



APPENDICES

APPENDIX A—REPORT UNDER THE ACCESS AND EQUITY STRATEGY

Australian Government departments are required to report annually on their efforts to improve the delivery of government services to Australia's diverse population. This appendix summarises the Department's performance against the Australian Government's strategy to identify and respond to issues arising from Australia's cultural diversity, to better meet client needs and to ensure equitable access to government services.

The Australian Government's Access and Equity strategy (previously titled *Accessible Government Services for All*) was adopted in 2007 to promote fairness and responsiveness in the design, delivery, monitoring and evaluation of government services in a culturally diverse society.

Government agencies provide services that support all Australians in their efforts to be self-reliant and participate fully in society. Access and equity policy enhances the level of support by ensuring that culture and language barriers are broken down as much as possible.

The Access and Equity strategy is based on the four principles of:

- Responsiveness—the extent to which programs and services are accessible, fair and responsive to the individual needs of clients;
- Communication—open and effective channels of communication with all stakeholders;
- Accountability—effective and transparent reporting and review mechanisms; and
- Leadership—a whole-of-government approach to management of issues arising from Australia's culturally and linguistically diverse society.

Each of the principles is supported by suggested strategies for its implementation. More information about the Access and Equity strategy is available from the website of the Department of Immigration and Citizenship, at <www.immi.gov.au/about/reports/access-equity/index.htm>.

The following sections describe the Department's performance in 2007–08 in relation to the four principles and the detailed strategies.



RESPONSIVENESS

Description

Extent to which programs and services are accessible, fair and responsive to the individual needs of clients

Strategy

Developing and delivering fair programs and services that are based on a sound knowledge of the needs, circumstances and cultural and other characteristics of clients and assess the direct impact on the lives of people.

Initiatives and outcomes

The Remote Air Services Subsidy (RASS) scheme supported a weekly air service to 239 remote, isolated communities that otherwise would not have had access to essential air passenger transport and supplies, including medical items, fresh food and mail. The RASS scheme subsidised regular air services for remote Australians, while continuing to explore ways of improving the service in changing environments—for example, areas of growing demand, population change and cost and structure change in the aviation sector generally. Using direct consultation to gauge public satisfaction with the service, the RASS scheme gathers information that will allow improved future targeting of the types of services required for remote communities, particularly Indigenous ones, which make up approximately a third of the communities supported.

The Remote Aerodrome Inspection (RAI) program funded annual aerodrome inspections in 59 isolated Indigenous communities, as required by civil aviation legislation. The RAI program ensured the airstrips of isolated Indigenous communities met the regulatory standards, enabling air services to use them on a regular basis. The regular air services provided isolated Indigenous communities with a range of essential goods and services, such as mail, that they would not have had ready access to otherwise.

Regional Australia Impact Statements (RAIS) were included in all Cabinet submissions that were likely to have impact across Australia's regions. The purpose of a RAIS is to describe the positive or negative impact on Australia's regions of any new submission, particularly where the impact will vary by location or differ in rural and remote areas compared to metropolitan centres. Through RAIS the Department advised Australian Government agencies on the potential impacts of submissions on 317 occasions.



Strategy

Drawing on cultural diversity to improve efficiency and effectiveness of agency programs and to support innovation and success of Australian enterprises.

Initiatives and outcomes

A component of the Department's Reconciliation Action Plan, the Indigenous Workforce Action Plan (2006–09) identified four key areas to maximise the value of Aboriginal and Torres Strait Islander employees in the Department. These were:

- recruitment;
- retention;
- development; and
- workplace environment.

The Department continued to actively participate in Indigenous employment programs and made sustained efforts to recruit Indigenous employees through Australian Public Service (APS) programs that included Indigenous trainees, cadets and graduates. The Department tripled the numbers of Indigenous employees in the Department over the past three years, from four employees in 2005 to 12 employees in 2007, a number that was maintained in 2008.

The Department continued to support the Indigenous Professional Development Network (IPDN), a forum for Indigenous employees from across the Department, to achieve personal and organisational goals by:

- considering career and development needs as Indigenous employees;
- sharing information, networking and supporting Indigenous colleagues working in different locations across Australia; and
- advising the Department on issues relating to Indigenous employment.

The IPDN met regularly during 2007–08. Two of its members represented the Department at the inaugural National Indigenous Australian Public Employees Conference in May 2008.

Network members participated in a two-day conference that focused on improving communication and team-building skills, establishing and using networks, and enhancing leadership capability.

Approximately 52 departmental staff attended the Indigenous Cultural Awareness training program. The course was positively received as a valuable opportunity for staff to increase their awareness of Indigenous culture, identify historical and contemporary issues and develop skills in communicating with Indigenous colleagues and clients.



Strategy	Initiatives and outcomes
<p><i>Identifying and responding quickly to emerging issues affecting particular population groups or arising from Australia's cultural diversity.</i></p>	<p>The Department administered a national network of 54 Area Consultative Committees (ACCs)—non-profit, community-based organisations, funded by the Australian Government, that serve rural, regional, remote and metropolitan communities. Through the network, ACCs work with the key community stakeholders in each region, to identify development opportunities and barriers, set priorities, and develop strategies for growth. They also disseminate information on government priorities and programs for the benefit of business and the community. These roles will continue as the ACCs transition to become Regional Development Australia committees under new program arrangements.</p> <p>The Australian Social and Economic Geography (AUSEG) approach was developed for analysing the conditions of Australian regions, to provide an empirical basis for place-based policy development and for developing an understanding of the relationship between program expenditure and regional conditions. Part of this approach considers the regional economic profile of communities, including Indigenous communities. The AUSEG 2006 report is scheduled for release in October 2008.</p>

COMMUNICATION

Description	
Open and effective channels of communication with all stakeholders	
Strategy	Initiatives and outcomes
<p><i>Providing information in a timely manner, in appropriate media, publications, formats and languages.</i></p>	<p>A web notification form was available online to assist members of the public to report aviation safety occurrences, at <www.atsb.gov.au/aviation/notification/accident_notification.aspx>, and a 24-hour transport accident/incident notification hotline (1800 011 034) was available for reporting aviation, marine and rail safety incidents.</p> <p>The Australian Transport Safety Bureau (ATSB) continued to promote its confidential marine reporting scheme in English, Indonesian, Hindi, Chinese, Ukrainian and Filipino, enabling non-Australian crews to confidentially report safety concerns. The ATSB's safety investigation reports were posted on its website <www.atsb.gov.au>, and marine safety investigation reports were distributed widely in hardcopy for the benefit of foreign crew members.</p> <p>In promoting these reporting avenues the ATSB provided a means by which members of the public and foreign crews could easily report their transport safety concerns.</p> <p>The Office of Transport Security (OTS) published information in languages other than English, in both print and electronic forms, and followed all protocols when dealing with people from the Torres Strait Island area and traditional land owners.</p>



Strategy	Initiatives and outcomes
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Providing information in a timely manner, in appropriate media, publications, formats and languages. (continued)

The Department provided information on nearly 2,000 programs on the Regional Entry Point website <www.regionalaustralia.gov.au> and the GrantsLINK website <www.grantslink.gov.au>. The Australian Government Regional Information Service (AGRIS) maintained a call centre (1800 026 222) to inform the public on a range of government programs, agencies and services for people living in rural, regional and remote Australia. A telephone interpreting service was available for non-English speaking callers.

In 2007–08, the Regional Entry Point website received more than 3.9 million hits, the GrantsLINK website, which promoted over 180 Australian Government grants programs, received more than 9 million hits, and the AGRIS call centre responded to more than 18,000 enquiries.

Recruiting and training staff who have appropriate linguistic and cultural skills or using interpreting services, to ensure effective communication with clients.

The ATSB engaged interpretation services to assist with interviews of non-English speaking crew members, allowing more open and accurate responses from foreign crew members during interviews, ensuring that the ATSB had the best opportunity to understand the circumstances and safety issues relevant to the investigation.

Access to an interpretation service also allowed the ATSB to translate cockpit voice recorders and the audio component of voyage data loggers, allowing investigators to gain valuable information when piecing together the sequence of events in transport-related incidents and accidents.

The OTS also used interpreters, when communicating with non-English speaking clients and other stakeholders. Clear understanding of non-English speaking clients' needs, through the use of interpreters, enhanced the OTS's quality service provision.

Consulting appropriately with diverse communities and client groups about the development of policy, legislation and regulations, the implementation of programs, and the delivery of services.

The Australian Government Office for Women, with support from the Department, held the National Rural Women's Summit in Canberra in June 2008. The purpose of the summit was to strengthen the voice of rural women in shaping rural and regional policy. The summit brought together 82 women from rural, regional and remote areas, including Aboriginal and Torres Strait Islander women, women from culturally and linguistically diverse backgrounds and women with disabilities.

Participants who attended the National Rural Women's Summit provided advice and recommendations to the government on issues facing Australia's rural and remote communities—for example, climate change, environment and water, women in decision making, education, health, families and children. A report detailing the outcomes of the forum is scheduled to be provided to the government in the latter half of 2008.

The Department also provided secretariat support and other services to the Regional Women's Advisory Council, which met in September 2007. The council's role was to provide independent advice and feedback to the Australian Government on issues affecting women in regional Australia.



Strategy	Initiatives and outcomes
	<p>The Regional Development Council met in August 2007 and identified a number of areas of focus, including:</p> <ul style="list-style-type: none"> • regional indicators; • the importance of high-speed broadband to regional Australia; and • the difficulties faced by rural communities as a result of the impact of drought. <p>The Regional Development Council provides an annual forum for collaboration and cooperation between all levels of government on issues affecting regional development. Council members include the Minister with responsibility for regional development in each jurisdiction, and a representative from the Australian Local Government Association. In 2007–08, the Minister for Infrastructure, Transport, Regional Development and Local Government acted as permanent chair of the Council, which had the role of facilitating effective cooperation across all spheres of government in order to achieve sustainable economic, social and environmental outcomes for regional Australia.</p> <p>In March 2008, the Area Consultative Committee network commenced transitioning to Regional Development Australia (RDA) committees. The committees have been asked to consult with their local communities to advise the government on ways to improve engagement of regional communities, regional development organisations and local government with the Australian Government.</p>

ACCOUNTABILITY

Description	
Effective and transparent reporting and review mechanisms	
Strategy	Initiatives and outcomes
<p><i>Establishing mechanisms to encourage feedback from people of all cultural backgrounds and allow them to register complaints.</i></p>	<p>The ATSB actively encouraged individuals or organisations that were directly involved in a transport safety occurrence, or may have influenced the circumstances that led to an occurrence, and whose reputations were likely to be detrimentally affected following the release of the investigation report, to provide feedback on draft investigation reports. The ATSB provided copies of each draft safety investigation report to involved parties, giving them the opportunity to provide evidence of factual inaccuracies or omissions in the report.</p> <p>Through the process of encouraging feedback from individuals or organisations involved in a transport safety investigation, the ATSB provided a means of gaining fresh evidence from affected parties. Consequently, the majority of investigation reports were improved and enhanced through the submission process. By upholding this degree of feedback and review the Bureau could provide a more balanced and accurate account of the particular accident or incident.</p>



Strategy	Initiatives and outcomes
<i>Establishing mechanisms to encourage feedback from people of all cultural backgrounds and allow them to register complaints. (continued)</i>	Unsuccessful applicants for services under the RASS Scheme, who lacked eligibility under the standard criteria, were able to make a case to the Minister for further consideration of special circumstances relating to specific local issues.
<i>Responding to concerns raised by clients, to improve agencies' performance.</i>	<p>The Department provided transparent reporting and review mechanisms to people of all cultural backgrounds, including members of the public, clients and staff. The Department's Client Service Charter invites members of the public to telephone, email or write to the Department if they are unhappy with the service they have received.</p> <p>Members of the public had access to the Client Service Charter via the Department's website, at <www.infrastructure.gov.au/department/about/charter.aspx>. The website outlines the Department's responsibilities and service standards, and provides contact information relating to specialist areas of the Department and other portfolio agencies. The Department continued to disseminate the charter to key stakeholders in 2007–08, and maintained complaints management systems within the Department.</p> <p>By upholding the Client Service Charter, the Department remained committed to investigating complaints and to providing speedy remedies if the Department was found to be at fault.</p>



LEADERSHIP

Description	
A whole-of-government approach to management of issues arising from Australia's culturally and linguistically diverse society	
Strategy	Initiatives and outcomes
<i>Collaborating within and between agencies to address cultural diversity issues through publicising good practices, sharing information, coordinating programs or collaborating on projects.</i>	<p>The Department developed the Indigenous Workforce Action Plan (2006–09) to further the Department's commitment to:</p> <ul style="list-style-type: none"> • increase the number of Indigenous people in the Department to a level more reflective of the broader APS and the community that we serve; and • improve the quality of working life for Indigenous employees in the Department. <p>The Department also developed a Reconciliation Action Plan (RAP) which sets out three components of the Department's approach to its responsibilities for Indigenous issues:</p> <ul style="list-style-type: none"> • to improve Indigenous employment levels in the Department; • to develop and maintain a positive workplace culture and environment; and • to implement departmental program and policy initiatives that contribute to improving quality of life for Indigenous Australians.

Strategy

Initiatives and outcomes

The RAP was reviewed in June 2008, and a report was provided to Reconciliation Australia. The review found that the Department was on track to achieve the commitments in the RAP.

Achieved targets included the establishment of the Indigenous Policy Unit, support for the Council of Australian Governments trial of service delivery mechanisms in the East Kimberley, and involvement in the whole-of-government approach to Indigenous affairs.

In July 2007 the Department celebrated NAIDOC Week with a range of high-profile speakers and events to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander people.

Attendance at cross-cultural awareness training was included in the performance agreements of all staff working with, or developing services for, Indigenous employees or members of the wider Indigenous community. Approximately 42 staff members working in divisions dealing with Indigenous policy and programs attended cross-cultural awareness training in 2007–08.

The Department provided sponsorship for youth activities through Heywire, a leadership program for rural and regional young people. In February 2008, 35 winners of the 2007 Heywire program attended the Heywire Youth Issues Forum held in Canberra. The Heywire initiative brings together a motivated group of young people, helping them build the skills they will need to continue voicing their ideas and opinions in the future.

Working with state/territory/local governments, non-government and community organisations, and contractors, raising awareness of their responsibilities and encouraging improvement in responses to cultural diversity.

The OTS consulted with other service providers and different levels of government to ensure coordination of services appropriate to clients' needs. Where appropriate, the OTS included people from diverse linguistic and cultural backgrounds in decision-making and advisory bodies, so that a broad range of views could be brought to bear on some key decisions.

The Department continued to manage the National Awards for Local Government, which recognise and promote local governments' achievements in improving services to their communities. The awards highlighted council projects that showcased innovation and best practices in their chosen categories, and will enable other councils to adapt these practices to their local areas and launch similar initiatives.

The winners of the 2007 National Awards for Local Government were announced early in 2008. Awards were provided in 15 categories, including increasing women's participation in local government, strengthening Indigenous communities, planning for an ageing community, youth engagement, and community participation and partnership. The awards were publicised in national print publications and on the Department's website at <www.infrastructure.gov.au/local/awards/index.aspx>.



APPENDIX B—ACTIVITIES OF THE BUREAU OF INFRASTRUCTURE, TRANSPORT AND REGIONAL ECONOMICS

This appendix provides an overview of the activities of the Bureau of Infrastructure, Transport and Regional Economics in 2007–08.

Overview

In accordance with new departmental responsibilities, the Department's Bureau of Transport and Regional Economics became the Bureau of Infrastructure, Transport and Regional Economics (BITRE) in January 2008.

BITRE provides economic analysis, research and statistics on infrastructure and transport issues and issues affecting regional Australia, for the purpose of informing both Australian Government policy development and wider community understanding. Dissemination of the results of BITRE research and analysis contributes to better informed public debate on infrastructure, transport and regional services issues.

BITRE's annual research, analysis and statistics program is developed in the Department's business planning cycle and is available from the BITRE website <www.bitre.gov.au>.

BITRE also includes the Department's Climate Change Task Force, which leads the portfolio's engagement with the government's climate change policy agenda.

Research

Among its research activities during 2007–08, BITRE:

- completed (for publication in 2008–09) updated long-term traffic projections for the AusLink network, to inform infrastructure planning, and a review of international experience of congestion charging;
- progressed a range of projects, including an evaluation of the national AusLink Black Spot Projects program and an analysis of differences in the costs of living in Australia's regions;
- participated in the Treasury's modelling of the economic impact of emissions-trading policy scenarios;
- commenced a project to provide updated estimates of the economic costs of road crashes; and
- undertook a review of the freight rate parameters underpinning the Tasmanian Freight Equalisation Scheme, as part of the government's consideration of possible reforms in a 2006 Productivity Commission report.

Research publications in 2007–08 included *Air passenger movements through capital city airports to 2025–26*, which presents the growth outlook for Australia's major airports; and *Air transport services in regional Australia—trends and access*, which provides comprehensive analyses of regional aviation trends over 20 years and the accessibility of air services in regional Australia.

Statistics

BITRE holds unique collections of data on aviation, maritime and, incipiently, land transport, which are made available in a number of publications series.

In 2007–08, BITRE collaborated with the Australian Bureau of Statistics (ABS) in a review of Australia's transport statistical needs. In a wide-ranging assessment, the review identified an important gap in the regular collection of national road freight activity data. The review report was circulated to the ABS's Australian Transport Statistics Network and has informed development of the strategic research and technology stream of the Australian Government's national transport strategy.



In March 2008, BITRE released *Australian transport statistics yearbook 2007*, the first of a new series of annual compendiums of transport statistics and trends. The compendium encompasses all modes of transport and includes chapters on transport and the economy, safety, and energy and the environment. Other major statistical publications in 2007–08 included: *Avline 11 and 12*, providing a diagnostic view of the Australian air transport sector; *Waterline 42 and 43*, detailing wharfside and landside container port performance; *Australian intercapital rail freight performance indicators 2006–07*; *Australian sea freight 2006–07*; and *About Australia's regions 2008*.

BITRE issued 44 web-based releases of aviation statistics covering domestic and international aviation activity, general aviation activity and domestic on-time performance.

Publications

Table B.1 provides a comprehensive listing of BITRE's major 2007–08 publications, all of which are available as free downloads from the website <www.bitre.gov.au>. The table also notes how the publications contribute to the Australian Government's national research priorities. Information on these priorities can be found at the Department of Education, Employment and Workplace Relations website <www.dest.gov.au>.

Table B.1 Bureau of Infrastructure, Transport and Regional Economics publications, 2007–08

	Issue	Title
Reports	115	<i>Air transport services in regional Australia: trends and access.</i> ^a
Working papers	70.2	<i>E4-post economic evaluation of National Highway projects, case study 2: Northam Bypass.</i> ^b
	72	<i>Air passenger movements through capital city airports to 2025–26.</i> ^a
Information papers	60	<i>Australian sea freight 2005–06.</i> ^b
	61	<i>Australian sea freight 2006–07.</i> ^b
	62	<i>Australian intercapital rail freight performance indicators 2006–07.</i> ^b
Information sheets	27	Public road-related expenditure and revenue in Australia (2008 update). ^b
Aviation statistics	Monthly	Airline on time performance.
		International scheduled air transport.
		Australian domestic airline activity.
	Annual	Airline on time performance.
		International scheduled air transport.
		Australian domestic airline activity.
		Airport traffic data 1997–98 to 2006–07.
		General aviation 2006.



Table B.1 continued.

	Issue	Title
Other major publications	10, 11	<i>Avline</i> . ^b
	42, 43	<i>Waterline</i> . ^b
		<i>About Australia's regions 2007</i> . ^b
		<i>Australian transport statistics 2007</i> . ^b
		<i>Australian transport statistics 2008</i> . ^b
		<i>About Australia's regions 2008</i> . ^b
		Bass Strait Passenger Vehicle Equalisation Scheme BITRE Monitoring Report No. 10 2005–06.
		<i>Regional economic growth—BITRE's taxable income database (web only)</i> .
		<i>Australian transport statistics yearbook 2007</i> . ^b

a Contributes to National Research Priority 2—Promoting and maintaining good health.

b Contributes to National Research Priority 4—Safeguarding Australia.

Conferences and workshops

As part of BITRE's engagement with its stakeholders, the eighth BITRE Transport Colloquium, on the theme 'Australian Transport—Building Capacity and Competitiveness', was held at Parliament House, Canberra, in June 2008. Approximately 200 delegates took part in a program which covered topics such as transport infrastructure challenges, coping with growth in Australian aviation, climate change and international transport, and transport security. The keynote speaker was Professor Kenneth Button, from the George Mason University in the United States, who provided an international perspective on aviation as a key driver of economic growth and development.

Also in June 2008, BITRE hosted the third Regional Perspectives conference at Parliament House, Canberra, on the theme 'Understanding Sustainable Regions'. For approximately 160 delegates, the conference highlighted a number of issues affecting sustainability issues in regional Australia, including income support, household wealth, structural adjustment and adaptation to climate change. Professor Philip McCann, from the University of Waikato in New Zealand, gave a keynote address on 'Globalisation, knowledge and regions'.

Speaker presentations for both conferences can be viewed and downloaded from BITRE's website.

BITRE also hosted an urban transport modelling workshop in March 2008, in collaboration with Australian Government and state and territory government officials responsible for the Council of Australian Governments agenda to address urban congestion.

BITRE staff members gave a total of 20 presentations at a range of other seminars, conferences and government and community meetings.



International engagement

BITRE leads Australia's engagement with the International Transport Forum (ITF), part of the Organisation for Economic Cooperation and Development (OECD) family of organisations. The ITF was established out of the European Conference of Ministers of Transport as a global platform for transport, logistics and mobility issues.

In May 2008, an Australian delegation, led by the Secretary of the Department, attended the inaugural ITF meeting, held in Leipzig, Germany, on the theme of 'Transport and Energy: the Challenge of Climate Change'. In total, almost 900 participants from 53 countries attended the forum. BITRE was also engaged in the early development of the 2009 ITF meeting on 'Globalisation and Transport'. Australia will co-chair the 2009 meeting with the United Kingdom.

BITRE also collaborates with the Joint OECD-ITF Transport Research Centre (JTRC) and with other JTRC members on research areas of relevance to transport and infrastructure policy in Australia. In 2007-08, a senior BITRE researcher chaired a JTRC Round Table on the theme of 'Biofuels: Linking Support to Performance' and assisted in developing the resulting discussion paper, which is available at www.internationaltransportforum.org/jtrc/DiscussionPapers/DP200807.pdf.

Climate Change Task Force

In March 2008 the Climate Change Task Force was established as part of BITRE. The task force leads the portfolio's engagement with the Australian Government's climate change policy agenda. The task force participated in whole-of-government development of policy for the future carbon pollution reduction scheme and in development of related climate change policy directions.



CASE STUDY – THE THIRD REGIONAL PERSPECTIVES CONFERENCE, ‘UNDERSTANDING SUSTAINABLE REGIONS’

Understanding the social and economic dynamics in Australia’s regions is an essential starting point for progressing regional sustainability.

To increase understanding through open discussion and knowledge sharing between groups with an interest in regional Australia, the Bureau of Infrastructure, Transport and Regional Economics (BITRE) held its third Regional Perspectives conference at Parliament House, Canberra, on 17 June 2008.

The conference provided a forum for the latest research on Australia’s regions and aired issues vital to regional wellbeing and sustainability. Delegates included government officers, academics and regional practitioners.

The keynote speaker, Professor Philip McCann from the University of Waikato, New Zealand, talked about Australia’s need to facilitate knowledge transactions between cities and surrounding regions to compete in the knowledge-focused global economy.

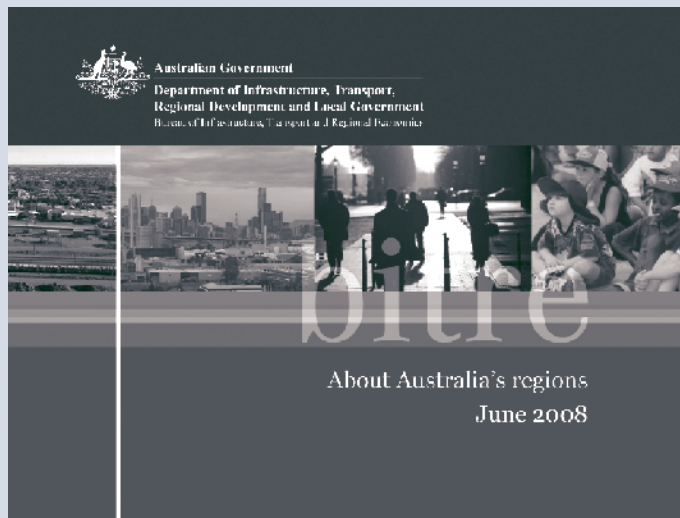
The Hon Gary Gray AO MP, Parliamentary Secretary for Regional Development and Northern Australia, addressed the delegates, launching BITRE’s annual *About Australia’s regions* booklet, an accessible introduction to social, economic and environmental statistics for Australia’s regions. The Parliamentary Secretary encouraged the attendees, particularly those from Northern Australia, to engage with government.

BITRE presented findings from several current regional research projects, in areas such as income support, household wealth and the costs of remoteness. Other topics discussed at the conference included social inclusion, remote Australia’s two-speed economy, resource sector engagement in the Pilbara, structural adjustment in the farm sector, perspectives from primary producers on climate change and adaptation, and community recovery from disaster.

The latest BITRE research findings, including *About Australia’s regions* June 2008, can be found on the BITRE website <www.bitre.gov.au>.



APPENDIX B



Cover of the *About Australia’s regions* booklet (Image DIIRDLG)

APPENDIX C—DEPARTMENTAL PROCUREMENT PRACTICES AND OUTCOMES

This appendix focuses on the Department's procurement practices and outcomes, with attention to:

- procurement policies and practices;
- competitive tendering and contracting arrangements;
- use of consultancies; and
- payments for market research and advertising.

Procurement policies and practices

The Department's approach to the procurement of all goods and services, including consultancies, is consistent with the requirements of the *Commonwealth Procurement Guidelines – January 2005 – Financial Management Guidance No.1* (CPGs). The CPGs are applied to procurement activities through the Chief Executive's Instructions (CEIs) and supporting operational guidelines. The Department's procurement policies and processes have been developed to help ensure that it undertakes competitive, non-discriminatory procurement processes; uses resources efficiently, effectively and ethically; and makes decisions in an accountable and transparent manner.

Responsibility for procurement is devolved to individual business divisions. The Department supports the decentralised approach to procurement by providing information and training on procurement policies and procedures to all staff, and maintaining a single point of contact for staff to seek advice on the CPGs, CEIs and tendering processes. Standard tendering and contracting documentation has also been developed to ensure consistent procurement practices are undertaken.

As part of these arrangements, in 2007–08 we published details on AusTender of:

- a procurement plan providing details of expected procurements for 2007–08 <www.tenders.gov.au>;
- details of publicly available procurement opportunities with a value of \$10,000 or more <www.tenders.gov.au>; and
- details of all contracts, standing offers and consultancies awarded with a value of \$10,000 or more <www.tenders.gov.au>.

We also published on our website <www.infrastructure.gov.au/department/contracts> details of all contracts with a value of \$100,000 or more entered into or active during the previous 12 months, as required by Senate Order 192.

Requests for access to contracts are considered in line with the *Freedom of Information Act 1982*. For more information on freedom of information, see Appendix F.

Note: While some contracts involve a fixed price, the value of others depends on the level of demand for the goods or services involved. In these cases, we report the best available estimate of the value of the contract based on expenditure to date and likely demand over the remainder of the contract. All values shown include goods and services tax unless otherwise noted.



Australian National Audit Office Access Clauses

All contracts valued at \$100,000 or more routinely include a requirement for access to the contractor's premises by the Auditor-General.

Exempt contracts

In 2007-08, no contracts were exempted from publication on AusTender on public interest grounds.

Services delivered on behalf of the Australian Government

The Department delivers a number of services on behalf of the Australian Government. Services that have been contracted out relate to:

- transport safety research and information services;
- management of leased airports;
- management of properties at Sydney West airport site;
- aerodrome inspection services for remote Indigenous communities; and
- the Australian Government Regional Information Service (AGRIS).

Transport safety research and information services

Contracts relating to collection and analysis of road safety fatality and injury data, and road safety information storage and distribution continued in 2007–08.

Management of leased airports

Private contractors provide airport building control and parking control services at federal airports. After an open tender in 2004–05, eight contracts for building control services were let for an initial term of four years from 1 July 2005. Parking control services are contracted out to airport lessee companies annually for parking at eight airports. Contracts cannot be offered to bodies other than airport lessee companies under the Airports (Control of On-airport Activities) Regulations 1997.

Management of properties at Sydney West airport site

Management of properties owned on the previous Sydney West airport site (Badgerys Creek) was contracted out to Zeckendorf Holdings Pty Ltd following an open tender process. This contract was signed on 1 January 2003 for an initial term of three years with an option to extend for two years. The option was exercised from 1 January 2006 and has since been extended further until 31 December 2008.

Aerodrome inspection services for remote Indigenous communities

The RAI Program is a small program to conduct annual safety inspections of, and provide technical advice to 58 aerodromes supporting remote Indigenous communities in Northern Australia above the 19th parallel. These communities rely on air services, however, they lack the technical expertise and resources necessary to conduct their own safety inspections, as required of aerodrome owners, in accordance with Civil Aviation Safety Authority (CASA) standards. These services are contracted to an appropriately qualified service provider.

In July 2005 the Department used an open tender process to identify a new service provider for the program.

Australian Government Regional Information Service

The Freecall 1800 Call Centre for the Australian Government Regional Information Service (AGRIS) is currently contracted to Cooma Monaro Technology Centre Ltd. A 30-month contract commenced on 1 June 2007 and will run until 31 November 2009. There is an option for the Department to negotiate to extend the contract for two further one-year periods if desired.



Corporate activities

The Department has conducted detailed analyses of our corporate activities in line with government requirements for market testing of those activities. Corporate activities that have been contracted fall into three broad areas:

- information and communication technology (ICT) services;
- professional services; and
- property and office services.

Like most organisations, the Department has a range of contracts and standing offers in place for the supply of professional services, energy, office equipment and other consumables.

ICT services

Desktop, help desk and related information technology services were contracted to ASG Group Ltd after an open tender. The contract took effect from 1 July 2008 and has an initial term of four years with an extension option of four years.

Wide area network and voice communication services were contracted to Optus Networks Pty Ltd after a select tender. In June 2008 the Department exercised an option to extend the contract.

A panel of ICT service providers was set up in 2004–05 after an open tender process. This panel gives access to specialist project management, software development and information technology security services as needed. A new tender process will be conducted prior to the end of December 2008 when the current arrangement expires.

Professional services

The Department has established several panels of professional services providers. We use the panels when we do not have sufficient capacity or specialist expertise. The panels are subject to regular review.

Panels cover:

- communication services;
- legal services;
- financial advisory services and accountancy services;
- SAP services; and
- recruitment services.

Internal audit services were contracted to KPMG after a tender process. The contract was signed on 23 July 2007 and has an initial term of three years. There is also an option to extend the contract for a further two years.

Other services

Property and security services were contracted to United Group Service Pty Ltd after a select tender. This contract was signed on 11 December 2002. It had an initial term of five years, with an option for two 2-year extensions. The Department has exercised its extension options and the contract will run until December 2009.

Travel services were contracted to HRG after a select tender process; the arrangement commenced in September 2007 for a period of three years.

After a select tender process, Convergica was awarded two contracts, one for records and file management, the other for mail distribution and dispatch services. These contracts came into effect from 30 April 2008; both have an initial term of three years, with an option for one 3-year extension.

Graduate relocation services were contracted to Toll Transport Ltd, following an open tender process. The contract was signed on 9 January 2006 for an initial term of one year, with three further options to extend for one year.



Consultancy contracts

The Department engages consultants to carry out research or to provide professional or technical advice that cannot be provided by departmental staff. Consultants are procured as required and in accordance with the CPGs, the Department's Chief Executive's Instructions and the *Infrastructure Procurement Manual*.

In 2007-08, the Department engaged 172 new consultancies involving expenditure of \$4.9 million. The Department continued to use 16 consultancies engaged in prior years, involving a further expenditure of \$1.4 million.

As per section 12(6) of the *JCPAA Requirements for Annual Reports* (18 June 2008), agencies are required to provide specific details on consultancy contracts and any competitive tendering and contracting undertaken. Details of consultancies valued at \$10,000 or more let in 2007–08 are available as a supplement to the online version of this annual report <www.infrastructure.gov.au/departments/annual_report/index.aspx>. Information on expenditure on contracts and consultancies is also available on the AusTender website <www.tenders.gov.au>.

Figure C.1 Trends in procurement

	2003-04	2004-05	2005-06	2006-07	2007-08
Purchasing outcomes					
Invoices paid within 30 days	95.1 %	96.7 %	97.0 %	97.0 %	97.5 %
Consultancies					
All consultancies, including consultancies let in previous years					
Total expenditure	\$4.0m	\$7.6m	\$10.9m	\$8.3m	\$6.3m
New consultancies valued at \$10,000 or more					
Number let	54	129	113	92	68
Total value over the life of these contracts	\$3.7m	\$8.5m	\$8.9m	\$6.9m	\$4.8m
Advertising and market research payments^a					
Creative advertising	\$0.4m	\$0.6m	\$0.15m	\$0.1m	\$0.3m
Market research/polling	\$0.4m	\$0.2m	\$0.02m	\$0.3m	\$0.1m
Direct mail	\$0.0m	\$0.4m	\$0.02m	\$0.1m	\$0.0m
Media advertising recruitment ^b	\$0.8m	\$3.1m	\$1.07m	\$0.8m	\$1.1m
Media advertising non-recruitment			\$0.71m	\$1.2m	\$0.1m
Total payments	\$1.7m	\$4.3m	\$1.97m	\$2.5m	\$1.5m

a Payments have been rounded to \$0.0 where payments were less than \$50,000. Discrepancies in table between totals and sums of components are due to rounding. Also for previous years this total did not include payments below the reportable threshold which for 2005–06 was \$1,500. All payments are inclusive of GST.

b In previous years all media recruitment and non-recruitment was reported as a combined figure.



Payments for advertising and market research

In 2007–08, the Department paid \$1.5 million for market research and advertising. Table C.2 lists payments of \$10,500 or more made during the financial year, as required by section 311A of the *Commonwealth Electoral Act 1918*.

Table C.2 Detail of advertising and market research payments of \$10,500 or more

Creative advertising agencies ^a		
Firm	Service provided	Payment made in 2007–08 (\$)
Universal McCann	Targeted advertising for the Green Vehicle Guide	260,946
Other	Various	14,074
Total creative advertising		275,020
Market research/polling ^a		
Firm	Service provided	Payment made in 2007–08 (\$)
Colmar Brunton Social Research Pty Ltd	Airport Screening Review Research	79,612
Other	Various	2,343
Total market research		81,955



Table C.2 continued.

Media advertising organisations-recruitment^a		
Firm	Service provided	Payment made in 2007–08 (\$)
Recruitment advertising		
hma Blaze Pty Ltd	Recruitment advertising	998,261
Hobsons Australia Pty Ltd	Recruitment advertising (graduates)	17,930
Graduate Careers Australia Ltd	Recruitment advertising (graduates)	14,366
Unimail Pty Ltd	Recruitment advertising (graduates)	10,714
hma Blaze Pty Ltd	Recruitment advertising (graduates)	10,395
Other	Recruitment advertising (graduates)	16,561
Total recruitment advertising		1,068,227
Media advertising organisations-non-recruitment^a		
Firm	Service provided	Payment made in 2007–08 (\$)
Non-recruitment advertising		
hma Blaze Pty Ltd	Advertising for the National Awards for Local Government (NALG)	15,107
Eryl Morgan Publications Pty Ltd	Advertising for the National Awards for Local Government (NALG)	16,600
Attorney-General's Department	Aviation Instruments gazettal	24,387
Attorney-General's Department	Coastal Trade Permits gazettal	24,492
Other	Various	21,337
Total non-recruitment advertising		101,923
Total media advertising organisations		1,170,150

^a Where payments have been made to firms that do not reach the \$10,500 reporting threshold for 2007–08, those payments have been included under the category 'Other'.



APPENDIX D—REPORT UNDER THE COMMONWEALTH DISABILITY STRATEGY

The Department is required to report on its performance against the framework of the Commonwealth Disability Strategy (CDS). Its progress in implementing the CDS in 2007–08 is summarised in this appendix.

The Australian Government's desired outcome for people with disabilities is full inclusion in all aspects of community life. Nearly one in five Australians has a disability, and the government is committed to widening their opportunities for independence, access and participation.

The CDS was introduced in 1994 to assist Australian Government agencies to meet their obligations under the *Disability Discrimination Act 1992*, by providing a framework to assist in the development and delivery of policies, programs and services accessible to people with disabilities. The strategy was the product of consultation with people with disabilities, their supporters, representatives of the wider community and Australian Government organisations.

The CDS reporting framework is built around a number of key roles—policy adviser, regulator, purchaser and provider—performed by Australian Government agencies. From July 2007, agencies ceased to report on their employer role under the CDS in their annual reports; this role will be reported on through the Australian Public Service Commission's State of the Service agency survey.

More information about the CDS is available from the website of the Department of Families, Housing, Community Services and Indigenous Affairs, at <www.fahcsia.gov.au/disability/cds/default.htm>.

The following sections describe the Department's performance in 2007–08 in relation to the performance indicators set out in the CDS for the roles of policy adviser, regulator, purchaser and provider.

POLICY ADVISER

Description	Departmental perspective
<p><i>Policy advisers initiate and develop policy for Australian Government programs and services.</i></p> <p><i>In doing this, they consider the needs of different groups and sectors and the desired impacts and outcomes to be achieved for the community.</i></p>	<p>The Department undertook and published high-quality research and analysis and provided policy advice to ministers on a range of infrastructure, transport and regional issues, addressing disability issues where they applied.</p>



Performance indicator	Results for 2007–08 and goals and actions for 2008–09
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New or revised policy/ program proposals assess impact on the lives of people with disabilities prior to decision.

Results

The Department seeks to consult directly with clients, their representatives and other stakeholders when developing its policies and programs.

Consultation offers members of the community the opportunity to express their views in a safe and confidential manner and is an essential part of the process of developing legislation and government policy, programs and services.

The first five-year review of the efficiency and effectiveness of the *Disability Standards for Accessible Public Transport 2002* progressed in 2007–08, with the Department engaging a consultant to commence the review. Consultation opportunities for people with disabilities, their representatives and other stakeholders included:

- public hearings;
- a call for submissions on the issues paper;
- the release of a draft report for public comment; and
- an invitation to make written comments on the draft report.

The consultant also maintained a dedicated, accessible website <www.ddatransportreview.com.au>.

Goals and actions

The Department expects to finalise the review of the *Disability Standards for Accessible Public Transport 2002* and, if required, to implement actions arising from the government’s response to the review.

Results

During 2007–08 any new policy proposals presented by the Department to the Minister were required to describe their likely impact on the whole community, including people with disabilities, where applicable. Consultation forums, through which the specific needs of people with disabilities could be considered, included:

- the Accessible Public Transport National Advisory Committee (APTAC); and
- the Accessible Public Transport Jurisdictional Committee, established to coordinate government positions on issues raised by the Disability Standards for Accessible Public Transport 2002 and APTAC.

The Department also consulted peak bodies directly when developing policies and programs and established or maintained contact with more than 200 different groups, as listed in Appendix F of this report.

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



Performance indicator	Results for 2007–08 and goals and actions for 2008–09
<p><i>Public announcements of new, revised or proposed policy/program initiatives are available in accessible formats for people with disabilities in a timely manner.</i></p>	<p>Goals and actions</p> <p>The Department will continue to consult widely with interested groups in formulating or revising policy and programs.</p> <p>Results</p> <p>In 2007–08 the Department communicated new government policies and programs, including those that addressed disability issues, for example by:</p> <ul style="list-style-type: none"> • providing information on how community groups could access government grants, through a dedicated website, GrantsLINK, at <www.grantslink.gov.au>. GrantsLINK promoted over 180 Australian Government grants programs and received more than nine million hits during 2007–08; • answering more than 18,000 enquiries from people seeking information about government services through more than 15,000 telephone calls made to the Australian Government Regional Information Service (AGRIS) toll-free call centre. The call centre operators assisted vision-impaired clients by reading the requested information aloud, or by providing the information on CD or cassette. Clients with hearing impairments were assisted through teletype services; • promptly posting announcements of new programs and policies on its websites, usually within 24 hours of release; • maintaining the Regional Entry Point website <www.regionalaustralia.gov.au>, which provides information about regional government programs and services; and • using plain English in its guidance materials. <p>Goals and actions</p> <p>The Department will maintain and improve access to accurate and timely program information, through its websites and documentation.</p>



REGULATOR

Description	Departmental perspective
<p><i>Regulators are usually involved with the enforcement of legislation or other government rules that influence the way people behave.</i></p> <p><i>These are not limited to primary or delegated legislation.</i></p> <p><i>They also include quasi-regulation such as codes of conduct, advisory instruments or notes which involve compliance.</i></p> <p><i>Authority for independent decision making and administration may accompany this function to support the separation of certain powers from the Executive.</i></p>	<p>In 2007–08, the Department administered regulations and standards in accordance with more than 70 Commonwealth Acts, while working closely with other regulators, on matters concerning:</p> <ul style="list-style-type: none"> • infrastructure investment, maintenance and development; • maritime and land transport, and aviation and airports; • transport safety and security; • regional services and development; and • local government. <p>The Department's regulatory responsibilities in relation to the administration of Australian territories and natural disaster relief were transferred to the Attorney-General's Department in December 2007.</p>

Performance indicator	Results for 2007–08 and goals and actions for 2008–09
<p><i>Publicly available information on regulations and quasi-regulations is available in accessible formats for people with disabilities.</i></p> <p><i>Publicly available regulatory compliance reporting is available in accessible formats for people with disabilities.</i></p>	<p>Results</p> <p>Regulations administered by the Department are published by the Attorney-General's Department on the Federal Register of Legislative Instruments. Guidance material on the legislative process is published on the Department's website in accordance with departmental publishing standards.</p> <p>The Department ensured that information on regulations and quasi-regulations, and regulatory compliance, was available and accessible, by:</p> <ul style="list-style-type: none"> • using plain English in preparing guidance materials and regulation impact statements; • providing toll-free telephone numbers for enquiries in key areas such as motor vehicle imports; • maintaining links to legislation through the departmental website; and • including compliance reporting in the annual report, which is publicly available in hardcopy upon request and on the departmental website.



Performance indicator	Results for 2007–08 and goals and actions for 2008–09
	<p>During 2007–08 the Department commenced making improvements to its main website that will enhance accessibility for a range of users, including clients with disabilities. The improvements will consist of cleaner code, utilising style sheets which lead to smaller page sizes with greater flexibility to adjust font sizes for clients with vision impairments. The improvements will also allow access by various assistive technologies commonly used by people with disabilities.</p> <p>Goals and actions</p> <p>The Department will continue to provide information in accessible formats and through a range of channels. The improvements to the departmental website will be extended to most of the Department's publicly accessible online content.</p>

PURCHASER

Description	Departmental perspective
<p><i>Purchasers act as agents of the policy adviser.</i></p> <p><i>Having been advised of the outcomes sought by the policy adviser, purchasers determine the precise outputs to be purchased in terms of price, volume and quality and nominate the providers.</i></p> <p><i>Service providers may be public, private or not-for-profit organisations.</i></p>	<p>In 2007–08 the Department administered grants, subsidies and other payments on behalf of the Australian Government totalling \$5.2 billion. These payments mainly related to:</p> <ul style="list-style-type: none"> • national road and rail infrastructure; • maritime and land transport; • regional services; and • services to local government, including a number of Indigenous councils. <p>In its day-to-day operations, the Department also purchased a range of goods and services costing \$99.0 million in supplier expenses.</p>



Performance indicator	Results for 2007–08 and goals and actions for 2008–09
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Publicly available information on agreed purchasing specifications is available in accessible formats for people with disabilities.

Results

The Department follows the Australian Government purchasing and procurement guidelines, which are published by the Department of Finance and Deregulation and made available online through <www.finance.gov.au> and <www.tenders.gov.au>.

Processes for purchasing goods or services with a direct impact on the lives of people with disabilities are developed in consultation with people with disabilities.

Results

The Department consulted with stakeholders, including, where applicable, people with disabilities, when managing tenders, contracts and grants.

Goals and actions

The Department will continue to adopt a consultative approach when purchasing goods and services with a direct impact on the lives of people with disabilities.

Purchasing specifications and contract requirements for the purchase of goods and services are consistent with the requirements of the Disability Discrimination Act 1992.

Results

All departmental contracts issued in 2007–08 were based on templates which included standard clauses relating to people with disabilities.

All suppliers who received payments from the Department were required to comply with relevant state and Commonwealth laws, including the *Disability Discrimination Act 1992*, the *Racial Discrimination Act 1975*, and the *Sex Discrimination Act 1984*.

Goals and actions

The Department will continue to ensure the requirements of the *Disability Discrimination Act 1992* are reflected in its purchasing specifications and contracts.

Publicly available performance reporting against the purchase contract specifications requested in accessible formats for people with disabilities is provided.

Results

Publicly available specifications, guidelines and performance reports related to the Department's support for infrastructure and regional development projects were available online, through the departmental website and/or the Regional Entry Point website, and through the Australian Government Regional Information Directory. A toll-free call centre (1800 026 222) also provided information and a referral service.

The Department's annual report, which includes information on purchasing and the use of contracts, was made available for download from the website in both PDF and HTML formats and provided in hardcopy on request.

Goals and actions

The Department will continue to make all publicly available specifications and performance information accessible online, and to provide an information and referral service through the toll-free call centre. Improvements to the Department's website will make online information more accessible by allowing the use of assistive technologies.



Performance indicator	Results for 2007–08 and goals and actions for 2008–09
<p><i>Complaints/grievance mechanisms, including access to external mechanisms, in place to address concerns raised about the providers' performance.</i></p>	<p>Results</p> <p>The Department recognises that, regardless of whether services are delivered directly by the Department or through a third party, clients have the right to provide feedback about its services.</p> <p>People wishing to make a complaint are advised by the Department's Client Service Charter to first explain their concern to staff in the area they have been dealing with, and ask them to address it. If the complaint is not resolved at that level, the client can contact the Governance Centre, where the matter will be investigated.</p> <p>Clients are able to access external mechanisms, in particular the Commonwealth Ombudsman, if they are not satisfied with the Department's handling of a matter.</p> <p>The report on the Department's 'provider' role includes more information on complaints resolution in 2007–08.</p> <p>Goals and actions</p> <p>The Department will continue to uphold its customer service charter and seek to resolve concerns about its performance quickly and responsively.</p>



PROVIDER

Description	Departmental perspective
<i>Providers deliver the services they have been contracted to provide under specified conditions.</i>	During 2007–08 the Department delivered services and information to and in partnership with government, industry and the wider community. Several grants administered by the Department assisted people with disabilities to enter the workforce.

Performance indicator	Results for 2007–08 and goals and actions for 2008–09
<i>Providers have established mechanisms for quality improvement and assurance.</i>	<p>Results</p> <p>The Department reviews its guidelines and procedure manuals regularly, and uses a client service charter to explain how feedback can be provided.</p> <p>The Department gathers feedback regarding its activities through the following main mechanisms:</p> <ul style="list-style-type: none"> • client surveys, where the service recipient could be identified, such as surveys involving households affected by airport noise amelioration programs; • formal evaluations of programs, usually conducted on a three-year to five-year cycle; and • reports submitted by the parties receiving funding, either on an agreed regular basis, or when projects passed key milestones.



APPENDIX D

Providers have an established service charter that specifies the roles of the provider and consumer and service standards which address accessibility for people with disabilities.

Goals and actions

The Department will continue to seek feedback from its clients and to use that feedback, combined with the analysis of formal program evaluations, as a basis for continuous improvement.

Results

During 2007–08 the Department’s Client Service Charter was available in printed format and available on the website at <www.infrastructure.gov.au/department/about/charter.aspx>. The charter sets out the Department’s service standards, including standards of accessibility, and encourages clients to provide feedback on how well the Department is meeting those standards.

Goals and actions

The Client Service Charter will be updated in 2008–09 to ensure it remains current and effective. As the Department’s website is the most popular means of accessing the charter, the planned improvements to the website will help to ensure that all clients are able to access and understand the Department’s commitment to service.

Performance indicator	Results for 2007–08 and goals and actions for 2008–09
<p><i>Complaints/grievance mechanism, including access to external mechanisms, in place to address issues and concerns raised about performance.</i></p>	<p>Results</p> <p>Through the client service charter, clients are encouraged to provide feedback on the Department's performance, and are advised of the best process for making a complaint. Clients are encouraged to initially seek resolution of a complaint from staff in the area where the concern arose. If the complaint is not resolved at that level, clients have the option of submitting complaints and grievances to the Department's Governance Centre, including:</p> <ul style="list-style-type: none"> • by post, to the address provided in the charter; • by phone, through the toll-free call centre (1800 075 001); and • by email, to <clientservice@infrastructure.gov.au.> <p>Clients are able to access external mechanisms such as the Commonwealth Ombudsman, the Human Rights and Equal Opportunity Commission (HREOC) or the Administrative Appeals Tribunal, if they are not satisfied with the Department's handling of a matter.</p> <p>One complaint was lodged and resolved with HREOC in 2007–08. The downward trend in complaints to the Commonwealth Ombudsman continued, with a 14 per cent decrease from 41 in 2006–07 to 35 in 2007–08.</p> <p>Goals and actions</p> <p>The Client Service Charter will be updated in 2008–09 to ensure it remains current and directs people with concerns about the work of the Department, or the level of service it has provided, to the most appropriate, responsive channels.</p>



APPENDIX E—REPORT ON ECOLOGICALLY SUSTAINABLE DEVELOPMENT

Chapter 1 ('Year in Review') briefly commented on the Department's environmental performance during 2007–08. This appendix expands on that summary and reports on our commitment to the principles of ecologically sustainable development (ESD) set out in the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act). The goal of ESD is to maintain ecological processes while improving total life quality, in the short term and the long term.

Under section 516A of the EPBC Act, the Department is required to report on:

- how our activities accord with the five principles of ESD identified in the Act (that is, the integration, precautionary, intergenerational, biodiversity and valuation principles);
- how we administer legislation in accordance with the ESD principles;
- how the outcomes we work towards, and are appropriated resources against, contribute to ESD;
- how our activities affect the environment and how we minimise harm to it; and
- how we review and increase the effectiveness of measures to minimise harm.

How our activities accord with ESD principles

The Department's awareness of and response to environmental issues, and its contribution to positive environmental management, have increased over the past few years. The Department undertakes a range of activities, from corporate initiatives to departmental policies, programs and procedures, in accordance with ESD principles. The following sections provide examples of how the Department implemented each of the five ESD principles in 2007–08.

The integration principle

To integrate both long-term and short-term environmental, social, economic and equitable considerations into decision making, the Department:

- through the Infrastructure Investment Division, worked in partnership with state and territory transport agencies to develop the AusLink 2 funding program. States and territories were required to prepare project proposal reports that considered environmental, congestion, safety and amenity issues, as well as economic, market and infrastructure considerations. In developing and approving infrastructure investments, the Department views the environment as an essential factor, the community as a key stakeholder and feedback as an important means of measuring performance.
- through the Aviation and Airports Division:
 - assessed the environmental, social, and economic impacts of all master plans, major development plans and Airport Environment Strategies (AES) which airport lessee companies were required, by the *Airports Act 1996*, to prepare and submit to the Minister for approval. The Department provided advice to the Minister on the extent to which these documents met the requirements of legislation, including assessment of environmental impacts and plans for dealing with them. The Department also continued to review the Airports (Environment Protection) Regulations 1997 to ensure an enhanced focus on ESD;
 - continued to develop software to assist airports and communities to monitor and manage the environmental impacts of aircraft noise. In January 2008 David Southgate from the Department received a Public Service Medal in the Australia Day Honours list, for his contribution to the management of sensitive aviation environment issues, including his role in the development of the Transparent Noise Information Package software. The software (available on the Department's website) enables communities to access easily understood information on aircraft operations and has been adopted by key airports in Europe and the United States. In 2007–08 the Department also commenced working on a software tool to calculate aircraft emissions;



- organised and hosted two Asia–Pacific Economic Cooperation (APEC) seminars on aviation emissions, in Singapore (August 2007) and Malaysia (April 2008). Interest generated by the workshops led to the establishment of an Aviation Emissions Task Force under the APEC Transportation Working Group (refer Case Study: ‘APEC Aviation Emissions Taskforce’ page 147), which brings together industry and governments in the region. The task force will be an important conduit in sharing information on best practice and collaborating to address the issue of aviation and climate change;
- through the Infrastructure and Surface Transport Policy Division:
 - led the development of three pieces of Australian legislation enacted during 2007–08 to give effect to international conventions for the protection of the marine environment;
 - provided oversight of the Australian Maritime Safety Authority, which has the primary role in ensuring maritime safety and protection of the marine environment;
 - contributed to the development of a draft Protocol to the International Convention for Damage in Connection with the Carriage of Hazardous and Noxious Substances by Sea and a draft International Convention for the Safe and Environmentally Sound Recycling of Ships, and the implementation of stringent new provisions to limit the amount of sulphur in marine fuel oil, consistent with Australia’s obligations under Annex VI of the International Convention for the Prevention of Pollution from Ships (MARPOL Convention); and
- through the Local Government and Regional Development Division, funded Sustainable Regions and the Regional Partnerships projects to assist communities to make structural adjustments in regions affected by economic, social or environmental change. The Department supported projects that were assessed as important to the socioeconomic and environmental wellbeing of their communities.

The precautionary principle

Lack of full scientific certainty is not used as a reason for postponing measures to prevent environmental degradation. In 2007–08, the Department:

- through the Aviation and Airports Division:
 - ensured the precautionary principle was embodied in the AES for each of the leased federal airports;
 - supported Australia’s participation as one of 15 countries participating on the International Civil Aviation Organization (ICAO) Group on International Aviation and Climate Change, which is developing a program of action to recommend to a high-level meeting of ICAO in 2009. Despite a lack of scientific certainty about some aspects of the environmental impacts caused by aviation emissions, participation in the group is based on an immediate need to identify and implement measures to address the growth in greenhouse gas emissions from the aviation sector;
- through the Local Government and Regional Development Division:
 - undertook research and provided policy advice on the regional implications of a range of environmental issues, including the efficient use of water resources, the effects of drought and the adoption of alternative energy sources such as biofuels; and
 - advised other government agencies on their analysis of social, economic, governance and environmental factors for the purposes of completing Regional Australia Impact Statements for proposed projects.

The intergenerational principle

To ensure that the health, diversity and productivity of the environment is maintained or enhanced for the benefit of future generations, the Department:

- through the Infrastructure and Surface Transport Policy Division:
 - played a key role in improving mechanisms to protect the marine environment for future generations by contributing to the development of international standards and instruments in



the areas of marine pollution and air quality, as well as administering the annual Australian contributions to the International Maritime Organization and the International Oil Pollution Compensation Funds;

- maintained and updated the popular website <www.greenvehicleguide.gov.au>, which provides environmental performance ratings on all new light vehicles. The website was upgraded to include additional information on fuel consumption, based on the new fuel consumption labelling that will appear on the windscreens of new cars from October 2008. Together with the website's new fuel consumption calculator, this information will enable consumers to better estimate their annual fuel consumption and carbon dioxide equivalent emissions;
- through the Aviation and Airports Division, assessed the extent to which each AES met the legislative requirement to include measures to prevent, control or reduce the environmental impacts associated with airport operations. Where appropriate, the Department recommended conditional approvals of major development plans to the Minister to ensure developments were managed in a manner which protected the environment for future generations. For example, a number of the conditions of approval for the Perth Airport brickworks were concerned with protecting the health of future generations.
- through the Local Government and Regional Development Division, ensured that applicants for project funding under the Sustainable Regions and Regional Partnerships programs obtained all required approvals, including, where necessary, approvals that were related to the environment and heritage. These requirements significantly reduced the risk that projects would be implemented that threatened or caused irreversible environmental damage or negative impact on the environment for future generations.

The biodiversity principle

Including the conservation of biodiversity and ecological integrity issues as a fundamental consideration in its decision making, the Department:

- in cases where the Australian Transport Safety Bureau (ATSB) controlled access to an accident site under section 44 of the *Transport Safety Investigation Act 2003*, required investigators to make the relevant authorities aware of any hazards (including known environmental hazards) identified during the on-site phase of an investigation. The ATSB's officers are always mindful of the environmental and health implications related to the unintentional release of chemicals and hazardous materials at accident sites;
- through the Aviation and Airports Division, assessed the extent to which master plans, major development plans and AESs took into account biodiversity and ecological integrity issues, and worked with airports to ensure the biodiversity principle was respected. For example, the Department continued to work with Jandakot Airport Holdings to ensure its development plans adequately protected the Grand Spider orchid.

The valuation principle

Continuing to improve its valuation, pricing and incentive mechanisms to ensure that the true cost of activities, including environmental, social and economic costs, are recognised, the Department participated in the analysis and development of policy options for domestic emissions trading for the maritime industry, as well as international debate on possible global economic measures, through the Infrastructure and Surface Transport Policy Division.

How we administer legislation in accordance with ESD principles

While administering legislation, the Department:

- through the Infrastructure Investment Division, required states and territories to minimise negative environmental impacts and implement mitigation measures in instances where the environmental impacts of AusLink projects were subject to both national and state/territory environmental legislation;
- through the Infrastructure and Surface Transport Policy Division, was involved in developing



international instruments to protect the marine environment from any potential negative environmental effects resulting from domestic and international sea transport, and developed and implemented corresponding Australian legislation;

- through the Bureau of Infrastructure, Transport and Regional Economics, published high-quality research, including findings on economic, environmental and social equity costs and benefits, to inform decision-making processes and increase the knowledge base available to government and other stakeholders; and
- through the Aviation and Airports Division, continued to monitor compliance with the *Airports Act 1996* and the *Airports (Environment Protection) Regulations 1997*, and to encourage continuous improvement of environmental management practices at leased federal airports. This was monitored through such mechanisms as the Annual Environment Report submitted to the Secretary by each airport lessee company, and through the work of Airport Environment Officers and Airport Building Controllers.

How our outcomes contribute to ESD

ESD is integral to the Department's three outcomes (refer Figure 2.2 on page 23):

By linking transport performance outcomes to projected economic growth and sustainable development, the Department transformed the way the development and maintenance of major road and rail system infrastructure is funded in Australia. For more information on how the Department achieved this in 2007–08, see Chapter 3.

On behalf of the Australian Government, the Department advised on and led national efforts to ensure that Australian transport systems are sustainable and efficient, as well as competitive, safe and secure. For more information on how the Department achieved this in 2007–08, see Chapter 4.

In delivering programs and providing policy advice to support the sustainable development of self-reliant, resilient regional communities, the Department placed high priority on sustainable development. For more information on how the Department achieved this in 2007–08, see Chapter 5.

How our activities affect the environment and how we minimise harm

While the Department's activities in 2007–08 often had a positive impact on the environment, its day-to-day operations used resources—such as electricity, water, fuel and paper—and created waste. The Department continued to seek ways to minimise the environmental impact of its operations.

Through its active and ongoing work on its environmental management system (EMS) and the Green Lease Schedule (GLS), the Department maintained a strong focus on environmental outcomes. This commitment was evident in actions such as:

- maintaining staff environmental awareness, through information sessions held as part of the Department's induction program;
- ensuring that major cleaning and waste removal contracts contained clauses requiring specific reporting on volumes sent to landfill and diverted from landfill;
- contributing to the Online System for Comprehensive Reporting (OSCAR), a tool designed to report energy use under the Energy Efficiency in Government Operations policy;
- using electrical check meters to monitor major computer room facilities, to allow more specific and accurate reporting;
- contributing to an annual report on the government's implementation of environment protection measures, in accordance with the *National Environment Protection Measures (Implementation) Act 1998*; and
- participating in Earth Hour in March 2008, by shutting down power for an hour in the Canberra and regional offices.

No breaches of environmental laws or licences by the Department were reported during 2007–08.



How we review and increase the effectiveness of environmental measures

The Department contributed to the detailed annual report on energy use in Australian Government operations published by the Australian Greenhouse Office (available online at <www.greenhouse.gov.au>). The most recent report covered data for 2006–07, as shown in Table E.1.

In 2006–07:

- Although there were increases in the Department's staff numbers (13 per cent) and floor area occupied (9 per cent), the Department achieved reductions in both total electricity use (2 per cent) and electricity use per person (13 per cent).
- Departmental passenger vehicle energy consumption and distance travelled by employees decreased by 19 per cent to 3,710 GJ and 976,424 km respectively.

The Department's EMS is compliant with ISO 14001:2004, the international standard for environmental management systems, and is focused on its office-based activities in the National Office, with initiatives being applied at territory and state levels where appropriate.

Table E.1 Trends in departmental energy consumption, 2002–03 to 2006–07

	2002–03	2003–04	2004–05	2005–06	2006–07
Buildings and electricity					
Office buildings					
Area occupied	29,159 m ²	25,864 m ²	28,235 m ²	30,080 m ²	34,273 m ²
Occupants ^a	1,128	1,114	1,326	1,531	1,734
Area per person	25.9 m ²	23.2 m ²	21.3 m ²	19.7 m ²	18.9 m ²
Electricity used	10,785 GJ	11,041 GJ	12,259 GJ	14,887 GJ	14,662 GJ
Electricity used per person ^b	9,561 MJ	9,911 MJ	9,254 MJ	9,723 MJ	8,431 MJ
Electricity used by area	370 MJ/m ²	427 MJ/m ²	434 MJ/m ²	495 MJ/m ²	476 MJ/m ²
Electricity sourced from renewable sources	not reported	not reported	3.5%	3.0%	8.0%
Other buildings					
Area occupied	1,306 m ²	1,306 m ²	1,306 m ²	1,306 m ²	1,306 m ²
Electricity used	101 GJ	91 GJ	118 GJ	68 GJ	72.5 GJ
Electricity used by area	77.7 MJ/m ²	69.7 MJ/m ²	90 MJ/m ²	51.8 MJ/m ²	55.2 MJ/m ²



	2002-03	2003-04	2004-05	2005-06	2006-07
Transport^c					
Passenger vehicles					
Total petrol used	122,828 L	135,269 L	124,425 L	126,999 L	69,231L
Average fuel economy/100 km	10.3 L	8.8 L	11.1 L	11.0 L	11.0L
Total fuel used	4,201 GJ	4,657 GJ	4,267 GJ	4,598 GJ	3,710 GJ
Vehicle fleet compliance with green vehicle guide	n/a	n/a	35.0%	20.0%	18.5%
Other transport					
Total automotive diesel used	4,233 L	0 L	0 L	0 L	0 L
Total petrol used	2,656 L	0 L	0 L	0 L	0 L
Total fuel used	254 GJ	0 GJ	0 GJ	0 GJ	0 GJ
Total of the above					
Direct energy consumed	15,342 GJ	15,789 GJ	16,644 GJ	19,553 GJ	20,018 GJ
Greenhouse gas emissions (carbon dioxide equivalents)	not reported	not reported	3,777 t	4,736 t	5,000 t

GJ = gigajoules L = litres MJ = megajoules

- a Occupants may include contractors and employees of contracted service providers as well as staff.
- b The Australian Government's energy consumption target is no more than 10,000 MJ per person per year.
- c Transport statistics include senior executive vehicles and other departmental vehicles, but do not include vehicles that staff receive in lieu of remuneration under salary packaging.



APPENDIX F—REPORT UNDER THE FOI ACT

Under section 15 of the *Freedom of Information Act 1982* (FOI Act), any person is entitled to apply for access to Australian Government documents created after 1970. The Department holds documents relating to its roles of:

- developing and providing national policy advice to enhance transport safety and security and to strengthen social and economic opportunities for Australia's regions and local governments;
- investing in infrastructure and administering programs to enhance the safety of the road transport system, develop Australia's regions and support local governments;
- conducting research and investigations to improve the performance, safety and security of our transport systems, support policy development and inform the wider community;
- providing regulatory frameworks to ensure a clear and robust transport environment; and
- working with other levels of government and engage domestically and internationally with stakeholders to facilitate outcomes for all Australians

This appendix explains how to request access to documents held by the Department under the FOI Act, what records the Department holds and what arrangements we have in place for outside participation. Detailed information about the FOI Act is available on the website of the Department of the Prime Minister and Cabinet, <www.pmc.gov.au/foi/annual_reports.cfm>.

Table F.1 gives trend information for Freedom of Information (FOI) requests.

Table F.1 Trends in Freedom of Information (FOI) requests

	2003–04	2004–05	2005–06	2006–07	2007–08
Volume of FOI requests handled					
Requests on hand at 1 July (A)	9	15	13	11	12
New requests received (B)	68	69	74	39	34
Requests withdrawn (C)	24	21	38	11	15
Requests on hand at 30 June (D)	15	13	11	12	5
Total FOI requests resolved (A + B – C – D)	38	50	38	27	26
Timeliness of responses to FOI requests^a					
Resolved in < 30 days	9	10	15	10	15
Resolved in 31-60 days	13	27	13	6	4
Resolved in 61-90 days	8	8	5	5	4
Resolved in > 90 days	8	5	5	6	3
Total FOI requests resolved	38	50	38	27	26

^a These statistics cannot be compared with the deadlines set in the Freedom of Information Act 1982 as the Act allows for extensions of time to allow for consultation with third parties, negotiation of fees and other issues. Resolved requests include transfers to other agencies.

How to lodge a Freedom of Information request

A request for access to documents made under the FOI Act must:

- be made in writing (this can be transmitted by email or fax);
- be accompanied by the \$30 application fee (this can be waived or refunded in some cases);
- include an address in Australia to which replies and notices can be sent; and
- provide enough information for the Department to identify the documents you wish to access.

It may not be possible to obtain access to all of the documents sought in an FOI request. Access is limited by exemptions that protect essential public interests, and private and business affairs of other parties.

If you need more information or wish to discuss making an FOI request, you can contact the Department by:

email: foi@infrastructure.gov.au;

fax: 02 6275 1347;

phone: 02 6274 7531; or

post: Freedom of Information Coordinator,
Department of Infrastructure, Transport, Regional Development and Local Government
GPO Box 594, CANBERRA ACT 2601

The Department usually imposes additional processing charges. The *Freedom of Information Act 1982* Schedule of Fees and Charges sets out rates for the time spent searching for and retrieving relevant documents, decision-making time, photocopying and other costs. Where charges are imposed, applicants are provided with an estimate of the processing charges and their agreement is sought before continuing.

What records we hold

Like many other Australian Government agencies, the Department holds records such as:

- briefing papers and submissions prepared for Ministers, Parliamentary Secretaries, Cabinet and Executive Council (noting that these are generally classified documents);
- business papers, briefing notes and meeting records for committees and conferences which we service or in which we participate;
- codes of practice;
- documents prepared by international agencies;
- documents relating to the development of legislation;
- environmental impact statements;
- internal administration documents;
- international treaties, memoranda of understanding and international conventions;
- legal documents, including legislation, contracts, leases and court documents;
- maps and other geographical information;
- ministerial responses to parliamentary questions, interdepartmental and general correspondence and papers;
- policy documents, recommendations and decisions;
- program, fund and grant administration papers;
- registers of documents, agreements, approvals, exemptions, permits and licences;
- service delivery agreements;
- statistics and databases; and
- technical standards, guidelines, specifications, charts, photographs, drawings and manuals.

A digest of the personal information we hold is available at www.privacy.gov.au/government/digest. This information is updated annually.



Functions and decision-making powers

Our organisation and functions are described throughout this report.

Certain officers exercise decision-making powers and advise our ministers on the exercise of their powers under portfolio legislation and other matters. These responsibilities are as set out in the Administrative Arrangements Order (AAO) for the Commonwealth of Australia and relate to:

- infrastructure planning and coordination;
- transport safety, including investigations;
- land transport;
- civil aviation and airports;
- transport security;
- delivery of regional and rural specific services;
- maritime transport including shipping;
- regional development;
- matters relating to local government; and
- major projects facilitation.

For a complete and up-to-date copy of the AAO visit <www.pmc.gov.au> or <www.comlaw.gov.au> and search for AAO.

To ensure that the Department's employees exercise their powers appropriately and to raise awareness of and access to their decision-making authorities, the Department uses an online delegations management system called i-Delegate. The system allows employees to check information about the powers and authorities assigned under the legislation set out in the AAO relating to the subject matters listed above and laws such as the *Financial Management and Accountability Act 1997* and the *Public Service Act 1999*.

To review a list of the manuals and other documents we use when making decisions or recommendations that affect the public, contact any office of the National Archives of Australia or visit <www.naa.gov.au>.

Arrangements for outside participation

We consult widely to gain the views of our stakeholders and clients about future policy directions and program delivery. This includes consulting with other Australian state and territory government departments and agencies as appropriate and with foreign governments, particularly in the context of transport security, safety and aviation policy. The other key external bodies we consulted in 2007–08 are as listed in Table F.2. For particular policy issues we may also contact a very broad range of stakeholders. However, space does not permit us to list all organisations contacted.



Table F.2 External bodies consulted by the Department in 2007–08

Body	Main contact point(s) within the Department								
	Category of body	Local Government and Regional Development	Australian Transport Safety Bureau	Office of Transport Security	Aviation and Airports	Infrastructure Investment	Infrastructure and Surface Transport Policy	National Transport Strategy	Bureau of Infrastructure, Transport and Regional Economics
International body 									
Ministerial body 									
Other national body 									
Regionally based body 									
Accredited Air Cargo Agents (AACAs)				✓					
Accessible Public Transport National Advisory Committee							✓		
Aerial Agricultural Association of Australia < www.aerialag.com.au >			✓	✓	✓				
Aircraft Owners and Pilots Association of Australia < www.aopa.com.au >			✓	✓	✓				
Airspace Consultative Forum					✓				
All Australian National Ports			✓						✓
American Public Transit Association < www.apta.com >				✓					
Area Consultative Committees < www.acc.gov.au >		✓							✓
Asia–Pacific Economic Cooperation Maritime Security Experts Group < www.apec-tpwg.org.cn/new/Modal-Expert-Groups/Maritime/maritime-index.htm >				✓	✓				
Asia–Pacific Economic Cooperation Aviation Security Experts Group < www.apec-tpwg.org.cn/new/Modal-Expert-Groups/Aviation/aviation-index.htm >				✓	✓				
Asia–Pacific Economic Cooperation Transportation Working Group < www.apec-tpwg.org.cn/ >				✓	✓	✓			✓






Table F.2 continued

Body	Main contact point(s) within the Department								
	Category of body	Local Government and Regional Development	Australian Transport Safety Bureau	Office of Transport Security	Aviation and Airports	Infrastructure Investment	Infrastructure and Surface Transport Policy	National Transport Strategy	Bureau of Infrastructure, Transport and Regional Economics
International body 									
Ministerial body 									
Other national body 									
Regionally based body 									
Asia–Pacific Economic Cooperation - Aviation Emissions Taskforce < www.apec-tpwtg.org.cn//new/Aviation%20Emissions%20Taskforce/Aviation%20Emissions%20Taskforce.htm >					✓				
Australasian College of Road Safety < www.acrs.org.au >			✓				✓		
Australasian Flight Safety Council			✓	✓					
Australasian Railway Association < www.ara.net.au >			✓			✓		✓	✓
Australasian Road Rescue Association < www.arro.org.au >			✓						
Australasian Traffic Policing Forum			✓						
Australia–Indonesia Development Area Transport Working Group							✓		✓
Australian Airports Association < www.aal.com.au >			✓	✓	✓				
Australian Automobile Association < www.aaa.asn.au >			✓			✓	✓		✓
Australian Ballooning Federation < www.abf.net.au >			✓		✓				
Australian Business Aircraft Association < www.abaa.com.au >					✓				
Australian Conservation Foundation < www.acfonline.org.au >		✓							

Body	Main contact point(s) within the Department								
	Category of body	Local Government and Regional Development	Australian Transport Safety Bureau	Office of Transport Security	Aviation and Airports	Infrastructure Investment	Infrastructure and Surface Transport Policy	National Transport Strategy	Bureau of Infrastructure, Transport and Regional Economics
International body 									
Ministerial body 									
Other national body 									
Regionally based body 									
Australian and International Pilots Association <www.aipa.org.au>			✓	✓	✓				✓
Australian Bicycle Council <www.austroroads.com.au/abc/>			✓			✓			✓
Australian Consortium for Social and Political Research Incorporated <www.acspri.org.au/?page=home>									✓
Australian Coroners Society Inc.			✓						
Australian Council of Trade Unions <www.actu.asn.au/>				✓					
Australian Driver Trainers Association <www.adta.com.au>			✓				✓		
Australian Federation of Air Pilots <www.afap.org.au>			✓	✓	✓				
Australian Federation of International Forwarders <www.afif.asn.au>				✓					
Australian Fisheries Management Authority <www.afma.gov.au>							✓		
Australian Freight Councils Network <www.freightcouncils.com.au>				✓			✓		✓
Australian Institute of Marine & Power Engineers <www.aimpe.sitesuite.com.au>			✓	✓					
Australian Institute of Marine Surveyors <www.aimsurveyors.com.au>							✓		
Australian Institute of Petroleum <www.aip.com.au>				✓			✓		



Table F.2 continued

Body	Main contact point(s) within the Department								
	Category of body	Local Government and Regional Development	Australian Transport Safety Bureau	Office of Transport Security	Aviation and Airports	Infrastructure Investment	Infrastructure and Surface Transport Policy	National Transport Strategy	Bureau of Infrastructure, Transport and Regional Economics
International body 									
Ministerial body 									
Other national body 									
Regionally based body 									
Australian Institute of Professional Marine Engineers			✓						
Australian Licensed Aircraft Engineers Association <www.alaea.asn.au>			✓	✓	✓				
Australian Liquefied Petroleum Gas Association <www.lpgaaustralia.com.au/>							✓		
Australian Local Government Association <www.alga.asn.au>		✓	✓	✓		✓	✓		✓
Australian Logistics Council <www.austlogistics.com.au >				✓		✓	✓	✓	✓
Australian Maritime College <www.amc.edu.au/>							✓		
Australian Maritime Group							✓		
Australian Marine Industries Federation Ltd <www.amif.asn.au>							✓		
Australian Maritime Officers Union <www.amou.com.au>			✓				✓		
Australian Marine Pilots Association <www.ampa.asn.au/>			✓						
Australian Mayoral Aviation Council					✓				
Australian Motor Vehicle Certification Board							✓		
Australian and New Zealand Regional Science Association International									✓




Body	Main contact point(s) within the Department						
	Category of body	Local Government and Regional Development	Australian Transport Safety Bureau	Office of Transport Security	Aviation and Airports	Infrastructure Investment	Infrastructure and Surface Transport Policy
International body 							
Ministerial body 							
Other national body 							
Regionally based body 							
Australian Peak Shippers Association Inc						✓	
Australian Petroleum Production and Exploration Association < www.appea.com.au >				✓			✓
Australian Research Council Key Centre for Human Factors and Applied Cognitive Psychology < www.humanfactors.edu.au >			✓				
Australian Research Council Research Network in Spatially Integrated Social Science < www.siss.edu.au/home >							✓
Aviation Safety Foundation of Australasia (ASFA) < http://aviationsafety.org.au/ >			✓				
Australian Services Union (ASU) < www.asu.asn.au/ >				✓			✓
Australian Shipbuilders Association < www.shipbuilders.com.au >						✓	
Australian Shipowners Association < www.asa.com.au >			✓	✓		✓	✓
Australian Ship Repairers Group < www.asrg.asn.au >						✓	
Australian Sports Aviation Confederation (ASAC) < www.asac.asn.au >					✓		
Australian Strategic Air Traffic Management Group (ASTRA) < www.astra.aero >					✓		
Australian Transport Council < www.atcouncil.gov.au >		✓	✓	✓		✓	✓



Table F.2 continued

Body	Main contact point(s) within the Department								
	Category of body	Local Government and Regional Development	Australian Transport Safety Bureau	Office of Transport Security	Aviation and Airports	Infrastructure Investment	Infrastructure and Surface Transport Policy	National Transport Strategy	Bureau of Infrastructure, Transport and Regional Economics
International body 									
Ministerial body 									
Other national body 									
Regionally based body 									
Australian Trucking Association < www.atatruck.net.au >			✓	✓		✓	✓		✓
Australian Ultralight Federation (see Recreational Aviation Australia)			✓						
Australian Warbirds Association < www.australianwarbirds.com.au >			✓		✓				
Australian Women Pilots Association < www.awpa.org.au/ >			✓						
Australian Workers Union (AWU) < www.awu.net.au/ >				✓					
Austroads Council < www.austroads.com.au >			✓			✓	✓		✓
Aviation Security Identification Card (ASIC) Issuing Bodies				✓					
Aviation Security Training Advisory Group (ASTAG)				✓					
Board of Airline Representatives of Australia			✓	✓	✓				
Bus Industry Confederation < www.bic.asn.au/OzeBusHome >				✓			✓	✓	✓
Cape York Land Council < www.cylc.org.au >		✓							
Cargo Working Group				✓					
Charles Darwin University < www.cdu.edu.au >		✓							
City of Wodonga < www.wodonga.vic.gov.au/ >									✓


















Body	Main contact point(s) within the Department								
	Category of body	Local Government and Regional Development	Australian Transport Safety Bureau	Office of Transport Security	Aviation and Airports	Infrastructure Investment	Infrastructure and Surface Transport Policy	National Transport Strategy	Bureau of Infrastructure, Transport and Regional Economics
International body 									
Ministerial body 									
Other national body 									
Regionally based body 									
Civil Air < www.civilair.asn.au >			✓		✓				
Commercial Vessel Association of NSW							✓		
Commonwealth Fisheries Association							✓		
Committee to Advise on Recall and Safety							✓		
Commonwealth/State/Local Government Joint Officers Group		✓							
Commonwealth/State Planning Officials Group		✓							
Communications, Electrical and Plumbing Union (CEPU) < www.cepu.asn.au >				✓					
Competitive Carriers Coalition < www.ccc.asn.au >									✓
Conference of Asia–Pacific Express Carriers < www.capec.org >				✓					
ConocoPhillips Energy < www.conocophillipsenergy.com >							✓		
Construction and Property Services Industry Skills Council < www.cpsisc.com.au >				✓					
Council of Australian Governments < www.coag.gov.au >		✓	✓	✓	✓	✓	✓	✓	✓
Council of Capital City Lord Mayors < www.lordmayors.org >									✓

Table F.2 continued

Body	Main contact point(s) within the Department								
	Category of body	Local Government and Regional Development	Australian Transport Safety Bureau	Office of Transport Security	Aviation and Airports	Infrastructure Investment	Infrastructure and Surface Transport Policy	National Transport Strategy	Bureau of Infrastructure, Transport and Regional Economics
International body 									
Ministerial body 									
Other national body 									
Regionally based body 									
Critical Infrastructure Protection Working Group				✓					✓
Customs Brokers and Forwarders Council of Australia < www.cbfa.com.au >				✓					✓
Deakin University < http://deakin.edu.au/ >				✓					
Development Assessment Forum < www.daf.gov.au >		✓							
Environs Kimberley < www.environskimberley.org.au/ >		✓							
Fatigue Management Pilot Working Group			✓						
Federal Chamber of Automotive Industries < www.fcmai.com.au/ >			✓				✓		
Flag State Implementation Subcommittee of the International Maritime Organization			✓				✓		
Flight Attendants Association of Australia < www.faaa.net >			✓		✓				
Flight Safety Forums			✓						
Flinders University < www.flinders.edu.au >							✓		✓
Gliding Federation of Australia < www.gfa.org.au >			✓						
Guild of Air Pilots and Navigators (GAPAN) < www.gapan.org/ >			✓						
Gulf Savannah Development Inc < www.gulf-savannah.com.au >		✓							






















Body	Main contact point(s) within the Department								
	Category of body	Local Government and Regional Development	Australian Transport Safety Bureau	Office of Transport Security	Aviation and Airports	Infrastructure Investment	Infrastructure and Surface Transport Policy	National Transport Strategy	Bureau of Infrastructure, Transport and Regional Economics
International body 									
Ministerial body 									
Other national body 									
Regionally based body 									
Heavy Vehicle Driver Fatigue Advisory Panel and Regulation Reference Group			✓				✓		
Heavy Vehicle Safety Strategy Task Force			✓				✓		
Helicopter Industry Association			✓						
High Level Group on Aviation Security				✓					
Human Factors Advisory Group			✓	✓					
Indigenous Road Safety Working Group < www.infrastructure.gov.au/roads/safety/indigenous_road_safety/index.aspx >			✓				✓		
Industry Consultative Meeting (Aviation Security)				✓					
Institute of Public Works Engineering Australia < www.ipwea.org.au >		✓							
Intelligent Transport Systems-Australia < www.its-australia.com.au >							✓		✓
International Transport Forum < www.internationaltransportforum.org >							✓		✓
International Transportation Safety Association < www.itsasafety.org >			✓						
International Air Transport Association < www.iata.org >			✓	✓	✓				
International Civil Aviation Organization < www.icao.int >			✓	✓	✓				



Table F.2 continued

Body	Main contact point(s) within the Department						
	Category of body	Local Government and Regional Development	Australian Transport Safety Bureau	Office of Transport Security	Aviation and Airports	Infrastructure Investment	Infrastructure and Surface Transport Policy
International body 							
Ministerial body 							
Other national body 							
Regionally based body 							
International Maritime Organization <www.imo.org>			✓	✓			✓
International Oil Pollution Compensation Funds <www.iopcfund.org/>							✓
Joint Agencies Maritime Advisory Group				✓			
Kimberley Development Commission <www.kdc.wa.gov.au>		✓					
Kimberley Land Council <www.klc.org.au>		✓					
Land Transport Environment Committee <www.ephc.gov.au/ltec>							✓
Legal Committee of the International Maritime Organization							✓
Liquor, Hospitality and Miscellaneous Union (LHMU) <www.lhmu.org.au/>				✓			
Local Government and Planning Ministers Council <www.lgpmcouncil.gov.au>		✓					
Local Government Managers' Association <www.lgma.org.au>		✓					
Long-term Operating Plan Implementation Monitoring Committee					✓		
Marine Accident Investigators International Forum <http://maiif.org/>			✓				
Marine Coastal Community Network <www.mccn.org.au>							✓


Body	Main contact point(s) within the Department								
	Category of body	Local Government and Regional Development	Australian Transport Safety Bureau	Office of Transport Security	Aviation and Airports	Infrastructure Investment	Infrastructure and Surface Transport Policy	National Transport Strategy	Bureau of Infrastructure, Transport and Regional Economics
International body 									
Ministerial body 									
Other national body 									
Regionally based body 									
Marine Environment Protection Committee of the International Marine Organization							✓		
Maritime Industry Security Consultative Forum				✓					
Maritime Safety Committee of the International Maritime Organization			✓	✓					
Maritime Security Identification Card Working Group				✓					
Maritime Security Identification Card (MSIC) Issuing Bodies				✓					
Maritime Union of Australia < www.mua.org.au >			✓	✓			✓		✓
Minerals Council of Australia < www.minerals.org.au >		✓		✓					
Motorcycle Safety Consultative Committee			✓				✓		
National Advisory Facilitation Committee					✓				✓
National Aquaculture Council < www.australian-aquacultureportal.com/nac/index.html >							✓		
National Awards for Innovation in Local Government – judging panel		✓							
National Bulk Commodities Group							✓		
National Farmers Federation < www.nff.org.au >		✓							



Table F.2 continued

















Body	Main contact point(s) within the Department								
	Category of body	Local Government and Regional Development	Australian Transport Safety Bureau	Office of Transport Security	Aviation and Airports	Infrastructure Investment	Infrastructure and Surface Transport Policy	National Transport Strategy	Bureau of Infrastructure, Transport and Regional Economics
International body 									
Ministerial body 									
Other national body 									
Regionally based body 									
National Road Safety Strategy Panel			✓				✓		
National Tourism and Aviation Advisory Committee				✓	✓				✓
National Transport Commission <www.ntc.gov.au/>			✓			✓	✓	✓	✓
NatRoads <www.natroad.com.au/>							✓		
National Union of Workers (NUW) <www.nuw.org.au/>				✓					
Northern Advanced Manufacturing Industry Group									✓
North West Shelf Shipping Service Company <www.nwssc.com>							✓		
Northern Australia Indigenous Land and Sea Management Alliance (NAILSMA) <www.nailsma.org.au>		✓							
Northern Gulf Resource Management Group <www.northerngulf.com.au>		✓							
Northern Land Council <www.nlc.org.au>		✓							
Ord Irrigation Cooperative <www.ordirrigation.com.au>		✓							
Organisation for Economic Co-operation and Development <www.oecd.org>		✓							✓
Oil and Gas Security Forum				✓					
Overnight Air Operators Association				✓	✓				



Body	Main contact point(s) within the Department								
	Category of body	Local Government and Regional Development	Australian Transport Safety Bureau	Office of Transport Security	Aviation and Airports	Infrastructure Investment	Infrastructure and Surface Transport Policy	National Transport Strategy	Bureau of Infrastructure, Transport and Regional Economics
International body 									
Ministerial body 									
Other national body 									
Regionally based body 									
Pacific National < www.pacificnational.com.au/ >									✓
Pedestrian Council of Australia < www.walk.com.au/pedestriancouncil/ >			✓				✓		
Planning Institute of Australia < www.planning.org.au >		✓							
Plastics and Chemicals Industry Association < www.pacia.org.au/ >							✓		
Ports Australia < www.portsaustralia.com.au >			✓	✓			✓		✓
Queensland Marine Board							✓		
Queensland Rail < www.qr.com.au/ >									✓
Queensland Seafood Industry Association < www.qsia.com.au >							✓		
Queensland University of Technology < www.qut.edu.au/ >				✓					
Rail Corp NSW < www.railcorp.nsw.gov.au/ >									✓
Rail, Tram and Bus Union < http://rtbu-nat.asn.au/ >			✓	✓					
Recreational Aviation Australia < www.auf.asn.au >			✓		✓				
Regional Airspace and Procedures Advisory Committee					✓				
Regional Aviation Association of Australia < www.raaa.com.au >			✓	✓	✓				



Table F.2 continued



























Body	Category of body	Main contact point(s) within the Department							
		Local Government and Regional Development	Australian Transport Safety Bureau	Office of Transport Security	Aviation and Airports	Infrastructure Investment	Infrastructure and Surface Transport Policy	National Transport Strategy	Bureau of Infrastructure, Transport and Regional Economics
International body									
Ministerial body									
Other national body									
Regionally based body									
Regional Development Council < www.rdcouncil.gov.au/index.aspx >		✓							✓
Regional Maritime Program International Organisation < www.spc.int/maritime/index.php >				✓					
Regional Women's Advisory Council < www.infrastructure.gov.au/regional/councils/rwac/index.aspx >		✓							✓
Registered Air Cargo Agents (RACAs)	OB/ RB			✓					
Registered Air Cargo Agents Quality Assurance Systems (RACAQAS)				✓					
Remote Areas Consultative Group							✓		
Research Coordination Advisory Group			✓				✓		
Road Safety Black Spot Program Consultative Panels						✓			
Road Safety Marketing and Public Education Forum			✓				✓		
Royal Australasian College of Surgeons < www.surgeons.org >			✓				✓		
Safeskies Australia < www.safeskiesaustralia.org >			✓		✓				
Screening Improvement Group				✓					
Secretariat of the Pacific Community International Organisation < www.spc.int/corp/ >				✓					











Body	Main contact point(s) within the Department								
	Category of body	Local Government and Regional Development	Australian Transport Safety Bureau	Office of Transport Security	Aviation and Airports	Infrastructure Investment	Infrastructure and Surface Transport Policy	National Transport Strategy	Bureau of Infrastructure, Transport and Regional Economics
International body 									
Ministerial body 									
Other national body 									
Regionally based body 									
Shipping Australia Ltd <www.shippingaustralia.com.au>			✓	✓			✓		
Shire of Christmas Island <www.Christmas.shire.gov.cx>				✓					
Shire of Cocos (Keeling) Islands <www.shire.cc>				✓					
Shire of Wyndham–East Kimberley <www.thelastfrontier.com.au>		✓							
South Australian Freight Council <www.safreightcouncil.com.au>							✓		
Sports Aircraft Association of Australia <www.saaa.com>			✓						
Standing Committee on Regional Development		✓							✓
Standing Committee on Transport				✓		✓	✓		✓
Standing Committee on Transport -Transport Security Working Group				✓					
State Training Authorities				✓					
Sustainable Regions Advisory Committees <www.sustainableregions.gov.au>		✓							
Sydney Airport Community Forum <www.sacf.infrastructure.gov.au>					✓				✓
Technical Liaison Group							✓		
Technology Working Group				✓					



Table F.2 continued

Body	Main contact point(s) within the Department								
	Category of body	Local Government and Regional Development	Australian Transport Safety Bureau	Office of Transport Security	Aviation and Airports	Infrastructure Investment	Infrastructure and Surface Transport Policy	National Transport Strategy	Bureau of Infrastructure, Transport and Regional Economics
International body 									
Ministerial body 									
Other national body 									
Regionally based body 									
Tourism and Transport Forum < www.ttf.org.au >									
Transport and Logistics Industry Skills Council < www.tlisc.com.au >									
Transport Emissions Liaison Group									
Transport Security Administration (US) - Department of Homeland Security < www.tsa.gov >									
Transport Security Working Group									
Transport Workers Union < http://twu.com.au >									
Truck Industry Council < http://truck-industry-council.org >									
Trusted Information Sharing Network < www.tisn.gov.au >									
TT-Line Company									
United Nations Economic Commission for Europe < www.unece.org/trans/danger/danger.htm >									
University of Tasmania < www.utas.edu.au >									
US Engine Manufacturers Association < www.enginemanufacturers.org >									
US Environment Protection Agency < www.epa.gov >	N/A								

Body	Main contact point(s) within the Department							
	Category of body	Local Government and Regional Development	Australian Transport Safety Bureau	Office of Transport Security	Aviation and Airports	Infrastructure Investment	Infrastructure and Surface Transport Policy	National Transport Strategy Bureau of Infrastructure, Transport and Regional Economics
International body 								
Ministerial body 								
Other national body 								
Regionally based body 								
Victorian Transport Association < www.vta.com.au >				✓				
Virgin Blue Airlines Pty Ltd < www.virginblue.com.au/ >								✓
Woodside Petroleum Ltd < www.woodside.com.au >				✓				
WWF Australia < www.wwf.org.au >		✓						



APPENDIX G—LIST OF DISCRETIONARY GRANTS PROGRAMS

This appendix addresses the requirement for us to report details of the ongoing discretionary grants program we administer.

A discretionary grant is a payment where a minister or agency has discretion in determining whether a particular applicant receives funding and what, if any, conditions are imposed on the payment.

Table G.1 Discretionary grants programs

Program name	More information	Details of grant recipients
Outcome 2—Transport		
Road Safety Research Grants		For information about grant recipients, see < www.infrastructure.gov.au/roads/safety/research_grants_program/index.aspx >.
ATSB Aviation Safety Research Grants		
Outcome 3—Regional Development and Local Government		
Regional Partnerships	page 196	For information about grant recipients, see < www.regionalpartnerships.gov.au/partnerships/index.aspx >.
Sustainable Regions	page 201	For information about grant recipients see, < www.sustainableregions.gov.au >.
Regional and Rural Research and Development Grants ^a	page 195	

Note: Responsibility for Services to Indian Ocean Territories – state type grants – transferred to the Attorney-General’s Department as a consequence of the Administrative Arrangements Order of 3 December 2007.

a On 1 July 2005 the Regional and Rural Development Grants and Regional and Rural Research Information and Data programs were merged into the Regional and Rural Research and Development Grants Program.



APPENDIX H—ADDITIONAL HUMAN RESOURCE STATISTICS

This appendix addresses the requirement for us to publish a range of human resource statistics. It includes:

- a profile of our workforce by classification and location;
- a profile of our workforce by gender, tenure and hours of work;
- the salary scales available by classification; and
- details of the extra salary payments made to non-Senior Executive Service (SES) staff on Australian Workplace Agreements (AWAs) in 2007–08.

These statistics include non-ongoing staff as at 30 June 2007 and 2008, but exclude inoperative and casual staff unless noted otherwise.

Table H.1 Workforce profile by classification and location

	APS 1-4 and equivalent		APS 5-6 and equivalent		EL1 and equivalent		EL2 and equivalent		SES/ SEC and equivalent		Holder of public office		Total ^a	
	06-07	07-08	06-07	07-08	06-07	07-08	06-07	07-08	06-07	07-08	06-07	07-08	06-07	07-08
Employees and public office holders														
ACT	196	177	337	337	280	291	193	175	44	40	1	3	1,057	1,023
NSW	8	6	35	38	11	10	1	1	-	-	-	-	55	55
Vic.	3	3	27	32	10	8	1	2	-	-	-	-	41	45
Qld	2	3	34	35	13	12	6	6	-	-	-	-	55	56
SA	1	-	12	14	5	6	4	4	-	-	-	-	22	24
WA	5	3	26	17	13	10	5	3	-	-	-	-	49	33
Tas.	-	-	3	3	1	1	-	-	-	-	-	-	4	4
NT	1	-	5	5	3	2	-	-	-	-	1	-	10	7
Norfolk Island	-	-	-	-	1	-	-	-	-	-	1	-	2	-
Total	216	192	479	481	337	340	210	191	44	40	3	3	1,289	1,247

APS = Australian Public Service, EL = Executive level, SEC = Secretary

Note: 'Equivalent' staff include employees performing legal, public affairs, transport safety investigation or other specialist duties.

a As part of machinery-of-government changes, 65 staff transferred to the Attorney-General's Department during 2007–08.



Table H.2 Workforce gender profile by tenure and hours of work

	Female		Male		Total	
	2006-07	2007-08	2006-07	2007-08	2006-07	2007-08
Employees other than Indian Ocean Territories staff						
Holder of public office	1	1	2	2	3	3
Ongoing full-time	477	471	657	651	1128	1122
Ongoing part-time	67	60	13	14	80	74
Non-ongoing full-time	29	18	30	18	59	36
Non-ongoing part-time	8	5	11	7	19	12
Total	582	555	707	692	1,289	1,247

Table H.3 Salary ranges (\$) for departmental employees by classification

	30 June 2005 (\$)	30 June 2006 (\$)	30 June 2007 (\$)	30 June 2008 (\$)
APS1	31,202-34,369	33,748-37,174	33,748-37,174	35,098-38,661
APS2	35,337-43,534	38,221-42,197	38,221-42,197	39,750-43,885
Graduate	37,600-37,600	43,608-43,608	43,608-43,608	45,353-45,353
APS3	40,318-52,881	43,608-63,257	43,608-47,086	45,353-48,969
APS4	44,671-52,881	48,316-54,996	48,316-52,502	50,249-54,602
APS5	49,871-59,263	53,941-64,337	53,941-64,099	56,098-59,850
APS6	54,072-85,627	58,484-89,052	58,484-80,902	60,824-84,138
EL1	69,267-93,987	74,920-97,746	74,920-112,975	77,916-117,494
EL2	79,571-122,557	86,064-150,000	86,064-156,000	89,507-162,240
SES1	134,906-178,433	130,977-175,000	130,000-175,500	135,200-182,520
SES2	174,115-178,433	152,246-185,000	170,000-200,000	156,000-208,000
SES3	214,626-214,626	182,471-195,000	186,000-210,000	187,200-218,400
Secretary	The Secretary's remuneration is as determined by the Prime Minister after taking into account the recommendations of the Remuneration Tribunal.			

Notes: Salary includes allowance and 'at-risk' pay, but excludes employer superannuation contributions and other non-salary benefits payable to staff in the Department.

Different pay scales may apply to specialist staff, junior staff and non-ongoing employees engaged in intermittent or irregular duties. For more information, please see the Department's collective agreement for 2006-09 <www.infrastructure.gov.au/department/about/agreement.aspx>.



Table H.4 Details of performance pay for non-SES staff on AWAs in 2007-08

Classification	Number of people paid	Total cost of payments (\$)	Average payment (\$)	Range of payments (\$)
EL2 and equivalent	3	18,253	6,084	5,000-7,628

Notes: The table shows the actual performance pay paid in the 2007-08 financial year.

Equivalent staff may include employees performing legal, public affairs, transport safety investigation or other specialist duties



APPENDIX I—AIRPORT PERFORMANCE DATA

The information in this appendix supplements the performance reporting in the body of the annual report, particularly the summary information on airport performance for Output 2.3.3.

I.1 Airport lease review meetings

The Department conducts annual lease reviews of the 22 leased federal airports to ensure compliance with the terms of their leases.

I.2 Airport insurance reviews

The airport leases and original sale documents require that the airports insure against a number of events. The Department assesses the adequacy of airport insurance cover each year.

I.3 Environmental authorisations

The Department may authorise an airport to undertake an action that may result in environmental emission limits being exceeded where the emissions will be no more damaging to the environment than if the limits were met.

I.4 Timeliness of airport expenditure plans and audit reports

The Department monitors airport expenditure obligations under the airport leases and based on the Australian National Audit Office and Joint committee on Public Accountability reporting recommendations.

I.5 Approved major development plans

A major development plan is required for each major development at an airport as defined in section 89 of the *Airports Act 1996*.



Table I.1 Airport lease review meetings

Airport	2006 lease review meeting held	2007 lease review meeting held	2008 lease review meeting held
Adelaide	22-Jun-06	25-May-07	21-May-08
Alice Springs	24-Aug-06	20-Jul-07	23-Jul-08
Archerfield	19-Jul-06	27-Jun-07	30-May-08
Bankstown	29-Mar-06	9-May-07	21-May-08
Brisbane	23-May-06	31-May-07	28-May-08
Camden	29-Mar-06	9-May-07	21-May-08
Canberra	16-Jun-06	1-Jun-07	13-May-08
Darwin	24-Aug-06	20-Jul-07	23-Jul-08
Essendon	5-May-06	17-May-07	29-May-08
Gold Coast	18-Jul-06	1-Jun-07	08-May-08
Hobart	5-Apr-06	4-Jul-07	12-Jun-08
Hoxton Park	29-Mar-06	9-May-07	21-May-08
Jandakot	26-Sep-06	9-Jul-07	19-May-08
Launceston	28-Jun-06	16-May-07	26-May-08
Melbourne	22-Aug-06	15-Jun-07	27-May-08
Moorabbin	4-May-06	18-May-07	24-Apr-08
Mount Isa	18-Jul-06	1-Jun-07	08-May-08
Parafield	22-Jun-06	25-May-07	21-May-08
Perth	25-Sep-06	10-Jun-07	20-May-08
Sydney	29-Mar-06	25-Jun-07	16-May-08
Tennant Creek	24-Aug-06	20-Jul-07	23-Jul-08
Townsville	18-Jul-06	1-Jun-07	08-May-08



Table I.2 Airport insurance reviews

Airport	Adviser's report received by Department	Date of Department's first follow-up with airport	Date final documents received from airport	Date of final letter to airport
Adelaide/Parafield	04-Dec-07	02-Jan-08	18-Jan-08	25-Jan-08
Archerfield	23-Aug-07	17-Oct-07	26-Oct-07	12-Dec-07
Bankstown/ Hoxton Park/ Camden	23-Aug-07	14-Dec-07	18-Dec-07	07-Jan-08
Brisbane	04-Dec-07	02-Jan-08	18-Jan-08	22-Jan-08
Canberra	17-Oct-07	23-Nov-07	23-Nov-07	11-Dec-07
Darwin/Alice Springs/ Tennant Creek	17-Oct-07	02-Nov-07	22-Nov-07	05-Dec-07
Essendon	23-Aug-07	11-Jan-08	11-Jan-08	22-Jan-08
Gold Coast/Townsville/ Mt Isa	04-Dec-07	10-Jan-08	05-Feb-08	20-Feb-08
Hobart	23-Aug-07	16-Oct-07	12-Nov-07	05-Dec-07
Jandakot	23-Aug-07	10-Oct-07	22-Oct-07	09-Nov-07
Melbourne/Launceston	17-Oct-07	16-Nov-07	07-Jan-08	22-Jan-08
Moorabbin	23-Aug-07	02-Nov-07	15-Nov-07	05-Dec-08
Perth	17-Oct-07	26-Nov-07	16-Jan-08	22-Jan-08
Sydney	23-Aug-07	31-Aug-07	18-Sep-08	07-Dec-07

Note: The renewal periods of insurance policies vary across airports. Therefore, the information reflected above may not necessarily reflect financial year outcomes.

Table I.3 Environmental authorisations

Airport	AEO	Authorisation holder	Date approved	Period of validity	Nature of authorisation	Gazetted? (date/issue)
No authorisations were issued in 2007-08	-	-	-	-	-	-



Table I.4 Timeliness of airport expenditure plans and audit reports.

Expenditure plans (due 1 July each year)			
	2005-06	2006-07	2007-08
On time	0	1	1
Late	5	2	0
Not received	–	0	0
No. required	5	3	1
Audited reports (due September each year for previous financial year)			
On time	3	2	4
Late	5	2	0
Not received	–	–	0
No. required	8	4	4

Note: As at September 2007, all airports have advised that they have met their Schedule 11 commitments. However, Canberra Airport is still to provide the Department its final audited report.

Table I.5 Approved major development plans

Airport	Development	Approval date
2008		
Canberra	15 Lancaster Place – office complex	18-Apr-08
2007		
Hobart	Outlet Centre and Bulky Goods/Homemaker Centre	08-Oct-07
Brisbane	Federal office building	28-Sep-07
Brisbane	Hotel Precinct – No. 1 Airport Drive	28-Sep-07
Brisbane	Parallel runway	18-Sep-07
Gold Coast	Terminal expansion	10-Sep-07
Perth	Linfox warehouse and distribution centre	8-Aug-07
Melbourne	DHL Danzas freight facility (MDP minor variation)	25-Jul-07
Melbourne	Mixed use development	13-Jul-07
Canberra	Southern office complex	26-May-07
Brisbane	Convenience centre	27-Mar-07
Hobart	Checked baggage screening facility	12-Feb-07



Airport	Development	Approval date
2006		
Brisbane	Northern access roads project	27-Sep-06
Brisbane	Gateway upgrade project	13-Sep-06
Brisbane	International terminal/concourse extension	5-Sep-06
Perth	Clay Manufacturing Plant	15-Aug-06
Perth	Coles Myer Distribution Centre	24-Jul-06
Brisbane	Multi-level car park	20-Jun-06
Canberra	Factory Outlet Centre	26-Apr-06
Canberra	Runway extension, minor variation	4-Apr-06
Melbourne	Reject Shop Distribution Centre	1-Mar-06
Melbourne	DHL Danzas Air and Ocean Freight Facility	1-Mar-06
Gold Coast	Tugun bypass	20-Feb-06
2005		
Essendon	Bulla Road, minor variation	13-Oct-05
Sydney KSA	Car park – international precinct	13-Apr-05
Adelaide	IKEA store	1-Feb-05
Parafield	Cross Keys works	19-Jan-05
2004		
Essendon	Bulla Road commercial – retail development	16-Dec-04
Melbourne	Office development	12-Nov-04
Gold Coast	Runway works	8-Nov-04
Canberra	Runway works	25-Aug-04
Brisbane	Direct factory outlet	25-Jun-04
Melbourne	International mail sorting facility	16-Jun-04
Brisbane	Virgin Blue hangar	11-May-04
2003		
Perth	Woolworths warehousing and distribution park	14-Nov-03
Canberra	Terminal expansion	4-Nov-03



APPENDIX J—INFRASTRUCTURE, TRANSPORT, REGIONAL DEVELOPMENT AND LOCAL GOVERNMENT PORTFOLIO BODIES

The Infrastructure, Transport, Regional Development and Local Government portfolio, in addition to the Department of Infrastructure, Transport, Regional Development and Local Government, includes the following bodies.

Joint Commonwealth–state bodies

Australian Transport Council <www.atcouncil.gov.au>

Austrroads Incorporated <www.austrroads.com.au>

Local Government and Planning Ministers' Council <www.lgpmcouncil.gov.au>

National Marine Safety Committee <www.nmsc.gov.au>

Regional Development Council <www.rdcouncil.gov.au>

Standing Committee on Regional Development

Standing Committee on Transport <www.aph.gov.au/house/committee/trs/index.htm>

Authorities and commissions

Airservices Australia <www.airservicesaustralia.com>

Australian Maritime Safety Authority <www.amsa.gov.au>

Civil Aviation Safety Authority <www.casa.gov.au>

International Air Services Commission <www.iasc.gov.au>

Marine Council

National Capital Authority^a <www.nationalcapital.gov.au>

Corporations and companies

Australian Road Research Board <www.arrb.org.au>

Australian Rail Track Corporation <www.artc.com.au>

Maritime Industry Finance Company Limited^b

National Transport Commission <www.ntc.gov.au>

Transport Certification Australia Ltd <www.tca.gov.au>

Territory administrations

Administrator of Norfolk Island^c

Northern Territory Administrator^d

Office of the Indian Ocean Territories Administrator^e

Advisory bodies

Australian Bicycle Council <www.austrroads.com.au/abc>

Area Consultative Committees <www.acc.gov.au>

Infrastructure Australia^f <www.infrastructureaustralia.gov.au>

Australian Logistics Council <www.austlogistics.com.au>

Regional Women's Advisory Council

Sustainable Regions Advisory Committees <www.sustainableregions.gov.au>



Tasmanian Freight Equalisation Scheme Review Authority

Technical Liaison Group

Other bodies

Australian Maritime College^e <www.amc.edu.au>

Infrastructure Coordinator^h <www.infrastructureaustralia.gov.au>

Inspector of Transport Security <www.ministers.infrastructure.gov.au>

Registrar of Liner Shipping

- a The National Capital Authority was transferred from the Portfolio to the Attorney-General's Portfolio following the Administrative Arrangements Order on 3 December 2008.*
- b The Maritime Industry Finance Company Limited was deregistered 24 April 2008.*
- c The administration of the Territories transferred from the Portfolio to the Attorney-General's Portfolio following the Administrative Arrangements Order on 3 December 2008.*
- d The administration of the Territories transferred from the Portfolio to the Attorney-General's Portfolio following the Administrative Arrangements Order on 3 December 2008.*
- e The administration of the Territories transferred from the Portfolio to the Attorney-General's Portfolio following the Administrative Arrangements Order on 3 December 2008.*
- f Infrastructure Australia was established by the Infrastructure Australia Act 2008 on 9 April 2008.*
- g The Maritime College Act 1978 was repealed on 1 January 2008 and the College merged with the University of Tasmania.*
- h The Infrastructure Coordinator was established by the Infrastructure Australia Act 2008 on 9 April 2008.*



APPENDIX K—PERFORMANCE INDICATORS MODIFIED OR NEW SINCE THE 2007-08 PORTFOLIO BUDGET STATEMENTS

The following table shows the performance indicators that have been modified or are new since the tabling of the 2007-08 Portfolio Budget Statements (PBS). Refer to the program summary of performance in the applicable output for details of the origin of the modified or new performance indicators.

Table K.1 Performance indicators modified or new since the 2007-08 PBS

Program/ applicable Output	Original 2007-08 PBS Performance Indicator	Modified/new performance indicator appearing in the 2007-08 Annual Report
AusLink Strategic Regional – supplementary (Output 1.1.1)	None	<p>Effectiveness</p> <p><i>Local councils and states and territory governments on behalf of unincorporated areas use funds to develop regional land transport infrastructure supporting industry, tourism and economic development.</i></p> <p>Quality</p> <p><i>Projects eligible for approval by the responsible Minister under Part 6 of the AusLink (National Land Transport) Act 2005.</i></p> <p>Quantity</p> <p><i>Approximately 700 councils and state and territory governments on behalf of unincorporated areas are eligible for funding.</i></p>
Funding for road projects other than under the AusLink (National Land Transport) Act 2005 (Output 1.1.1)	<p>Effectiveness</p> <p><i>A detailed assessment of options to address transport and other problems at the intersection of Whitehorse and Springvale roads is produced</i></p> <p>Quality</p> <p><i>A preferred option for addressing the problems is agreed</i></p>	<p>Effectiveness</p> <p><i>Freight and logistics infrastructure connecting with the AusLink National Network and export facilities are maintained and enhanced to support freight flows.</i></p> <p>Quality</p> <p><i>Land transport infrastructure projects, identified and developed in consultation with asset owners, improve land transport linkages including with the AusLink National Network.</i></p> <p><i>Projects are administered in line with relevant legislation.</i></p> <p>Quantity</p> <p><i>Various land transport infrastructure projects identified and developed in consultation with asset owners.</i></p>



Program/ applicable Output	Original 2007-08 PBS Performance Indicator	Modified/new performance indicator appearing in the 2007-08 Annual Report
Australian Maritime College – marine research funding project (Output 2.3.1)	None	<p>Effectiveness</p> <p><i>Enhanced maritime research capability through capital investment to upgrade the Australian Maritime College's Cavitation Tunnel and Ship Simulator.</i></p> <p>Quality</p> <p><i>Payments are made against expenditure in line with funding agreement.</i></p> <p>Location</p> <p><i>Launceston, Tasmania.</i></p>
keys2drive (Output 2.3.2)	None	<p><i>Facilitate development and delivery of the keys2drive education program for learner drivers.</i></p>
Seatbelts on regional school buses (Output 2.3.2)	None	<p>Effectiveness</p> <p><i>The provision of seatbelts on regional school buses is increased.</i></p> <p>Quality</p> <p><i>Eligible bus operators are able to apply for funding for buses used on eligible routes.</i></p> <p>Quantity</p> <p><i>Up to \$25,000 is available per bus to a maximum of \$9.4 million (applications are prioritised if the program is oversubscribed).</i></p> <p>Location</p> <p><i>Open to applicants in rural and regional areas.</i></p>



Program/ applicable Output	Original 2007-08 PBS Performance Indicator	Modified/new performance indicator appearing in the 2007-08 Annual Report
Better Regions (Output 3.1.1)	None	<p>Effectiveness</p> <p><i>The Better Regions election commitments will benefit communities by providing local infrastructure for a variety of economic and social needs.</i></p> <p>Quality</p> <p><i>Program processes and procedures are in place in line with government legislative requirements.</i></p> <p>Quantity</p> <p><i>Agreed regional election commitments.</i></p> <p>Location</p> <p><i>The projects are based across Australia.</i></p>
Young District Medical Centre (Output 3.1.1)		<p>Effectiveness</p> <p><i>The Young District Medical Centre is able to better service its patients and medical students.</i></p> <p>Quality</p> <p><i>Increased availability of access to medical services for the community.</i></p> <p><i>Improved education and training for medical students.</i></p> <p>Location</p> <p><i>Young, New South Wales</i></p>
Local government amalgamation – plebiscites in Queensland (Output 3.2.1)		<p>Effectiveness</p> <p><i>Funding to Australian Electoral Commission for conduct of plebiscites.</i></p> <p>Quality</p> <p><i>Payments made within agreed timelines.</i></p> <p>Location</p> <p><i>Queensland.</i></p>



APPENDIX L—PREVIOUS AND CURRENT OUTCOME AND OUTPUT STRUCTURES

Figure L.1: Current outcome and output structure (as published in the 2008-09 PBS)

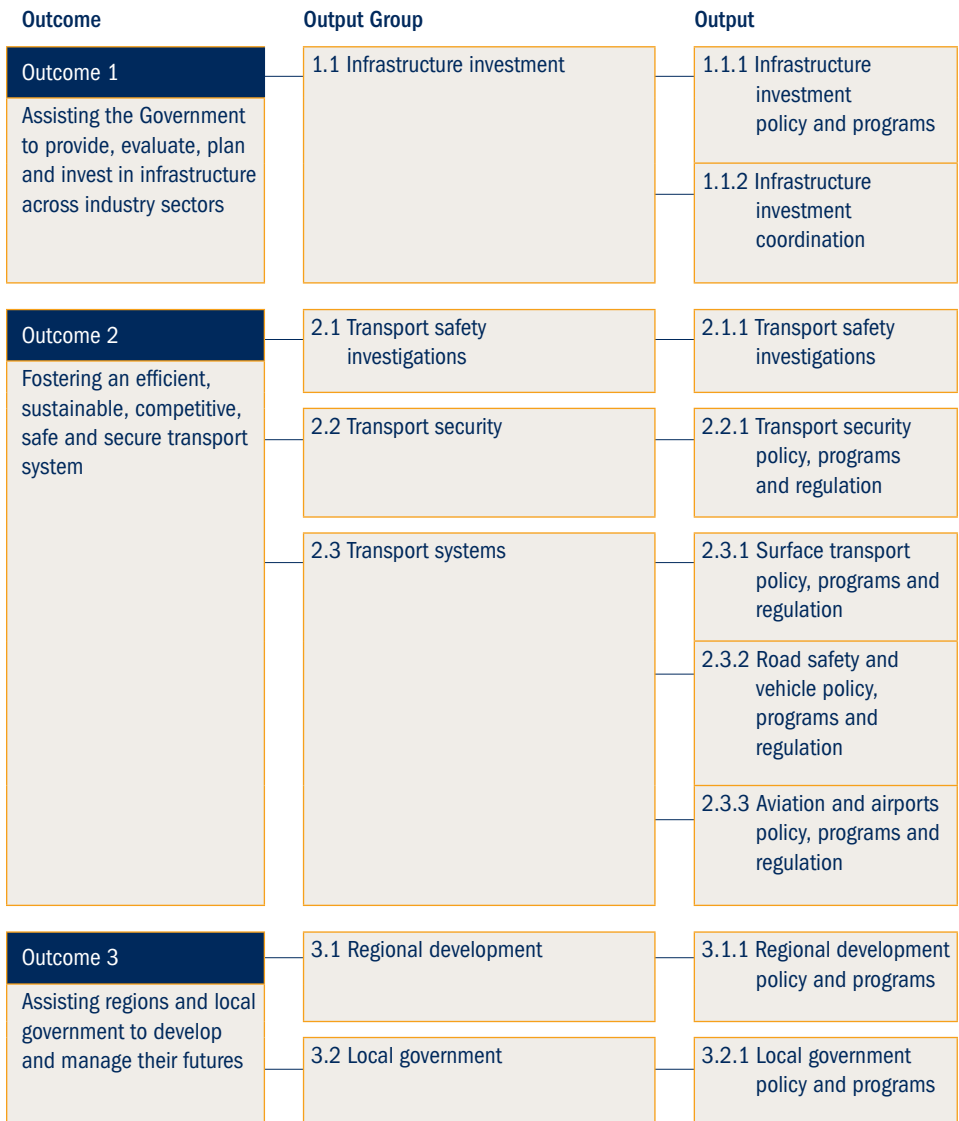
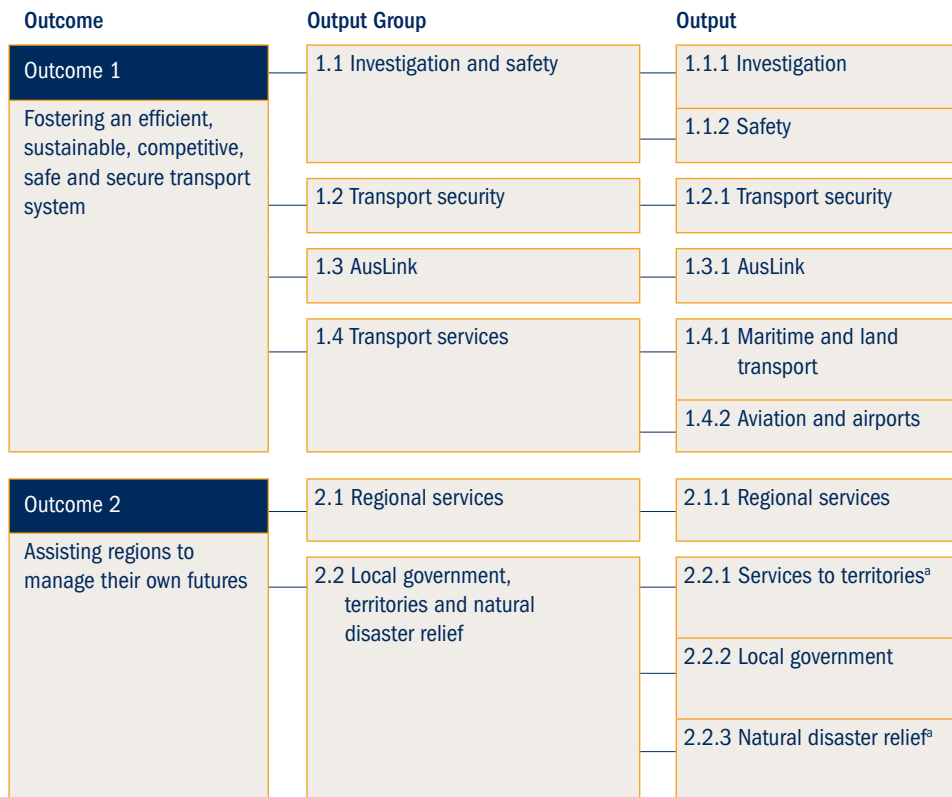


Figure L.2: Previous outcome and output structure (as published in the 2007-08 PAES)



^a Following the change in government and the issuing of the Administrative Arrangements Order of 3 December 2007, the Department transferred responsibility for services to territories and natural disaster relief functions (Outputs 2.2.1 and 2.2.3) and associated administered programs to the Attorney-General's Department.

APPENDIX M—RESOURCING BY OUTCOME AND OUTPUT—CURRENT AND PREVIOUS OUTCOME STRUCTURES

The following tables show, for comparison purposes, the resourcing for 2007-08 in both the current three outcome and the previous two outcome structures. These tables are presented in the same format as the resourcing tables for Outcome 1 (Table 3.1), Outcome 2 (Table 4.1) and Outcome 3 (Table 5.1), except that administered expenses are aggregated. Refer to Tables 3.1, 4.1 and 5.1 for details of the cost of individual administered programs. The three outcome structure was first published in the 2008-09 Portfolio Budget Statements (PBS), while the two outcome structure is as published in the 2007-08 Portfolio Additional Estimates Statements (PAES), noting that Outputs 2.2.1 Services to territories, and 2.2.3 Natural disaster relief have not been included as the functions associated with these outputs, and the associated administered programs, were transferred to the Attorney-General's Department in accordance with the Administrative Arrangements Order of 3 December 2007.

Table M.1—Resource allocation 2007-08 current three outcome structure

Outcome and Output	Budget	Actual	Variance
	2007-08	2007-08	per cent
Outcome 1 – Assisting the Government to provide, evaluate, plan and invest in infrastructure across industry sectors			
Price of Departmental Outputs			
Output 1.1.1 – Infrastructure investment policy and programs	19,195	19,479	1.5
Output 1.1.2 – Infrastructure investment coordination	3,307	946	-71.4
Total price of departmental outputs	22,502	20,425	-9.2
Less receipts from independent sources	177	128	-27.7
Net price to government	22,325	20,297	-9.1
Cost of Administered Expenses			
Administered expenses	3,246,638	2,979,836	-8.2
Plus depreciation, writedown of assets etc.	0	0	0
Total administered operating expenses	3,246,638	2,979,836	-8.2
Less administered revenues	263	264	0.4
Net cost to government	3,246,375	2,979,572	-8.2
Total for Outcome 3			
(Total Net Price of Outputs and Cost of Administered Expenses)	3,268,700	2,999,869	-8.2
Average staffing level	103	109	6.0



Outcome and Output	Budget	Actual	Variance
	2007-08	2007-08	per cent
Outcome 2 – Fostering an efficient, sustainable, competitive, safe and secure transport system			
Price of Departmental Outputs			
Output 2.1.1 – Transport safety investigations	23,800	23,792	0.0
Output 2.2.1 – Transport security policy, programs and regulation	80,264	77,537	-3.4
Output 2.3.1 – Surface transport policy, programs and regulation	17,411	16,695	-4.1
Output 2.3.2 – Road safety and vehicle policy, programs and regulation	16,623	14,520	-12.7
Output 2.3.3 – Aviation and airports policy, programs and regulation	34,666	33,649	-2.9
Total price of departmental outputs	172,764	166,193	-3.8
Less receipts from independent sources	3,996	4,373	9.4
Net price to government	168,768	161,820	-4.1
Cost of Administered Expenses			
Administered Expenses	309,705	281,133	-9.2
Plus depreciation, writedown of assets etc.	1,064	1,066	0.2
Total administered operating expenses	310,769	282,199	-9.2
Less administered revenues	226,036	227,724	0.7
Net cost to government	84,733	54,475	-35.7
Total for Outcome 2			
(Total net price of outputs and cost of administered expenses)	253,501	216,295	-14.7
Average staffing level	853	823	-3.5



Outcome and Output	Budget	Actual	Variance
	2007-08	2007-08	per cent
Outcome 3 – Assisting regions and local government to develop and manage their futures			
Price of Departmental Outputs			
Output 3.1.1 – Regional development policy and programs	40,631	41,675	2.6
Output 3.2.1 – Local government policy and programs	2,606	4,383	68.2
Total price of departmental outputs	43,237	46,058	6.5
Less receipts from independent sources	701	601	-14.3
Net price to government	42,536	45,457	6.9
Cost of Administered Expenses			
Administered Expenses	1,906,667	1,882,039	-1.3
Plus depreciation, writedown of assets etc.	0	0	0
Total administered operating expenses	1,906,667	1,882,039	-1.3
Less administered revenues	4923	4931	0.2
Net cost to government	1,901,744	1,877,108	-1.3
Total for Outcome 3			
(Total Net Price of Outputs and Cost of Administered Expenses)	1,944,280	1,922,565	-1.1
Average staffing level	243	271	11.4
Totals for Outcomes 1, 2 and 3			
Total Price of Departmental Outputs (Outcomes 1, 2 and 3)	233,629	227,574	-2.6
Total Cost of Administered Expenses (Outcomes 1, 2 and 3)	5,232,852	4,911,155	-6.1
Total Price and Cost (Outcomes 1, 2 and 3)	5,466,481	5,138,729	-6.0
Total Average Staffing Level (Outcomes 1, 2 and 3)	1,199	1,203	0.3



Table M.2 -Resource allocation 2007-08 previous two outcome structure

Outcome and Output	Budget	Actual	Variance
	2007-08	2007-08	per cent
Outcome 1 - Fostering an efficient, sustainable, competitive, safe and secure transport system.			
Price of Departmental Outputs			
Output 1.1.1 - Investigation	23,807	23,940	0.6
Output 1.1.2 - Safety	17,519	15,384	-12.2
Output 1.2.1 - Transport security	80,484	77,866	-3.3
Output 1.3.1 - AusLink	23,434	22,390	-4.5
Output 1.4.1 - Maritime and land transport	16,080	14,012	-12.9
Output 1.4.2 - Aviation and Airports	33,942	33,026	-2.7
Total price of departmental outputs	195,266	186,618	-4.4
Less receipts from independent sources	4,173	4,501	7.9
Net price to government	191,093	182,117	-4.7
Cost of Administered Expenses			
Administered Expenses	3,556,343	3,258,057	-8.4
Plus depreciation, writedown of assets etc.	1,064	3,978	273.9
Total administered operating expenses	3,557,407	3,262,035	-8.3
Less administered revenues	226,299	227,988	0.7
Net cost to government	3,331,108	3,034,047	-8.9
Total for Outcome 1			
(Total Net Price of Outputs and Cost of Administered Expenses)	3,522,201	3,216,164	-8.7
Average staffing level	956	932	-2.5



Outcome and Output	Budget	Actual	Variance
	2007-08	2007-08	per cent
Outcome 2 - Assisting regions to manage their own futures.			
Price of Departmental Outputs			
Output 2.1.1 - Regional services	40,631	41,675	2.6
Output 2.2.2 - Local government	2,606	4,383	68.2
Total price of departmental outputs	43,237	46,058	6.5
Less receipts from independent sources	701	601	-14.3
Net price to government	42,536	45,457	6.9
Cost of Administered Expenses			
Administered Expenses	1,906,667	1,882,039	-1.3
Plus depreciation, writedown of assets etc.	0	0	0.0
Total administered operating expenses	1,906,667	1,882,039	-1.3
Less administered revenues	4,923	4,931	0.2
Net cost to government	1,901,744	1,877,108	-1.3
Total for Outcome 2			
Total Net Price of Outputs and Cost of Administered Expenses	1,944,280	1,922,565	-1.1
Average staffing level	243	271	11.4
Totals for Outcomes 1 and 2			
Total Price of Departmental Outputs (Outcomes 1 and 2)	233,629	227,574	-2.6
Total Cost of Administered Expenses (Outcomes 1 and 2)	5,232,852	4,911,155	-6.1
Total Price and Cost (Outcomes 1 and 2)	5,466,481	5,138,729	-6.0
Total Average Staffing Level (Outcomes 1 and 2)	1,199	1,203	0.3

