategy
- Senate Estimates coordination
- Corporate projects
- General coordination.

Contacts

Name	Email	Phone
Inbox	s 22@nopta.gov.au	n/a
s 22	@nopta.gov.au	s 22

Geospatial and Web Services

- Spatial support to NOPTA, NOPSEMA and external stakeholders
- Maintain NOPTA's corporate spatial information and systems
- Cartographic services, Web mapping and spatial web services
- Geographic information science support
- Maintain Title Administrator's and the Registrar's public website presence, content management, design and accessibility

Contacts

Name	Email	Phone
Inbox	s 22 @nopta.gov.au	n/a
Inbox	s 22 @nopta.gov.au	n/a
s 22	@nopta.gov.au	s 22

Gas

General Manager: David Lawrence

Gas Policy

- State and Territory engagement
- Medium term gas supply and pricing
- Reservation policy

Contacts

Name	Email	Phone
Inbox		n/a

Name	Email	Phone
s 22	@industry.gov.au	s 22

Net Zero & International

- Support Minister King and DISR's international engagement on oil and gas matters
- Advice and analysis on international gas developments and emissions reduction matters.
- Lead divisional involvement in Net Zero processes and climate policy.
- Deliver the Future Gas Strategy's commitment to reduce venting and flaring in consultation with regulators.
- Participate in international gas-related working groups, including the IEA gas working group and US-led Measurement, Monitoring, Reporting and Verification working group.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Pricing & Security

- Legislative reviews of the Australian Domestic Gas Security Mechanism, Heads of Agreement and supporting DCCEEW's review of the Gas Market Code.
- Domestic gas market prices (wholesale, retail and spot markets).
- Providing advice on upstream energy security in gas markets, nationally.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Gas Compliance

- Heads of Agreement – East Coast Domestic Gas Supply Commitment, quarterly compliance reporting and negotiation of a possible extension.
- Australian Domestic Gas Security Mechanism – policy and quarterly Briefing Minister on activation of the Australian Domestic Gas Security Mechanism
- Conditional Ministerial Exemptions – Under section 61 of the Gas Code, supporting Minister King in her joint decision-making role in granting and monitoring exemptions.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Greater Sunrise Policy and Timor-Leste Partnerships

- Lead whole of government coordination for Greater Sunrise
- Advice to Government on Greater Sunrise policy
- Contributes to Australian government Timor-Leste strategy
- Support Australia's appointee to Greater Sunrise Governance Board
- Ministerial and Executive briefing
- Timor-Leste Australia Energy Partnership program delivery
- Timor-Leste Australia Minerals and Mining Collaboration program delivery

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

Greater Sunrise Technical Negotiations and Regional CCS

- Technical Negotiations for development of Greater Sunrise
- Lead on relationship with Sunrise Joint Venture (supporting the Chief Negotiator)
- Policy advice and legal review of Greater Sunrise documents under negotiation.
- Support the Transboundary Movement of Carbon workstream and capacity building with Timor-Leste

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	s 22 @industry.gov.au	s 22

Offshore Decommissioning Directorate

General Manager: William Tan

Decommissioning

- Delivering actions to support the Roadmap for Establishing a Decommissioning Industry
- Delivery of advice and guidance on decommissioning
- Stakeholder engagement and delivery of agreements with international and state/territory partners on decommissioning

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

Risk Mitigation Strategy

- Advice to Government on policy, commercial and regulatory options to mitigate the risk of insolvent titleholders with unfunded decommissioning liabilities.
- Policy advice on offshore oil and gas wells with titles no longer in force.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Decommissioning and Financial Assurance Reforms

- Development and implementation of decommissioning and financial assurance reforms for offshore petroleum and GHG activities
- Financial assurance for offshore petroleum and GHG activities
- Decommissioning policy and end-of-life regulatory for offshore petroleum and GHG regimes (including compliance and enforcement and trailing liability).
- Cabinet Submissions to implement reforms
- Financial Assurance Risk Program Board secretariat
- Economic analysis and procurement management
- Communications strategy for reforms
- Financial implications of decommissioning analysis

Contacts

Name	Email	Phone
Inbox		n/a
s 22	s 22 @industry.gov.au	s 22
s 22 s 22	s 22 @industry.gov.au	s 22
s 22	@industry.gov.au	s 22

Insolvency Policy and Response Strategy

- Policy development and stakeholder engagement to prepare the Government for responding to future insolvency events under the existing offshore regime.
- Negotiating with the oil and gas industry to encourage an industry-led response to insolvencies with unmet decommissioning liabilities.
- Policy analysis and advice on the exercise of enforcement provisions in response to insolvency events.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	s 22 @industry.gov.au	s 22

Minerals and Resources Division (MRD)

Head of Division: Marie Illman

Executive

Executive Support

- Executive Officer
- Divisional coordination, reporting and communications
- Parliamentary coordination (All PDMS, QoNs, QTBs, etc)
- Business planning, risk register and other corporate reporting
- Senate Estimates
- Minister's Snapshot
- Implementation of the divisional Reconciliation Action Plan (RAP)
- Divisional Consultative Committee (DCC)

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	s 22 @industry.gov.au	s 22
(Executive Officer)		

Mining and Remediation

General Manager: Linda Lee

Remediation Strategy

- Policy advice on onshore remediation, including
 - Abandoned mine management
 - Mine rehabilitation
 - Post mining transitions and land use
- Mine Rehabilitation and Mine Closure Handbook

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Remediation – Rum Jungle & Maralinga

- Rehabilitation of the former Rum Jungle uranium mine site, Northern Territory
- Ongoing Commonwealth liabilities at the former British Nuclear Test Sites – Maralinga and Emu Field, South Australia
- Woomera Prohibited Area (WPA) Board engagement

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a

Name	Email	Phone
s 22	@industry.gov.au	s 22

Remediation – Ranger & Jabiluka

- Regulation and oversight of the rehabilitation of Ranger Uranium Mine
- Jabiluka Mineral Lease and legal proceedings
- Advice on Jabiru economic transition concerning the Jabiru airport

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Geoscience, Exploration & First Nations

- Point of contact for policy engagement with Geoscience Australia, including on Earth Observation (Digital Earth and Landsat Next), and development of cabinet submissions and NPPs
- Mineral exploration policy, including GA's delivery of the Resourcing Australia's Prosperity (formerly Exploring for the Future) program.
- Extractive Industries Transparency Initiative (EITI)
- First Nations economic empowerment in the resources sector
- Land access, cultural heritage protections and Native Title reforms as they relate to the resources sector

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Energy Minerals & Export Permissions

Policy advice relating to the **coal and uranium** industries, export and international engagement with key trade partners.

- Regulation of exports of nuclear material (including processing **mineral export permissions (MEPs)** for uranium and controlled ores).
- Regulation of rough diamond export permissions (Kimberley Process Certification Scheme)
- Treasury FIRB requests (coal, uranium)
- Resources Methane Abatement Fund
- Cross-cutting: Lead MRD engagement on net zero for resources sector

Contacts

Name	Email	Phone
Inbox		n/a
s 22	(a/g) s 22	@industry.gov.au s 22

Metals Mining

- Policy advice relating to the **Strategic Materials List** – copper, aluminium (alumina and bauxite), zinc (and silver and lead), tin, and phosphate (and phosphorus) – including market and supply chain monitoring and stakeholder engagement.
- Policy advice relating to **iron ore** – including stakeholder engagement and supporting the Aus-China Steel Decarbonisation Dialogue
- Policy advice relating to **gold, silver**
- Treasury FIRB requests (iron ore, copper, zinc, tin, bauxite, gold, silver)
- Mining Equipment, Technology and Services (**METS**) policy and **Resources Technology Showcase (RTS)** sponsorship delivery.
- Cross-cutting: Lead MRD engagement on workforce, skills, industrial relations and gender equality in the resources sector

Contacts

Name	Email	Phone
Inbox		n/a
s 22	(a/g) s 22	@industry.gov.au s 22

Critical Minerals Office

General Manager: Samantha Robertson

Strategy and R&D

- Advise on implementation of the Critical Minerals Strategy 2023–2030
- Supporting R&D policy for Critical Minerals, including working with ANSTO, CSIRO and Geoscience Australia on critical minerals R&D initiatives
- Lead on critical minerals international engagement with **France, Germany**, and the **EU**, and progressing projects under the relevant working groups with these partners

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Industry Engagement

- Industry engagement and insights on the critical minerals sector and related supply chains
- Mineral and technical expertise on critical minerals
- Future Made in Australia policy, as it relates to critical minerals
- Lead on critical minerals international engagement with **Indonesia, South-East Asia** and **IPEF**.

Contacts

Name	Email	Phone
Inbox		n/a
s 22 (a/g)	s 22 @industry.gov.au	s 22

Industry Support

- Policy responsibility for the Critical Minerals Development Program and the Critical Minerals Independent Technical Panel
- Review and refresh of the Critical Minerals Strategy 2023–2030
- Policy responsibility for the International Partnerships in Critical Minerals Grants Program.
- Responsibility for the process to update Australia’s Critical Minerals List and Strategic Materials List.
- Lead on critical minerals international engagement with **India, United Kingdom** and the **QUAD**.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Critical Minerals Infrastructure

- Delivery of the Critical Minerals National Productivity Initiative (CMNPI) (2024–26 Budget measure) and coordination of state and territory working groups.
- Policy lead on common user infrastructure
- Deliver Critical Minerals ESG Pilot Program (2023–24 Budget measure)
- Cross-cutting: State and Territory engagement, including coordinating the Resources Ministers Roundtable and Senior Officials meetings

Contacts

Name	Email	Phone
Inbox		n/a
s 22	s 22 @industry.gov.au	s 22

Production Tax Incentive

- Design and implementation of the Critical Minerals Production Tax Incentives (CMPTI) (2024–25 Budget measure)
- Development of Community Benefit Rules to apply to the CMPTI

- Joint CMPTI program delivery with ATO
- Critical minerals processing and refining

Contacts

Name	Email	Phone
Inbox		n/a
s 22 (policy lead)	s 22 @industry.gov.au	s 22
s 22 (program delivery lead)	s 22 @industry.gov.au	s 22

Critical Minerals Security

General Manager: Geoff Mason

Financing

- Provide policy advice and coordinate engagement with finance agencies DFAT / EFA (Critical Minerals Facility and Commercial Account), NAIF and NRFC on critical minerals projects financing.
- Engagement with **Japan** on critical minerals, including leading policy responsibility for the Australia – Japan Critical Minerals Partnership and Australia – Japan Critical Minerals Working Group.
- Engagement with **Republic of Korea (ROK)** on critical minerals, including leading policy responsibility for the Australia – Korea MOU on Cooperation in Critical Minerals Supply Chains, and the Australia – ROK Critical Minerals Working Group.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

United States

- Lead critical minerals engagement with the **United States**, including operating as the Response Group Secretariat for the *US-AU Framework for Securing of Supply in the Mining and Processing of Critical Minerals*.
- Multilateral commitments including the G20 and Minerals Security Partnership (MSP).
- AUKUS and Defence supply chains.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Canada & G7

- Lead on critical minerals engagement with **Canada**.
- Lead on critical minerals multilateral commitments including **G7** Production Alliance and Critical Minerals Action Plan, and Conference on Critical Minerals and Materials' (**CCMM**).
- Leading engagement with the **International Energy Agency (IEA)**, including through the Critical Minerals Working Party.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

National Security

- Policy considerations for foreign investment and foreign arrangements in the critical minerals sector.
- Engagement with government and industry stakeholders regarding national security risks, including foreign interference, in the critical minerals sector.
- Lead on *Safeguarding against Foreign Interference in the Critical Minerals Sector* outreach.

- Monitor critical minerals policy for **China, Taiwan, Russia** and **Ukraine**.
- Treasury FIRB requests (critical minerals)

Contacts

Name	Email	Phone
Inbox		n/a
s 22	(a/g) s 22	@industry.gov.au s 22

Critical Minerals Strategic Reserve Taskforce (CMSR)

Head of Taskforce: Donna Looney

Executive

Executive Support

- Executive Officer
- Divisional coordination, reporting and communications
- Parliamentary coordination (All PDMS, QoNs, QTBs, etc)
- Business planning, risk register and other corporate reporting
- Senate Estimates
- Minister's Snapshot

Contacts

Name	Email	Phone
Inbox	s 22	@industry.gov.au n/a
s 22 (Executive Officer)	s 22	@industry.gov.au
s 22 (Executive Assistant)	s 22	@industry.gov.au

Policy and Submission

General Manager: Kath Pohl (a/g)

Policy and Submission

- Development of policy advice pertaining to operationalisation of the Critical Minerals Strategic Reserve

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	

Entity, Governance and Engagement

General Manager: Kath Pohl (a/g)

Entity, Governance and Engagement

- Reserve entity governance structures
- Engagement (domestic and international)

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	

Markets

General Manager: Damien Dunn

Markets

- Analysis of critical minerals markets

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	

Australian Radioactive Waste Agency Division (ARWA)

Head of Division: Sam Usher

Program Delivery

General Manager: Matthew Morrissey

Program Delivery

- Portfolio, programme and project management
- Development, tracking and management of program risk, budget, and schedule
- Program planning, monitoring and implementation
- Coordination of delivery functions
- Project resource planning
- Scope management
- Delivery coordination and cooperation
- Stakeholder engagement

- Portfolio communications including SharePoint sites.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Commercial Management

- Portfolio Management Governance
- Legal Strategy
- Commercial Strategy
- Probity and Conflict of Interest Management
- Commercial Contract Management
- Business Planning and Cost Modelling
- Commercial Relationship Management with Suppliers, Consultants and Radioactive Waste market providers.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Portfolio Performance & Controls

- Enterprise and Project Risk, opportunity and issue management
- Continuous Improvement
- Setting benefit realisation measures
- P3M Capability development and upskilling
- Management of assurance approach and audit activities
- Development of program artefacts, i.e. risk registers, schedules.
- Document control.

Contacts

Name	Email	Phone
Inbox		n/a

Name	Email	Phone
s 22	@industry.gov.au	s 22

Policy, Governance and Strategy

General Manager: Mark Weaver

Strategic Governance and International Relations

- Parliamentary coordination (QoNs, Estimates, Parliamentary inquiries, QTBs, etc)
- General division coordination and nuclear agencies liaison
- Secretariat service for high-level inter-agency meetings and Executive Secretariat support
- Divisional business planning, compliance and performance reporting
- Divisional governance and assurance
- Management of relationships with key international nuclear bodies – IAEA and NEA
- Management of international collaborations and partnerships, including Memoranda of Understanding with overseas institutions and organisations
- Oversight and execution of divisional international engagement strategy, to meet commitments to global working groups and enhance ARWA's international reputation through strategic conference participation and speaking engagements.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22 (a/g)	s 22 @industry.gov.au	s 22

Radioactive Waste Policy

- Provide policy advice and strategic direction on the management, storage, and disposal of the Commonwealth's radioactive waste Policy development, Government approvals, Cabinet submissions regarding radioactive waste
- Legislation, amendments, and regulation related to radioactive waste management

- High-level engagement with the Australian Submarine Agency through embedded officer, s 22 [@industry.gov.au](mailto:industry.gov.au) and s 22 [@defence.gov.au](mailto:industry.gov.au))

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Social Licence and Operational Support

General Manager: Jodie Lindsay

Corporate Services

(Capacity & Capability, Resources and Procurement Support)

- Capacity and capability advice and support
- Technical and Specialist workforce planning, strategy, and development
- Support and monitoring of finance and budget, processes, and systems
- Support and monitoring of compliance with procurement policy, processes and systems

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Operational Assets and Security

- Progress ARWA implementation plans for ICT projects (including Digital Transformation projects).
- Information management advice/enhancements (including data quality and integrity) and support (including maintenance of Stratus sites)

- Security awareness strategy and continuous training
- Liaise with DISR Security and Property divisions

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Communications and Engagement

- Nuclear agencies liaison and coordination
- Community and stakeholder relations
- Public and industry engagement and educational strategies (including the development of educational information)
- ARWA website content (hosted on industry.gov.au)
- ARWA public mailbox
- Presentations and event management
- Liaise with Enabling and Business Services on external communications and media relations
- Internal division communications

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

First Nations Engagement and Partnerships

- First Nations Stakeholder Engagement
- Develop Policies, Strategies, and guidelines
- First Nations subject matter expertise and advice
- Monitor, research, and evaluate
- Native Title and other Indigenous land tenures, developments, and provide advice in ARWAs activities.
- First Nations rights, legislations, policies, and legal activities domestically and internationally of relevance for ARWA
- Cultural Heritage legislation and policy

- Cultural Heritage Management

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Social Licence

- Internal and external advice on social licence for radioactive waste management and disposal
- Development of internal Social Licence Framework, monitoring and evaluation plan to guide ARWA's program to develop and implement disposal pathways
- Internal advice, guidance and education on embedding social licence considerations into ongoing work.
- Library of social licence literature, materials and learnings

Contacts

Name	Email	Phone
Inbox		n/a
s 22	(a/g) s 22 @industry.gov.au	s 22

Nuclear Security and Safety

- Safety case development
- Safety assessment development and capacity building
- Leading safety culture maturity
- Holistic safety development and support
- Engagement with key stakeholders including but not limited to, ARPANSA, ASNO, AECOM, Geoscience Australia, ANSTO, CSIRO and Aalto
- Preparation of licensing, permitting, and regulatory applications including ARPANSA and ASNO
- Leading IAEA international project Safety Case for All Radioactive Waste Management Activities and Facilities
- ARWA point of contact for NEA's Integrated Group for the Safety Case

- Provision of technical safety and nuclear security expertise to support key government decision making in radioactive waste management

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

Environment

- Environmental impact assessments and risk management
- Environmental approvals, including preparation of environmental licensing and regulatory documents and applications
- Environmental compliance
- Engagement with state, territory and Commonwealth regulators
- Sustainable implementation of long-term initiatives
- Provision of environmental expertise to support key government decision making in radioactive waste management

Planning and Implementation

- Development of technical processes and procedures
- Systems and knowledge management
- Program management related to planning, design, site characterisation, construction, commissioning, operations and decommissioning activities for all radioactive waste disposal pathways
- Activities related to construction, commissioning, operation and closure of disposal facilities
- Coordination of key technical outputs
- Developing comprehensive high-level requirements from national regulators, IAEA and other international best practice sources
- Development of engineering design solutions for near-surface and geological disposal
- Identification and management of research and development program

Contacts

Name	Email	Phone
Inbox		n/a

Name	Email	Phone
s 22	@industry.gov.au	s 22

Waste Management

- We update and maintain the Australian National Inventory of Radioactive Waste
- We manage data and insight relating to inventory and waste management
- We deliver engagement and outreach with Commonwealth and Non-Commonwealth waste holders
- We develop and own Waste Acceptance Criteria and Waste Acceptance Procedure for ARWA
- We develop and provide advisory services for waste holders
- We develop transport plans and operations, packaging, waste conditioning and other waste disposal system elements relevant to waste holders
- We lead waste management capacity and capability building

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Geological Disposal

- Technical options for ILW disposal
- ILW disposal strategic assessment
- ILW disposal technical area screening
- ILW disposal technical siting strategy development
- Geological disposal of radioactive waste
- Geotechnical, geology and hydrogeology
- Geographic Information Systems and spatial analysis in relation to radioactive waste management

Contacts

Name	Email	Phone
Inbox		n/a

Name	Email	Phone
s 22	@industry.gov.au	s 22

Minister for Industry and Innovation; Minister for Science

Anti-Dumping Commission (ADC)

Head of Division: David Latina

Investigations

General Manager: Isolde Lueckenhausen

Investigations

- Conduct anti-dumping investigations from applications from Australian industry
- Case work includes reviews of measures, duty assessments, exemption inquiries and anti-circumvention inquiries

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@adcommission.gov.au">@adcommission.gov.au	s 22
s 22	@adcommission.gov.au">@adcommission.gov.au	s 22

Name	Email	Phone
s 22	@adcommission.gov.au">@adcommission.gov.au	s 22
s 22	@adcommission.gov.au">@adcommission.gov.au	s 22

Quality Assurance and Verification

- Quality assurance for anti-dumping investigations
- Conduct verification to establish data provided by an exporter, importer or Australian producer is complete, relevant and accurate

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@adcommission.gov.au">@adcommission.gov.au	s 22

Strategy and Operations

General Manager: Aggie Marek

Engagement and Market Intelligence

- Stakeholder engagement across the trade remedies system including with International Trade Remedies Forum.
- Media and communications
- Industry and market intelligence and dissemination of insights to inform trade remedies industry education
- Economic analysis of key industry sectors and issues, monitoring of emerging trends in trade remedies
- Public inquiries

Contacts

Name	Email	Phone
Inbox	s 22 @adcommission.gov.au">@adcommission.gov.au	n/a
s 22	@adcommission.gov.au">@adcommission.gov.au	s 22

Data, Systems and Analytics

- Business operations, including implementation of anti-dumping measures, and publishing of reports
- Client support, including receiving and processing applications
- Data management and analytics
- Internal and External performance reporting
- Systems and reporting projects.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@adcommission.gov.au	s 22

Strategy, Policy and Performance

- Business planning and corporate governance
- Monitoring and reporting on organisational performance
- Ministerial and parliamentary, Senate Estimates, QoNs
- Operational policies, projects and practice, continuous improvement, knowledge management for the Anti-Dumping Commission (ADC)

Contacts

Name	Email	Phone
Inbox		n/a
s 22 (a/g)	s 22 @adcommission.gov.au	s 22

Culture and Capability

- Staff capability – technical and non-technical training, careers, development
- Culture plan, integrity, values and behaviours
- Partnering with DISR's People and Procurement teams
- Strategic recruitment and attraction, employee value proposition

Contacts

Name	Email	Phone
Inbox		n/a
s 22 (a/g)	s 22 @adcommission.gov.au	s 22

Legal

General Manager: Katrina Gunn

Legal

- Provide legal advice on anti-dumping matters for ADC
- **NOT** responsible for any dumping matters subject to review by Anti-Dumping Review Panel (ADRP) or court matters – these should be referred to ADRP Secretariat within DISR Legal Practice Branch, Dispute Resolution and ADRP Section
- Assists with ADC's involvement in WTO dispute matters

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@adcommission.gov.au	
s 22	@adcommission.gov.au	

Australian Space Agency (ASA)

Head of Division: Enrico Palermo

Office of the Head of Agency

Head of Agency

- Executive Support to the Head of Agency
- Whole-of-Agency coordination lead for business planning and yearly budget process
- Stakeholder Engagement Framework
- Governance and secretariat support of the Agency's Advisory board
- International travel coordination

Contacts

Name	Email	Phone
Inbox		n/a
s 22	s22@space.gov.au	s 22

Operations and Governance

Operations and Governance

- Whole of Agency coordination for DISR and whole-of-government requests
- Parliamentary coordination (QoNs, Estimates, Parliamentary inquiries, QTBs)
- Governance and secretariat support of the Agency's Executive Committee
- Project Management and Reporting
- Finance, Risk Management and Compliance
- Facilities Management
- People, wellbeing and culture

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@space.gov.au	s 22

Office of the Space Regulator

General Manager: Chris De Luis

Space Regulation

- Lead development of and maintain the regulatory framework for a responsible space activities sector
- Maintain and amend the Space (Launches and Returns) Act 2018 and Rules.
- Committee on Peaceful Uses of Outer Space (COPUOS) and related groups including Space Five
- International recognition arrangement/agreements
- Proposed future regulations incl human space flight
- Compliance policy
- Regulatory enforcement

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@space.gov.au	s 22

Regulatory & First Nations Engagement

- Drive the Space Agency's regulatory engagement framework
- Entrepreneurship and space sector growth within the accepted regulatory framework.
- Sponsor all regulatory consultation processes
- Publish all externally facing regulatory guidance material (FAQ),
- 'Guidance centre' to enquiries
- Facilitate cross governmental coordination for applicants

- Community and case management framework
- First Nations Engagement
- Build Technology Safeguards capability

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@space.gov.au	s 22

Regulatory Operations

- Receipt, assessment, compliance and oversight of all authorisations under the *Space (Launches and Returns) Act 2018*.
- Domestic launch and/or return of spacecraft/high-powered rockets
- Launch/return liability and Insurance
- Register of Space Objects
- Commercial industry/companies engaged in or seeking to conduct launch activities
- Overseas payload permits
- Launch Safety Officer role

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@space.gov.au	s 22

Flight Safety

- Flight safety assurance for all authorisations under the *Space (Launches and Returns) Act 2018* and Rules
- Develop and improve flight safety procedures
- Manage flight safety workforce training and professional development
- Define acceptable flight safety standards for Australian space activity.
- Develop and maintain flight safety partnerships with Defence and other regulators.
- Conduct, review and verify Risk Hazard Analyses
- Execution of the new Space Capabilities & Services Panel.

Contacts

Name	Email	Phone
Inbox		n/a
Vacant		

Space Policy

General Manager: Christopher Hewett

Space National Security

- Lead space national security policy development and alignment.
- Partner with Defence Space Command
- Supports Quad Space Working Group, and coordination across agencies
- Engage Defence IIP and NIC, ICIP processes
- Supports Space Security Working Group and coordinates on national security matters relating to space
- Engage Defence Export Controls process
- Develop with Home Affairs the Government's approach to space as critical infrastructure
- Drive the agenda of and provide secretariat to the Space Sector Group Trusted Information Sharing Network
- Implement the Ground Stations Policy Framework
- Develop comprehensive Ground Stations management options (including legislation exploration) for Government's consideration

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@space.gov.au	s 22

Civil Space Policy

- Whole of Government engagement, policy and strategy development and implementation, including Space sustainability, Spaceflight, Industry support

programs, Sector growth analysis (leveraging AID), Space workforce policy, Diversity and Inclusion Statement

- Lead engagement with the states and territories and provide governance and secretariat oversight of the Space Coordination Committee, State & Territory Space Coordination Committee, Senior Space Committee of Australian Governments.
- Develop Budget proposals for ministerial consideration.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@space.gov.au	s 22

Community Engagement

- Media engagements/management
- External communications
- International communications
- Social media
- Events
- Community outreach
- Branding and graphic design
- IAC2025
- Australian Space Discovery Centre

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@space.gov.au	s 22

Space Capability

General Manager: Catherine Grace (a/g)

Space Programs

- Accelerate TRL uplift of critical technologies priorities enabled by space and space capability development in industry, academia and research sectors – through delivery of programs and studies
- Design and scope program and mission concepts to support effective policy design
- Maintains and manages industry and stakeholder relationships with BGH, AID to ensure successful program delivery
- Manages and maintains critical international relations with program teams with priority partner nations – US, India and others for mission delivery
- Manages the delivery and administration of space programs, including Moon to Mars Trailblazer lunar rover, Supply Chain and Demonstrator; and International Space Investment Initiative India and UKSA
- Technical subject matter expertise in program management, design, delivery, mission assurance and systems engineering

Contacts

Name	Email	Phone
Inbox		n/a
s 22 (a/g)	s 22 @space.gov.au	s 22

Space Science and Innovation

- Leads engagement with domestic space academia and science agencies on spaceflight, space sustainability, and space science activities, including through representation on international technical working groups and committees.
- Manages the facilitation of incoming opportunities for Australian space sector engagement in international space science, research and commercial activities.
- Provide up to date sector advice to government on spaceflight, space sustainability and space science activities.
- Coordinate efforts across the space ecosystem to grow sovereign capability, support commercial development, and position Australia as a globally competitive spaceflight destination.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	(a/g) s 22	@space.gov.au s 22

International Partnerships

- Manage international space relationships with international agencies and governments including agency agreements, MoU's and treaty negotiations
- Leads Agency engagement, in consultation with government stakeholders, on international partnerships and agreements.
- Supports the international elements of space program delivery and regulatory interactions.
- Supports Australia's participation in relevant multilateral fora, including to help uphold global norms and the rules-based order, protecting Australia's access to and use of space.
- Leads Agency engagement with DFAT, including on bilateral, regional and multilateral cooperation on space issues
- Coordinates Agency participation in major international space events and supports the hosting of international space events in Australia

Contacts

Name	Email	Phone
Inbox		n/a
s 22		@space.gov.au s 22

Space Capability and Integration

- Leads engagement with government on national capability, defence, national security, civil preparedness and risk management, including as Agency lead on NEMA.
- Working with WoAG partners, develops and maintains an up-to-date characterisation of Australia's space capability architecture to inform cross-Government policy making and implementation
- Integrated Assurance – managing and providing insights from capability experts when required for internal or external stakeholder groups. Provides technical subject matter expertise on space communications, PNT and space cyber for policy development and project delivery.

Contacts

Name	Email	Phone
Inbox		n/a
Vacant		

Civil Space Monitoring Pathfinder Project

- Provide operational monitoring of space objects and events to contribute to whole-of-government situational awareness and provide recommendations.
- Provide support to policy development relevant to space monitoring, including engagement across government and industry. Provides support to address civil preparedness, national security, defence and other WoAG priorities
- Drive development and growth of civil global space monitoring efforts, including research.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@space.gov.au	s 22

Commercialisation

Head of Division: Carl Chang

Commercialisation Policy and Programs

General Manager: Tim Hristovski (a/g)

Commercialisation and Intellectual Property

- Intellectual Property (IP) Policy

Portfolio functional directory

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- Advice on current and emerging IP policy issues
- IP matters relating to commercialisation
- IP Policy Group Secretariat
- Shadow policy to IP Australia
- Whole of Government alignment of IP policy
- Venture Capital Policy
- Access to finance for early stage companies (startups)
- Angel investment and tax incentives for early stage investment (early stage innovation companies, or ESICs)
- Venture Capital program policy
- Secretariat for the Innovation Investment Committee

Contacts

Name	Email	Phone
Inbox		n/a
s 22	(a/g) s 22	@industry.gov.au s 22

Venture Capital

- Venture capital program delivery
- Early stage venture capital limited partnerships (ESVCLP)
- Venture Capital Limited Partnerships (VCLP)
- Australian Venture Capital Fund of Funds (AFOF)
- Eligible venture capital investors (EVCI)
- Pooled Development Funds (PDF)
- Biomedical Translation Fund (BTF)
- Innovation Investment Fund (IIF)
- Innovation Investment Follow-on Fund (IIFF)
- Pre-Seed Fund (PSF)
- Developing and publishing external communication and education products on venture capital programs (e.g. website, guidance document, podcasts, instruction videos).
- Manages relationship with the ATO as joint administrators for the venture capital programs of the dual-agency administration model.
- Responsible for the collection, analysis and reporting of venture capital program data relating to performance outcomes, compliance risks and participant behaviours to enhance program delivery.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Commercialisation Policy and Capability

- Commercialisation Policy
- Entrepreneurs and startups
- Incubators and accelerators
- Scaling businesses
- DISR narrative around commercialisation policy levers
- Commercialisation Capability Hub (CCH)
- Connect and collaborate across government, sharing real-world commercialisation knowledge to enhance the delivery of impactful policies and programs
- Building APS capability in commercialisation and early-stage business growth
- Manage CCH Knowledge Base and Commercialisation Speaker Series
- Secretariat for the Cross-Jurisdictional Forum

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Industry Growth Executive Director

General Manager: David Chuter

Director Advisory Service Delivery

- Adviser oversight for all IGP Advisers
- Industry Partner Organisation (IPO) oversight for all IPO's

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Advisory Services

- Advisory Service application eligibility assessment
- Advisory Service application allocation (with guidance from Executive Director)
- Advisory Service quality management (with Executive Director)
- Advisory Service tools and resources development/ management

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Industry Growth Program & CRC Policy

General Manager: Mary Jeffries

IGP Contract Management and Performance

- Adviser contract management
- Adviser performance management (with Executive Director)
- Network strategy – with Executive Director (location, skills, adviser team structure)
- The Junction maintenance and management
- Industry Partner Organisation Grant Management approach to market
- Tranche 3 Advisers

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Advisory Service Team

- Adviser onboarding

Contacts

Name	Email	Phone
Inbox		n/a
David Chuter	s 22 @industry.gov.au	

IGP & CRC Policy

- Industry Growth Program (IGP) policy
- Cooperative Research Centres (CRC) program policy
- Industry Growth Program performance, monitoring and evaluation
- Program data strategy
- Program data reporting

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

IGP Governance & Assurance

- Governance and secretariat for IGP Advisory Committee and internal governance bodies
- Assurance and risk management

- Program communications, external communications and marketing
- Briefing and correspondence including estimates briefing, Question Time Briefs and Questions on Notice
- Administered (EP and IGP) and departmental budget

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Executive Director

- OIISA supports the Industry Innovation and Science Australia (IISA) Board, an independent statutory body providing strategic advice on industry innovation, science and research matters to the Australian Government
- IISA activities are guided by its legislated mandate and a ministerially issued Statement of Expectations (SOE)
- IISA also monitors and oversees a number of innovation programs through its committees.

Contacts

Name	Email	Phone
Inbox		n/a
s 22 (a/g)	s 22 @industry.gov.au	s 22

Office of Industry Innovation and Science Australia

General Manager: Mary Jeffries

Program Oversight

- Program oversight of portfolio innovation programs for which IISA has legislated responsibilities as set out in the *Industry, Research and Development Act 1986* and Ministerial Directions including its Statement of Expectations.
- Includes developing strategic advice on programs and the broader innovation landscape through research and analysis, stakeholder engagement across government and industry.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Strategic Projects

- Supports IISA Board on its delivery of strategic projects outlined in IISA's Statement of Expectations through project management, research and analysis, stakeholder engagement and development of advice and IISA reports.
- Data analysis to develop insights to support IISA advice to government.
- Stakeholder engagement across Government and the private sector on matters relating to industry innovation, science and research to support the remit of IISA.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Secretariat Engagement and Governance

- Support the IISA Board in stakeholder engagement, communications and governance activities.
- Governance oversight including secretariat services to IISA Board and support for IISA committees. This includes managing board meetings, implementing best practice in the management of committees and ensuring application of and adherence to key guidelines, policies and governance arrangements.
- Deliver the IISA annual report.
- Industry Innovation and Science Australia (IISA) policy, including IISA Board appointments, developing IISA's Statement of Expectations, briefing the department and Minister on matters relating to IISA, and pursuing changes to legislation relating to IISA (if required).

Contacts

Name	Email	Phone
Inbox		n/a
s 22 (a/g)	s 22 @industry.gov.au	s 22

Research and Development Tax Incentive

General Manager: Matthew Crawshaw

Business R&D policy

- Provides strategic advice on policies to support business research and development and their contribution to innovation and economic growth.
- Jointly oversees the Research and Development Tax Incentive with the Department of the Treasury.

Contacts

Name	Email	Phone
Inbox		n/a

Name	Email	Phone
s 22	@industry.gov.au	s 22

Data Intelligence and Business Support

- Responsibility for machine learning tool building, the collection, analysis and reporting of all program data relating to performance outcomes, customer service, compliance risks and participant behaviours to provide insights to inform policy and enhance program delivery.
- Development of machine learning tools, statistical analysis and delivery of data engineering for RDTI (RADIUS) data into the cloud.
- Provide level 1 support for RDTI systems (RADIUS) and delivering system training (internal (~100) and external (~12,000))
- Source funding for RDTI system upgrades and deliver upgrades
- Deliver internal communication and change strategies and activities

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Registrations

- Undertakes registration of ~13,000 applicants per year in accordance with SLAs
- Processes administration requests such as variations, withdrawals and extension of time requests

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

External Review

- Manages external review applications (ART reviews and Federal Court litigation) for the R&D Tax Incentive.
- Manages requests under the Freedom of Information Act

Contacts

Name	Email	Phone
Inbox		n/a
s 22 (a/g)	s 22 @industry.gov.au	s 22

Assessments & Findings

- Undertakes demand-driven and risk-based compliance activities at both the pre and post registration stages. This includes compliance risk assessments, ATO referrals, advanced and overseas findings, and internal reviews.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Governance, Compliance and Risk

- Leads program governance, compliance, assurance, integrity and risk management for the R&DTI program across the branch.
- Manages relationship with the ATO as joint administrators of the dual-agency administration model.
- Provides secretariat and governance support to the Research and Development Incentives Committee.
- Coordinates the implementation of the R&DTI Compliance Strategy 2025–26.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	(a/g) s 22 @industry.gov.au	s 22

Stakeholder Engagement

- Co-ordinate and manage relationship with R&D Tax Incentive program stakeholders
- Create and publish external communications about the program
- Develop and publish external guidance products

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Heavy Industry Transition (HIT)

Head of Division: Tara Oliver

Executive

Divisional Executive Support

- Executive Officer
- Executive Coordination
- General divisional coordination

- Parliamentary Coordination (All PDMS, Senate Estimates and Parliamentary Processes)
- FOI Coordination

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	(EL2)	
s 22 APS6)	(a/g	

Green Metals

General Manager: Kirsten Embery

Green Metals Innovation Green Metals Policy

- Strategic input on green metals policy related to alumina, aluminium, iron and steel.
- Works with Standards Australia, DFAT and DCCEEW to shape and influence development of international standards for green metals.
- Provides strategic input on international engagement and strategy with Global Industry Policy taking the lead.
- Engage with CSIRO and HILT CRC on the Green Metals Innovation Network
- Links to Future Made in Australia Innovation Fund (Green Metals)

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

Green Iron and Steel

- Responsible for green (low or zero emissions) iron and steel industrial policies.
- Policy responsibility for implementation of the Green Iron Investment Fund

- Links to broader steel policy across HITD, including tariffs; local content; international partnerships
- Stakeholder Consultation – Green iron proponents, technology developers, green steel producers

Contacts

Name	Email	Phone
Inbox	s 22	n/a
	s 22	@industry.gov.au

Green Aluminium and Alumina

- Low or zero emissions alumina and aluminium
- Policy Development and Program Design
- Responsible for all alumina and aluminium related industrial policies
- Consultation and Stakeholder Engagement with aluminium industry stakeholders.

Contacts

Name	Email	Phone
Inbox	s 22	n/a
		@industry.gov.au

Industrial Transition

General Manager: Alex Cassie (a/g)

Refer to Secretary's message of 12 September 2025 describing temporary response team.

Industry and Regional Transition Policy

- Heavy industry and regional transition policy
- Economic transition / regional / place-based networks / data

- Industry risks and business closures where there is a significant economic community/region or sectoral impact
- Evidence based, forward looking assessments on industry risks and opportunities where there is a significant economic, community, region or sectoral impact
- Support for government decisions on interventions that align with Industrial Transformation Principles
- ‘On-the-ground’ intelligence gathering across multiple levels of government, connecting teams to AusIndustry Regional Managers
- State and Territory relationship lens
- Workforce lens
- Key stakeholders: AusIndustry Regional Managers, NZEA, DEWR, DITRDCA, JSA, State and Territory governments, unions, Regional Development IDC
- Responsible for managing the department’s relationship with the Net Zero Economy Authority (NZEA)
 - Encourage and support NZEA to engage across the department and government and ensure their work is utilised to inform and support policy development.
- Manage the process of NZEA Board appointments

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

Heavy Industries Investment

- Heavy industry policy including but not limited to Australia’s metals smelting, cement and concrete, chemicals and plastics, and paper and pulp.
- Heavy industry investment trends, product markets, pressures and concerns.
- Heavy industry stakeholder engagement and monitoring
 - Advice on transition opportunities

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a

Name	Email	Phone
s 22	@industry.gov.au	s 22

Industry Net Zero

- Industrial Net Zero Sector Plan – Decarbonisation pathways and opportunities for priority sub-sectors
- Safeguard Mechanism
- Stakeholder consultation to support decarbonisation planning and policy making.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

Net Zero and Clean Energy Manufacturing

General Manager: Leah Wojcik

Industrial Gases & Future Fuels

- Energy prices issues management from an industry perspective.
- Natural Gas – commercial and industrial user experience, evaluation of the Mandatory Gas Code, supporting Minister Ayres with the gas exemption regime and advice on matters, including the Gas Market Review
- Hydrogen, Biofuels (i.e., biomethane), low carbon liquid fuels – from an industry perspective

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a

Name	Email	Phone
DL	s 22 industry.gov.au	
s 22	@industry.gov.au	s 22
s 22	@industry.gov.au	s 22

Clean Energy Technology Manufacturing

- Policy for local content requirements for steel in renewable energy infrastructure starting with wind and transmission.
- Renewable energy (i.e. wind, solar, thermal, energy storage that is not classed as batteries) with a focus on manufacturing.
- Clean energy technology manufacturing policy (includes hydrogen manufacturing such as electrolyzers, fuel cells and all types of renewable energy technology including wind towers, transmission, high voltage cabling, tidal energy technologies, thermal technology, heat pumps, evaluation of global energy markets and state/territory energy policy impacts).
- Shadow DCCEEW on Solar Sunshot, wind policy and the Capacity Investment Scheme as it relates to clean energy technology manufacturing opportunities in Australia
- Future Made in Australia Innovation Fund Coordination for DISR

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	
s 22	@industry.gov.au	s 22

Trade Remedies and Global Industry

General Manager: Ana Markulev

Trade Remedies Reform

- Lead a legislative reform package aimed at strengthening Australia's anti-dumping system including preparation of Cabinet submissions.
- Legislation design and drafting including developing costings.
- Cross-agency coordination with Government and industry stakeholders.
- Coordination of public consultations for the legislative reform.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

Global Industry Policy

- Monitors international developments in industry policy (foreign government support for industry sectors, tariffs and other trade and non-trade related actions) including engagement with government, industry and researchers/academia
 - Undertaking analysis to provide strategic advice on implications, threats and opportunities for Australian industry, to inform evidence-based policy development and deepen understanding of global industrial trends
- Advancing the portfolio's heavy industry transition and transformation priorities through Australia's international engagement
 - Supporting bilateral agreements/partnerships (including with China, Japan and Republic of Korea)
 - Supporting engagement through multilateral fora including the OECD Steel Committee, Global Forum on Steel Excess Capacity, APEC, and COP
- Shadowing outcomes flowing from Australia's Carbon Leakage Review as well as assessing impacts of international cross border adjustment mechanisms/border carbon adjustments (e.g. EU CBAM) on Australian industry and potential interactions with trade remedies system
- International green metals policy and engagement strategy
 - Exploring opportunities and options for developing a green metals industry and monitoring developments globally in metals processing and smelters

- Progressing and promoting international green metals policy through initiatives such as the Australia–China Steel Decarbonisation Dialogue and COP31

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

Anti-Dumping Policy

- Anti-Dumping legislation and policy
- Policy coordination with Anti-Dumping Commission (ADC), Anti-Dumping Review Panel (ADRP), and other agencies.
- Anti-Dumping Commissioner Appointment
- World Trade Organization (WTO) Trade Remedies engagement
- Anti-Dumping litigation (Federal Court) involving the Minister.
- Administer the International Trade Remedies Advisory Service.
 - Assist with queries related to global safeguards.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	
s 22	@industry.gov.au	s 22

Industrial Transition Response Team (ITRT)

Head of Division: Louise Talbot (a/g)

Name	Email	Phone
DL	s 22 @industry.gov.au	n/a

Strategy & Planning

- Overarching strategy and planning for the ITRT, including business planning, forward work plans, coordination across units.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Glencore

General Manager: Bede Jones

- Oversight and engagement on support package for Glencore's Mount Isa copper smelter and Townsville copper refinery
- Negotiation and collaboration with Queensland Government and Glencore
- Transformation study

Contacts

Name	Email	Phone
Inbox		n/a
s 22		

Nyrstar

General Manager: Mark Beaumont (a/g)

- Oversight and engagement on Nyrstar Port Pirie and Hobart support package
- Governance and management of Federation Funding Agreement (FFA) payments
- Collaboration with South Australian and Tasmanian Governments
- Analysis of options and negotiations for second stage support in collaboration with South Australia and Tasmania

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Aluminium

General Manager: Tanja Racic (a/g)

- Oversight and engagement on Australia's four aluminium smelters:
- Tomago Aluminium Smelter
- Bell Bay Aluminium
- Portland Aluminium
- Boyne Island

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Governance

General Manager: Tanja Racic (a/g)

- Overarching governance, compliance, integrity, probity and risk management

- Procurements and contract management

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

Industrial Capability and Supply Chains (ICSC)

Head of Division: Jocelyn Cooper (a/g)

Advanced Manufacturing & Priority Sectors

General Manager: Tanya Blight

Advanced Manufacturing

- Advanced manufacturing policy, including food and beverage, automotive, and textiles manufacturing sectors.
- Policy oversight of legacy manufacturing-related grants, including Local Industry Grants, Modern Manufacturing Initiative (MMI) and Modern Manufacturing Strategy (MMS).
- Advanced manufacturing relates to processes and processing technologies; manufacturing advanced products; knowledge-intensive manufacturing development; and advanced business models.
- Strategic engagement and coordination with Department of Defence on defence industry opportunities, including AUKUS Pillar 1. Support implementation of the Defence Industry Development Strategy (DIDS). Support the portfolio's role on the Tripartite Defence Industry Council.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

Battery Policy and Program Implementation

- Oversight and management of battery programs including Building Future Battery Capabilities; Powering Australia Industry Growth Centre (PAIGC); and Batteries R&D (AU-US Battery Supply Chain and Research Working Group)
- Policy lead for the Battery Breakthrough
- Supporting the actions of the National Battery Strategy
- Battery standards
- Local content requirements for batteries
- Australian Made Battery Precinct

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

Office of Supply Chain Resilience

General Manager: Tim Wong

Economic and Strategic Assessments

- Analysing economic data and performing scenario analysis to identify and monitor critical supply chain vulnerabilities.
- Building the Government's supply chain analytics capability.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a

Name	Email	Phone
s 22	@industry.gov.au	s 22

Insights

- Engaging with businesses, peak bodies, experts and State and Territory Governments on supply chain risks, incl. the Supply Chain Roundtable
- Portfolio lead on crisis management and civil preparedness
- Leads supply chain insights on national security matters

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

Global Policy

- Working with international partners to support Australia's supply chain resilience and access to critical products.
- Supports national security implications of supply chain resilience.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

Policy and coordination

- Leads whole-of-government policy coordination on supply chain resilience
- Coordination of monitoring and reporting, including supply chain dashboard
- Leads development of potential responses options, including policy and legislative mechanisms.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

Industry Priorities & Projects

General Manager: Emma Cully

Emerging Issues and Rapid Response

- Central Hub for rapid triage and initial response of emerging industry capability and priority issues.
- Plan escalation and responses in partnership with the right business area(s) for deeper analysis/action.
- Lead select cross-cutting priority projects.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Industry Policy

- Departmental lead on overarching industry policy, including providing a whole-of-economy lens and working closely with teams to build cohesion across industry policy objectives.
- Maintaining a structured and repeatable approach to industry requests for assistance to support decision-making in the national interest.
- Leading capability development work that supports cross-department engagement, and facilitates informed and contestable industrial policy.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a

Name	Email	Phone
s 22	@industry.gov.au	s 22

NRF & Industry Policy

General Manager: Jasminder Higgins

NRF Policy

- National Reconstruction Fund (NRF) ministerial input and briefs, including reviewing NRF related content in departmental briefs, correspondence, event talking points, etc.
- NRF policy development and advice, including New Policy Proposals.
- NRF legislative framework (*National Reconstruction Fund Corporation Act 2023*, *National Reconstruction Fund Corporation (Investment Mandate) Direction 2023* and *National Reconstruction Fund Corporation (Priority Areas) Declaration 2023*).
- NRF Corporation (NRFC) Statement of Expectations.
- NRFC liaison, including coordinating NRFC business engagement checks on behalf of DISR teams and tracking stakeholder referrals to NRFC.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22
s 22	@industry.gov.au	s 22

NRF Implementation

- Implementation of NRF sub-funds: Economic Resilience Program, Net Zero Fund and Forestry Growth Fund.
- NRF sub-funds: Economic Resilience Program, Net Zero Fund and Forestry Growth Fund ministerial input and briefs, including reviewing NRF related content in departmental briefs, correspondence, event talking points, etc.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	

NRF Evaluation and Operations

- Manage the NRFC special account drawdown process, reconciliations, and reporting.
- Lead monitoring and evaluation of the NRF, including maintaining and annually updating the NRF Monitoring and Evaluation Framework, Stakeholder Engagement Architecture and program logic, and coordinating data collection and analysis.
- Lead performance and risk reporting for the NRF (e.g. inputs to PaRC).
- Prepare the department for NRFC independent reviews, including evidence planning and internal readiness.
- Coordinate and support ANAO and Internal Audit processes.
- Manage NRF oversight and governance protocols, including NRFC engagement protocols and board appointment workflows.
- Coordinate NRF governance mechanisms including the NRFC/DISR Operational meetings, DISR/DoF/NRFC NRF Senior Executive meetings, internal executive updates, and cross-agency alignment.
- Oversee probity and integrity functions, including the NRF Probity Plan, internal conflict-of-interest declarations, probity registers, and periodic updates including external probity adviser reviews.
- Oversight of NRFC RMG reporting including NRFC Corporate Plan and Annual Report.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

National Measurement Institute (NMI)

Head of Division: Deb Anton

Strategy and Operations

General Manager: Lisa Hind

Strategy and Governance

- Oversee NMI's governance functions including Secretariat support for NMI Executive, business planning, risk and corporate performance reporting
- Coordinate and respond to departmental and external coordination requests
- Ministerial engagement and coordination (PDMS, ministerial briefs, correspondence, Question Time Briefs (QTBs), Senate Estimates, Questions On Notice (QON), executive briefings)

Contacts

Name	Email	Phone
Inbox (for all areas within NMI)	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

Policy and Engagement

- Lead NMI's sustainable funding review:
 - Deliver business cases for a sustainable, modernised NMI which is critical to deliver the Government's ambitions and strategic priorities
- Lead NMI's engagement with Budget processes, including delivery of NPP's and Cabinet Submissions
- Build cross government relationships
- Drive engagement with NMI's key stakeholders
- Develop and lead NMI's Stakeholder Engagement Strategy

- Lead and coordinate multi-branch engagements and whole-of-NMI events
- Communications and Events
- Lead and support NMI's external communications and media function

Contacts

Name	Email	Phone
Inbox Policy and Engagement	s 22 @industry.gov.au	n/a
Inbox Communications and Events	s 22 @industry.gov.au	n/a
	s 22 @industry.gov.au	s 22

Workforce Strategy

- Workforce planning, capability development, learning and development, talent management, recruitment, job design, career pathways into, through and out of NMI, and succession planning
- Enhancing NMI's Employee Value Proposition
- Enhancing diversity, equity and inclusion
- Supporting cultural enhancement and fit
- Supporting wellbeing and psychosocial safety
- Change management strategies

Contacts

Name	Email	Phone
Inbox		n/a
	s 22 @industry.gov.au	s 22

International Relations

- Coordinate and contribute to as appropriate International treaty participation (Metre Convention; OIML – International Organization for Legal Metrology Convention) and corresponding Asia Pacific forums (Asia Pacific Metrology Forum) – leadership and regional capability building

- Manage NMI’s International relationships, collaborations and partnerships including under bilateral Memoranda of Understanding with overseas institutes and organisations
- Provide NMI input to and implement DISR strategies/policies/processes relevant to international engagement including travel approval processes
- Foster and support domestic engagements relevant to international activities

Contacts

Name	Email	Phone
Inbox	s 22 @measurement.gov.au	n/a
s 22	@measurement.gov.au	s 22

Quality, Safety and Risk

- Maintain and improve NMI’s quality and safety systems
- Work health and safety; laboratory safety; incident reporting and investigation; hazard response; corrective and preventive action, internal audit, safety inspection
- Maintain quality systems to comply with international accreditation requirements
- Administer NMI’s quality and safety audit programs and WHS inspection programs
- Maintain WHS and quality documentation and policies, and manage risks

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@measurement.gov.au	s 22

Property Program Office

- Transfer and transition of the Lindfield laboratory site, ensuring uninterrupted operation of the site, by 30 June 2025 (transition largely complete)
- Client-side project management of the Lindfield and North Ryde consolidation project, including design for the refurbishment of the existing building, an expansion building and sitewide infrastructure services

- Working with DISR Property Branch on remediation works for non-compliant issues to ensure both Lindfield and North Ryde remain operational and fit for purpose in the lead up to the consolidation

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

Digital Transformation

- Oversee NMI's ICT investments including ensuring business value is realised
- Leading the development of NMI's future digital transformation strategy and future ICT investments.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

Chemical and Biological Metrology

General Manager: Dr Helen Salouros

Australian Forensic Drug Laboratory (AFDL)

- Forensic analysis of illicit drugs for law enforcement agencies
- Key clients are Australian Federal Police, Border Force/ Home Affairs

Contacts

Name	Email	Phone
Inbox		n/a
s 22	s 22 @measurement.gov.au	s 22

Australian Sports Drug Laboratory (ASDTL)

- Sports anti-doping
- Key client is Sports Integrity Australia (Department of Health)

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@measurement.gov.au	s 22

Australian Ultra Trace Laboratory

- Environmental pollutant analysis including dioxins, Polychlorinated biphenyl (PCBs), Polybrominated diphenyl ethers (PBDEs) and Polyfluoroalkyl substances (PFAS)
- Analysis of Stockholm convention chemicals such as persistent organic environmental pollutants
- Ultra-trace level detection of chemicals in the environment (air, soil, water, biota) and food
- Key clients: Environment department; Environment Protection Authorities; environmental consultants

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@measurement.gov.au	s 22

Chemical Reference Materials and Chemical Reference Values

- Chemical reference materials and reference methods
- Laboratory quality assurance, including proficiency testing
- Production and worldwide marketing of reference materials

Contacts

Name	Email	Phone
Inbox		n/a
s 22 (Reference Materials)	s 22 @measurement.gov.au	s 22
s 22 (Reference Values) (Raluca on LSL till mid-November)	s 22 @measurement.gov.au	s 22
s 22 (a/g) (to mid Nov)	s 22 @measurement.gov.au	s 22

Reference Gas Mixtures

- References gas standards for Australian industry
- Hydrogen, natural gas, medical gases
- Key clients: specialty gas suppliers; mine safety

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@measurement.gov.au	s 22

Bioanalysis

- Analysis of genetically modified organisms (GMOs) in food and agricultural samples
- Genetic based cancer diagnostics
- Biological reference materials and methods

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@measurement.gov.au	s 22

Physical Metrology

General Manager: Dr Jan Herrmann

Mechanical, Thermal & Optical Standards

- Australia's primary measurement standards for mass, length, pressure and vacuum, temperature, and standards for force, optics, lasers, acoustics, gas flow, ultrasonics and vibration
- Provides high accuracy calibration services that support manufacturing, including defence, biomedical, automotive, aviation, mining and machining industries
- Hydrocarbon flow services at NMI's Londonderry Flow Facility (liquid fuel metering, liquefied natural gas; petrol, diesel, liquefied and compressed natural gas (LNG & CNG, and Hydrogen)
- Key clients: defence, industry (most sectors)

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@measurement.gov.au	s 22

Electricity

- Australia's primary and secondary electrical standards (volt, ohm, farad, henry, ampere, tesla) – voltage, resistance, capacitance, inductance, current, magnetic flux density)
- High Voltage Laboratory – lightning strike testing; electricity grid component testing; grid stability; calibrations
- Time and frequency standards (second, hertz)
- Australia's primary time standard (atomic clocks synchronised to Coordinated Universal Time (UTC)
- Key clients: major power utilities; Stock Exchange (time)

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@measurement.gov.au	s 22

Nanometrology

- Nano-scale measurement standards and services for nanotechnology applications, materials characterisation, particle sizing
- Clients include manufacturers, regulators, researchers, community, and non-government organisations

Contacts

Name	Email	Phone
Inbox		n/a
Victoria Coleman	s 22 @measurement.gov.au	s 22

Analytical Services

General Manager: Tim Stobaus

Lab Services NSW and Victoria

- Commonwealth's analytical chemistry and microbiological laboratory services provider, including technical measurement and related regulatory compliance advice. Focused on supporting the Health, Environment and Food Sectors of the Australian economy.
- Accredited laboratory services including for food and environmental samples (air, soil, water, biota) for organic and inorganic compounds (including heavy metals; pharmaceuticals, banned pollutants, toxins, PFAS, industrial chemicals); food microbiology
- Crisis response for food and environmental contamination events
- Support for First Nations businesses engaged in Bushfoods cultivation and processing.
- Food provenance and traceability capability and expertise e.g. honey and seafood.
- Extensive capabilities and expertise for rapid response to Technical Barrier to Trade matters relating to agricultural and aquacultural commodities e.g. meat and seafood.
- Laboratory services and guidance in support of monitoring, quality control and regulatory compliance
- Specialised chemical analyses of food (including analysing food composition, vitamins, additives and testing for the presence of pesticides or other residues, trace elements and conducting microbiological analysis); food analysis for the

National Residue Survey and Imported Food Inspection Scheme (Department of Agriculture, Water and the Environment)

- Research and development collaborations including with industry, universities, Defence and instrument manufacturers
- Advising Australia's position on international food standards in support of export trade (Codex Alimentarius)

Contacts

Name	Email	Phone
Inbox		n/a
s 22	s 22	@measurement.gov.au s 22
s 22 (Branch operation and North Ryde site matters)	s 22	@measurement.gov.au s 22

Legal Metrology

General Manager: Bill Loizides

Programs & Digital

- Assessing risk and designing compliance programs to monitor compliance against the requirements of the *National Measurement Act 1960*; *National Measurement Regulations 1999*; *National Trade Measurement Regulations 2009*
- Administration of memoranda of understanding (MoU) with the Department of Health and Aged Care and the Department of Climate Change, Energy, the Environment and Water for inspection services and negotiation of new MoUs.
- Data analytics and reporting
- Management of the Trade Measurement Activity Reporting System CRM
- General digital uplift for the branch

Contacts

Name	Email	Phone
Inbox		n/a
s 22		@measurement.gov.au s 22

Governance

- Coordination of property matters for the branch
- Coordination of media, web update, stakeholder engagement and correspondence functions for the branch
- Coordination of regulatory performance actions including, Statement of Expectations and Statement of Intent, legislative compliance (annual compliance certificate) and reporting on Corporate Plan performance measures
- Governance tasks on behalf of the branch including travel booking, invoicing, administrative support and branch inbox monitoring
- Chair of the Branch WHS committee
- Publication of the Legal Metrology Priorities and Annual Report.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Measurement Law Reform

- Reform and remake Australia's measurement law to deliver a flexible and future-focused regulatory framework.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22
s 22	@industry.gov.au	s 22

Policy & Regulatory Services

- Legal metrology policy under the *National Measurement Act 1960*
- Alignment to international practices, facilitating trade
- Pattern approval of measuring instruments used for trade
- Licensing and appointment of third parties performing regulatory measurement activities

- Provides reference standard calibration services that support verification of trade measuring instrument.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@measurement.gov.au	
s 22 (until 30 June)	s 22 @measurement.gov.au	s 22

Trade Measurement Services

- Regulatory Compliance & Enforcement Administer and enforce relevant provisions of the National Measurement Act 1960 and associated legislation.
- Conduct inspections, audit, and compliance monitoring across trade and industry sectors.
- Investigate complaints and instance of suspected non-compliance in relation to Measurement.
- Undertake enforcement actions where breaches of Measurement are identified.

Field Operations

- Perform auditing and testing of measuring instruments in use for trade, including weighbridges, fuel dispensers, weighing instruments and other trade-use devices.
- Operate the Weighbridge Testing Unit testing weighbridges, heavy capacity weighing instruments

Education and Engagement

- Provide guidance and advice to businesses and consumers on trade measurement obligations.
- Support industry compliance through education, awareness, and stakeholder engagement.
- Respond to trade measurement enquiries from businesses, government and the public.
- Deliver Fuel quality testing services for the Department of Climate Change, Energy, the Environment and Water
- Deliver Tobacco plain packaging compliance for the Department of Health and Aged Care

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@measurement.gov.au	s 22
s 22	@measurement.gov.au	s 22

NMI Training & Technology Transfer

- Registered training organisation
- Training courses in biological, chemical and physical metrology; measurement
- Verifier and weighbridge operator training
- National accredited assessment for verifiers and weighbridge operators
- Customised training to specific business needs
- Online courses
- Coordination and delivery of legal metrology-related training needs

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@measurement.gov.au	s 22

LMB Transition and Development

- Operational planning and delivery of the Measurement Law Reform outcome

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@measurement.gov.au	s 22
s 22	@measurement.gov.au	s 22

Investigations and Compliance

- Assists and reviews investigations relating to breaches of Trade Measurement legislation conducted by the Legal Metrology Branch
- Develops investigative capability, procedures and processes within Legal Metrology Branch to ensure consistency in the application of investigation and enforcement techniques

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@measurement.gov.au	s 22

Questacon

Head of Division: Jo White

Science and Learning

General Manager: Dr Bobby Cerini

Education Programs

- Engineering is Elementary Program
- Questacon STEM Futures program
- Regional Leaders Program
- Teacher professional learning programs

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@questacon.edu.au	s 22

Exhibitions

- Exhibition concepts
- Exhibition design, development and production
- Indigenous engagement in STEM.

Contacts

Name	Email	Phone
Inbox		n/a
s 22 (a/g)	s 22 @questacon.edu.au	s 22

National Touring Programs

- Questacon Science Circus program
- Regional and remote STEM engagement
- Virtual excursions and webinars

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@questacon.edu.au	s 22

National Alliances

- Inspiring Australia (IA) Manager network
- Travelling exhibitions
- National Science Week

Contacts

Name	Email	Phone
Inbox		n/a
s 22 (a/g)	s 22 @Questacon.edu.au	s 22

Operations

General Manager: Steve Stirling

Strategic Engagement

- Philanthropy
- Corporate partners and sponsors
- Strategic communications, media and brand management
- Monitoring and evaluation

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@questacon.edu.au	s 22

Enabling Services

- Property and building works: project
- Facilities management
- Project management and operations
- Asset management

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@questacon.edu.au	MS Teams

Centres Experience

- National cultural institutions (museums and galleries) sector
- Centre management/operations, visitor experience, casual workforce/planning
- Membership program
- Event management
- Retail in-Centre, merchandise, online
- Tourism schools and group bookings

Portfolio functional directory

- Volunteers

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@questacon.edu.au	s 22

Learning and Digital Experiences

- Website development and management
- Digital content and engagement
- Questacon IT (internal network)
- Video production, digital studio productions
- Early Learning Programs
- Theatre shows and facilitated gallery experiences

Contacts

Name	Email	Phone
Inbox		n/a
s 22	(a/g) s 22 @questacon.edu.au	s 22

Strategic Projects

- Questacon financial sustainability including NPPs and proposals
- Strategic and Business planning
- Strategic Projects
- Ministerial, Parliamentary, Senate Estimates, Coordination
- Questacon Advisory Council
- International Engagement

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@questacon.edu.au	s 22

Work Health and Safety

- Safety leadership and management
- WHS data management and reporting
- Stakeholder management: Comcare, Comcover

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@questacon.edu.au	

Science

Head of Division: Anthony McGregor

Science Governance

General Manager: Natalie Weddell

SKA & Astronomy Governance

- Manages Australia's participation on the international and domestic governance bodies of the Square Kilometre Array Observatory (SKAO).
- Policy advice and support for Australia's involvement in the SKA, including liaison with SKAO and other government departments.
- Manages the government's funding commitments to the SKAO, as well as grants supporting radioastronomy activities, including AusSRC.
- Governance of the Site Entity Deed with CSIRO, managing DISR's obligations including managing the site entity/site establishment budget.
- Manages the implementation of the Indigenous Land Use Agreement and the suite of ILUA documents, including the Cultural Heritage Management Plan. This includes building strong relationships with the Wajarri Yamaji and seeking opportunities to contribute to other government priorities such as 'Closing the Gap'.

- Responsible for implementing a range of domestic agreements relating to the SKA and SKA site management, including the Collaborative Agreement with CSIRO and the WA State Government.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	

ANSTO Governance

- Responsible for managing the department's relationship with ANSTO
- Manage ANSTO Board appointments, and support ANSTO to ensure the organisation is well governed (including through supporting annual report and corporate plan preparation), financially sustainable and continues to deliver government priorities
- Promoting increased commercial engagement and facilitating cross government collaboration to ensure the quality research produced by ANSTO is well utilised across industry and government

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Science Agencies

- Responsible for managing the department's relationship with CSIRO.
- Manages CSIRO Board appointments to ensure it is well governed and continue to deliver on government priorities.
- Support organisation level policies and engagement with Government.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

Science Policy & Engagement

General Manager: Jarrod Powell

STEM Engagement

- Liaison and engagement with relevant areas of government on science engagement related issues.
- Science engagement policy and programs including policy activities for the Inspiring Australia – Science Engagement Program (including National Science Week, Prime Minister’s Prizes for Science, Eureka Prizes, targeted science communication, Maker Project grants, Inspiring Australia Network, Student Sponsorship grants).
- Support for Science Meets Parliament.
- Support for the National Youth Science Forum.
- Support for Australia’s mathematics and sciences Olympiad teams.
- Support for the ABC, ASTA and the CSIRO.
- Inspiring Australia program policy lead
- STEM engagement policy
- Cross government engagement on STEM engagement policy
- Coordination and strategic engagement across whole of government STEM (science, technology, engineering and maths) policy.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	s 22 @industry.gov.au	s 22

DiSTEM Policy & Programs

- Diversity in STEM policy
- Implementation of Government response to the Diversity in STEM Review
- Cross-government engagement on diversity in STEM
- Policy management of the Diversity in STEM program suite, which includes:
 - STEM Equity Monitor
 - Diversity in STEM Toolkit (previously Girls in STEM Toolkit)
 - Science in Australia Gender and Equity (Australian Diversity in Science Accreditation Framework)

- Superstars of STEM
- Elevate: Boosting Diversity in STEM (previously Elevate: Boosting Women in STEM)
- Women in STEM and Entrepreneurship grants

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Science Policy and capability

- Delivery of the Scitech election commitment
- Implementation of the National Science Statement and National Science and Research Priorities (with OCS)
- Strategic science policy, including sovereign capability analysis
- Domestic policy engagement on science and research infrastructure, research system reforms and strategy, and research programs.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Strategic Examination of R&D

The Strategic Examination of R&D Secretariat support the Government's examination of Australia's research and development system. The examination will determine how Australia can:

- become a more innovative and research-intensive economy
- get more value from our investment in research
- harness and grow business investment in R&D
- maximise the contribution of science and R&D

Policy section (Business/Investment and Research/Governance)

- The SERD Policy Team is responsible for the development of policy to strengthen Australia's R&D system. Key work includes:
- Research, development and innovation policy analysis

- Response coordination and drafting of government response

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22
s 22	@industry.gov.au	s 22

Governance and Communications section:

- The Governance and Engagement section manages governance functions, including leading the cabinet submission and all briefings plus internal and external communications.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Office of the Chief Scientist

Chief of Staff: s 22

Advice and Analysis

Supports Australia's Chief Scientist in their delivery of independent scientific advice including:

- Secretariat and policy for the National Science and Technology Council
- Procuring evidence-based reports and drafting advice for the Council
- Research, analysis and advice on scientific topics
- Secretariat for Forum of Australian Chief Scientists
- Secretariat for Government Scientists Group
- Support for Chief Scientist's Ex-officio roles
- Support the Chief Scientist's international engagements and travel

Contacts

Name	Email	Phone
Inbox		n/a
s 22	(a/g) s 22	@chiefscientist.gov.au s 22

Communications

The team is responsible for:

- Media management, which includes proactive and reactive media engagement.
- Development of spoken and written communication, including speeches, talking points, quotes, opinion editorials, forewords, letters and so forth.
- Product launch support
- Website management
- Event management

Contacts

Name	Email	Phone
Inbox		n/a
s 22		@industry.gov.au s 22

International Science & Investment

General Manager: Jo Fielding (a/g)

PsiQuantum Investment Management

- National security work relating to the PsiQuantum investment, and engagement with Australian and US government agencies.
- Domestic policy work and stakeholder engagement, governance, audit and compliance activities for the PsiQuantum investment. This includes all non-international briefing requests and parliamentary documents, media enquiries, FOIs, and contract management.
- Key work topics cover: quantum, national security, economic security, supply chains, foreign investment, international engagement, export control, and contractual instruments for implementing national security risk mitigation measures in private companies.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	

International Science (Europe & UK)

- Manage bilateral science relationships where MoUs or treaty-level arrangements exist for priority countries in Europe (including the EU, UK, Germany and France).
- Develop and maintain international science strategies for Europe and the UK.
- Departmental lead on multilateral fora focussed on science cooperation.
- Provides policy advice and support relating to the government's international optical astronomy partnerships, including Australia's 10-year Strategic Partnership with the European Southern Observatory (ESO).
- Provides policy advice and briefing to Australia's representatives on the international and domestic governance bodies of the ESO.
- Manages the government's funding commitments to the ESO.
- Lead Australia's consideration of possible association to the EU's Horizon Europe programme, including policy analysis and insights, engagement with the European Commission and supporting Australia's Chief negotiator in bilateral discussions.

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Investments & International Science (Asia-Pacific)

- Manage bilateral science relationships where MoUs or Treaty level arrangements exist (including: Republic of Korea (ROK), Japan, India, Vietnam; USA).
- Manage Science Collaboration Funding (including: the Global Science and Technology Diplomacy Fund; and Australia-India Strategic Research Fund)
- TBC

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Industrial Capability and Supply Chains (ICSC)

Head of Division: Jocelyn Cooper (a/g)

Advanced Manufacturing & Priority Sectors

General Manager: Tanya Blight

Advanced Manufacturing

- Advanced manufacturing policy, including food and beverage, and textiles manufacturing sectors.
- Policy oversight of legacy manufacturing-related grants, including Local Industry Grants, Modern Manufacturing Initiative (MMI) and Modern Manufacturing Strategy (MMS).
- Advanced manufacturing relates to processes and processing technologies; manufacturing advanced products; knowledge-intensive manufacturing development; and advanced business models.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Battery Policy and Program Implementation

- Oversight and management of battery programs including Building Future Battery Capabilities; Powering Australia Industry Growth Centre (PAIGC); and Batteries R&D (AU-US Battery Supply Chain and Research Working Group)
- Policy lead for the Battery Breakthrough
- Supporting the actions of the National Battery Strategy
- Battery standards
- Local content requirements for batteries
- Australian Made Battery Precinct

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	

Defence Industry

- Strategic engagement and coordination with Department of Defence on defence industry opportunities, including AUKUS Pillar 1
- Support implementation of the Defence Industry Development Strategy (DIDS)
- Support the portfolio's role on the Tripartite Defence Industry Council.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Office of Supply Chain Resilience

General Manager: Tim Wong

Economic and Strategic Assessments

- Analysing economic data and performing scenario analysis to identify and monitor critical supply chain vulnerabilities.

- Building the Government's supply chain analytics capability.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Industry and Expert Insights

- Engaging with businesses, peak bodies, experts and State and Territory Governments on supply chain risks, mitigations, and preparedness.
- Working with industry on emerging risks, incl. hosting the Supply Chain Roundtable.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	s 22 @industry.gov.au	s 22

Global Policy

- Working with international partners to support Australia's supply chain resilience and access to critical products.
- Supports national security implications of supply chain resilience.

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Domestic Policy

- Leads whole-of-government policy advice on critical supply chain vulnerabilities that could impact Australia's national interest, and potential responses and mitigations.
- National security advice on supply chain issues.

- Portfolio lead on national civil preparedness, defence mobilisation planning, and crisis management and resilience.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Industry Priorities & Projects

General Manager: Emma Cully

Industry Priorities & Projects

- Establishing an approach to identify, understand, triage and assess new issues in collaboration with business-area leads and with an initial focus on industry transformation examples.

Contacts

Name	Email	Phone
Inbox		n/a
Emma Cully	s 22 @industry.gov.au	s 22

NRF & Industry Policy

General Manager: Jasminder Higgins

NRF Policy

- National Reconstruction Fund (NRF) ministerial input and briefs, including reviewing NRF related content in departmental briefs, correspondence, event talking points, etc.
- NRF policy development and advice, including New Policy Proposals.
- Policy design and implementation of the Economic Resilience Program

- NRF legislative framework (*National Reconstruction Fund Corporation Act 2023*, *National Reconstruction Fund Corporation (Investment Mandate) Direction 2023* and *National Reconstruction Fund Corporation (Priority Areas) Declaration 2023*).
- NRF Corporation (NRFC) Statement of Expectations
- NRFC liaison, including coordinating NRFC business engagement checks on behalf of DISR teams and tracking stakeholder referrals to NRFC

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22
s 22	@industry.gov.au	s 22

NRF Evaluation and Operations

- Resourcing agreement for support services provided by the department to the NRFC
- NRFC special account
- NRF statutory review preparation and evaluation framework
- NRF governance, integrity and risk including program management, engagement protocols and board appointments
- Oversight of NRFC RMG reporting including NRFC Corporate Plan and Annual Report
- Secretariat for NRFC/DISR Operational meetings and DISR/DoF/NRFC Senior Executive meetings

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

National Artificial Intelligence Centre

Head of Division: Lee Hickin

National Artificial Intelligence Centre (NAIC)

Deputy Executive Director: s 22

Executive Support

- Coordination point for requests across the NAIC, including for Senate Estimates, Ministerial, Executive briefing, Business Planning and Divisional reporting.
- Management of s 22 [@industry.gov.au](mailto:s22@industry.gov.au) (coordination mailbox).
- Management of the Division's position numbers, reporting lines, onboarding of new starters and other HR tasks.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22 (Executive Officer)	s 22 @industry.gov.au	s 22
s 22 (Executive Assistant)	s 22 @industry.gov.au	s 22

Strategy & Growth

- Lead project management for NAIC's priority initiatives aligned to the National AI Plan
- Design, develop and manage content delivery for the AI.gov.au platform
- Manage NAIC communications, messaging and content coordination
- Coordinate NAIC partnerships, sponsorships and stakeholder engagement
- AI-related engagement across government

Portfolio functional directory

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- Develop metrics and impact reporting on NAIC products

Contacts

Name	Email	Phone
Inbox		n/a
s 22 (Communications)	s 22	@industry.gov.au

Industry Development

- Accelerate SME AI adoption and grow the Australian AI industry, including through data and insights (AI Ecosystem Report)
- Lead industry engagement for the NAIC, and develop AI adoption case studies
- Policy management of AI Adopt Centres
- AI Directory
- AI Calendar

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

AI Literacy & Practices

- Industry guidance on Safe & Responsible AI (*Guidance for AI Adoption*)
- AI literacy and governance practices
- AI Community of Practice
- Engagement with not-for-profit and Indigenous sectors on AI adoption
- CEDA AI Leadership Summit

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Technology and Digital Policy (TDP)

Head of Division: Simon Writer PSM

Executive

Executive Business Unit

- Coordinating requests for Division, including AI and Critical Technologies related input for Senate Estimates, Ministerial, Secretary briefing and Divisional reporting requests.
- Management of the Division's position numbers, reporting lines, onboarding of new starters and other HR tasks.
- Management and reporting on Divisional finance.
- Coordination point for Sponsorships.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

AI Governance

General Manager: Dr Chelle Adamson (a/g)

AI Law Design

- Co-lead – AI Safety Institute design
- Reporting on emerging AI harms
- AI issues in Copyright and Intellectual Property policy, and Online Safety.
- Worker Impacts
- Harms in the legal system

- DITRDCA and regulators shadow.
- Regulatory Mapping

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

AI Regulatory Strengthening & Reform

- Lead advice on the role, gaps and inconsistencies of the existing regulatory landscape in addressing high-risk AI
- Reporting on emerging AI harms.
- AI issues in Health, Automated Decision-Making and Privacy.
- Implementation of AI Expectations for Commonwealth regulators.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

AI Safety & Programs

- Technical AI safety leadership:
- Lead Australia's engagement with the International Network of Advanced AI Measurement, Evaluation and Science. This includes working with international partners to build policy consensus on AI safety, security and risk management, conduct joint research, endorse best practices and shape global AI governance.
- Lead the coordination of Australia's contributions to the International AI Safety Report.
- Provide advice on frontier AI capabilities and emerging risks to senior government officials and policymakers.
- Amplify and drive technical domestic AI safety, security and risk management research via the International Network as well as through AI safety research procurements.
- Implementing and policy oversight of the Next Generation Graduates Programs (administration by BGH). These programs aim to attract and train the next

generation of job ready AI and emerging technology specialists to drive growth of the Australian technology sector.

Please note: this team previously led the implementation and policy oversight of the AI Adopt Program (administration by BGH) to establish a front-door to connect SMEs with AI expertise. However, this function has is currently being transitioned into the NAIC.

Contacts

Name	Email	Phone
Inbox		n/a
s 22 (a/g)	s 22 @industry.gov.au	s 22

AI Policy

General Manager: **Stephanie Mittiga (a/g)**

Artificial Intelligence Policy

- Ensuring the Division's AI policy agenda is connected and has a strong evidence base.
- Development of National AI Capability Plan.
- Development of policy proposals to support Plan.
- AI and skills policy, including productivity.
- AI and data as an asset/infrastructure in the economy.
- 1.2 million tech related jobs by 2030.
- Horizon scanning and policy development.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

AI in Government and Robotics

- Delivering the AI for Integration and Inclusion Capability Reinvestment Fund project; Implementing the RRR AI pilot project including contract management with Dragonfly Thinking.

- Primary contact for (and part-time secondment to) Finance/DTA/APSC work on the whole of government AI Action Plan.
- Policy development relating to the Government as Exemplar pillar of the Safe and Responsible AI agenda, including leveraging government buying power.
- Robotics and automation policy.
- Implementation of the [National Robotics Strategy](#).
- Convergence of AI and robotics.

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

AI Infrastructure

- Whole of Government lead on data centre policy coordination
- Delivering Action 1 under the National AI Plan relating to Build Smart Infrastructure
- Developing a set of national data centre principles
- Exploring options to better coordinate regulatory approvals for data centres

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Technology Strategy & Engagement

General Manager: Jessica Foote

Technology Inclusion and Social Benefit

Leads on work relating to the social benefits of technology and digital economy, including through:

- Leading efforts on trust in AI, digital and AI literacy, including mapping gaps, identifying and advocating for ways to close these gaps with relevant portfolio agencies.
- Leading efforts on digital inclusion, including mapping, understanding and leveraging the enablers of benefit to improve digital participation.
- Leading efforts to understand the impacts of technology on key priority groups, including First Nations, women, people with disabilities and regional communities.
- Building relationships with key entities, including not for profit sector, broader civil society groups.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22
	Secret: s 22 @dfathigh.dfat.gov.au	

Strategic Technology Policy and Coordination

- Oversight of AI Agenda (strategic communications and the whole of government AI narrative).
- Lead whole of government coordination on AI and intersecting agendas, including through engagement with agencies, the Band 2 Inter-Departmental Committee and the EL2 Coordination Working Group.
- Managing technology and AI linkages to government priorities.
- Management of WoG technology and digital initiative tracker and broader project management.
- Lead State and Territory engagement on technology through the State and Territory Tech Policy Roundtable.
- Coordinate engagement on digital platform regulation, including with respect to digital platforms and their interaction with Australia's competition regime.

Contacts

Name	Email	Phone
Inbox		n/a
Joel Einstein	s 22 @industry.gov.au	s 22

US & Asia Tech Policy and Engagement

- Develop and implement key policy and engagements to progress relationships with the US and Asian countries.
- Focus on the US Technology Prosperity Deal and the India AI Impact Summit.
- Coverage of the Quad Critical and Emerging Technology Working Group AI Workstream and the Hiroshima AI Process and Friends Group.

Contacts

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s 22 (a/g)	s 22 @industry.gov.au Secret: s 22 @dfathigh.dfat.gov.au	s 22

Europe & Multilateral Tech Policy and Engagement

The team leads coordination of promote and protect settings for critical technologies with key government and industry stakeholders including, including:

- Domestic Quantum Engagement
- States and Territories Quantum Working Group
- Whole of Government Quantum Network
- Monthly Quantum Notice Board
- Quantum Industry Engagement
- International Quantum Engagement
- Bilateral quantum agreements with US and UK
- Input to broader science and technology bilateral and multilateral cooperation arrangements
- Representing Australia in key multilateral fora – the Multilateral Dialogue on Quantum (MDQ) and the Quantum Development Group (QDG)
- Monitoring developments in other quantum multilateral fora (e.g. OECD GFTEch, NATO TQC, G7 Quantum Tech JWG)
- Monitoring and responding to developments with export controls, foreign investment, and other relevant regulatory settings.

Contacts

Name	Email	Phone
Inbox		n/a

Name	Email	Phone
s 22	@industry.gov.au	s 22

Digital Economy Policy

- Leads on the strategic direction and coordination of Australia’s digital economy policy, including through:
 - leading efforts to drive the adoption and diffusion of digital technologies across the economy to enhance productivity, innovation and competitiveness;
 - leading efforts to identify and build the technological capability of priority sectors;
 - providing whole-of-government leadership on digital economy strategy, policy coherence, and stakeholder engagement.
- Lead on promoting the economic value of data for the economy.
- Lead on TDPD equities in related policies on digital competition regime, scams, platform regulation, digital assets.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Critical Technologies Branch

General Manager: Michele Graham

Critical Technologies Strategic Projects

The team is responsible for policy analysis and development to provide recommendations for targeted government action to intervene for specific critical technologies, including:

- Cross-cutting industry growth issues affecting deep tech sectors (quantum and biotech): investment, infrastructure, workforce, supply chain.

Projects include:

- NV Diamond supply chain analysis project
- Biotech policy development
- Quantum infrastructure: policy option development

- Knowledge management for deep tech industry policy: best practice development

Ongoing commitments:

- Standards Australia QT-001 national mirror subcommittee
- Updates to RNA Capability Index
- Senate Estimates and QTBs

Contacts

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s 22	@industry.gov.au	s 22

Critical Technologies Growth

Manages the grant programs that are currently underway, and being developed, to deliver upon the themes set out in the National Quantum Strategy. These programs include:

- the Australian Centre for Quantum Growth (established as Quantum Australia)
- the Critical Technologies Challenge Program
- Next Generation Quantum Graduates
- develops and circulates ad hoc Quantum Newsletter
- Overseeing the Australian Government's investment in Silicon Quantum Computing.
- ANAO Audit on Moderna Procurement Process
- Oversight of Moderna Partnership.

Contacts

Name	Email	Phone
Inbox		n/a
s 22	@industry.gov.au	s 22

Critical Technologies Policy & Security

- Lead WoG policy analysis and advice on key gaps, opportunities and challenges relating to Australia's critical technology ecosystem, guided by the Critical Technologies Framework, [Statement](#) and [List in the National Interest](#).

- Delivery of annual report to government on state of the critical technology ecosystem – the Critical Technologies Outlook (CTO).
- Lead engagement with domestic and international partners on key critical technology issues, including through the:
 - Quarterly Critical Technologies SESB2 Steering Committee, and
 - Quarterly Critical Technologies Intergovernmental Forum (states and territories).
- Drive adoption of List of Critical Technologies in the National Interest across other policy and investment initiatives, including NRF.
- Lead TDPD engagement with national security community, including intelligence agencies and technology security measures being led by Home Affairs.
- Technology intersections with national security, including Technology Vendor Review Framework, Foreign Interest Review Board and Mission Intelligence Integration Group (MIIG).
- Semiconductor policy.

Contacts

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s 22	Secret: s 22 @dfathigh.dfat.gov.au	s 22

Whole of Industry (WoID)

Head of Division: Bridget Gannon

Future Made in Australia Implementation

General Manager: Rebecca Lannen

Industry Participation Policy

- Policy support for AIP Authority (*Australian Jobs Act 2013*) and updates to the Jobs Rule 2014. Note: implementation is under the AIP Authority team.
- CAIP policy and its implementation including as a procurement and grant-connected policy, and as it is applied to investments, loans and guarantees under the CEFC, NAIF, and NRFC mandates.
- Coordinate AIP National Framework including Secretariat to State & Territory Senior Official Meeting – Working Group on Industry Participation.
- Manage ICNL relationships to support businesses participating in major projects.

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Australian Industry Participation Authority

- The Australian Industry Participation (AIP) Authority administers the *Australian Jobs Act 2013* (Jobs Act).
- Supports the AIP Authority to approve and publish AIP plans and monitor compliance reporting.
- Provides assistance to project proponents to help understand their obligations when drafting AIP plans and compliance reports.

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Community Benefit Principles – policy and legislation

- Implement the Community Benefit Principles under the *Future Made in Australia Act 2024*.
- Community Benefit Principles policy development and review
- Monitor and evaluate the Community Benefit Principles
- Coordinate the development of Community Benefit Principles component of Future Made in Australia legislation

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Community Benefit Principles – governance and Future Made in Australia liaison

- Implement the Community Benefit Principles under the *Future Made in Australia Act 2024*.
- Support decision makers and support agencies of Future Made in Australia support to implement the Community Benefit Principles
- Develop and implement a governance framework for the Community Benefit Principles.

Contacts

Name	Email	Phone
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Name	Email	Phone
s 22	@industry.gov.au	s 22

Procurement Strategy and Project Facilitation

General Manager: John Krbaleski

Buy Australian Policy

- DISR lead on Commonwealth procurement policy and engagement with the Department of Finance.
- Procurement and Contract Management Profession
- Supporting Deputy Secretary Julia Pickworth as co-Head of Profession
- Working with Department of Finance to implement the Profession
- Secretariat for the Profession Working Group
- Challenge-based Innovation policy, including innovative procurement reform and innovation grants.
- Business Research and Innovation Initiative (BRII)
- Overarching policy
- Government facing program delivery
- Country of Origin Labelling (CoOL)
- CoOL for food products (including mandatory CoOL for Seafood in hospitality election commitment).
- CoOL for non-food products and policy for Australian Made Campaign Limited (AMCL) grants.

Contacts

Name	Email	Phone
Inbox	s @industry.gov.au	n/a
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Inbox	s 22 @industry.gov.au	n/a
s 22	@industry.gov.au	s 22

Rail and Transport Policy – ONRIC

- Responsible for delivering the National Rail Manufacturing Plan, including:
 - Developing a rail reform package that will support nationally coordinated approaches to Rolling Stock Procurement, rail harmonisation and a national local content policy
 - Implement the National Procurement and Rail Manufacturing Strategy
- Support the National Rail Manufacturing Advocate
- Support the Rail Industry Innovation Council
- Council appointments.
- Secretariat – Inter Governmental Rail Industry Group.

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Major Projects Facilitation Agency

- Single entry point for major project proponents seeking advice and facilitation of their regulatory approvals pathway across government.
- Administer Major Project Status for nationally significant projects \$50 million and over.
- Liaison with Commonwealth and State regulators.
- Liaison with Treasury’s Investor Front Door.

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

AusIndustry and Business Services

General Manager: Sarah Howard

AusIndustry Regional Managers

- AusIndustry Regional Managers are public-facing representatives of the department who translate policy and programs into language that businesses in our priority sectors understand, no matter where they are based across the country. They also facilitate opportunities for government representatives to connect with businesses on the ground.
- Regional Managers collect place-based business intelligence on local conditions and the impact of government initiatives on the ground, to inform policy makers.
- Regional Managers' knowledge of local business and industry helps target Australian Government programs to the right businesses. They also refer businesses that are ineligible for DISR programs to other suitable opportunities across Federal, local and state governments.

Contacts

Name	Email	Phone
Inbox	s 22 @industry.gov.au	n/a
s 22 (a/g) (Manager – AusIndustry Regional Managers NSW, ACT, VIC, TAS)	s 22 @industry.gov.au	s 22
s 22 (Manager – AusIndustry Regional Managers QLD, SA, NT, WA)	s 22 @industry.gov.au	s 22

Business Contact Services

- Responsible for the department's contact centre arrangements with third-party provider, Probe CX, including contract management, performance and user experience.
- Responsible for general operations such as producing and providing information to contact centre agents for programs under the Business Grants Hub or information on business.gov.au or other websites.
- Requesting and generating data on contact volumes, trends and insights.

- Can facilitate some replies to correspondence with businesses outside of priority sectors.

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

business.gov.au Strategy

- Responsible for business ownership and strategy for business.gov.au, Employment Contract Builder, and Australian Business Licence and Information Service. (Note that CIOG and COO are responsible for IT ownership and user experience design, designing and publishing content, and managing associated social media and news channels.)
- Responsible for reviewing and approving use of 'Business' brand and business.gov.au domain.
- Provides insight into the business experience across our digital services.

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Whyalla Steelworks Taskforce

Head of Taskforce: Troy Sloan (a/g)

Executive

- Deliver the Commonwealth's commitments to provide financial and policy support to secure the long-term future of the Whyalla Steelworks, including its sale and transformation.

- Major activities being performed by the taskforce include:
 - **Managing the Commonwealth’s contribution** to SA for costs incurred in the administration and operations of the Whyalla Steelworks by administrators KordaMentha, as well as Commonwealth rights and obligations, through appropriate agreements.
 - **Providing advice to and facilitating decision-making of the Government** on the Whyalla Steelworks negotiation and sale process, government support package and on Liberty Bell Bay.
 - **Working with SA** to make joint decisions with respect to the Whyalla Steelworks’ administration and sale process through the joint Commonwealth/SA taskforce.
 - **Supporting stakeholders** with communications; and providing **Secretariat support** for elements of the process.

Contacts

Name	Email	Phone
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Troy Sloan (Head of Taskforce)	s 22 @industry.gov.au	s 22
s 22 (Executive Officer)	s 22 @industry.gov.au	s 22
s 22 (Senior Advisor)	s 22 @Industry.gov.au	s 22

Administration

General Manager: Dianna Gaetjens

Project Management, Green Metals and Policy

- Green Iron Investment Fund (GIIF) – Whyalla
- Powering the Regions Fund
- Procurement and contact management
- Overall project management and reporting
- Governance, integrity and probity
- Risk and assurance
- Safeguard mechanism

Portfolio functional directory

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- Costings, impact assessments

Contacts

Name	Email	Phone
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s 22	@industry.gov.au	s 22

Communications, Policy/Sale, Stakeholder management

- Communications and media
- Stakeholder engagement
- Trade remedies
- Workforce transition
- Achieving community benefits
- Administration funding
- Briefings (e.g. QTBs, SEs, meeting briefs)

Contacts

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Transformation

General Manager: Lucas Rutherford

Policy/Sale and Government decision-making

- Government decision-making and reporting
- Policy development and coordination
- Ministerial briefings
- SME support
- Transformation (with Commercial and legal)

Contacts

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Policy/Sale

- Engagement
- Bidder negotiations
- Assessment of financing
- EFA engagement
- Analysis of feasibility studies

Contacts

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Legal and Policy/Sale

- Legal analysis
- Administration funding loan
- Indemnity
- Legal and constitutional risks
- Legal due diligence
- MEP-1
- Liberty Bell Bay

Contacts

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Portfolio Agencies

The agencies under our portfolio, constituted under a variety of mechanisms including Government Business Enterprise, Corporate Commonwealth Entities, non-Corporate Commonwealth Entities, and sections of the department with independent branding and recognition.

Australian Nuclear Science and Technology Organisation (ANSTO)

Chief Executive Officer: Shaun Jenkinson

- Australia's national sovereign nuclear research and technology organisation
- Mandated role to advise the Australian Government on all nuclear science, technology and engineering matters, including the application of nuclear technology in Australia, such as the acquisition of nuclear-powered submarines.
- Operates a significant proportion of Australia's research infrastructure and undertakes research to support a broad range of sectors, including critical minerals, advanced manufacturing, hydrogen energy, human health, climate change, Australian bushfires, surface and groundwater resources, defence, and the nuclear fuel cycle.
- Produces 80% of Australia's nuclear medicines used for the diagnosis, staging and treatment of diseases including cancer, distributed to around 250 clinics and hospitals across Australia.
- Supports the Australian Government in undertaking its international roles and obligations regarding the peaceful uses of nuclear science and technology.
- Maintains a national nuclear forensics capability as part of Australia's international commitment to non-proliferation and nuclear security.
- Supplies over 50% of the world's requirements for irradiated silicon for use in such applications as high-speed trains and automobile sectors, including electric and hybrid vehicles.

- Main campus is at Lucas Heights in Sydney where the OPAL multipurpose reactor is located
- Operates the Australian Synchrotron in Clayton, Melbourne
- Operates under the Australian Nuclear Science and Technology Organisation Act 1987 and the direction of an independent Board of Directors
- Falls under the responsibility of the Minister for Industry and Science

Contacts

Name	Email	Phone
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s 22	@ansto.gov.au	s 22
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Commonwealth Scientific and Industrial Research Organisation (CSIRO)

Chief Executive: Doug Hilton

- Australia's national science agency carry out scientific research for any of the following purposes:
 - Assisting Australian industry
 - Furthering the interests of the Australian community
 - Contributing to the achievement of Australia's national objectives or the performance of the national and international responsibilities of the Commonwealth
 - contributing to giving effect to Australia's obligations under the Paris agreement
 - Encourage or facilitate the application or utilisation of the results of research, to carry out services, and make available facilities, in relation to science

- Primarily focussed on minerals and energy, food and fibre, wonder to discovery, nature, one health, tech economy, research infrastructure and connecting science and innovation to society
- Secondary functions include:
 - international scientific liaison
 - training of research workers in the field of science and cooperate with tertiary education institutions in relation to education in that field
 - publication of research results
 - technology transfer of other research
 - provision of scientific services
 - dissemination of information about science and technology.
- Collaborates with government, research institutions, industry and the community
- 45 CSIRO owned and leased sites throughout Australia
- Accredited science counsellor attached to the Australian embassy in Vietnam
- Organised via Research Units (divisions), which include:
 - Agriculture & Food
 - Space & Astronomy
 - Australian Centre for Disease Preparedness
 - Science Connect (incl. CSIRO Futures)
 - Data61
 - Energy
 - Environment
 - Health & Biosecurity
 - Manufacturing
 - Mineral Resources
 - National Collections and Marine Infrastructure
- Constituted by and operate under the *Science and Industry Research Act 1949*
 - Falls under the responsibility of the Minister for Science

Contacts

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IP Australia

IP Director-General: Michael Schwager

- IP Australia creates a world leading intellectual property (IP) system through 4 activities:
 - administer and grant patents, trademarks, designs and plant breeder’s rights
 - regulate the patent and trade mark attorney profession
 - provide domestic and international IP policy advice (including for the World Intellectual Property Organization and Free Trade Agreements) in collaboration with DISR and DFAT
 - educate Australians on the IP system, particularly through business service agencies (e.g. AusIndustry and Austrade).
- Recovers more than 99% of its costs by charging fees for IP right services
- Provides end to end digital experience for customers, deploying AI and machine learning technology
- Provides data analysis to assist Australian businesses enhance strategy
- Provides publicly available and free data sets on Australian IP rights, and international data on trade marks
- Operates the IP Australia Office of the Chief Economist to:
 - provide decision-makers with evidence-based advice to maximise the economic benefits of the Australian IP system
 - provide economic advice on IP to assist government agencies make informed evidence-based policy decisions.
- Falls under the responsibility of the Minister for Industry and Innovation and Minister for Science

Contacts

Name	Email	Phone
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Geoscience Australia

Chief Executive Office: Melissa Harris PSM

- The national public sector geoscience organisation
- Trusted source of information on Australia's geology and geography for government, industry and community decision makers
- Aligns with Australian Government's science and research priorities and supports global and domestic initiatives
- Building Australia's resources wealth, maximising the benefits from Australia's minerals and energy resources, including critical minerals
- Supporting Australia's community safety, strengthening the nation's resilience to the impacts of hazards
- Provides information and advice towards the management of Australia's groundwater and surface water resources
- Managing Australia's marine jurisdictions, supporting sustainable use of the marine environment
- Bringing the benefits of space to all Australians, and linking space and spatial for the benefit of Australia
- Creating a location-enabled Australia, using detailed and fundamental geographic location information to develop the nation
- Enabling an informed Australia, by equipping government, industry and the community with the geoscience data and information needed to make informed decisions for the nation
- Falls under the responsibility of the Minister for Resources

Contacts

Name	Email	Phone
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Office of the Chief Scientist

- Earth science leadership and guidance to maintain scientific quality, relevance and excellence to support delivery of commitments made in Strategy 2028

- Earth science education and public engagement, including Australia's Earth science literacy and engagement with national geoscience information and collections
- Building capability and capacity for delivering geoscientific excellence

Contacts

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s 22	@ga.gov.au	s 22

Space Division

- Space
- National Earth Observations
- National Positioning Infrastructure
- Satellite Land Imaging Collection
- Positioning Australia program
- Foreign satellite ground stations
- Satellite operations
- Space and spatial
- Satellite data integrity and quality monitoring
- Satellite remote sensing of the land
- Earth observations
- Satellite land imaging
- Digital Earth
- Digital Earth Australia
- Digital Earth Antarctica
- Digital Earth Pacific
- Digital Earth Africa
- Digital Earth Australia Land Cover / DEA Land Cover
- Digital Earth Australia Coastlines / DEA Coastlines
- Digital Earth Australia Hotspots / DEA Hotspots
- Open Data Cube
- Vertical land motion monitoring
- Position, Navigation and Timing (PNT)
- Positioning

- Australian Geospatial Reference System (AGRS)
- Geodesy
- Geocentric Datum of Australia
- Geodetic Calculators
- Australian Vertical Working Surface
- Satellite Based Augmentation System (SBAS)
- Southern Positioning Augmentation Network (SouthPAN)
- Ginan (GNSS Analysis centre software for precise positioning)
- Earth Observation Technology Roadmap
- Studies supporting the Australian Space Agency's Earth Observation Technology Road Map
- National Space Mission for Earth Observation (NSMEO) and Satellite Cross-Calibration Radiometer (SCR) closure
- Copernicus Australasia Regional Data Hub
- Indo-Pacific Regional Data Hub
- Quad Space Working Group
- Landsat Next
- Australian Government Earth Observation Coordination Committee
- Earth Observation for Government Network
- Group on Earth Observations
- Committee on Earth Observation Satellites (CEOS)

Contacts

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Place and Communities Division

- National Location Information
- Community Safety
- Digital Atlas of Australia
- Australian Climate Service
- Hazards, including earthquakes, tsunamis, bushfire, space weather and floods
- Elevation data

- Building and Infrastructure Exposure information
- Bushfire boundaries data
- Hazard advice supporting the Australian Submarine Agency
- Hazard vulnerability and impact data and information for disaster risk management
- Terrorism Loss Modelling Supporting Australian Government Reinsurance Pool
- Impact, risk and mitigation information to promote resilient communities
- Disaster Risk Management
- National Earthquake Alert Centre – 24x7 real-time earthquake monitoring and alerting, including as input to tsunami warning
- Joint Australian Tsunami Warning System
- Probabilistic Tsunami Hazard Assessment
- National Wind Multipliers Dataset
- Magnetic field monitoring and Australian Geomagnetic Reference Field Model (AGRF)
- Australian National Seismograph Network (ANSN)
- Nuclear Monitoring including seismic, hydroacoustic and infrasound services and CTBTO
- Geomagnetism
- Topographic maps
- Digital national base maps
- National Foundation Geospatial Data
- Geospatial Standards
- Commonwealth historical (1928–1996) aerial survey films and photography collection / Historical Aerial Photography (HAP)
- Australia’s maritime boundaries
- Australian Marine Spatial Information System (AM SIS)
- Advice on managing Australia’s offshore jurisdiction boundaries / Maritime Boundaries
- Advice on planning in Australia’s offshore jurisdiction
- Advice on technical aspects of the Law of the Sea
- Advice on preparation of legal documents describing geographic locations
- Deep Seab Mining
- Antarctic geoscience
- Australian Antarctic Program
- Seabed/seafloor mapping and characterisation
- AusSeabed
- Aus Seabed Marine Data Portal
- Marine and coastal geomorphology

- National seabed data management and delivery
- Bathymetry
- Geospatial Leadership
- Australian and New Zealand location Information Council (ANZLIC) secretariat
- Intergovernmental Committee on Surveying and Mapping (ICSM) secretariat
- Location Inter-Departmental Committee (IDC) secretariat

Contacts

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Minerals, Energy and Groundwater Division

- Basin Systems
- Mineral Systems
- Advice, Investment, Attraction and Analysis
- Exploring for the Future program
- Resourcing Australia's Prosperity initiative
- Resources
- GeoInsight
- Atlas of Australian Re-mining Potential
- Minerals and energy and low emission agenda including:
 - Hydrogen
 - geological storage of CO2 and hydrogen
 - geothermal
 - green metals
 - critical minerals, strategic materials and rare earth elements.
- Information Services and Data Stewardship
- Precompetitive geoscience including return on investment analysis
- National geophysical, geological and geochemical data compilations and databases
- Geophysical Acquisition and Processing
- Seismic Acquisition and Processing

- Airborne Electromagnetic (AEM)
- Onshore Seismic Magnetotellurics (MT)
- Regional Drilling
- Geochronology and Stratigraphy
- National Radioactive Waste Management Facility site (Australian Radioactive Waste Agency (ARWA))
- Precompetitive Minerals and Petroleum Programs
- Technical advice to Government on resources (minerals and energy, and underground storage) and groundwater matters (legislative and policy)
- International promotion of Australia Minerals and Australia Energy (Onshore and Offshore) Resources
- Australia's Identified Mineral Resources (AIMR), Australian Mineral Exploration Review (AMER) and Australia's Energy Commodity Resources (AECR), annual publications
- Geochemistry analysis and advice (GA Laboratory)
- Geoscience Repositories and collections
- Prospectivity and inventory of Australia's energy resources (oil and gas hydrogen, carbon capture and storage, and renewable capacity), minerals, including critical minerals and uranium, and secondary prospectivity mine waste
- National Offshore Petroleum Information Management System (NOPIMS)
- National Offshore Petroleum Data and Core Repository
- Critical Minerals including supply chains, the Critical Minerals R&D Hub, mineral criticality assessment, and Critical Minerals Mapping Initiative (CMMI) with the United States Geological Survey (USGS), Geological Survey of Canada.
- Joint Working Group on Critical Minerals – interaction with the Geological Survey of India
- MinEx CRC – National Drilling Initiative
- Data Driven Discoveries (DDD) program
- National and regional Groundwater assessments and data delivery
- Inventory of Australia's Groundwater Systems
- Economic Fairways
- International Engagement on Australia's Resources, including Australia Minerals
- Stewardship of geoscientific data
- Subsurface mapping
- 3-Dimensional mapping
- Infrastructure planning advice
- Environmental social governance (ESG)

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Corporate Division

Communications

- Public Relations
- Engagement with the media
- Strategic Communications to provide communication advice, support and services to the science divisions
- Creative Production to provide strategic design products and visual solutions to support Geoscience Australia's science communication activities.
- Cartography to provide support to the Science Divisions to develop maps and figure for high-end products.

Contacts

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s 22	@ga.gov.au	s 22

Finance and Facilities

- Internal Budget and Management Reporting
- Financial Accounting
- Accounts payable and credit cards
- Maintain and provide guidance on travel policies and processes and management of Whole of Australian Government travel arrangements.
- Administer the TechnologyOne financial management information system including maintaining user access and provide user training.
- Maintenance of building infrastructure and essential services related to the day-to-day operations of Geoscience Australia facilities.

Human Resources

- HR Strategy relating to the design, delivery and evaluation of people and culture strategies
- HR Policy and Operations for the development, implementation and administration of people management policies, practices and advice.
- HR Support to provide case management services, advice and support relating to compensation management, wellbeing, performance management and employee conduct. T
- Diversity and Inclusion for developing, implementing and supporting strategic and operational diversity and inclusion initiatives and strategies, including our Diversity and Inclusion Strategy, Reconciliation Action Plan, Science in Australia Gender Equity (SAGE) Program and Champions of Change Coalition.

Governance

- Oversight of the organisation's work planning and performance including the Corporate Plan and business planning across divisions.
- Risk Management Framework
- Freedom of Information requests
- Executive Secretariat and Business Coordination
- Management of Parliamentary and coordination requests.

Engagement, Commercial and Legal

- Guidance and advice on the Commonwealth Procurement Rules, Collaborative Arrangements, the Land Acquisition Act and the Commonwealth Grant Guidelines.
- In-house legal advice to the Geoscience Australia executive and staff.
- Assisting with the management of external legal services providers.
- Frameworks for field activity stakeholder engagement
- Internal education and training for land access and stakeholder engagement
- Strategic advice and guidance for field activity stakeholder engagement
- Assist in development of science communications and engagement material for land access and stakeholder engagement
- Provide support and advice to internal and external stakeholder groups to ensure delivery of best practice land, air and marine access against the broader Geoscience Australia strategic deliverables, including ongoing reviews of field activity stakeholder engagement plans

- Ongoing delivery of templates and supporting documentation for field activities stakeholder engagement planning to ensure robust program design to reduce organisation reputational risk
- Provision of advice and support to actively mitigate and manage risk to cultural heritage
- Data management and visual representation of active field projects across the organisation
- Support delivery of the Corporate Division agenda, including aligning fieldwork program outcomes in relation to access with the overarching science principles
- Compilation of stakeholder engagement and land access lessons learned
- Coordination and support to land access officers and contracted service providers
- Maintenance of a centralised lease, licence and agreement register

Security

- Management of security risks in accordance with the requirements of the Australian Government Protective Security Policy Framework (PSPF) to ensure the protection and safety of staff, visitors, property, resources and information.

Digital Science Infrastructure and Integration

- Provide ICT Infrastructure architecture advice for Geoscience Australia.
- Support the management of ICT infrastructure through future planning and co-ordination of upgrades and asset replacements.
- Implementation of the GA Identity Strategy.
- Provide operational support for GA's identity management systems.
- Support a number of web-based systems, including the main Geoscience Australia website.
- Development and implementation of ICT improvements.

Data Policy and Informatics

- Creates, implements, promotes and upholds the frameworks, policies and standards to manage digital science data.
- Consults with internal and external research, government and industry partners to establish collaborative data frameworks, architectures and models with Geoscience Australia and across broader national and international communities of practice.
- Innovates, builds and maintains tools, systems, processes and governance that enable digital data management, cataloguing and open data delivery.

Enterprise Digital Delivery

- Centralised Software Engineering for Geoscience Australia. Most notable this is represented by enterprise Web Applications and Portal Development such as Earthquakes@GA, EFTF Portal, DEA Hotspots
- Digital Innovation, e.g. through
- Convening the GA Digital Guild of ~120 software engineers in GA
- Embeds technology and agile experts in with existing business areas.
- Responsible for the Digital Science Committee

Digital Science Platforms

- Develop and sustain digital specialist teams for enterprise cloud, database and spatial platforms for GA.
- Support the delivery of digital science products with well-defined collaborative workflows.
- Maintain knowledge of current and emerging trends in digital platforms to support digital innovation and transformation.
- Implement and communicate agreed enterprise technical architectures, security patterns and data models.
- Enable, broker and integrate science delivery for a range of internal and external stakeholders.

ICT Service Management

- Responsible for working effectively with stakeholders helping them to execute a range of ICT services, including business as usual activities through to large scaled complex projects.
- Management of ICT Techbar.
- Falls under the responsibility of the Minister for Industry and Science

National Offshore Petroleum Safety and Environmental Management Authority (NOPSEMA)

Chief Executive Office: Sue McCarrey

- Australia's independent expert regulator of health and safety, structural and well integrity and environmental management for the oil and gas and greenhouse gas storage industries in Commonwealth waters
- Operates under the *Offshore Petroleum and Greenhouse Gas Storage Act 2006*.
- Falls under the responsibility of the Minister for Resources
- Regulatory activities include assessments (of permissioning documents), compliance monitoring, investigations, enforcement, and promotion and advice.
- Engages with industry stakeholders, including international regulators, through meetings, workshops, information sessions, presentations and participating in conferences and forums.
- Publishes policy and guidance material, industry performance data, news, and a quarterly newsletter.
- In 2021, NOPSEMA was given the role and functions of the Offshore Infrastructure Regulator (OIR).
- The OIR regulates work health and safety, environmental management, infrastructure integrity and financial security for the offshore renewables industry in Commonwealth waters.
- The OIR operates under the *Offshore Electricity Infrastructure Act 2021*.
- The role and functions of the OIR falls under the responsibility of the Minister for Climate Change and Energy

Contacts

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National Reconstruction Fund Corporation (NRFC)

Chief Executive Office: David Gall

- The National Reconstruction Fund Corporation (NRFC) has been established to deliver the \$15 billion National Reconstruction Fund (NRF) to facilitate increased flows of finance into the Australian economy through targeted investment to diversify and transform Australian industry, create secure, well-paid jobs, and boost sovereign capability. This is one of the largest investments in manufacturing in Australian history.
- The *National Reconstruction Fund Corporation Act 2023* officially commenced on 18 September 2023, allowing the NRF Board to meet for the first time and establishing the NRFC.
- The Government issued the NRFC their Investment Mandate (IM) on 29 November 2023. The IM sets out clear expectations from Government, including priority areas for investment, expected outcomes and rate of return.
- Investment guidance setting out an overview of the NRFC requirements is also available: [nrf.gov.au/what-we-do/investment-guidance](https://www.nrf.gov.au/what-we-do/investment-guidance).
- To keep up to date with the NRFC visit their website: www.nrf.gov.au.

Contacts

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Net Zero Economy Authority (NZEA)

Chief Executive Office: David Shankey

- The Net Zero Economy Authority (Authority) has been established to ensure regions, communities and workers are supported to manage the impacts, and share in the benefits, of the net zero economy.

- The Authority commenced as an independent statutory authority in accordance with the *Net Zero Economy Authority Act 2024* on 11 December 2024.
- As legislated, the Authority's functions include:
 - a. to:
 - i. promote coordination and consistency in the design and implementation of Australian government policies, programs and plans
 - ii. consult and cooperate with other persons, organisations and governments
 - iii. provide reports, advice and recommendations to the Minister to facilitate the achievement of Australia's greenhouse gas emissions reduction targets and support Australia's transition to a net zero emissions economy
 - b. to facilitate public and private sector participation and investment in greenhouse gas emissions reduction and net zero transformation initiatives in Australia, including, but not limited to, referring matters to one or more of the entities mentioned in subsection (3)
 - c. to support workers in emissions intensive industries who are, or will be, affected by Australia's transition to a net zero emissions economy:
 - i. to access new employment or other opportunities, or
 - ii. to acquire skills to improve their employment prospects
 including through the provision of funding or grants to those workers or to employers of those workers
 - d. to support Indigenous persons to participate in, and benefit from, Australia's transition to a net zero emissions economy
 - e. to encourage, support, develop and deliver educational and promotional initiatives for the purpose of promoting an understanding of, and enabling participation in, Australia's transition to a net zero emissions economy
- The Authority's CEO Administers the Energy Industry Jobs Plan (EIJP), which provides support to workers when eligible coal or gas-fired power stations close.
- The Authority is independent and accountable to its Board. In turn, the Authority's Board is accountable to the Minister for Industry and Innovation.
- More information on the Authority's work is available on netzero.gov.au.

Contacts

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