

# Department of the Environment, Water, Heritage and the Arts

## Volume 1 Managing the Department

ANNUAL REPORT 2007–08

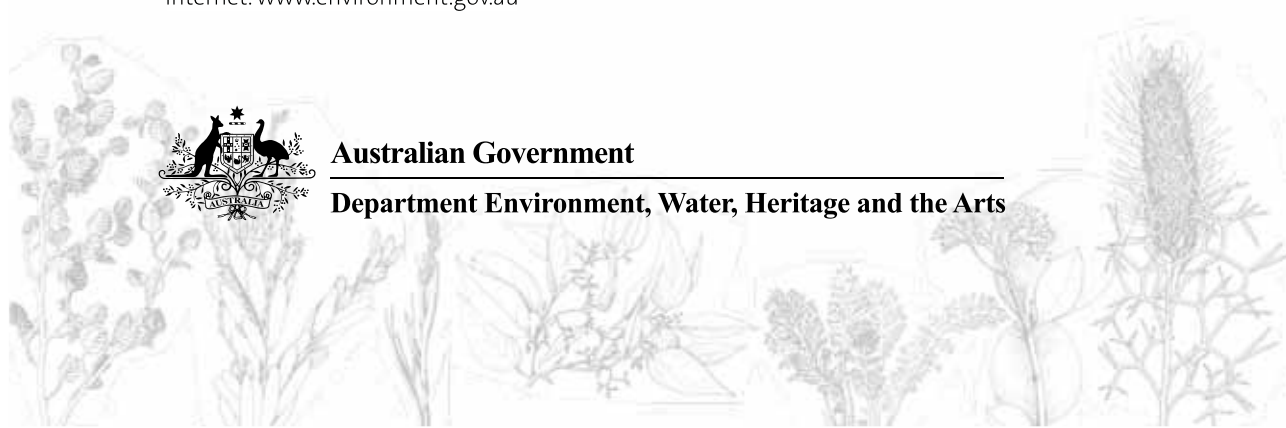
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**Australian Government**

**Department Environment, Water, Heritage and the Arts**





## Managing the department



# Managing the department



## Corporate Governance

The department has a sound governance framework, which encompasses a range of strategies and controls for effective performance. A network of executive committees monitors performance and directs policy in the department. The committees are underpinned by effective planning, management of risks and independent audits, to ensure the continued integrity of the department's business activities.

### Senior executive and responsibilities

The Secretary, Mr David Borthwick, is the chief executive officer of the department. He is assisted in the management of the organisation by an executive team of four deputy secretaries and 17 division heads. The names and responsibilities of the division heads are shown in the organisation chart in the executive summary.

### Senior Executive Team



Mr David Borthwick was appointed Secretary of the Department of the Environment and Heritage (now the Department of the Environment, Water, Heritage and the Arts) in February 2004. Prior to that appointment, David was a Deputy Secretary in the Department of the Prime Minister and Cabinet (from July 2001). In that role, he was responsible for policy advice on a broad range of matters, including economic, industry, environmental issues and the Cabinet Secretariat and Implementation Unit. From 1998 to 2001 he was a Deputy Secretary in the Department of Health and Aged Care where he had oversight of the health side of the department. From 1993 to 1998 he was a Deputy Secretary in The Treasury, responsible for financial markets, corporate law, structural policy and international economic issues. Prior to that appointment, David headed four of Treasury's Divisions: Fiscal Policy; Structural Policy; Economic Policy; and Taxation Policy. He was first appointed to the Senior Executive Service in The Treasury in 1979. In 1991 David was appointed to serve as Australia's Ambassador to the OECD in Paris. In 1972 he graduated with First Class Honours in Economics from Monash University in Melbourne.



Mr Gerard Early is the Deputy Secretary responsible for the Approvals and Wildlife Division, the Corporate Strategies Division, the Environment Quality Division, the Policy Coordination Division, and the Supervising Scientist Division. He took up the position in May 2007, having played a key role as First Assistant Secretary of the Approvals and Wildlife Division in amending the Environment Protection and Biodiversity Conservation Act 1999, and improving its efficiency and effectiveness. Prior to that Mr Early had been Deputy CEO of both the Australian Heritage Commission and the Australian Nature Conservation Agency as well as leading several divisions in the department responsible for various aspects of natural resource management. Mr Early was awarded a Public Service Medal in the Queen's Birthday 2007 Honours List, for his outstanding public service in the protection and conservation of Australia's natural environment and cultural heritage.



Mr Mark Tucker is the Deputy Secretary responsible for the Arts Division, the Culture Division, the Heritage Division, and Old Parliament House and the National Portrait Gallery Division. From October 2007 he was Deputy Secretary Arts, Sports and Indigenous at the Department of Communications, Information Technology and the Arts. Prior to this, Mark had a long association with the environment department, holding various senior executive positions from 1995. They included Assistant Secretary responsible for Regional Forest Agreements, the Environment Protection and Biodiversity Conservation Act 1999, water policy, and First Assistant Secretary Marine and Water Division, National Oceans Office, Natural Resource Management Division and Policy Coordination Division. Mark has also worked in the Departments of the Prime Minister and Cabinet and Primary Industries and Energy.



Mr Mike Callaghan is the Deputy Secretary responsible for the Australian Antarctic Division, the Industry, Communities and Energy Division, the Marine and Biodiversity Division, the Natural Resource Management Programs Division and the Parks Australia Division. He was the Executive Director, Revenue Group, Australian Treasury, January 2005–January 2008. That Group provides advice to Treasury Ministers on taxation and retirement income policies and legislation. From 2000 to 2004, he was Executive Director, International Monetary Fund, Washington DC, representing a constituency of 14 countries, including Australia, Korea, the Philippines, New Zealand and Papua New Guinea. He was previously Chief of Staff to the Hon Peter Costello. He joined the Treasury in the mid-1970s and has held various senior positions, with a particular focus on macroeconomic, international and financial policy issues.



Dr James Horne is the Deputy Secretary responsible for the Water Efficiency Division, the Water Governance Division and the Water Reform Division. He transferred into that position in January 2007, from Head of the Office of Water Resources in the Department of the Prime Minister and Cabinet. Dr Horne joined the Department of the Prime Minister and Cabinet in August 2000 as First Assistant Secretary of the Industry, Infrastructure and Environment Division. He had responsibility for advising the Prime Minister on a broad range of microeconomic policy issues on industry, communications, energy, transport, agriculture, the environment, trade practices and the Council of Australian Governments. Dr Horne has held senior executive positions in Treasury, covering budget policy, labour markets and macroeconomic policy. He was Minister (Economic) at the Australian Embassy in Tokyo (1994-1996) and later Chief Executive of the South Australian Department of Transport, Energy and Infrastructure (2005-2006). He was involved in drafting the National Water Initiative. He has a background in economics and a PhD in political science.

## “The Secretary Farewells”

It is with sadness that I bid farewell to three of my longstanding senior management colleagues.



Ms Anthea Tinney, Deputy Secretary in the department since 1997, moved to the National Film and Sound Archive as the Interim Chief Executive Officer. Ms Tinney had a distinguished record of service during her time with the department. I congratulate Anthea on her new appointment.



David Anderson retired from the department in July 2008. Mr Anderson was Division Head of the Corporate Strategies Division for 15 years. His wisdom, corporate knowledge and collegiate approach will be sorely missed. I wish David well in his retirement.



Con Boekel retired from the department in July 2008. Mr Boekel was the Assistant Secretary in charge of Parks Australia South.

I wish Con well in his retirement.

## New appointments and retirements

During 2007–08 the department made the following new appointments to the executive team:

- Dr James Horne was appointed Deputy Secretary for the Water Efficiency Division, the Water Governance Division and the Water Reform Division.
- Mr Mark Tucker returned to the department under Machinery of Government changes and was appointed Deputy Secretary for the Arts Division, the Culture Division, the Heritage Division, and Old Parliament House and the National Portrait Gallery Division.
- Mr Mike Callaghan was appointed Deputy Secretary for the Australian Antarctic Division, the Industry, Communities and Energy Division, the Marine and Biodiversity Division, the Natural Resource Management Programs Division and the Parks Australia Division.

Mr Howard Bamsey (Deputy Secretary) moved to the Department of Climate Change to take up the position of deputy secretary.

## Executive committees

The Executive Roundtable is the key senior management forum. It meets weekly to monitor performance and review significant issues across the department and portfolio. Members are the Secretary (chair), Deputy Secretaries and heads of all divisions of the department and portfolio agencies. The portfolio agencies that are members of Roundtable are as follows:

- Bureau of Meteorology
- Director of National Parks (DNP)
- Great Barrier Reef Marine Park Authority (GBRMPA)
- National Water Commission (NWC)
- Sydney Harbour Federation Trust (SHFT)
- Supervising Scientist.

No Arts agencies are members of the Executive Roundtable.

A summary of outcomes from meetings is made available to all employees on the department's intranet and through regular meetings with staff held in each division and agency.

The department has eight committees that direct specific aspects of the department's internal affairs. Each committee reports its decisions and recommendations to the Executive Roundtable after major meetings. The roles and achievements of the committees in 2007–08 are summarised in the table below.

## Roles and achievements of the department's Executive Roundtable Committees 2007–08

Committee	Roles and Achievements
Budget, Finance and Strategy Committee	<p><b>Roles:</b> Considers strategic budget and significant financial matters, and guides corporate governance and strategic policy activities.</p> <p><b>Achievements:</b> Managed the 2008–09 budget process and set the initial budget strategy for 2009–10</p> <p>Implemented strategies to manage the new government's priorities, including election commitments and the increase in the Efficiency Dividend</p> <p>Implemented internal financial policies and procedures to enhance financial management, continued to track progress of projects and monitor the emerging risks of key activities within the department</p> <p>Additionally, the committee supported the development and implementation of the Financial Management Capability Framework. It also embedded the implementation of the new procurement framework and improvements to the financial management systems and processes.</p>
Compliance Executive Committee	<p><b>Roles:</b> Sets departmental policy and direction for legislative compliance, endorses operational policies and practices, sets performance measures and reviews performance on compliance and governance.</p> <p><b>Achievements:</b> Implemented a centralised compliance support capability for the department</p> <p>Trialed and endorsed a common framework for the management and oversight of authorised officers under departmental legislation</p> <p>Reviewed the department's compliance and enforcement activities</p> <p>Initiated a revision of the department's compliance and enforcement strategy, commensurate with regulation now being considered as a core function.</p>
Environment Audit Committee	<p><b>Roles:</b> Oversees the internal audit program, risk management, fraud prevention, financial and management reporting, and compliance with legislation.</p> <p><b>Achievements:</b> Development of a new Environment Audit Committee Charter</p> <p>Evaluated and utilised the department's Enterprise Risk Management Plan to develop the audit priorities for 2008–09</p> <p>Established a business brief session from division heads at each meeting, to gather first hand information on business risks and priorities.</p>
Information Management Committee	<p><b>Roles:</b> Identifies investment priorities in information acquisition and creation, the development and maintenance of information infrastructure and systems. Coordinates the development of policies and standards for information and its management.</p> <p><b>Achievements:</b> The Committee first met in December 2007. Work to date has included:</p> <ul style="list-style-type: none"> <li>· Reviewed the nature and level of compliance with information management principles within the department</li> <li>· Adopted a best practice information governance framework</li> <li>· Commenced development of an overarching management strategy for the department's information content and infrastructure needs.</li> </ul>

<p>Workforce Management Committee</p>	<p><b>Roles:</b> Provides strategic oversight for workforce issues, such as recruitment, performance management, learning and development, occupational health and safety (OHS).</p> <p><b>Achievements:</b> Commenced implementation of the Leadership program</p> <p>Commenced a review of OHS practices across the department</p> <p>Undertook a review of recruitment practices, including the introduction of e-Recruitment</p> <p>Reviewed the Graduate Recruitment Program, doubling the intake for 2008</p> <p>Endorsed a pilot School Leaver Program</p> <p>Supported the employment of three Indigenous Cadets through the Australian Public Service Commission (APSC) Indigenous Pathways Program</p> <p>Initiated an Indigenous Secondment Program across the department</p>
<p>Marine and Coastal Coordination Committee</p>	<p><b>Roles:</b> Coordinates domestic and international marine and coastal policies and programs across the portfolio.</p> <p><b>Achievements:</b> Agreed to advancing the Portfolio's approach to dugong issues through development of a Wildlife Conservation Plan for Dugongs</p> <p>Commenced implementation of the reef water quality protection plan</p> <p>Agreed to the department's leadership approach for the government involvement in the Indonesia-led Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security</p> <p>Progressed the Great Barrier Reef Intergovernmental Agreement</p> <p>Considered the positions for Australia's engagement in the protection of biodiversity in areas beyond national jurisdiction.</p>
<p>Indigenous Policy Leadership Group</p>	<p><b>Roles:</b> Provide leadership to the portfolio on the development of policies and effective implementation of programs that affect Indigenous people.</p> <p><b>Achievements:</b> Agreed to the development of a portfolio wide Indigenous Strategy</p> <p>Supported the development of an Indigenous National Caring for Country Strategy being championed by the Indigenous Advisory Committee</p> <p>Endorsed the department's Reconciliation Action Plan</p> <p>Endorsed the Wet Tropics Agreement until June 2008</p> <p>Supported and provided advice on whole of government issues, such as the Northern Territory Emergency Response and the Healthy Country Healthy People Schedule.</p>
<p>International Steering Committee</p>	<p><b>Roles:</b> Oversees and provides strategic direction to the international work of the department, and sets priorities for its international activities.</p> <p><b>Achievements:</b> Prepared an annual plan for the department's international engagement taking into account changes to the government's priorities</p> <p>Reported on achievement of the objectives contained in the previous annual plan, highlighting lessons learned and emerging issues</p> <p>Maintained strategies and work-plans covering the department's engagement with selected key countries and international conventions</p>

## Corporate and operational planning

The department's 2007–08 annual strategic plan provides the business planning framework for work plans for each division, branch, section and individual. The strategic plan is made available to all employees on the department's intranet.

The annual strategic plan is prepared on the basis of the department's three-year corporate plan, which currently covers 2005–2008. The corporate plan provides a high level view of the department's role as part of the Australian Government and a succinct statement of its mission. The plan contains information about our values and how the department works with its stakeholders. With the change in government and departmental responsibilities, a new Corporate plan is under development for the forthcoming three years.

The Executive Roundtable committees and their subcommittees develop additional operational plans for specific aspects of the department's work and, at the direction of the executive, major activities are required to be addressed in specific project plans.

### Reports and reviews

The department's annual report publishes performance information against measures contained in the portfolio budget statements. It complies with the *Financial Management and Accountability Act 1997* and the Requirements for Departmental Annual Reports approved by the Joint Committee of Public Accounts and Audit. A compliance index identifies the location in this report of the information specified in the requirements.

The department also monitors its performance internally against key performance indicators in its operational plans. Divisions, committees and portfolio agencies report their performance quarterly to the Executive Roundtable.

## Audit, risk and fraud control

Protiviti Pty Ltd provides independent internal audit, risk management, fraud control and investigation services, and advice to the Environment Audit Committee.

### Environment Audit Committee

The Environment Audit Committee provides independent assurance to the Secretary on the integrity and reliability of the department's management of financial processes, risk and fraud control. The Committee also evaluates the robustness of the department's internal controls and legislative compliance frameworks to ensure it is able to meet its accountability responsibilities. The Committee oversees the maintenance of an effective and efficient internal audit function in the department.

### Audit Committee membership and meeting attendance 2007–08

Member	Role	Number eligible to attend as a member	Number of meetings attended
Andrew Podger	Independent Chair	4	4
Mark Tucker	Member	3	3
Virginia Mudie	Member	5	5
Jenny Morison	Independent Member	7	7
Rod Shogren	Independent Member	7	5
Howard Bamsey	Previous Independent Chair	3	2
David Anderson	Previous Member	3	3
Rod Allen	Previous Member	2	2

The Environment Audit Committee has five members, as set out in the table above. Mr Andrew Podger was appointed as independent Chair of the Committee in November 2007, replacing Mr Howard Bamsey whose term expired. Mr Mark Tucker replaced Mr David Anderson, whose term expired in March 2008. Ms Virginia Mudie was appointed in 2007 to replace Mr Rod Allen. Seven meetings were held during 2007–08.

Observers of the Committee meetings include the chief financial officer, the First Assistant Secretary of Corporate Strategies Division, the chair of the Risk Panel, the director of the Governance Unit and representatives of the Australian National Audit Office and the internal audit service provider.

The Committee's major activities in 2007–08 are reported in the table on the roles and achievements of the Executive Roundtable committees.

### Risk Management

The effective management of risk is a key component of the department's planning and review systems. The Risk Panel monitors key risks and supervises the development of policies and procedures for risk management. The chair of the Risk Panel reports to both the departmental executive and the Environment Audit Committee. Protiviti Pty Ltd, the department's risk management service provider, and the director of the Governance Unit participate as observers at Risk Panel meetings.

### Risk panel membership and meeting attendance 2007–08

Member	Role	Number of meetings eligible to attend as a member	Number of meetings attended
Mark Tucker	Chair (previous)	1	1
Malcolm Thompson	Chair (current)	3	3
David Anderson	Member	4	4
Rod Allen	Member	4	3
Sally Basser	Member	2	2
Peter Burnett	Member	3	3
Ian Carruthers	Member	2	1
Malcolm Forbes	Member	4	3

#### Summary of achievements

- In 2007–08 the department prepared an enterprise-wide risk management plan for the first time. The Plan reflects the maturing risk management culture within the department, with effective risk management recognised as fundamental to good corporate governance and sound management practice. The Plan focuses on significant risks that affect the achievement of key corporate objectives (the ‘flagship policies and programs’) and risks that significantly affect most, if not all, functions and processes within the department. The Plan assesses each identified risk by consequence and likelihood, and the effectiveness of existing control measures. Additional risk mitigation activities, aimed at reducing risks to a tolerable level, are also provided together with monitoring and review procedures.
- Formal risk management training was provided to staff in the latter half of the year in a total of ten workshops. Training was undertaken by Protiviti in consultation with program managers. The workshops focused on risk management methodology, illustrated with practical examples, and included a fraud awareness

component. A risk management train-the-trainer program has also been developed, which enables managers to provide guidance and training tailored to the specific requirements of staff in program areas.

The department’s insurable risks are identified annually as part of Comcover’s insurance renewal process. The department is covered by Comcare for risks associated with injury to employees. Comcare conducts inspections to help the department measure its performance and both actual and potential insurance claims are reported to Comcover. The department received a 7.1 per cent discount off its Comcover premium with the completion of Comcover’s annual Risk Management Benchmarking Survey in March 2008. Comcover has assessed the department’s overall risk performance to be at the level of Comprehensive, indicating that the agency demonstrates a high level of competency in implementing an enterprise wide risk management framework.

### Fraud control

The department's anti-fraud program is supervised by both the Environment Audit Committee and the Risk Panel.

The department updated its fraud control plan following the integration of the Arts function into the department. The fraud control plan sets out actions planned for the period 1 July 2007 to 30 June 2009, to reduce the risk of fraud against the department.

A program of general risk management and fraud awareness training sessions were delivered for departmental staff by the department's internal audit provider during 2007–08. Specialised fraud awareness training was also provided.

There were 9 cases of suspected fraud during 2007–08.

Three suspected cases of fraud were referred to the Australian Federal Police during 2007–08.

### Business continuity plan

During 2007 the department revised its business continuity plan. The new plan has been endorsed by the Secretary for the period 1 January 2008 to 31 December 2011. The plan describes the arrangements that the department will use to ensure the continuity of its key services after a major, unexpected and disruptive incident (such as a fire). It describes the management structure, staff roles and responsibilities, and actions that are to be implemented after a major incident. It will be regularly reviewed and updated as necessary during this period.

### Certificate of Compliance

Beginning in 2006–07, Chief Executives of Australian Government departments and agencies were required to provide a completed Certificate of Compliance to their portfolio minister and a copy to the Minister for Finance and Deregulation, by 15 October each year.

The certificate focuses on agencies' compliance during the previous financial year with the following:

- *Financial Management and Accountability Act 1997*
- Financial Management and Accountability Regulations 1997
- Financial Management and Accountability Orders 2005
- *Financial Management and Accountability (Finance Minister to Chief Executives) Delegation 2007 (No. 2) as amended from time to time*
- Australian Government's foreign exchange risk management requirements
- legal and financial requirements for the management of Special Accounts
- The financial management policies of the Commonwealth.

The certificate integrates these requirements, allowing Chief Executives to certify compliance with the financial legislation and associated policies in a single document.

The Department conducted a trial in 2006 with the assistance and advice of the Audit Committee and internal audit provider. The Secretary provided the first completed Certificate of Compliance for 2006–07 for the then Department of the Environment and Water Resources to the relevant ministers on 15 October 2007. The Secretary will provide a completed Certificate of Compliance for 2007–08 for the Department to the relevant ministers by 15 October 2008.

## Stakeholder relations

The department strives to provide a high standard of service to its clients. These include: ministers; other Australian Government departments and agencies; state, territory and local government bodies; non-government organisations; industry; and members of the wider community.

The department values the views of its clients and stakeholders and acknowledges and values the rights of stakeholders to scrutinise its actions.

Formal and informal consultation is conducted with relevant external stakeholders in the course of policy development, and during the design and implementation of programs run by the department.

### Ethical standards

The department is committed to ensuring its employees maintain the ethical standards required of the Australian Public Service. Employees must comply with the Australian Public Service Values and Code of Conduct. Comprehensive briefings are provided to new staff on this as part of the induction process. This is reinforced annually by the requirement that all individual performance agreements include a personal commitment to the Australian Public Service Values and Code of Conduct.

The department also maintains a network of workplace contact officers to raise awareness about acceptable behavior in the workplace and to assist employees with concerns.

Detailed guidance is available to employees via the department's intranet. The guidance includes a code of conduct specific to the department and procedures for handling suspected breaches. Guidelines available on the intranet also warn staff against the inappropriate use of information technology. The department's whistleblower policy ensures that allegations are treated seriously and investigated promptly and independently.

## Ministerial and parliamentary services

The department advises and supports portfolio ministers through briefings, correspondence, website maintenance and office support services.

### Slipstream ministerial workflow system

Implementation of Slipstream was effectively completed for the majority of the portfolio during the year. However, roll-out to users outside Canberra, notably Darwin and Hobart, has been delayed. The delay is a result of infrastructure problems (for example, different network access) and the need to devote resources to system changes associated with the change of government and subsequent administrative arrangements.

A significant change to the system was required to prevent staff in ministers' offices having access to documents of the previous government. At the same time general users in the department needed to retain access for continuity of the business of government. The necessary changes were successfully introduced in December 2007.

In addition, the administrative arrangements of the new government included the establishment of the Department of Climate Change (DCC). Part of the support provided by DEWHA to DCC in its establishment phase is the use of Slipstream for DCC's parliamentary workflows. Significant changes were required to the system to accommodate this use. For example, a completely separate set of action types and associated templates have been loaded into the system. This arrangement is expected to continue until DCC commissions its own workflow system.

### Number of ministerial correspondence items over the last five years

Financial year	Number of ministerial correspondences
2003–04	8,559
2004–05	8,507
2005–06	10,844
2006–07	15,831
2007–08	21,820

#### Workflow Statistics for 2007–08

The department provides a fortnightly report to the executive and to the minister's staff on workflows for briefings, correspondence, parliamentary questions, Cabinet and parliamentary business and legal, legislation and freedom of information matters. These reports provide a focus for the department's executive team to develop strategy to improve performance.

In 2007–08, 21,820 items of correspondence were received by ministers and registered on the department's database—an increase of 38% on the previous year's total. The department again prepared over 3,000 briefing submissions for ministers. It aims to ensure a minimum five working-day period between the arrival of a submission in the minister's office and when a decision was required.

The following table shows the growth in ministerial correspondence over the past five years. Despite a decline in correspondence received during the election period, a substantial increase since the election has contributed to a doubling of the overall quantity over the past two years.

The department's Parliamentary Services Section monitors the timeliness and accuracy of briefs and draft correspondence provided to the minister. It uses rejection rates as a measure of accuracy. This provides a surrogate indicator of the minister's satisfaction.

#### Community information

##### Services to the community

The department's Community Information Unit receives requests for information and feedback on the department's services. The unit also manages the department's publications shopfront.

In 2007–08 the Community Information Unit responded to 49,695 enquiries from the Australian community; 43.8 per cent related to grant and rebate programs and 56.2 per cent were seeking general information about the department and its programs. The unit distributed 211,233 publications.

Community Information 2005–06 to 2007–08			
	2005–06	2006–07	2007–08
Enquiries	38,927	48,618	49,695
Publications distributed	253,759	264,083	211,233
Shopfront visitors	11,747	9,959	7,982
Website visits	10,984,170	12,269,321	13,179,064

## Service charter

The department's service charter for 2005–2008 sets out the standards of service clients can expect from the department and how to give feedback on performance. The charter is available at [www.environment.gov.au/about/publications/charter.html](http://www.environment.gov.au/about/publications/charter.html) or in hard copy by contacting the Community Information Unit toll free on 1800 803 772.

The Client Service Officer can be contacted at:

Client Service Officer  
 Department of the Environment, Water,  
 Heritage and the Arts  
 GPO Box 787  
 Canberra ACT 2601  
 Phone: 02 6274 1323  
 Fax: 02 6274 1322  
 Email: [clientservice@environment.gov.au](mailto:clientservice@environment.gov.au)

The department received 32 enquiries through its Client Service Officer in 2007–08. The majority of these were requests for information and assistance, which were forwarded to the appropriate work area for action.

### Complaints about service

The department received 1 complaint through its Client Service Officer in 2007–08. The complaint was in relation to a delay in providing information.

While a handful of complaints were received about wildlife trade and seizures, these complaints are not related to service and were directed to the appropriate area for resolution.

### Feedback on performance of service delivery

The department received 38 responses on its service delivery standards through its Client Service Officer in 2007–08. Of these 38 responses, 18 rated the department as providing adequate or excellent service and 19 rated the department as providing inadequate or poor service. Many of the negative responses were related to delays in providing information.

## Access and equity

The department contributes to the Australian Government's access and equity annual report, which reports on progress in implementing the Charter of Public Service in a Culturally Diverse Society.

The department deals with culturally diverse groups, including Aboriginal and Torres Strait Islander peoples. Indigenous programs assist communities with land management and conservation issues. The department's Indigenous Development Coordinator supports and promotes Indigenous recruitment and career development. The Culture Division promotes Indigenous broadcasting and maintenance of language and records.

Following implementation, the department's Disability Action Plan 2008–10 will provide activities and actions particular to the needs of disabled people, both employees and clients of the Department. The Plan will complement the Workplace Diversity Strategy and aims to realise the objectives of the strategy in creating an inclusive work environment. For more information see the section on human resources in this chapter.

## External scrutiny

### Courts and tribunals

During the year, the Federal Court determined a number of applications for the review of Ministerial decisions and other actions in which the department had an interest. These included the Gunns Pulp Mill (*The Wilderness Society Inc v. Minister for the Environment and Water Resources*); Wielangta forestry operations (*Forestry Tasmania v. Brown, Commonwealth and Tasmania*; Full Federal Court); Port Phillip Bay channel deepening project (*Blue Wedges v. Minister for the Environment, Heritage and the Arts*); and *McArthur River Mining* (*Lansen v. Minister for the Environment and Heritage*). These decisions are set out in more detail in the second volume of this set of annual reports.

### Auditor-General reports

The Auditor-General tabled one report in 2007–08, which examined program delivery of the National Heritage Trust (NHT) and National Action Plan for Salinity and Water Quality (NAP) in the Department of the Environment, Water, Heritage and the Arts and the Department of Agriculture, Fisheries and Forestry.

### *Audit Report No. 21 2007–08 Regional Delivery Model for the Natural Heritage Trust and the National Action Plan for Salinity and Water Quality*

The objective of this audit was to assess and report on the administration of the regional delivery programs.

The Australian National Audit Office made four recommendations designed to improve the delivery of the regional model through better management of risks, greater transparency and efficiency in the management of funds, closer compliance with bilateral agreements and more accurate reporting to Parliament.

Both departments broadly agree with the intent of the Audit report's recommendations and consider that they provide a basis for strengthening future program delivery. Since the report was prepared, the government has initiated *Caring for our Country* which commenced on 1 July 2008. The new program to replace the NHT includes a comprehensive outcomes-based reporting framework and a revised monitoring, evaluation and reporting national framework has been developed.

### Parliamentary committees

In 2007–08 the Senate Standing Committee on Environment, Communications, Information Technology and the Arts tabled two reports relevant to the department's work.

### *Inquiry into the Provisions of the National Greenhouse and Energy Reporting Bill 2007, tabled on 6 September 2007*

With the change of government following the 2007 Federal election, and consequent changes to the Administrative Arrangements Order, the report is now the responsibility of the Department of Climate Change.

*Inquiry into the Provisions of the Water Bill 2007 & Water (Consequential Amendments) Bill 2007, tabled on 14 August 2007*

The Senate Standing Committee on Environment, Communications, Information Technology and the Arts report into the Water Bill 2007 and Water (Consequential Amendments) Bill 2007 was tabled on 14 August 2007. The Committee recommended that the Bill be passed. The Committee Report included comments from the Labor Party and Australian Democrats and a Minority Report from the Australian Greens. The Senate passed the Bills on 16 August and they received Royal Assent on 3 September 2007. The Water Act commenced on 3 March 2008.

In addition to these reports the Senate Standing Committee on Environment, Communications, Information Technology and the Arts also tabled two reports late in 2006–07 which were unable to be addressed in the department’s 2006–07 annual report.

*Inquiry into Australia’s Indigenous visual arts and craft sector, Indigenous Arts - Securing the Future, tabled on 20 June 2007*

The Senate Inquiry was undertaken in response to reports of unscrupulous conduct in the sector and allegations of mistreatment of Indigenous visual artists. The report was tabled on 20 June 2007 and highlighted the economic, social and cultural benefits of the Indigenous visual arts industry while also identifying a number of challenges facing the sector. The Report’s 29 recommendations are broad, reflecting this sector’s diversity. Key themes include:

- the importance of Australian Government investment in supporting the operations and facilities of art centres
- the need for an industry code of conduct underpinned by voluntary self-regulation by the sector

- the need to address gaps in business skills, education and training
- a more coordinated and effective approach to showcasing Indigenous arts.

Following the change of government, responsibility for the report was transferred to the Department of the Environment, Water, Heritage and the Arts.

*Inquiry into the Provisions of the Great Barrier Reef Marine Park Legislation Amendment Bill 2007, tabled on 15 June 2007*

The inquiry scrutinised the provisions of the Great Barrier Reef Marine Park Legislation Amendment Bill 2007, which aimed to implement key recommendations of the *Review of the Great Barrier Reef Marine Park Act 1975*.

On the whole the committee was satisfied with the Bill recognising that, with the exception of the issue of Indigenous representation, there was broad support for it. On this basis the committee recommended that the Bill be passed.

In 2007–08 the House of Representatives Standing Committee on Climate Change, Water, Environment and the Arts also tabled two reports relevant to the department’s work.

*Sustainability for survival - creating a climate for change: report on the inquiry into a sustainability charter*, tabled in the House on 17 September 2007.

This inquiry followed on from the Committee’s tabling of the Sustainable Cities report on 12 September 2005.

The purpose of the inquiry was to make recommendation to the Australian Government on how they might frame a sustainability charter that could be proposed for ratification at a meeting of the Council of Australian Governments (COAG).

The Committee was to report on key elements of a sustainability charter and identify the most important and achievable targets, particularly for:

- the built environment
- water
- energy
- transport
- ecological footprint.

The committee made three broad recommendations addressing: the establishment of a statutory national Sustainability Commission, headed by a Sustainability Commissioner; establishment of a national Sustainability Charter; and the leadership role of the Australian Government in advancing sustainability outcomes.

*Managing the Flow – inquiry into the regulation of plumbing product quality in Australia, tabled in the House on 19 September 2007.*

In consultation with relevant agencies, the department assisted in the preparation of the government response to the House of Representatives Standing Committee Inquiry into the Regulation of Plumbing Product Quality. Agencies consulted included the Departments of Finance and Deregulation; Innovation, Industry, Science and Research; Foreign Affairs and Trade; Treasury and Prime Minister and Cabinet. A final response is currently being considered by government.

#### Commonwealth Ombudsman

There were no formal reports from the Commonwealth Ombudsman during the year.

#### Freedom of Information

This section is presented in accordance with the requirements of section 8 of the Freedom of Information Act 1982 ('the Act'). The Act gives the Australian community the right to access information held by the Australian Government. The only limits are exemptions needed to protect essential public interests and privacy.

Members of the public seeking access to documents under the Act should make a request in writing to the department and enclose the \$30 fee payable for the request. Requests for information under the Act should include contact details and an Australian address to which notifications can be posted.

#### *Applications received*

The department received 71 applications under the Act during 2007–08. There were no requests for review by the Administrative Appeals Tribunal.

#### *Information about the department*

Under section 8 of the Act the department has to make available information about its functions, organisation, operations and powers that affect members of the public. Relevant information is contained elsewhere in this annual report (the executive summary presents an overview).

#### *Information about categories of documents*

Under section 8 of the Act the department has to report details of certain categories of documents it maintains. The department holds a large range of documents in the following categories:

**General policy**—administrative files, consultants' reports, memoranda of understanding, agreements, permits, licences, submissions, guidelines for programs, grant documents, financial records, staffing records, secretary's instructions, legal documents, and tender evaluations

**Specific**—Australian Antarctic Division records, committee records, and court documents and records

**Parliamentary**—Briefing documents, Cabinet documents, ministerial submissions, policy advice, ministerial correspondence, explanatory memoranda for Acts, Ordinances and Regulations

**Manuals**—In accordance with section 9 of the FOI Act, the department maintains a list of unpublished manuals and other documents used by departmental staff as a guide to procedures and practices to be followed when dealing with the public. The list is correct as at 17 March 2008 and is available on request from the Freedom of Information Coordinator, any office of the National Archives of Australia, or the NAA website at [www.naa.gov.au](http://www.naa.gov.au).

Some documents may have been transferred into archival custody or destroyed in accordance with the *Archives Act 1983*.

#### *Arrangements for outside participation*

Under section 8 of the Act the department has to report details of arrangements under which members of the public can participate in certain kinds of decision-making.

The department consults members of the public and bodies outside the Australian Government's administration when developing policy and programs, and administering legislation and schemes. In addition to general public consultation, which may be a requirement of particular legislation, the department and the relevant minister receive advice from various scientific and expert committees and other bodies. A list is available at:

<http://www.environment.gov.au/about/councils/index.html>

Generally people can participate by making oral or written representations to the minister or the department, or by putting submissions to the various working groups chaired by the department.

Formal arrangements under the *Environment Protection (Sea Dumping) Act 1981*, *Sea Installations Act 1987*, *Environment Protection and Biodiversity Conservation Act 1999*, and the *environmental impact assessment provisions of the Antarctic Treaty*

*(Environment Protection) Act 1980*, provide for proposals to be examined publicly and for comments to be received.

Formal arrangements under the Territory of Heard Island and McDonald Islands *Environment Protection and Management Ordinance 1987* provide for public consultation during the development of management plans.

Formal arrangements under the *Environment Protection (Alligator Rivers Region) Act 1978* provide for public consultation on scientific research programs and the effects on the environment of uranium mining operations in the Alligator Rivers region.

Several formal arrangements under the *Water Act 2007* exist to facilitate input from Basin States, members of the public and other bodies. The term Basin State refers to New South Wales, Victoria, Queensland, South Australia or the Australian Capital Territory.

#### *Procedures for gaining access to information*

Within the department Freedom of Information matters are handled by the Legal Section in the Policy Coordination Division. Contact details for the freedom of information coordinator are:

Phone: (02) 6275 2721

Fax: (02) 6274 1587

Email: [foi@environment.gov.au](mailto:foi@environment.gov.au)

Written requests for access to documents should be addressed to:

The Freedom of Information Coordinator  
Legal Section

Department of the Environment, Water,  
Heritage and the Arts

GPO Box 787

Canberra ACT 2601

## Environmental sustainability

This section is presented in accordance with the requirements of section 516A of the *Environment Protection and Biodiversity Conservation Act 1999*.

Section 516A requires government departments to report on:

- how their activities accord with the principles of ecologically sustainable development (subsection 6a)
- how their outcomes contribute to ecologically sustainable development (subsection 6b)
- the environmental impacts of their operations during the year, and measures taken to minimise the impacts (subsections 6c, d and e).

### How the department applies the principles

The department administers the *Environment Protection and Biodiversity Conservation Act 1999* and the *Natural Heritage Trust of Australia Act 1997*, both of which support the principles of conserving biodiversity and protecting the environment.

Examples of how the department applies the principles of ecologically sustainable development are summarised in the table below. More details on specific programs are contained in other chapters of this annual report.

### Contribution of outcomes

The Department of the Environment, Water, Heritage and the Arts is the lead Australian Government agency for developing and implementing national policy, programs and legislation to protect and conserve the natural environment. One of the key functions of the department is to promote and support ecologically sustainable development.

The department's outcomes contribute to ecologically sustainable development as follows:

**Outcome 1:** Protecting and conserving the environment helps to maintain the ecological processes on which life depends.

**Outcome 2:** Australia's Antarctic interests include a strong focus on protecting the Antarctic environment, and managing the sustainable use of marine resources.

**Outcome 3:** Australia's water resources are managed and used sustainably and efficiently.

## How the department applies the principles of ecologically sustainable development

### Principles

**Integration principle:** decision-making processes should effectively integrate both long-term and short-term economic, environmental, social and equitable considerations

**Precautionary principle:** if there are threats of serious or irreversible environmental damage, lack of full scientific certainty should not be used as a reason for postponing measures to prevent environmental degradation

**Intergenerational principle:** the present generation should ensure that the health, diversity and productivity of the environment is maintained or enhanced for the benefit of future generations

### Activities

**Integrated natural resource management:** The department develops and invests in natural resource management plans and other strategies to maintain ecosystems, including the regional component of the Natural Heritage Trust and bioregional marine plans. These plans integrate long-term and short-term economic, environmental, social and equitable considerations

**Integrated reporting:** The department publishes its own sustainability report and State of the Environment report

**Environmental impact assessments:** The department applies the precautionary principle to prevent serious environmental damage when assessing the possible environmental impacts of proposed actions. Assessments must often be made in the absence of full scientific certainty, most notably through the *Environment Protection and Biodiversity Conservation Act 1999*, and through chemical and gene technology assessment schemes

**National response to climate change:** The department develops Australia's national and international response to the threat of climate change in the absence of full scientific certainty. It manages for uncertainty, including preparing Australia for unavoidable climate change impacts

**Pollution prevention:** The department applies laws and National Environment Protection Measures to prevent environmentally harmful substances entering the environment. Laws include the *Environment Protection (Sea Dumping) Act 1981*, the *Hazardous Waste (Regulation of Exports and Imports) Act 1989*, and the *Ozone Protection and Synthetic Greenhouse Gas Management Act 1989*

**Whole-of-government policy development:** The department seeks to ensure that environmental protection is appropriately considered in the development of other Australian Government policies, including major energy and water reforms

**Community capacity building:** The department administers the Australian Government's major natural resource management programs that have an environmental focus, including the Natural Heritage Trust (now Caring for our Country). These programs increase the capacity of Australians to conserve ecosystems for future generations

**Biodiversity principle:** the conservation of biological diversity and ecological integrity should be a fundamental consideration in decision-making

**Biodiversity conservation:** The department applies laws for the conservation of biodiversity to protect wildlife and places with environmental values, including the Environment Protection and Biodiversity Conservation Act 1999, and through the Natural Heritage Trust, marine protected areas, terrestrial parks and reserves

**Valuation principle:** improved valuation, pricing and incentive mechanisms should be promoted

**Conservation incentives:** The department promotes incentives for protecting wildlife and habitats on private land through covenants. It supports fishing industry adjustment processes to reduce pressures on the marine environment

**Waste reduction incentives:** The department provides incentives for more efficient use of resources. This includes markets for waste products, such as: used lubricating oils, water efficiency labelling, and product stewardship programs to reduce plastic bag consumption and to recycle used oil

### Environmental impacts of operations

The Sustainability in Government program aims to achieve improvements in the contributions made by the public sector to sustainability (particularly ecological sustainability), through actions including better environmental management, energy efficiency, public reporting and sustainable purchasing.

The department helps agencies to develop and implement ISO14001 environmental management systems and to integrate environmental considerations into public procurement decisions. During 2007–08 the department:

- released the report *‘Energy Use in the Australian Government Operations 2005–2006’*. This report outlines the levels of energy usage and emissions for the Australian Government at both a whole-of-government and an individual agency/department level. It encourages individual agencies to improve their performance over time and meet the targets already set under the Energy Efficiency in Government Operations (EEGO) policy
- produced a set of generic fact sheets to

assist Australian Government Agencies to reduce energy usage in commercial office buildings

- conducted an Energy Forum for Australian Government agencies to facilitate energy efficiency uptake and behaviour change
- worked alongside the Department of Defence to establish more comprehensive metering and monitoring of selected key defence bases, as part of EEGO policy
- negotiated an increase to 10% in the proportion of greenpower purchased under the whole-of-government electricity contract for agencies in the ACT
- negotiated energy efficiency strategies amongst stakeholders of Australian Government public buildings, laboratories and computer centres as part of EEGO policy.

The department coordinates and provides support to enable agencies to report against National Environment Protection Measures (NEPM). Activities this year included convening a workshop for Government agencies to work through reporting responsibilities, and simplifying reporting procedures, and coordinating

and drafting the Commonwealth's NEPM implementation annual report. During 2007–08:

- access to the model Environmental Management System (EMS), developed for use by Australian Government agencies, was enhanced by ensuring the document is available on the DEWHA website in both PDF and Word formats
- departmental officers attended the Government Agency Environmental Network (GAEN) forums held in Canberra to provide policy and technical support to agencies that are operating or planning to set up an agency EMS.

#### *Environmental Performance*

The following tables summarise the environmental performance of the department's four major operational areas in 2007–08:

- head offices in the John Gorton Building, the Burns Centre and Farrell Place in Canberra and the Fyshwick and Queanbeyan warehouses
- Australian Antarctic Division in Tasmania and the Australian Antarctic Territory
- Parks Australia Division
- Supervising Scientist Division in Darwin.

## Environmental Performance

John Gorton Building, Burns Centre, Farrell Place and Fyshwick and Queanbeyan warehouses

Performance 2007–08

### General

Consumption of tenant light and power was 4,907 megajoules per person per year. Consumption is well within the revised Australian Government energy use target of 7,500 megajoules per person per year

### Environmental management system

The Department's Canberra based Environmental Management System (EMS) has maintained its ISO 14001:2004 accreditation and continues to operate, and develop effectively, an eco-efficient business philosophy

Two 'Top Management Review' meetings were held, managed by the Corporate Strategies Division (CSD). In these meetings senior Departmental management gave input and endorsement for EMS activities in the environmental performance of the Department. Aspects of the EMS have also been included in the online orientation program for all new staff

### Energy (electricity)

The department extended its energy contract for the supply of 100% green energy to the John Gorton Building (JGB) and 5 Farrell Place in Civic

Tenant Light and Power (TLP) savings initiatives include staff awareness, energy efficiency reminder signage, lighting system control, and reducing the number of lighting units used. Through heightened staff awareness, EMS auditing and 'ECONet'

Inspections, and energy efficiency measures are evaluated continuously.

### Transport

The Ministerial Office is currently trialling a fuel efficient 'hybrid' Toyota Prius, on loan from the Departmental fleet.

The Department's vehicle fleet achieved an average greenhouse and air pollution rating of 11.2 out of 20. This rating exceeds the target of a 10.5 set for all Government fleet vehicles.

The Department's reporting methodology for the vehicle fleet has also been improved to increase the accuracy of reporting.

### Greenhouse gas emissions

The department continues to work towards minimising its greenhouse gas emissions. Total net greenhouse gas emissions resulting from electricity use, vehicle fuel consumption and organic waste disposal have fallen from 665,670 kilograms in 2006–07 to 351,640 kilograms. This is due to a decrease in the use of fuel for business travel as well as a move to a more energy efficient building at Farrell place, serviced by green power. These factors combined with an increase in staff numbers in Canberra offices has resulted in a drop in greenhouse gas emissions to around 255 kg per person per year.

### Water

The John Gorton Building has had flow restricting plumbing installed to ensure water flow throughout the building does not exceed 9 litres per minute. A follow-up water audit is scheduled for 2008–09. The new Farrell Place building has water saving features, such as waterless urinals

Waste (including paper)	<p>Internal waste audits, undertaken in May 2008, confirm that around 87% of all waste is being recycled, with potential for further improvement</p> <p>Waste being collected through the organics recycling stream has increased by around 9% indicating a reduction in waste going to landfill</p> <p>The mobile phone recycling program was expanded by installing a mobile phone collection receptacle in the café within the JGB. This initiative collected a total of 61 kg of used mobile phones.</p> <p>Bins made from recycled milk containers were purchased for use in the café within the JGB</p> <p>The Department disposed of 423.5 kg of fluorescent tubes, which were recycled, diverting this waste from landfill. While fluorescent tubes remain the most commonly used lighting source in the JGB, the established collection system ensures that the small amounts of mercury found within the spent tubes are correctly collected and processed by a specialist treatment facility interstate</p>
Green procurement	<p>The department has renewed its contract for the supply of 100% accredited green power to the John Gorton Building, and will continue to source green power where possible for other sites. Currently the department uses 60% recycled content print paper in its printers and photocopiers. Opportunities to use 100% recycled paper are being explored. The department is committed to further integrating environmental principles into procurement processes</p>
Other	<p>The department has begun work on including its new major building at Farrell Place in its environmental management system for Canberra-based offices</p> <p>The department maintains its status as a Greenhouse Challenge Plus member.</p> <p>The Environmental Coordination Team continues to participate in the Government Agencies Environment Network, to facilitate better environmental performance across Australian Government departments through collaboration. The team has engaged consultants to update the department's model EMS so that it is compliant with the latest ISO 14001 standard. The new model will provide agencies and office based businesses with a tool to develop a simplified EMS suited to their operations.</p> <p>The department's environmental network, the Environmentally Conscious Officer Network (ECONet), remains a valuable resource in raising staff awareness, identifying areas for improvement and facilitating EMS implementation.</p>

## Environmental Performance

### Australian Antarctic Division Performance 2007–08

**General**

The Australian Antarctic Division complied with all applicable environmental laws and agreements, and required compliance with them by participants in activities supported by the Australian Antarctic Division, by other Australian visitors to the Antarctic, and by our contractors and suppliers.

The Australian Antarctic Division has implemented measures to prevent or minimise pollution, waste and other human impacts in all environments in which we operate.

**EMS**

The Australian Antarctic Division continues to operate a certified Environmental Management System to the international standard AS/NZS ISO 14001. This system ensures that management measures to protect the environment are implemented for those aspects of the organisation's activities most likely to have more than a negligible environmental effect. Australia is a major proponent of this systematic approach to environmental management through the International Committee for Environmental Protection.

For the Australian Antarctic Division to meet its triennial certification requirements, the external auditor was transported to the Australian Antarctic Territory to conduct a successful onsite surveillance audit of Casey Station and the new Wilkins Aerodrome in January 2008.

**Energy (electricity)** The offices in Kingston, Tasmania consumed 4.181 million kWh of electricity

**Transport**

The Australian Antarctic Division's Kingston based fleet vehicles consumed 10,358 litres of fuel. The fleet includes a Toyota Prius hybrid vehicle.

Vehicular fuel consumption at the Australian Antarctic Divisions four stations for 2007–08 was 136,371 litres, a decrease of approximately 28% from the previous year. This was due to a reduction in vehicle hours required for the construction of the Wilkins blue ice runway near Casey station.

**Greenhouse gas emissions** The division's greenhouse gas emissions were 18,365 tonnes.

**Water**

The Kingston offices consumed 9,449 kilolitres of water.

The Australian Antarctic Division's four stations in Antarctica (3) and Macquarie Island (1) consumed 4,854 kilolitres of water .

**Waste (including paper)**

The division reused or recycled 15 per cent of waste, landfilled 31 per cent and treated and disposed of 54 per cent of all waste.

The warehouse ordered 5,044 reams of A4 and A3 paper on behalf of the Kingston office and stations.

**Green Procurement** The division's purchasing accords with departmental guidelines.

**Other** Fuel usage for power and heating at the stations was 1,628,916 litres, a reduction of 2.8% from the previous year.

Environmental Performance	
Parks Australia Division	Performance 2007–08
General	Management plans for individual protected areas include environmental management goals and prescriptions.
EMS	In 2007 Booderee National Park introduced actions to minimise the carbon footprint of the Park. Some initial and immediate short term actions were introduced and had a dramatic impact, with a 50% reduction in water use and a 40% reduction in electricity used within the Park. In May 2008 Booderee National Park engaged a firm to undertake Booderee's first formal Carbon Emissions Audit. The audit identified a number of priority areas to further reduce carbon outputs, which will be progressively implemented
Energy (electricity)	Electricity use was reduced by 11.4 % from last year across Parks Australia Division.  The Australian National Botanic Gardens, which consume 57% of Parks Australia's total purchased electricity, is continuing to investigate and implement more efficient energy use options. 10% of contracted electricity purchased by the Australian National Botanic Gardens is Green Power under a bulk government agency purchasing arrangement.
Transport	A BioDiesel (B5) trial commenced on 1 January 2008 in Booderee National Park. 6 vehicles ran on normal diesel for the first 3 months and then commenced running on BioDiesel. BioDiesel will be used for 12 months and regular reports will be made on the environmental performance and mechanical implications of the fuel.
Greenhouse gas emissions	Greenhouse gas emissions are down by 12%. This change is due in part to a reduction in purchased and generated electricity and a reduction in the use of diesel.
Water	Booderee National Park's water usage was down 50% compared with 2006–07. Uluru-Kata Tjuta National Park's water usage was down 52.2% compared with 2006–07 (The Park and the Mutitjulu community together consumed 74,732 kilolitres). The Australian National Botanic Gardens consumed 155,030 kilolitres, down 17%.  The Australian National Botanical Gardens (ANBG) continued to implement its water management strategy, including the installation of soil moisture sensors, rain water tanks, latest technology irrigation emitters and drip systems and ball valves which reduce low end water loss from sprinkler systems. Captured runoff water is being used to water large garden bed areas above the Tasmanian garden and to circulate through the pond system. The ANBG will continue to implement more water management strategies throughout 2008–09 and into the future, including reuse of more runoff water on site, the expansion of the fogging system into the rainforest gully and water saving strategies within buildings.  The ANBG commenced the project to design and construct new potable water infrastructure for on-site buildings to separate out the non-potable water for the irrigation system.
Waste (including paper)	At the Australian National Botanic Gardens, where statistics are available, 19,152 litres of co-mingled waste and 129,360 litres of cardboard were recycled.  Available data suggests staff used 5.2 reams of paper per person per year, down from 5.9 reams last year.
Green Procurement	Increased awareness and application of Parks Australia's environmental purchasing guidelines in the Director of National Parks' Chief Executive Instructions.

Environmental Performance	
Supervising Scientist Division	Performance 2007–08
General	The division implements a range of measures to improve its environmental performance.
EMS	The division's draft Environmental Management System was reviewed against ISO14001 standard certification requirements.
Energy (electricity)	<p>Darwin office electricity usage increased by 5%.</p> <p>Jabiru office electricity usage decreased by 28.5% due to the replacement of the building's air-conditioning system.</p>
Transport	Total fuel usage by vehicles reduced by 29% while total distance travelled by vehicles decreased by 20%, due mainly to increased use of small aircraft.
Greenhouse gas emissions	Total greenhouse gas emissions were 784 tonnes of carbon dioxide.
Water	<p>Water usage at the Darwin office increased by 163%. This was due to a change in metering arrangements implemented by the building owner.</p> <p>Total water usage at the Jabiru Field Station increased by 93%. Some of this water was used by the aquaculture facility at the Jabiru Field Station as part of Environmental Research Institute of the Supervising Scientist (ERISS) research and monitoring activities.</p> <p>A significant proportion of water is also used by Kakadu Native Plants, a local indigenous-owned business also operating out of the Jabiru site, for the cultivation and maintenance of plant supplies.</p> <p>Current reticulation and metering arrangements at the Jabiru Field Station do not allow for separate recording of water consumption.</p>
Waste (including paper)	<p>Greenhouse emissions produced from waste increased by 25%</p> <p>The amount of waste going to landfill increased by 8%.</p> <p>Recycling of plastic and glass increased by 29% and recycling of paper and cardboard also increased significantly. The division has improved collection of recyclable waste by placing recycling bins in more convenient locations throughout the building. Battery and mobile phone recycling has also commenced.</p> <p>The division recycles organic wastes through an on-site worm farm. The worm farm provides a source of live food for breeding populations of fish used in ERISS research programs.</p> <p>Total paper usage increased by 11%, however, the division used 89% less virgin paper and 28% more recycled paper.</p> <p>Instructions for duplex printing have been circulated to minimise the amount of paper used through printing.</p>
Green Procurement	The division purchases 'green' office, toiletry and cleaning products wherever possible.

## Human resources

The Department of the Environment, Water, Heritage and the Arts aims to attract, develop, engage and retain quality people to help ensure corporate goals are achieved, and changing business needs are met.

### Results 2007–08

- Managed Machinery of Government changes that ensured the smooth transition of over 300 staff from the Arts and Culture areas of the Department of Communication, Information Technology and the Arts, and the establishment of the Department of Climate Change.
- Implemented the Government's new employment framework, which prohibits new Australian Workplace Agreements and now places greater reliance on the Department's Collective Agreement as the principal means of setting employment conditions.
- Initiated a number of key initiatives as part of the department's Workforce Planning strategy, to address issues such as an ageing workforce, greater diversity and skills shortages. Initiatives included a doubling of the number of recruits in the Graduate Program, a pilot School Leavers Program, an Indigenous Cadets Program and an intra-departmental Indigenous Secondment Program.
- Strengthened performance in the occupational health and safety area through a comprehensive review of policies and procedures, and the implementation of new Health and Safety Arrangements.
- Introduced a comprehensive leadership program for Executive Level employees, aimed at consolidating leadership and management skills at the frontline manager level and strengthening succession planning in the department.
- Commenced development of an accommodation strategy for the department's Canberra employees, which would result in all staff working in a single location.

### Workforce planning, Staff retention and turnover

The department initiated its first comprehensive workforce planning process in 2006–07, and a number of its most important elements were implemented in 2007–08. As with much of the Australian Public Service (APS), the issue of an ageing workforce was identified as a key concern. A dramatic expansion of the graduate recruitment program, and establishment of a School Leaver Traineeship program were two responses to this.

The number of people recruited as part of the graduate program was increased from 16 in February 2006 to 33 in February 2007, and to 60 in February 2008, making the department one of the most significant employers of graduates in the APS. During their first year, graduates complete placements in three different areas of the department, and undertake a comprehensive development program. Strong retention rates and feedback demonstrating high levels of satisfaction with the program have been maintained, despite its rapid expansion.

To access a different element of the employment market, a pilot School Leaver Traineeship program commenced in February 2008. Nine recent Year 12 school leavers are undertaking a Certificate IV in Government course and three rotation placements throughout the Department. The program is due to conclude in December 2008, with trainees who successfully complete the program to be offered ongoing employment with the department.

The department is also committed to greater diversity as part of its Workforce Plan, and in particular to increase the number of its Indigenous employees in Canberra, and offer them a range of employment opportunities. An Indigenous cadetship program was established this year, with three Indigenous undergraduate students

financially supported to undertake full-time tertiary studies and work in the department during vacations. An intra-departmental Indigenous secondment program has also been developed and launched, enabling Indigenous employees to undertake extended work placements in other divisions.

The tight labour market has also made it imperative that the department has responsive and flexible recruitment practices. Following an internal audit of recruitment management in 2007, work has been conducted to improve the effectiveness of the department's recruitment policies and practices. An online recruitment system has been introduced and recruitment policies and guidelines have been extensively revised to improve the quality and timeliness of recruitment and selection outcomes.

The Workforce Plan also focused on ensuring the retention and engagement of existing staff. To this end, greater efforts have been made to gauge the engagement and satisfaction of the department's employees. Surveying of recently commenced employees and employees leaving the department has provided valuable information about the attraction and retention of employees. Analysis of exit data indicated that the department was particularly at risk of losing staff who had been employed for less than 12 months. To help understand and address this, all staff are now surveyed after six months employment to ascertain satisfaction levels, and to identify whether action is needed to address specific concerns.

The retention rate for ongoing employees in 2007–08 was 90.3 per cent compared to 89.75 per cent in 2006–07. The overall separation rate (including promotions and transfers to other APS agencies) was 23.13 per cent, a fall from 23.2 per cent in 2006–07<sup>1</sup>. This figure includes the department's non-ongoing employees primarily employed to meet seasonal operational needs in the Australian Antarctic Division and some of the

national parks. Excluding these employees the separation rate for ongoing employees was 8.75 per cent representing a fall from 10.42 per cent in 2006–07.

<sup>1</sup> *Machinery of Government changes during 2007-08 may have affected the figures for staff turnover.*

### Workforce Profile

- Provide statistics on staffing, including: the number of APS employees (ongoing and non-ongoing) as at 30 June 2008, by: (1) broadband classification; (2) full-time/part-time status; (3) gender; and (4) location.
- Staff retention and turnover statistics.
- Compare current and previous year.

The department has a diverse workforce carrying out a range of responsibilities across Australia and in Australia's external territories.

The department's workforce statistics are presented in the tables on the following pages. All statistics are as at 30 June 2008.

### Key to job classification symbols in the tables on workforce statistics

Secretary	Secretary of the department
PEO	Principal Executive Officer. Refers to Director of National Parks, a statutory office holder.
SES 1—3	Senior Executive Service bands 1—3. Includes Chief of Division, Australian Antarctic Division.
EL 1—2	Executive Level bands 1—2. Includes equivalent Australian Antarctic Division bands 7—8.
APS 1—6	Australian Public Service levels 1—6. Includes equivalent Australian Antarctic Division levels 1—6. Includes graduate program recruits.
RS 1—3	Research Scientist (equivalent to APS 6 or EL 1), Senior Research Scientist (equivalent to EL 2) and Principal Research Scientist (equivalent to EL 2).
AMP 1—2	Antarctic Medical Practitioner levels 1—2 (Expeditioner).
AE 1—3	Antarctic Expeditioner bands 1—3.
LO 1—3	Legal Officer (equivalent to APS 3—6), Senior Legal Officer (equivalent to EL 1) and Principal Legal Officer (equivalent to EL 2).
PAO 1—4	Public Affairs Officer 1—2 (equivalent to APS 3—6), Public Affairs Officer 3 (equivalent to EL 1) and Senior Public Affairs Officer (equivalent to EL 2).

Job classification, gender, location												
Location	Gender	Classification									Total	
		Secretary	PEO	SES 1-3	EL 1-2	APS 1-6	RS 1-3	AMP 1-2	AE 1-3	LO 1-3		PAO 1-4
ACT	Female			19	380	860				6	43	1308
	Male	1	1	43	350	374	1			5	3	778
Antarctica	Female							2	3			5
	Male							4	43			47
Indian Ocean	Female				1	8						9
	Male					23						23
Jervis Bay	Female				2	14						16
	Male				1	18						19
New South Wales	Female				3	11						14
	Male				4	11						15
Norfolk Island	Female											0
	Male					3						3
Northern Territory	Female		1	13	127	2						143
	Male		2	15	143	7						167
Queensland	Female				2	7						9
	Male				5	3						8
South Australia	Female				3	2						5
	Male				3	1						4
Tasmania	Female		1	23	105	5	3		1	2		140
	Male		4	36	129	38	4			1		212
Victoria	Female				5	6						11
	Male				1	2						3
Western Australia	Female				5	10						15
	Male				5	3						8
<b>Total</b>		<b>1</b>	<b>1</b>	<b>70</b>	<b>857</b>	<b>1860</b>	<b>53</b>	<b>13</b>	<b>46</b>	<b>12</b>	<b>49</b>	<b>2962</b>

Full-time employees under the Public Service Act 1999									
	Non-ongoing			Ongoing			Total by Gender		Total
	Female	Male	Sub Total	Female	Male	Sub Total	Female	Male	
Parks Australia Division	35	37	72	67	117	184	102	154	256
Dept - all other Divisions	146	150	296	1033	825	1858	1179	975	2154
<b>Total</b>	<b>181</b>	<b>187</b>	<b>368</b>	<b>1100</b>	<b>942</b>	<b>2042</b>	<b>1281</b>	<b>1129</b>	<b>2410</b>

Part-time employees under the Public Service Act 1999									
	Non-ongoing			Ongoing			Total by Gender		Total
	Female	Male	Sub-Total	Female	Male	Sub-Total	Female	Male	
Parks Australia Division	77	70	147	16	4	20	93	74	167
Dept - all other Divisions	77	26	103	224	56	280	301	82	383
<b>Total</b>	<b>154</b>	<b>96</b>	<b>250</b>	<b>240</b>	<b>60</b>	<b>300</b>	<b>394</b>	<b>156</b>	<b>550</b>

Note: the statistics do not include the Secretary or the Principal Executive Officer

Table showing various agreements and number covered (CA v AWA v Other)

Number of employees under each type of employment agreement			
Type of agreement	Classification		Total
	SES	non-SES	
Australian Workplace Agreements	66	657	723
Collective agreement (department)	–	2233	2233
Other	4	–	4
<b>Total</b>	<b>70</b>	<b>2890</b>	<b>2960</b>

## Notes:

- The figures for Australian Workplace Agreements do not include the principal executive officer position and exclude employees on temporary transfer to another agency who would otherwise be covered by an Australian Workplace Agreement.
- All figures include employees on leave without pay.
- Other reflects SES whose terms and conditions are set under s24(1) of the Public Service Act 1999

### Employment agreements

Following the November 2007 general election, new arrangements for making agreements in the APS were introduced by the Government and came into effect from February 2008. A key feature was the prohibition on new Australian Workplace Agreements (AWAs) in the Australian workforce, while existing AWAs were to continue until replaced or terminated under the *Workplace Relations Act 1996*. Within the department 24.4% of staff continue to be covered by an AWA, predominantly at the SES and Executive Levels. The majority of AWAs have a nominal expiry date of 30 June 2009.

Employment conditions for employees not on AWAs are set out in the department's Collective Agreement (the Department of the Environment and Heritage Collective Agreement 2006–09). This has a notional expiry date of 10 August 2009. The Collective Agreement continues to make an important contribution to increasing the department's efficiency and effectiveness, improving the policy and program outcomes and enhancing the working lives of employees.

For new non-SES employees, the Collective Agreement is the principal instrument that sets out terms and conditions of employment. Where necessary to attract

quality candidates, supplementary terms and conditions are managed through the use of determinations under the applicable employing legislation (generally a section 24(1) determination under the *Public Service Act 1999*).

Remuneration arrangements for SES employees are determined by the Secretary, based on individual capacity and job requirements. General conditions were agreed and previously set through a comprehensive AWA. For new SES employees, a determination under section 24(1) of the Public Service Act 1999 is being used to set terms and conditions of employment.

Base salaries		
Classification	Collective agreement	Australian Workplace Agreement
Australian Public Service Level 1—2	\$35,182 - \$44,417	
Australian Public Service Level 3	\$45,902 - \$50,156	
Australian Public Service Level 4	\$51,664 - \$54,810	\$51,664 - \$54,810
Australian Public Service Level 5	\$56,455 - \$59,890	\$56,455 - \$59,890
Australian Public Service Level 6	\$61,688 - \$69,795	\$61,688 - \$69,795
Executive Level 1	\$75,868 - \$84,158	\$75,868 - \$91,271
Executive Level 2	\$90,891 - \$102,299	\$90,891 - \$114,400
Public Affairs Officer 1	\$51,664 - \$59,890	
Public Affairs Officer 2	\$65,445 - \$72,099	\$65,445 - \$72,099
Public Affairs Officer 3	\$79,548 - \$99,319	\$79,548 - \$99,319
Senior Public Affairs Officer 1—2	\$102,299 - \$108,532	\$102,299 - \$111,532
Legal Officer	\$47,280 - \$69,795	
Senior Legal Officer	\$75,868 - \$93,618	\$75,868 - \$93,618
Principal Legal Officer	\$99,319 - \$105,372	\$99,319 - \$108,372
Research Scientist	\$61,688 - \$84,158	\$61,688 - \$84,158
Senior Research Scientist	\$87,701 - \$108,532	\$87,701 - \$111,532
Principal Research Scientist	\$111,788 - \$122,154	\$111,788 - \$125,154
Senior Principal Research Scientist	\$129,483 - \$141,491	\$129,483 - \$144,491
Antarctic Medical Practitioner Level 1 (Head Office)	\$102,299 - \$115,143	\$102,299 - \$115,143
Antarctic Medical Practitioner Level 2 (Head Office)	\$118,597 - \$129,483	\$118,597 - \$132,483
Expeditioner Band 1		\$44,796 - \$59,984
Expeditioner Band 2		\$55,133 - \$74,406
Expeditioner Band 3		\$76,575 - \$87,807
Antarctic Medical Practitioner Level 1 (Expeditioner)		\$118,597 - \$132,483
Chief of Division 1		\$124,200 - \$143,000
Senior Executive Service 1		\$124,200 - \$143,000
Senior Executive Service 2		\$154,400 - \$177,700
Senior Executive Service 3		\$192,000 - \$225,200

Note:

- Does not include salaries relating to the Principal Executive Officer position or the Secretary as they are not employed under the collective agreement or an Australian Workplace Agreement.

**Table showing performance pay by level, average and range**

Performance pay for employees up to executive level 2						
Performance pay statistic	Classification					
	APS 1—6		Executive Level 1		Executive Level 2	
	2006—07	2007—08	2006—07	2007—08	2006—07	2007—08
Number of performance payments	19	7	295	347	171	233
Average performance pay	\$3,177	\$4,932	\$4,583	\$4,556	\$6,206	\$6,685
Range of performance pay	\$241—\$6,244	\$1,215—\$7,417	\$505—\$9,364	\$243—\$13,285	\$717—\$14,567	\$233—\$12,163
Total paid	\$60,358	\$34,527	\$1,352,134	\$1,581,132	\$1,061,274	\$1,557,747

**Notes:**

- Performance pay bonus payments made in 2006—07 are for the 2005—06 appraisal cycle. Performance pay bonus payments made in 2007—08 are for the 2006—07 appraisal cycle.
- Some payments were made on a pro-rata basis as employment did not span the full appraisal period.

Performance pay for senior executive service employees				
Performance pay statistic	Classification			
	SES bands 2 and 3		SES band 1	
	2006—07	2007—08	2006—07	2007—08
Number of performance payments	14	18	33	39
Average performance pay	\$8,436	\$13,484	\$5,497	\$7,991
Range of performance pay	\$4,233—\$18,729	\$5,097—\$32,475	\$876—\$11,752	\$951—\$13,750
Total paid	\$117,970	\$258,085	\$181,429	\$311,637

**Notes:**

- Performance pay bonus payments made in 2006—07 are for the 2005—06 appraisal cycle. Performance pay bonus payments made in 2007—08 are for the 2006—07 appraisal cycle.
- Some payments were made on a pro-rata basis as employment did not span the full appraisal period.
- Payments do not include the Secretary and the Principal Executive Officer.

### Performance Payments

SES and non-SES staff may be eligible for payment of performance pay. Details of payments made during 2007—08 are detailed in the above table. Provision of payment is linked directly to an individual's performance assessment outcome.

### Performance management

The department's performance management scheme has been in place since July 2005, and involves all employees engaged for three months or more. Commitment is driven in part by the fact that salary increases set out in the collective agreement are dependent on a 95 per cent

participation rate in the scheme. A key aim of the scheme is to ensure a high level of clarity exists between managers and employees about job responsibilities and performance expectations. The scheme also seeks to ensure performance issues are identified and addressed in a timely way.

### Learning and development strategies

Effective and targeted learning and development strategies are a fundamental element of the department's ability to retain quality staff, and strengthen our talent identification and succession management processes. As part of this, and to ensure all staff have access to the learning and development opportunities needed to

undertake their work, each staff member is required to have a learning plan, which clearly identifies both the learning needs and the solutions.

Learning and development in the department is mostly devolved to divisions, as these are best placed to identify and provide appropriate learning and development activities to their staff. Where a broader need is identified, the People Management Branch coordinates departmental programs.

In 2007–08, one such broader need that was identified was for a comprehensive leadership program for Executive Level employees. This aimed at consolidating leadership and management skills at the frontline manager level, while engaging SES staff to deliver aspects of the program, in turn furthering their development. During 2008 the final leadership program elements were launched, including a residential program and 360 degrees feedback. Over two hundred Executive Level staff have participated in one or more of the elements to date.

The department continued to use online learning to educate employees about concepts, business processes and computer applications. An online orientation program enables new employees to rapidly gain knowledge of departmental practices and procedures, while online IT training programs assist staff to improve their computer skills.

Efforts to increase the diversity of the DEWHA workforce, outlined above, have been reinforced with Workplace Diversity sessions to raise the awareness of existing employees about its importance, and increase prospects of retaining a diverse workforce. Such sessions were held on nine occasions throughout the year and six Indigenous Cultural Awareness programs were also conducted.

Staff continued to utilise external development programs where the focus is on broader management and leadership skill development. Four staff members are undertaking the Public Sector Management Course, and a further four undertaking the Career Development Assessment Centre (CDAC) program of the Australian Public Service Commission. These courses, along with the department's leadership development program, are important elements of the department's succession management and identification processes.

### Rewards and recognition

The department has developed a range of reward and recognition programs, both formal and informal, to help ensure that initiative, commitment and high performance are recognised in appropriate and timely ways. This includes participation in formal Australian Public Service-wide recognition programs as well as celebrating department-wide employee excellence by recognising outstanding team and individual performance.

A key program has been departmental recognition through Australia Day Achievement Awards. Thirty-one awards were announced for 11 individuals and 20 teams, within the portfolio at the Department's 2008 Australia Day Award ceremony on 7 February. Award recipients ranged from the department's Indigenous recruitment and development manager, to members of the Australian Delegation to the Commission for the Conservation of Antarctic Marine Living Resources, and to Ms Anne Siwicki, an officer in the Australian Embassy in Paris, who was recognised for her significant contribution to the Department's interests in the United Nations Educational, Scientific and Cultural Organisation (UNESCO) over nearly 30 years.

In August 2007, the Secretary presented awards to 12 individuals and three teams to recognise and reward the consistently good efforts of staff who set the benchmark for the type of work they have undertaken. In addition, 14 individuals were nominated by their peers to receive awards to recognise their contribution as effective mentors and role models.

Outstanding work was also recognised at a divisional level with individuals and teams being recognised by the awarding of certificates for contributions to the work and outcomes of respective divisions.

### Occupational health and safety

The department's occupational health and safety policies aim to ensure a safe and healthy workplace in line with the requirements of the *Occupational Health and Safety Act 1991*. In particular, the department strives to provide a safe system of work practices to prevent work-related injuries and illnesses. Under its rehabilitation policy and guidelines, the department supports injured and ill employees and provides an early-return-to-work program.

An important focus in 2007–08 was the development of new Health and Safety Management Arrangements in compliance with the legislative requirements of the amended *Occupational Health and Safety Act 1991*, enacted in March 2007. In addition, during the year the Department has put in place a number of measures to actively promote a healthy workforce, such as on-site gymnasium facilities in two of its buildings in the ACT and a 10,000 step challenge for all staff.

The Australian Antarctic Division has a separate agreement because of the specialised occupational health and safety challenges faced by expedition members and others working in the Antarctic.

Section 68 of the *Occupational Health and Safety Act 1991* addresses the requirement for employees to report to Comcare accidents or incidents that cause death or serious personal injury or incapacity, or that are otherwise dangerous. This year 31 accidents or incidents were reported to Comcare: three from Canberra workplaces; 23 from Parks Australia remote workplaces; and five from the Australian Antarctic Division.

There was one investigation by Comcare into a reported traffic hazard incident at Uluru Kata Tjuta National Park during the year. The investigation is still underway.

### Commonwealth Disability Strategy

The Commonwealth Disability Strategy is a framework for Australian Government departments to help them improve access for people with disabilities to government programs, services and facilities. The strategy includes a performance reporting framework built around the five key roles of government: policy adviser, regulator, purchaser, provider and employer. Departments must include reports on their performance in implementing the strategy in their annual reports.

### Key strategies

In developing the strategies for the DEWHA Disability Action Plan 2008–2010, wide ranging consultation occurred with the Executive and employees throughout Australia in 2007–08.

The department is committed to ongoing implementation of the objectives and recommendations of the Management Advisory Committee Report—*Employment of People with Disability in the APS*. To reflect this commitment, the department's Human Resource Information System is being amended to include the recommended definition of disability in the equity and diversity section, where employees are asked to self-identify for any disability. All

employees are being asked to re-examine their equity and diversity information based on this new definition. Employees who self-identify will be asked if they require any assistance in their workplace and/or method of working to help them address their disability. This initiative has the potential to improve the working environment of employees with disability and improve the quality of data on staff with a disability.

Employee feedback also highlighted the need to review designated parking arrangements for staff with both long-term and short-term special parking needs. A Parking Policy has subsequently been developed and implemented in conjunction the Disability Action Plan 2008–2010.

#### **Update on policy implementation**

Following the launch of the DEWHA Disability Action Plan 2008–2010, all employees will be actively encouraged to implement and act on the proposed strategies. Awareness raising sessions will also be conducted to encourage and foster continued employment and retention of people with disability.

#### **Performance against 2007–08 indicators**

The department is committed to strengthening consultation with, and consideration of, the needs of both potential and existing employees with disability.

In particular, substantial progress has been made in meeting the current and future needs of staff members who utilise voice activated software by establishing a user group. A help desk facility has been established and contracts/licences established to ensure that all users within the department are working with the same software.

## The department's performance in implementing the Commonwealth Disability Strategy

### Performance indicator

### Results 2007–08

#### Policy adviser

New or revised policy/program proposals assess the impact on the lives of people with disabilities prior to decision

The department's Disability Action Plan 2004–2006 has been reviewed and revised to ensure that the department continues to meet the performance reporting requirements established by the Commonwealth Disability Strategy. The Action Plan also addresses the recommendations of the Management Advisory Committee (MAC) Report – *Employment of People with Disability in the APS*.

The launch of the updated Disability Action Plan 2008–2010 is imminent. The plan applies to all employees, contractors, and clients of the department.

People with disabilities are included in consultation about new or revised policy/ program proposals

Under the current plan, policy developers and reviewers are required to complete a "Checklist for Developing Reports, Policies and Procedures in Consultation with People with Disabilities". Commonwealth Disability Strategy principles must be addressed before sign off on both internal and external policies and procedures.

Public announcements of new or proposed policy/ program initiatives are available in accessible formats for people with disabilities

The Community Information Unit provides public access to information on the department's activities.

For information provided on the website, the department is committed to meeting best practice guidelines and the priority-one requirements of the World Wide Web Consortium Content Accessibility Guidelines.

Significant redesign has been undertaken to meet the Government Online standards for access for people with disabilities or having technical constraints with their browsers and internet connections. For technical reasons and to meet some legal requirements, the department's web site has a limited number of documents that cannot be provided in html format. In such cases, contact details have been provided for the supply of alternative non-web formats.

#### Regulator role

Publicly available information on regulations and quasi-regulations is available in accessible formats for people with disabilities

Legislation is accessible via the internet ([www.environment.gov.au/quick links/About the Department/legislation.html](http://www.environment.gov.au/quick links/About the Department/legislation.html))

Publicly available regulatory compliance reporting is available in accessible formats for people with disabilities

Additional fact sheets are available on request from the Community Information Unit

Legislative instruments are accessible via the internet ([www.comlaw.gov.au](http://www.comlaw.gov.au)) Administrative instruments are available in the Australian Government Gazette and, where required, on the department's website.

The department responds to specific requests by fax, email or post.

Purchaser role	
Processes for purchasing goods and services with a direct impact on the lives of people with disabilities are developed in consultation with people with disabilities	<p>Purchasing specifications and contract requirements for the purchase of goods and services are consistent with the requirements of the Disability Discrimination Act 1992, and are available in accessible formats for people with disabilities.</p> <p>In the purchase and deployment of Information and Communications Technology, DEWHA uses the <i>Assistive Technology for Employees of Australian Government Better Practice Checklist</i>.</p> <p>All procurement actions stipulate the need for equipment that is user friendly for people with disabilities.</p> <p>Complaints/grievance mechanisms, including access to external mechanisms, are in place to address any concerns raised about procurement.</p>
Purchasing specifications and contract requirements for the purchase of goods and/or services are consistent with the requirements of the Disability Discrimination Act 1992	<p>The department's procurement guidelines complement the Commonwealth Procurement Guidelines, January 2005, and are consistent with the requirements of the <i>Disability Discrimination Act 1992</i></p> <p>Long and short form contracts both make reference to the <i>Disability Discrimination Act 1992</i>. The department's request for tender template is being revised to make reference to the Act.</p>
Publicly available information on agreed purchase specifications is provided in accessible formats for people with disabilities	The department's procurements valued at \$80,000 or more are advertised and are available for download on AusTender, which meets the Australian Government online standards on access for people with disabilities.
Complaints/grievance mechanisms, including access to external mechanisms, are available to address issues and concerns about purchasers' performance	The department has a complaints and grievance mechanism in place in accordance with the Commonwealth Procurement Guidelines.
Service Provider role	
Mechanisms are in place for quality improvement and assurance	<p>Service Providers have established mechanisms in place for ongoing quality improvement and assurance.</p> <p>Where practicable and safe, access is provided to public areas of Commonwealth parks and reserves. However, physical access to the terrestrial reserves varies according to the nature of the terrain.</p> <p>Information on parks and reserves is available in accessible formats on the department's website (<a href="http://www.environment.gov.au/parks">www.environment.gov.au/parks</a> and reserves) and in hard copy from park management.</p>
Service charters have been developed that specify the roles of the provider and consumer and adequately reflect the needs of people with disabilities	The department's service charter commits the department to be respectful and sensitive to the needs of all clients.

Complaints/grievance mechanisms, including access to external mechanisms, are available to address concerns raised about performance

There were no reported access related complaints received by the National Parks in 2007–2008.

The Australian National Botanic Gardens received two 'disability related access complaints' in 2007–2008 and the internal complaints mechanism was used for dealing with these complaints.

Employer role

Recruitment information for potential job applicants is available in accessible formats on request

Applicants are requested to advise whether they require accessible formats when preparing their application. Applicants are also asked to advise whether they require special arrangements during the recruitment process.

Agency recruiters and managers apply the principle of reasonable adjustment

The department's recruitment and selection policy and procedures require recruiters and managers to actively apply the principle of reasonable adjustment.

Training and development programs consider the needs of employees with disabilities

In-house and external training and development programs incorporate information on people with disabilities, where this is relevant, and ensure that accessible venues are used to meet the needs of disabled participants.

Training and development programs include information on disability issues as they relate to the content of the programs

For in-house training, all internal and external providers must ensure that disability issues are addressed in the delivery of their programs.

Managers are responsible for monitoring whether information on disability issues is provided when referring staff to individual programs provided by the private sector.

Complaints or grievance mechanisms, including access to external mechanisms, are in place to address issues and concerns raised by staff

The collective agreement 2006–2009 sets out complete procedures for complaints and grievances. These procedures apply to all employees and situations.

<sup>1</sup> Australian Government Information Management Office, Assistive Technology for Employees of Australian Government, Better Practice Checklist No. 22.

## Finances

### Financial performance

The Department performed strongly against its total expense budget of \$1.751 billion with a variation of 3.1% below expectation (52.3 million).

The two comparison tables below explain the main features of the department's funding in 2007–08.

Departmental Funding					
Department of the Environment, Water, Heritage and the Arts		2006-07	2007-08	2007-08	2007-08
		Actuals \$000's	Budget \$000's	Actuals \$000's	Variance \$000's
Departmental Outcome 1	Revenue	292 148	347 854	348 828	974
	Expenses	(293 331)	(347 005)	(341 859)	5 146
	Surplus/ (Deficit)	(1 183)	849	6 969	6 120
Departmental Outcome 2	Revenue	105 329	107 115	111 765	4 650
	Expenses	(127 770)	(130 201)	(135 996)	(5 795)
	Surplus/ (Deficit)	(22 441)	(23 086)	(24 231)	1 145
Departmental Outcome 3	Revenue	-	47 673	42 691	(4 982)
	Expenses	-	(47 803)	(37 004)	10 799
	Surplus/ (Deficit)	-	(130)	5 687	5 557
Departmental Outcome 4	Revenue	-	45 250	47 651	2 401
	Expenses	-	(46 516)	(44 391)	2 125
	Surplus/ (Deficit)	-	(1 266)	3 260	4 526
Total Departmental	Revenue	397 477	547 892	550 935	3 043
	Expenses	(421 101)	(571 525)	(559 250)	12 275
	Surplus/ (Deficit)	(23 624)	(23 633)	(8 315)	(15 318)

Administered Funding					
Department of the Environment, Water, Heritage and the Arts		2006-07	2007-08	2007-08	2007-08
		Actuals \$000's	Budget \$000's	Actuals \$000's	Variance \$000's
Administered Outcome 1	Revenues	141 794	4 216	8 937	4 721
	Expenses	(592 979)	823 114	(789 853)	33 261
Administered Outcome 2	Revenues	-	-	-	-
	Expenses	(1300)	(3000)	(224)	2 776
Administered Outcome 3	Revenues	-	300	3 995	3 695
	Expenses	-	(238 226)	(235 992)	2234
Administered Outcome 4	Revenues	-	0	548	548
	Expenses	-	(115 444)	(113 660)	1 784
Total administered	<b>Revenues</b>	141 794	4 516	13 480	8 964
	<b>Expenses</b>	(594 279)	1 179 784	(1 139 729)	40 055

Note: The 2008 Budget (\$49.7m) and the Actuals (\$27.0m) for Water Entitlement Procurements have been reclassified as assets and not reflected in these tables.

### Summary resource tables

Key to column headings in the previous tables

2006-07 Actuals	Actual revenues and expenses for 2006-07 as at 30 June 2007
2007-08 Budget	The department's 2007-08 revised Budget shown in the 2008-09 Portfolio Budget Statement.
2007-08 Actuals	Actual revenues and expenses for 2007-08 as at 30 June 2008
2007-08 Variance	The difference between the revised budget and the actual results for 2007-08, i.e. 2007-08 Actuals minus 2007-08 Budget

## Comparison of departmental funding with budget and previous year

Funding class	Revenues	Expenses
Departmental Outcome 1	<p>Revenues increased from 2006–07 by \$56.680m due to a range of measures including those for Climate Change (\$20.350), EPBC Act administration (\$17.4m) and Environment and Heritage Protection (\$13.982m). These revenues were supplemented with additional grants and recoveries for environmental services and science (\$37.248m).</p> <p>This income was reduced by the transfer of climate change programs through Administrative Arrangement Orders to the Department of Climate Change (\$28.6m) and Department of Resources, Energy and Tourism (\$3.7m).</p> <p>Revenues are favourable to budget by \$0.974m primarily in line with expectations.</p>	<p>Expenses increased from 2006–07 by \$48.528m due to a range of measures including those for Climate Change (\$20.350m), EPBC Act administration (\$17.4m) and Environment and Heritage Protection (\$13.982m). These expenses were supplemented with additional grants and recoveries for environmental services and science (\$37.248m) of which \$8.158m was not expensed in this period.</p> <p>These expenses were reduced by the transfer of climate change programs through Administrative Arrangement Orders to the Department of Climate Change (\$28.6m) and Department of Resources, Energy and Tourism (\$3.7m).</p> <p>Expenses are favourable to budget by \$5.146m primarily due to advertising not spent and to be returned to the Budget.</p>
Departmental Outcome 2	<p>Revenues increased from 2006–07 by \$6.436m primarily due to a new measure for the support of Shipping to the Antarctica (\$4,999m) and an increase in cost recovered programs (1.437m).</p> <p>Revenues are favourable to budget by \$1.786m primarily due to greater than expected cost recoveries.</p>	<p>Expenses increased from 2006–07 by \$8.226m due to additional depreciation and amortisation and continuing cost pressures surrounding increases in logistics and fuel costs.</p> <p>Expenses are unfavourable to budget by \$5.795m due to price increases in logistics and fuel costs.</p>
Departmental Outcome 3	<p>Revenue increased from 2006–07 by 42.691m due primarily to the increased funding to support the sustainable management of water resources and efficiencies in water use initiatives.</p> <p>Revenues are unfavourable to budget by \$4.982m primarily due to less than expected recoveries (\$0.5m) and an adjustment to corporate overhead (\$4.482m).</p>	<p>Expenses increased from 2006–07 by \$37.004m due to increased funding to support the sustainable management of water resources and efficiencies in water use initiatives.</p> <p>Expenses are favourable to budget by \$10.799m due to delays in implementing initiatives and adjustments in corporate overhead.</p>
Departmental Outcome 4	<p>2007–08 revenues (\$47.651m) reflect the part year transfer of the Arts and Culture function from the former Department of Communications, Information Technology and the Arts as a result of the Administrative Arrangements Orders of 3 December 2007 and new measures funding for the Creative Communities Program (\$1.750m) and the Prime Minister's Literary Awards (\$0.100m).</p> <p>Revenues are favourable by \$2.401m to budget primarily due to write back off employee provisions.</p>	<p>2007–08 expenses (\$44.391m) reflect operational costs associated with the Arts and Culture function for 7 months and include expenses associated with new measures for the Creative Communities Program and the Prime Minister's Literary Awards.</p> <p>Expenses are favourable to budget by \$2.125m primarily due to adjustments in corporate overhead.</p>

## Comparison of administered funding with budget and previous year

Funding class	Revenues	Expenses
Administered Outcome 1	Revenues decreased from 2006–07 by \$134.057m primarily due to the one off nature of the assets recognised for the first time in 2006-07 relating to the properties at Point Nepean in Victoria and North Head in Sydney.	<p>Expenses increased from 2006–07 by \$196.874m primarily due to increased funding associated with the following program groups:</p> <ul style="list-style-type: none"> <li>• Climate Change (\$37.769m)</li> <li>• Environment &amp; Heritage (\$6.663m)</li> <li>• GBRMPA – Structural adjustment (\$67.142m)</li> <li>• Community Water Grants (\$105.0m).</li> </ul> <p>Off setting these measures were climate change programs transferred to other agencies as a result of Administrative Arrangement Orders and included:</p> <ul style="list-style-type: none"> <li>• Transfers to the Department of Climate Change (\$14.7m)</li> <li>• Transfers to the Department of Resources, Energy and Tourism (\$5.0m).</li> </ul>
Administered Outcome 2	Not applicable	Expenses increased from 2006–07 by \$1.076 m due to terminating funding in 2006–07 to restore Mawson’s Huts in the Antarctic.
Administered Outcome 3	Revenues increased from 2006–07 by \$2.620m due to additional recoveries and returns.	<p>Expenses increased from 2006-07 by \$235.992m due to additional measures for:</p> <ul style="list-style-type: none"> <li>• Machinery of Government changes taking effect January 2007 – water functions transferred from Department of Agriculture, Forestry and Fisheries (\$30.130m);</li> <li>• National Plan for Water Security (\$205.754m); and</li> <li>• Water Efficiency Labelling and Standards Scheme (\$0.108m)</li> </ul>
Administered Outcome 4	Revenues increased from 2006–07 by \$0.548m due to refunds of payments from prior years.	2007-08 expenses of \$113.660m reflect the part year effect of Arts and Culture functions transferred as a result of the Administrative Arrangements Orders of 3 December 2007.

Measurement	2006–07 \$ million	2007–08 \$ million
Assets	487.010	584.481
Liabilities	261.429	304.004
Total equity	225.581	280.477

## Financial position

### Assets

The written down value of assets administered directly by the department in 2007–08 increased from the previous year by \$97.471 million. The primary movements were as a result of the Net Asset transfers resulting from the Administrative Arrangement Orders on 3 December 2007 (\$67.671 million) and other increases in Cash and Receivables of \$29.8 million due to money set aside for asset replacements and employee provisions.

### Liabilities

Liabilities administered directly by the department in 2007–08 amounted to \$304.004 million. This was an increase from the previous year of \$42.575 million. The increase was due to an increase in grant and supplier payables, and employee provisions.

### Total equity

The department ended the year with total equity of \$280.477 million, an increase of \$54.896 million from the equity of \$225.581 million in 2006–07.

### Assets management

The department's assets are located throughout Australia. The largest material component of assets is attached to the Australian Antarctic Division. Assets continue to age perpetually putting pressure on funding streams for their upkeep and replacement. The replacement of assets is of particular concern due to the large unfunded component estimated at \$140 million.

The Australian Accounting Standards Board has issued replacement Australian Accounting Standards to apply from 2005–06. The new standards are the Australian Equivalents to International Financial Reporting Standards. Under this standard, a requirement sees a 'make-good' provision for departmental assets, obliging the department to remove and restore assets to the amount of approximately \$202 million.

A capital infrastructure plan developed throughout 2006–07 outlines the requirements of capital replacement and maintenance over the next 10 years.

## Procurement activities

### Purchasing and procurement

The department's procurement activities in 2007–08 were conducted in accordance with the Commonwealth Procurement Guidelines (CPGs). Under the CPGs the core principle underpinning procurement is value for money.

### Department's Procurement Framework

The department has adopted a devolved procurement framework which places responsibility for procurement with the appropriate financial delegate. To support these delegates the department has established Chief Executive Instructions for procurement and provides awareness training; maintains relevant documentation; provides central advice on risk management, probity, specification writing and maintains standard tender and contract templates.

A central procurement cell in the Financial Management Branch provides assistance to line areas conducting procurement and ensure compliance with relevant instructions, policies and procedures.

A Procurement Review Board comprising senior executives of the department, exists to oversee procurement activities and ensure compliance with the mandatory requirements of the CPGs.

### Department's Performance Against Core Purchasing Policies

In 2007–08 the department complied with the mandatory procurement procedures as outlined in the CPGs. Relevant policy and legislative obligations, such as the policy on small and medium enterprises and the 30 day payment policy, were met.

The department advertises tender opportunities through the AusTender website. Our Annual Procurement Plan for 2007–08 was published on AusTender in June 2007 and updated throughout the year. Our Annual Procurement Plan for 2008–09 was published on AusTender in June 2008.

### Reporting

The department met the requirement to report on the AusTender website all contracts entered into in 2007–08 with a value of \$10,000 or more.

The department met the requirement to report on the Senate Order on Government Agency contracts for the financial year and the calendar year. All contracts over \$100 000 are listed at [www.environment.gov.au/about/contracts](http://www.environment.gov.au/about/contracts).

The department met the requirement to report to the Department of Finance and Deregulation on projects requiring Regulation 10 authorisation.

## Consultancy services

The department conducts procurement for consultancy services in accordance with the established procurement framework and in accordance with the CPGs. The selection and engagement of consultants is determined by the principle of value for money.

### Expenditure on consultancies during 2007–08

During 2007–08, 213 new consultancy contracts were entered into involving total actual expenditure of \$14.241 million. In addition, 61 ongoing consultancy contracts were active during the 2007–08 year, involving total actual expenditure of \$1.879 million.

The list of consultancy contracts let in 2007–08 to the value of \$10 000 or more is available as a PDF file. You will need Adobe Acrobat Reader installed on your computer to view the PDF file.

The list of consultancy contracts let in 2007–08 to the value of \$10,000 or more is at <http://www.environment.gov.au/about/publications/annual-report/07-08>.

If you cannot access this list, please contact the department to organise a suitable alternative format.

Information on expenditure on contracts and consultancies is also available on the AusTender website, [www.tenders.gov.au](http://www.tenders.gov.au).

### Exempt contracts

During 2007–08 there were no standing offers or contracts in excess of \$10,000 (inclusive of GST) exempted by the chief executive from being published on AusTender under the Freedom of Information Act 1982.

### Access by the Auditor-General

The Department's standard funding agreements allow for access by the Auditor-General. The long form services agreement allows for such access. The short form services agreement does not include a provision allowing for Auditor-General access. There are a number of other program specific funding agreements some of which don't specifically mention Auditor-General access.

## Advertising and market research

This table of expenditure in 2007–08 is presented in accordance with the requirements of section 311A of the Commonwealth Electoral Act 1918.

Market research		
Agency	Purpose	Expenditure \$
Blue Moon Research	Market research for Climate Change	100,680
Open Mind Research Group	Research for National Plan for Water Security communications campaign	77,770
Open Mind Research Group	Research for Community Water Grants communications campaign	3,520
Peach	Defeating the Weed Menace	98,604
TOTAL		297,892
Advertising		
Agency	Purpose	Expenditure
M&C Saatchi	Climate Change project	100,680.00
Universal McCann	Climate Clever project	8,257,451.71
Peach	Defeating the Weed Menace	532,556.00
TOTAL		8,890,687.71
Direct mail		
Agency	Purpose	Expenditure
Prodocom	Heritage communications	4,296.30
Prodocom	Climate Change communications	56.00
Prodocom	Water communications	1,984.50
National Mailing and Marketing	Public Affairs	904.36
Prodocom	Public Affairs	6,212.70
TOTAL		13,453.86

## Discretionary grant programs

### *Renewable Energy and Efficiency Division*

#### **Action on Energy Efficiency**

The program works with industry, business, the community and all levels of government to increase the uptake of cost-effective energy efficiency opportunities that will reduce greenhouse emissions, reduce energy demand, and improve Australia's competitiveness.

#### **Alternative Fuels Conversion Program.**

This program is designed to assist operators and manufacturers of heavy commercial vehicles and buses (>3.5 t Gross Vehicle Mass (GVM)) to convert to Compressed Natural Gas (CNG) or Liquefied Petroleum Gas (LPG).

#### **Greenhouse Gas Abatement Program (GGAP)**

GGAP aims to reduce Australia's greenhouse gas emissions by supporting activities that will result in substantial emissions reductions or substantial sink enhancement, particularly in the first Kyoto Protocol commitment period (2008–2012). The program also aims to improve environmental practices in the motor trades sector, including the management of used oil, recycling of consumables, reducing emissions to air, solid and liquid waste management, water conservation and storage of hazardous/dangerous substances.

#### **Local Greenhouse Action**

The Local Greenhouse Action (LGA) measure focuses on assisting local government to take action to reduce greenhouse gas emissions from its own operations. It also supports local government in taking action with local households and businesses, and supports action to reduce single-passenger car reliance and increase active transport take-up.

## Low Emissions Technology and Abatement

The Low Emission Technology and Abatement (LETA) measure will reduce greenhouse gas emissions over the longer term by supporting the identification and implementation of cost effective abatement opportunities and the uptake of small-scale low emission technologies in business, industry and local communities.

#### **Solar Cities**

The Solar Cities program provides funding to demonstrate the costs and benefits of solar power, smart electricity technologies, energy efficiency and pricing mechanisms in urban settings.

#### **Wind Energy Forecasting Capability Initiative**

This program supports a wind energy forecasting system to assist electricity network management and increase the value of wind energy in the electricity market.

### *Approvals and Wildlife Division*

#### **Assessments and Legislation Program**

This program's goal is to promote and facilitate community awareness and assist a range of community environmental organisations to understand the Environment Protection and Biodiversity Conservation Act 1999.

### *Corporate Services Division*

#### **Education for Sustainability Grants Program**

The Education for Sustainability Grants Program supports strategic community education activities that are national in focus or that have the potential to act as a catalyst for national change in support of more sustainable practices.

### *Environment Quality Division*

#### **Clean Air Research Program**

This program provides funding over three years 2006–2008 to support research that directly addresses the key knowledge gaps in clean air policy development and management.

#### **LEAD Group**

Funding provided to support the Global Lead Advisory Support Service is targeted at reducing environmental exposure to lead and maintaining a comprehensive public information resource on lead.

#### **Experienced Persons Licence Transition Program (EPLTP)**

The EPLTP aims to improve standards in the refrigeration and air conditioning industry, by improving access to competency assessment for refrigeration and air conditioning technicians who do not hold formal trade qualifications. It concentrates on geographic areas with limited access to these services.

EPLTP funding was provided to five organisations across Australia to assess competency against the four national refrigeration and air conditioning licence requirements: full refrigeration and air conditioning, automotive air conditioning, split systems air conditioning and domestic appliances.

### *Heritage Division*

#### **Commemorating Historic Events and Famous People**

This program provides funding to projects for the maintenance of graves of former Australian Prime Ministers and Governors-General buried in Australia and projects commemorating people, events and places of national historical significance.

### **Historic Shipwreck Program**

To assist Commonwealth, State and Territory government agencies and the Australasian Institute for Maritime Archaeology protect and preserve historic shipwrecks and associated relics and educate the public about this cultural resource.

### **Indigenous Heritage Program**

The Indigenous Heritage Program supports projects that identify, conserve and promote the Indigenous heritage values of places important to Aboriginal and Torres Strait Islander people. Projects for Indigenous places that are on, or may be suitable for inclusion on, the National Heritage List are favourably considered.

### **National Heritage Investment Initiative**

The National Heritage Investment Initiative is a four year (2005–06 to 2008–09) grants program that provides assistance to restore and conserve Australia's most important historic heritage places. Under the program, priority is given to places included in the National Heritage List.

### *Water Reform Division*

#### **Coastal Catchments Initiative**

This initiative supports the maintenance of ecologically sustainable pollutant loads, consistent with agreed environmental values for coastal waters.

### **Queensland Wetlands Program**

The Queensland Wetlands program is a joint initiative of the Australian and Queensland Governments, funding measures that will result in long term benefits to the sustainable use, management, conservation and protection of wetlands in Queensland. The Great Barrier Reef (GBR) Coastal Wetlands component of the program protects and restores wetlands adjacent to the Reef, improving the quality of water flowing into the GBR lagoon.

### *Water Efficiency Division*

#### **Living Murray Initiative Water Recovery Program**

The program aims to recover 500 gigalitres per year of cost-effective permanent water. The aim is to achieve environmental objectives at the six Icon Sites (Barmah-Millewa Forest, Gunbower, Koondrook-Perricoota Forests, Hattah Lakes, Chowilla Floodplain (including Lindsay-Wallpolla), Murray Mouth, Coorong & Lower Lakes, River Murray Channel) and any other environmental objectives agreed by all parties to the Intergovernmental Agreement 2004 and Supplementary Intergovernmental Agreement 2007, recognising social, environmental and economic costs and benefits.

#### **Water Resources Assessment and Research Grants program**

Grants are made for consultancies and projects that promote the sustainable use and management of water resources. In particular, these grants are directed towards research on sustainable irrigation and projects that support the department's implementation of the National Water Initiative.

### *Marine Division*

#### **Coastal Catchments Initiative – Reef Component (Natural Heritage Trust - NHT)**

The Coastal Catchments Initiative – Reef Component supports the development and implementation of Water Quality Improvement Plants in catchments adjacent to the Great Barrier Reef lagoon.

#### **Coasts and Clean Seas - Oceans Protection**

Financial assistance is provided for specific domestic and international activities that contribute to the prevention and clean-up of pollution from shipping.

#### **Conservation of Listed Migratory Waterbirds**

The Migratory Waterbirds Conservation Project provides funding for high priority activities in Australia and in the East Asian-Australasian Flyway, to conserve waterbirds listed under the migratory species provisions of the Environment Protection and Biodiversity Conservation Act 1999.

#### **Florabankz (NHT)**

Florabankz is a Greening Australia project that aims to improve the availability and quality of native seed for revegetation and conservation purposes. Florabankz has developed a website with information on native seed providers and the use of native seed for revegetation projects. It has also run training workshops on how to best collect, store and supply native seed.

Great Barrier Reef Marine Park Structural Adjustment Package – Community Assistance component

To assist communities affected by fishing industry restructuring by assisting in the development of new avenues of investment and employment.

#### **Industry Implementation of the Voluntary Code of Practice for Firewood Merchants (NHT)**

The Firewood Association of Australia (FAA) is an industry group that certifies members as being compliant with the Voluntary Code of Practice for Firewood Merchants. Integral to the Voluntary Code is supplying firewood from ecologically sustainable sources. Implementation of the Code helps apply the National Approach to Firewood Collection and Use in Australia. The grant supports the FAA in building its membership and developing communication tools.

### Introduced Marine Pests Program (NHT)

The Introduced Marine Pests Program supports actions that will ultimately lead to the control and local eradication of introduced marine pest species.

### Marine Protected Areas

This program facilitates the establishment of the National Representative System of Marine Protected Areas and the management of existing reserves. Part of the Natural Heritage Trust.

### Weed Warriors (NHT)

Weed Warriors is a national community program that aims to enhance community ownership of, and participation in, weed management. The program focus is on linking school students with a network of regional stakeholders and community groups through participation in practical hands-on experiences based on biological control.

### *Natural Resource Management Programs Division*

#### Australian Government's Community Water Grants Program

A community focused component of the former Australian Government Water Fund, Community Water Grants support community organisations, local governments, schools, businesses and natural resource management regional bodies for on-ground water savings and water quality improvements.

### Natural Heritage Trust of Australia (NHT)

The main objective of the Trust is to conserve, repair and replenish Australia's natural capital infrastructure, with spending being directed to the environment, sustainable agriculture and natural resources management.

### Natural Heritage Trust - Envirofund

The Australian Government Envirofund is for small projects aimed at conserving biodiversity and promoting sustainable resource use. Envirofund provides the opportunity and means for individuals and community groups to undertake projects tackling important local problems.

### *Policy Coordination Division*

#### Commonwealth Environment Research Facilities

This is a national program to support world class public-good research on the significant environmental challenges that Australia faces. It draws on multiple disciplines and encourages collaboration on existing research strengths.

### Eureka Environmental Journalism Award

This award is to encourage excellence in environmental journalism.

### Grants to Voluntary Environment and Heritage Organisations (GVEHO)

The GVEHO program provides administrative funds to help community based environmental and heritage organisations to involve the community in the conservation and protection of Australia's natural environment and cultural heritage.

### Working on Country

The Working on Country program provides grant funding for Indigenous people to undertake environmental work on country that meets both their aspirations for caring for country and the Australian Government's environmental responsibilities. It also provides a mechanism through which Indigenous people can move into jobs.

### *Parks Australia Division*

#### **Australian Biological Resources Study Participatory Program (NHT)**

This program supports the documentation of Australia's biological diversity and facilitates training to increase the national taxonomic effort.

#### **National Reserve System Program (NHT)**

This is a program under the Natural Heritage Trust. It meets the requirement under the National Strategy for the Conservation of Australia's Biological Diversity to establish a comprehensive and representative system of terrestrial protected areas.

#### **Indigenous Protected Areas (NHT)**

The Indigenous Protected Areas program supports Indigenous landowners in establishing Indigenous Protected Areas, to reverse the decline in the extent and quality of Australia's native vegetation. This is achieved through the protection of the remnants of native vegetation and by revegetation works.

### *Arts and Culture Divisions*

#### **Indigenous Culture Support Program**

The Indigenous Culture Support (ICS) program provides support for the maintenance and continued development of Indigenous cultures in communities. The emphasis of the program is on participation by members of Indigenous communities in cultural activities and transmission of knowledge and skills across age groups to build sustainable communities. The program also supports new forms of cultural expression, cultural exchange and projects to increase public awareness of Indigenous culture.

#### **Maintenance of Indigenous Languages and Records Program**

The Maintenance of Indigenous Languages and Records program aims to address the steady erosion and loss of Australia's estimated 250 original Indigenous languages by providing support for the maintenance and revival of these languages.

#### **Indigenous Broadcasting Program**

The Indigenous Broadcasting Program (IBP) supports Indigenous community radio broadcasting through direct funding for individual broadcasters, and indirect support of activities such as regional and peak bodies, radio content production and media training for the sector. The program also supports Imparja Television, Australia's only Indigenous-owned commercial television service.

The program's main objective is to help provide broadcasting services that promote Indigenous culture and language and inform Indigenous Australians about accessing a range of health, legal, education and housing services.

#### **National Arts and Crafts Industry Support**

The National Arts and Crafts Industry Support (NACIS) program provides direct funding support to Indigenous art centres and arts support and advocacy organisations. The program's overall objectives are to assist art centres to become stronger and to build a more sustainable Indigenous visual arts industry.

## Cultural Development Program

The department administers a range of programs that support cultural excellence, provide access to cultural activities and promote Australia's moveable heritage. Funding for many of these programs is collectively grouped under the Cultural Development Program for budgeting purposes and includes:

### Playing Australia

The national touring program for the performing arts is designed to assist the touring of professionally produced productions across state and territory boundaries, particularly to regional and remote areas, where this is currently not commercially viable and there is a demonstrated audience demand.

### Regional Arts Fund

This is a devolved program, delivered by the peak regional arts organisation in each state, and by the arts departments in the territories. It supports sustainable cultural development in regional and remote communities through encouraging the formation of productive partnerships to support home-grown arts activities and the creation of networks to reduce isolation, exchange ideas and publicise opportunities. It also assists the professional development of regionally-based artists and enables regional communities to gain arts skills and build capacity through participation in creative arts projects.

### Festivals Australia and Festivals Australia Regional Residencies

The Festivals Australia program funds arts-driven cultural projects that add a new element to regular regional and community festivals.

The Festivals Australia Regional Residencies program (originally announced as Australian Stories)

terminated in June 2008. It enabled regional and remote communities to obtain the assistance of an artist-in-residence in developing creative arts projects that explored a local story or issue and presented it at a local festival or community celebration.

### Contemporary Music Touring Program

The Contemporary Music Touring Program supports touring opportunities for emerging Australian musicians and increases audience access to live performances of contemporary music across the country.

### Visions of Australia Program

The Visions of Australia Program is the Australian Government's national touring exhibitions funding program. It assists not-for-profit incorporated organisations and public collecting institutions to develop and tour exhibitions of Australian cultural material throughout Australia, particularly to regional and remote areas.

### Contemporary Touring Initiative

The Contemporary Touring Initiative (CTI) commenced in 2004. It is part of the Australian Government's Visual Arts and Craft Strategy, which was developed in response to the recommendations of the Report of the Contemporary Visual Arts and Craft Inquiry (Myer Report). The CTI aims to attract new and existing audiences to contemporary Australian visual arts and craft. The CTI provides assistance to major collecting institutions with demonstrated experience and expertise to develop and tour major exhibitions.