

APPENDICES



APPENDIX A—AGENCY RESOURCE STATEMENTS AND RESOURCES FOR OUTCOMES

The Agency Resource Statement (Table A.1) represents a reconciliation of the Department's final usage of all resources in cash terms, calculated by declaring the actual available appropriation for 2008–09 (including carried forward cash balances and further adjustments such as section 32 transfers under the *Financial Management and Accountability Act 1997* and advances to the Finance Minister), and comparing this to the actual payments made. Additionally, for departmental appropriations and special accounts, information about any remaining balance to be carried over to the 2009–10 financial year is reported.

The resources for outcomes tables (A.2, A.3 and A.4) are presented by appropriation source and correspond to the Total Resources for Outcome tables in the 2008–09 Portfolio Budget Statements.

Table A.1 Agency resource statement

	Actual available appropriations for 2008–09 \$'000	Payments made 2008–09 \$'000	Balance remaining \$'000
Ordinary annual services^a			
Departmental outputs			
Departmental outputs ^b	350,673	252,137	98,536
Section 31 relevant agency receipts	2,623	2,623	0
Total	353,296	254,760	98,536
Administered expenses			
Outcome 1	102,297	90,195	
Outcome 2 ^c	194,032	176,209	
Outcome 3 ^c	159,728	101,046	
Payments to portfolio CAC Act bodies non-operating	96,623	96,623	
Total	552,680	464,073	
Total ordinary annual services	905,976	718,833	
Other services^d			
Administered expenses			
Specific payments to states, ACT, NT and local government			
Outcome 1 ^c	3,125,303	3,125,303	
Outcome 2	0	0	
Outcome 3	564,267	494,257	
Total	3,689,570	3,619,560	

Table A.1 continued.

	Actual available appropriations for 2008–09 \$'000	Payments made 2008–09 \$'000	Balance remaining \$'000
Administered non-operating			
Administered assets and liabilities ^c	1,196,801	422,000	
Total	1,196,801	422,000	
Total other services	4,886,371	4,041,560	
Special Appropriations			
Special Appropriations limited by criteria/entitlement			
<i>Australian Maritime Safety Authority Act 1990</i>	67,400	67,400	
<i>Aviation Fuel Revenues (Special Appropriation) Act 1988 – Section 4</i>	78,253	78,253	
<i>Interstate Road Transport Act 1985</i>	54,309	54,309	
<i>Local Government (Financial Assistance) Act 1995</i>	2,370,863	2,370,863	
<i>Protection of the Sea (Oil Pollution Compensation Fund) Act 1996</i>	2,632	2,632	
Total Special Appropriations	2,573,457	2,573,457	
Less payments into special accounts		(54,309)	
Total Appropriations excluding Special Accounts		2,519,148	
Special Accounts			
Opening balance	15,326		
Appropriation receipts	54,309		
Non appropriation receipts to Special Accounts	1,005,000		
Adjustments	(15,000)		
Payments made		1,054,879	
Closing balance			4,756
Total resourcing and payments	9,425,439	8,334,420	

CAC Act = Commonwealth Authorities and Companies Act 1997

- a *Appropriation Act (No. 1) 2008–09, Appropriation Act (No. 3) 2008–09, Appropriation Act (No. 5) 2008–09 and Section 32 transfers. Refer to Note 26A of the Financial Statements for amounts appropriated under these Acts.*
- b *Actual Available Appropriations for 2008–09 includes prior year amounts which represent funding for future liabilities and future asset replacement.*
- c *Actual Available Appropriations for 2008–09 includes retained administered funds from prior years.*
- d *Appropriation Act (No. 2) 2008–09, Appropriation Act (No. 4) 2008–09, Appropriation Act (No. 6) 2008–09, Appropriation (Nation Building and Jobs) Act (No. 2) 2008–09 and Advances to the Finance Minister. Refer to Note 26B of the Financial Statements for amounts appropriated under these Acts.*

Table A.2 Resources for Outcome 1: Improved infrastructure across Australia through investment in and coordination of transport and other infrastructure

	Budget ^a 2008–09 \$'000	Actual Expenses 2008–09 \$'000	Variation \$'000
Output Group 1.1: Infrastructure investment			
Administered items			
Annual Appropriations	4,211,038	4,210,394	(644)
Special Accounts			
Building Australia Fund Infrastructure Portfolio Special Account	1,005,000	1,005,000	0
Total Administered items	5,216,038	5,215,394	(644)
Departmental Outputs			
Output 1.1.1: Infrastructure investment policy and programs	21,220	22,759	1,539
Output 1.1.2: Infrastructure investment coordination	10,091	8,096	(1,995)
Total Departmental Outputs	31,311	30,855	(456)
Subtotal for Output Group 1.1	5,247,349	5,246,249	(1,100)
Total for Outcome 1	5,247,349	5,246,249	(1,100)
Total Departmental	31,311	30,855	(456)
Total Administered	5,216,038	5,215,394	(644)
Average staffing level (number)		141	

a Full-year budget, including any subsequent adjustments made to the 2008–09 Budget.

Table A.3 Resources for Outcome 2: An efficient, sustainable, competitive, safe and secure transport system for all transport users through regulation, financial assistance and safety investigations

	Budget ^a 2008–09 \$'000	Actual Expenses 2008–09 \$'000	Variation \$'000
Output Group 2.1: Transport safety investigations			
Administered items			
Annual Appropriations	0	0	0
Total Administered items	0	0	0
Departmental Outputs			
Output 2.1.1: Transport safety investigations	22,197	23,996	1,799
Total Departmental Outputs	22,197	23,996	1,799
Subtotal for Output Group 2.1	22,197	23,996	1,799

Table A.3 continued.

	Budget ^a 2008–09 \$'000	Actual Expenses 2008–09 \$'000	Variation \$'000
Output Group 2.2: Transport security			
Administered items			
Annual Appropriations	14,789	13,876	(913)
Total Administered items	14,789	13,876	(913)
Departmental Outputs			
Output 2.2.1: Transport security policy, programs and regulation	77,957	79,399	1,442
Total Departmental Outputs	77,957	79,399	1,442
Subtotal for Output Group 2.2	92,746	93,275	529
Output Group 2.3: Transport systems			
Administered items			
Annual Appropriations	268,502	262,290	(6,212)
Special Appropriations			
<i>Australian Maritime Safety Authority Act 1990</i>	64,097	67,400	3,303
<i>Aviation Fuel Revenues (Special Appropriation) Act 1999</i>	78,112	78,253	141
<i>Protection of the Sea (Oil Pollution Compensation Fund) Act 1993</i>	3,856	3,921	65
Special Accounts			
Interstate Road Transport Special Account	55,030	54,741	(289)
Total Administered items	469,597	466,605	(2,992)
Departmental Outputs			
Output 2.3.1: Surface transport policy, programs and regulation	22,550	19,551	(2,999)
Output 2.3.2: Road safety and vehicle policy, programs and regulation	15,886	16,890	1,004
Output 2.3.3: Aviation and airports policy, programs and regulation	37,614	37,862	248
Total Departmental Outputs	76,050	74,303	(1,747)
Subtotal for Output Group 2.3	545,647	540,908	(4,739)
Total for Outcome 2	660,590	658,179	(2,411)
Total Departmental	176,204	177,698	1,494
Total Administered	484,386	480,481	(3,905)
Average staffing level (number)		872	

a Full-year budget, including any subsequent adjustments made to the 2008–09 Budget.

Table A.4 Resources for Outcome 3: Coordinated community infrastructure and services in rural, regional and local government areas through financial assistance

	Budget ^a 2008–09 \$'000	Actual Expenses 2008–09 \$'000	Variation \$'000
Output Group 3.1: Regional development			
Administered items			
Annual Appropriations	104,941	93,243	(11,698)
Total Administered items	104,941	93,243	(11,698)
Departmental Outputs			
Output 3.1.1: Regional development policy and programs	31,924	27,264	(4,660)
Total Departmental Outputs	31,924	27,264	(4,660)
Subtotal for Output Group 3.1	136,865	120,507	(16,358)
Output Group 3.2: Local government			
Administered items			
Annual Appropriations	512,267	502,257	(10,010)
Special Appropriations <i>Local Government (Financial Assistance) Act 1995</i>	2,351,298	2,351,297	(1)
Total Administered items	2,863,565	2,853,554	(10,011)
Departmental Outputs			
Output 3.2.1: Local government policy and programs	11,934	15,189	3,255
Total Departmental Outputs	11,934	15,189	3,255
Subtotal for Output Group 3.2	2,875,499	2,868,743	(6,756)
Total for Outcome 3	3,012,364	2,989,250	(23,114)
Total Departmental	43,858	42,453	(1,405)
Total Administered	2,968,506	2,946,797	(21,709)
Average staffing level (number)		206	

a Full-year budget, including any subsequent adjustments made to the 2008–09 Budget.

Table A.5 Administered program expenses – Outcome 1

	Budget ^a 2008–09 \$'000	Actual Expenses 2008–09 \$'000	Variation \$'000
Output Group 1.1: Infrastructure investment			
Output 1.1.1: Infrastructure investment policy and programs			
Annual administered expenses			
Nation Building Program ^b	4,210,896	4,210,331	(565)
Nation Building Program Investment	2,553,347	2,553,347	0
Nation Building Black Spot Projects	144,728	144,728	0
Nation Building boom gates for rail crossings	50,000	50,000	0
Nation Building Heavy Vehicle Safety and Productivity ^c	10,000	10,000	0
Nation Building Roads to Recovery	355,579	354,986	(593)
Nation Building Off-Network Projects	99,718	99,719	1
Nation Building Off-Network Projects supplementary	79,088	65,881	(13,207)
Nation Building improving local roads	83,752	78,681	(5,071)
Nation Building improving the National Network	834,464	852,770	18,306
Nation Building funding for road projects other than under the <i>AusLink (National Land Transport) Act 2005</i>	220	219	(1)
Management of residual issues of former Australian National Railway Commission	142	63	(79)
Special Account expenses			
Nation Building Plan for the Future (<i>Building Australia Fund Infrastructure Portfolio Special Account</i>)	1,005,000	1,005,000	0
Total Output 1.1.1	5,216,038	5,215,394	(644)
Total Output Group 1.1	5,216,038	5,215,394	(644)
Total Outcome 1	5,216,038	5,215,394	(644)

a Full-year budget, including any subsequent adjustments made to the 2008–09 Budget.

b Effective 1 January 2009 the Treasury is responsible for payments to state and territories for national partnership payments. Further information on these administered programs can be found in the Treasury's Portfolio Budget Statements program information.

c Previously known as Nation Building Heavy Vehicle Safety.

Notes The Nation Building Plan for the Future (Investing in public transport links for our major cities) program was a new measure announced in the 2009–10 PBS with funding for 2008–09 and does not appear in this table because, under the new Federal Financial Relations framework, effective 1 January 2009, the Treasury is responsible for payments to state and territory governments. Further information on this administered program can be found in the Treasury's PBS program information.

The Murray River Bridges–Federation Fund Project does not appear in this table because, under the new Federal Financial Relations framework, effective 1 January 2009, the Treasury is responsible for payments to state and territory governments. Further information on this administered program can be found in the Treasury's PBS program information.

Table A.6 Administered program expenses – Outcome 2

	Budget ^a 2008–09 \$'000	Actual Expenses 2008–09 \$'000	Variation \$'000
Output Group 2.2: Transport security			
Output 2.2.1: Transport security policy, programs and regulation			
Annual administered expenses			
Aviation security enhancements	14,789	13,876	(913)
Checked baggage screening	10,048	9,632	(416)
Increased air cargo inspections	0	3	3
Improving international aviation security	414	311	(103)
Regional passenger screening	870	742	(128)
Screening for liquids, aerosols and gels	3,457	3,188	(269)
Total Output 2.2.1	14,789	13,876	(913)
Total Output Group 2.2	14,789	13,876	(913)
Output Group 2.3: Transport systems			
Output 2.3.1: Surface transport policy, programs and regulation			
Annual administered expenses			
Bass Strait Passenger Vehicle Equalisation Scheme	34,436	35,060	624
International Maritime Organization – contribution	271	271	0
National Transport Commission	2,769	2,743	(26)
OECD Road Transport – contribution	43	40	(3)
Tasmanian Freight Equalisation Scheme	111,300	109,419	(1,881)
Tasmanian Wheat Freight Scheme	1,050	319	(731)
Payments to CAC Act bodies – AMSA (Annual) ^b	49,394	50,742	1,348
Special Appropriation expenses			
<i>Australian Maritime Safety Authority Act 1990^b</i>	64,097	67,400	3,303
<i>Protection of the Sea (Oil Pollution Compensation Fund) Act 1996</i>	3,856	3,921	65
Special Account expenses			
Interstate Road Transport fees – (<i>Interstate Road Transport Special Account</i>)	55,030	54,741	(289)
Total Output 2.3.1	322,246	324,656	2,410

Table A.6 continued.

	Budget ^a 2008–09 \$'000	Actual Expenses 2008–09 \$'000	Variation \$'000
Output 2.3.2: Road safety and vehicle policy, programs and regulation			
Annual administered expenses			
keys2drive	1,500	1,500	0
Seatbelts on regional school buses	1,875	1,194	(681)
Total Output 2.3.2	3,375	2,694	(681)
Output 2.3.3: Aviation and airports policy, programs and regulation			
Annual administered expenses			
Airport Lessee Companies – reimbursement of parking fines	1,500	277	(1,223)
Implementation of noise amelioration	1,245	276	(969)
- Adelaide Airport	300	248	(52)
- Sydney Airport	945	28	(917)
International Civil Aviation Organization – contribution	1,525	1,525	0
Payment scheme for Airservices Australia's en route charges	6,157	4,664	(1,493)
Remote Aerodrome Safety	6,218	5,049	(1,169)
Sydney West Airport – rental properties	2,284	2,268	(16)
Payments to CAC Act bodies – CASA (Annual) ^b	45,881	45,881	0
Depreciation and amortisation	1,054	1,062	8
Special Appropriation expenses			
<i>Aviation Fuel Revenues (Special Appropriation) Act 1988^c</i>	78,112	78,253	141
Total Output 2.3.3	143,976	139,255	(4,721)
Total Output Group 2.3	469,597	466,605	(2,992)
Total Outcome 2	484,386	480,481	(3,905)

a Full-year budget, including any subsequent adjustments made to the 2008–09 Budget.

b This relates to appropriation for portfolio CAC Act bodies which is provided through the Department.

c Relates to payments to CAC Act bodies.

Table A.7 Administered program expenses – Outcome 3

	Budget ^a 2008-09 \$'000	Actual Expenses 2008-09 \$'000	Variation \$'000
Output Group 3.1: Regional development			
Output 3.1.1: Regional development policy and programs			
Annual administered expenses			
Better Regions	19,000	23,104	4,104
East Kimberley Development Package ^b	16,400	0	(16,400)
Foundation for Rural and Regional Renewal	500	500	0
Regional and Rural Research and Development Grants	128	125	(3)
Regional Development Australia committees	17,361	17,437	76
Regional Partnerships	42,547	45,411	2,864
Remote Air Services Subsidy Scheme	8,300	5,726	(2,574)
Sustainable Regions	705	940	235
Total Output 3.1.1	104,941	93,243	(11,698)
Total Output Group 3.1	104,941	93,243	(11,698)
Output Group 3.2: Local government			
Output 3.2.1: Local government policy and programs			
Annual administered expenses			
Establishment of a local government centre of excellence	8,000	8,000	0
Regional and Local Community Infrastructure Program	490,000	479,990	(10,010)
Supplementary funding to South Australian councils for local roads	14,267	14,267	0
Special Appropriation expenses			
<i>Local Government (Financial Assistance) Act 1995</i>	2,351,298	2,351,297	(1)
Total Output 3.2	2,863,565	2,853,554	(10,011)
Total Outcome 3	2,968,506	2,946,797	(21,709)

a Full-year budget, including any subsequent adjustments made to the 2008-09 Budget.

b Effective 1 January 2009 the Treasury is responsible for payments to state and territories for national partnership payments. Further information on these administered programs can be found in the Treasury's Portfolio Budget Statements program information.

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 (BITRE) in 2008–09.

Overview

BITRE provides economic analysis, research and statistics on infrastructure, transport, local government and regional development issues, for the purposes 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 portfolio issues.

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

BITRE also includes the Department's Climate Change Task Force, which coordinates departmental involvement in engagement with the government's climate change policy agenda.

Research

Among its major research activities in 2008–09, BITRE:

- released detailed forecasts, to 2030, of traffic on the non-urban national road network;
- conducted and released research into urban transport trends in Australian cities;
- participated in the Treasury's modelling of the economic impact of emissions-trading scenarios;
- produced a paper for the Australian Council of Local Government on the regional impacts of the economic downturn;
- progressed a range of projects, including:
 - » evaluating the Nation Building Black Spot Projects program;
 - » estimating the cost of road crashes;
 - » projecting traffic on the National Network urban corridors; and
 - » researching the spatial distribution of income support payments, and the cost of living in Australia's regions;
- undertook analysis in areas including transport regulatory reform and local government growth pressures to inform policy and program development; and
- provided advice to other departments, drawing on expertise in areas such as small area income, wealth and social capital measurement.

Statistics

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

BITRE's *Waterline* series provides information on the performance of Australia's container ports. During 2008–09 BITRE commenced investigation of the inclusion of bulk port performance information as outlined in the April 2009 issue of *Waterline*.

In 2008–09, BITRE released the second transport statistics yearbook, an annual compendium of transport statistics and trends. BITRE commenced developing an expanded yearbook, to include statistics in infrastructure sectors other than transport.

BITRE also released the *Northern Australian Statistical Compendium*, which will inform the work of the Department's Office of Northern Australia.

Publications

Table B.1 provides a comprehensive listing of BITRE's major 2008–09 publications, all of which are available as free downloads from the BITRE website.

Table B.1 Bureau of Infrastructure, Transport and Regional Economics publications, 2008–09

	Issue	Title
Reports	115	<i>Air transport services in regional Australia: trends and access</i>
	116	<i>A regional economy—a case study of Tasmania</i>
Working papers	74	<i>Moving urban Australia: can congestion charging unplug our roads?</i>
	75	<i>National road network intercity traffic projections to 2030</i>
Information paper	63	<i>Household wealth</i>
Briefing paper	1	<i>How do fuel use and emissions respond to price changes?</i>
Information sheets	28	Freight rates in Australia 1964–65 to 2007–08
	29	Public road-related expenditure and revenue in Australia 2008 update
	31	Urban passenger transport: how people move about in Australian cities
	32	Changes in Australia's industry structure: main cities 2001–06
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 2007	
Other major publications	12, 13	<i>Avline</i>
	44, 45	<i>Waterline</i>
		<i>Economic wellbeing of Australia's regions</i> (staff paper)
		<i>Northern Australia statistical compendium 2009</i>
		<i>Australian transport statistics yearbook 2009</i>
		'Modelling the road transport sector', BITRE–CSIRO appendix to the Treasury's <i>Australia's low pollution future: the economics of climate change mitigation</i>
		<i>Tasmanian freight schemes parameter review</i>
		<i>Regional economic growth database update 2005–06</i>
		<i>The global economic downturn: some implications for Australian local governments</i>

Conferences and workshops

BITRE's Infrastructure Colloquium on the theme 'Infrastructure for the nation's future' was held in June 2009. Approximately 210 delegates took part in a program, which covered topics such as infrastructure delivery, urban planning and transport, and local government issues. Speaker presentations can be downloaded from the BITRE website.

During 2008–09 BITRE convened a number of other workshops and seminars, as part of its role in promoting policy discussion. In October 2008, BITRE hosted a City Issues and Data workshop in Canberra, involving participants from the Council of Capital City Lord Mayors and various Australian Government departments. In April 2009, BITRE hosted a seminar with transport planner Todd Litman, Director of the Victoria Transport Policy Institute, British Columbia, Canada, on the future of urban transport. In June 2009, BITRE convened a seminar with Professor Kjell Aleklett from the Global Energy Systems Group at Uppsala University in Sweden, on oil depletion and transport energy issues.

BITRE staff members delivered 23 external 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, and a global platform for transport, logistics and mobility issues.

In May 2009, the Minister for Infrastructure, Transport, Regional Development and Local Government attended and participated in the ITF meeting of transport ministers, held in Leipzig, Germany, on the theme of 'Transport for a Global Economy: Challenges and Opportunities in the Downturn'. In total, almost 900 participants, representing 53 countries, attended the forum. The Australian delegation included 12 leaders from industry, government and the university sector.

As part of the preparation for the ITF meeting, Australia hosted a seminar in Sydney in January 2009. The participants included ITF representatives as well as international and Australian researchers and industry representatives. Australia and the United Kingdom co-chaired a task force which led the development of the forum program.

BITRE collaborates with the Joint OECD–ITF Transport Research Centre (JTRC) and with other JTRC members on research relevant to transport and infrastructure policy in Australia. In 2008–09, a senior BITRE researcher worked with the JTRC and specialists from other member countries to draft a report on options for managing transport reliability. An outline of the study is available from the ITF website, at <www.internationaltransportforum.org>.

Climate Change Task Force

The Climate Change Task Force coordinated the Infrastructure, Transport, Regional Development and Local Government portfolio's involvement in the Australian Government's climate change policy agenda. In particular, the taskforce participated in whole-of-government development of the legislative package for the Carbon Pollution Reduction Scheme, which was led by the Department of Climate Change.

Case Study – International Transport Forum 2009 Leipzig, Germany, 26-29 May 2009

From 26–29 May 2009, Australia took part in the International Transport Forum in Leipzig, Germany. The forum brought together transport ministers, industry stakeholders and research representatives from more than 50 countries to discuss key issues relating to the discussion topic, 'Transport for a Global Economy: Challenges and Opportunities in the Downturn.' Australia and the United Kingdom co-chaired the task force which developed the program for the forum.

The Hon Anthony Albanese MP, the Minister for Infrastructure, Transport, Regional Development and Local Government, led the Australian delegation, meeting with various international counterparts during the three-day event.

The issues arising from the ministerial discussion underlined the value of:

- **Efficient global transport systems and sound investments** – In maintaining a successful economy and social well being, and the way that investment in transport, if properly prioritised and designed, can contribute to sustainability objectives.
- **Maintaining progress towards open markets** – It was noted that where markets have been opened to international patronage, there have been numerous gains to both the economies and the citizens of those markets. Delegates considered that this process should be continued, while ensuring equity for all parties involved and increasing quality, safety and environmental standards.
- **Addressing unintended environmental and social consequences of globalisation** – Delegates concurred that agreement at the United Nations Climate Change Conference to be held in Copenhagen in December 2009 and within organisations such as the International Civil Aviation Organization had the potential to promote economically viable, sustainable, low-carbon transport.
- **Finding adequate funds for transport and prioritising scarce resources** – While appreciating governments' responsibility in planning and financing aspects of transport infrastructure, the delegates also acknowledged the importance of private investment and public-private partnerships.
- **Reliable and secure supply chains** – Delegates agreed that it was necessary to uphold coordinated and risk-based regulation so as to ensure that both economic and security benefits are accomplished in an equitable and fiscally viable way. An improvement in regulation of the crossing of borders has significant potential to increase efficiency and facilitate trade.



Minister Albanese at the Ministerial Session of the International Transport Forum 2009.

The ministers considered that the International Transport Forum provided an important forum to encourage more international cooperation, and that the current economic climate provided a unique opportunity to re assess existing strategies in order to stimulate development with the aim of creating a sustainable and more effective global transport system. It was also agreed that innovation was a key to success in this area and that as such it should be the central topic for the 2010 forum.

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 – December 2008 – Financial Management Guidance No.1* (CPGs). The CPGs are applied to procurement activities through the Chief Executive's Instructions (CEIs) and supporting practical 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.

The Department supports 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 that consistent procurement practices are undertaken.

As part of these arrangements, in 2008–09 the Department published the following on AusTender :

- a procurement plan providing details of expected procurements for 2008–09 <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>.

The Department also publishes on its website, at <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.

Australian National Audit Office access clauses

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

Exempt contracts

In 2008–09, 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 2008–2009.

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. In 2008–09, the Department exercised its options under the terms of the contracts to extend the arrangements in place to 30 June 2011. 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 30 June 2010.

Aerodrome inspection services for remote Indigenous communities

The Remote Aerodrome Inspection Program funds annual aerodrome inspection services and technical advice (via consultants engaged by the Department) to 59 remote northern Australia Indigenous communities in the NT, WA and Qld. Communities were chosen on the basis of advice provided by the Aboriginal and Torres Strait Islander Commission (ATSIC). 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.

In February 2009 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 contracted to Cooma Monaro Technology Centre Ltd. A 30-month contract commenced on 1 June 2007 and will run until 30 November 2009. The Department has the option to negotiate an extension to the contract if desired.

Corporate activities

The Department has conducted detailed analyses of its 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

Following the transition to a new information technology (IT) services provider on 1 July 2008, the Department has improved its IT services by completing a refresh of all desktop computers. This refresh included the development of a new standard operating environment and upgrade to current Office productivity software based on Microsoft products. The project included training on the new software and was completed on time and under budget.

The Department also undertook a project refresh its corporate IT server systems and associated software. The majority of this Project was successfully implemented in the 2008–09 financial year and the remainder is scheduled to be completed early in the 2009–10 financial year.

Professional services

The Department has established several panels of professional services providers. The panels are subject to regular review.

Panels cover:

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

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*.

During 2008–09, 121 new consultancy contracts were entered into involving total actual expenditure of \$10.5 million. In addition, 26 ongoing consultancy contracts were active during the 2008–09 year, involving total actual expenditure of \$0.8 million.

As per section 12(6) of the JCPAA Requirements for Annual Reports (June 2009), 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 2008–09 are available as a supplement to the online version of this annual report, at <www.infrastructure.gov.au/department/annual_report/index.aspx>.

Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website, at <www.tenders.gov.au>.

Table C.1 Trends in procurement

	2004–05	2005–06	2006–07	2007–08	2008–09
Purchasing outcomes					
Invoices paid within 30 days	96.7%	97.0%	97.0%	97.5%	98.4%
Consultancies					
All consultancies, including consultancies let in previous years					
Total expenditure	\$7.6m	\$10.9m	\$8.3m	\$6.3m	\$11.3m

Table C.1 continued.

	2004–05	2005–06	2006–07	2007–08	2008–09
New consultancies valued at \$10,000 or more					
Number let	129	113	92	68	113
Total value over the life of these contracts	\$8.5m	\$8.9m	\$6.9m	\$4.8m	\$12.9m
Advertising and market research payments^a					
Creative advertising	\$0.6m	\$0.15m	\$0.1m	\$0.3m	\$0.02m
Market research/polling	\$0.2m	\$0.02m	\$0.3m	\$0.1m	\$0.25m
Direct mail	\$0.4m	\$0.02m	\$0.1m	\$0.0m	\$0.00m
Media advertising, recruitment ^b	\$3.1m	\$1.07m	\$0.8m	\$1.1m	\$0.27m
Media advertising, non-recruitment	–	\$0.71m	\$1.2m	\$0.1m	\$0.35m

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. For previous years, this total did not include payments below the reportable threshold, which for 2005–06 was \$1500.

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

Payments for advertising and market research

In 2008–09, the Department paid \$0.9 million for market research and advertising. Table C.2 lists payments of \$10,900 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 \$10,900 or more

Creative advertising agencies^a		
Firm	Service provided	Payment made in 2008-09 (\$)
2B Advertising and Design	Design of advertisements	15,370
Total creative advertising		15,370
Market research/polling^a		
Firm	Service provided	Payment made in 2008-09 (\$)
Colmar Brunton Social Research Pty Ltd	Research into the trial introduction of liquids, aerosols and gels explosive detection technology	125,266
Colmar Brunton Social Research Pty Ltd	Aviation Security Screening Review	88,663
Other	Various	38,688
Total market research		252,617

Table C.2 continued.

Media advertising organisations^a		
Firm	Service provided	Payment made in 2008–09 (\$)
Recruitment advertising		
hma Blaze	Advertisements for staff vacancies	56,280
hma Blaze	Advertisements for staff vacancies	34,710
hma Blaze	Advertisements for staff vacancies	34,063
hma Blaze	Advertisements for staff vacancies	23,955
hma Blaze	Advertisements for staff vacancies	20,591
hma Blaze	Advertisements for staff vacancies	20,444
hma Blaze	Advertisements for staff vacancies	11,869
Esaress Pty Ltd T/A SpencerStuart	Recruitment of CEO for the Civil Aviation Safety Authority	15,597
hma Blaze	Advertisements for staff vacancies	15,033
Other	Various	36,703
Total recruitment advertising		269,246
Media advertising organisations^a		
Firm	Service provided	Payment made in 2008–09 (\$)
Non-recruitment advertising		
Sensis Whitepages	Whitepages listing for the Department	180,000
hma Blaze	Expressions of Interest for Appointment to a New South Wales RDA Committee	45,222
hma Blaze	Call for submissions National Aviation Policy Statement White Paper	37,907
hma Blaze	Further applications or submissions about capacity	23,168
Dept of Industry, Innovation and Regional Development, Victoria ^b	Expressions of interest for appointment to a Victorian RDA Committee	20,140
hma Blaze	Expressions of interest for appointment to a Queensland RDA committee	14,678
Other	Various	28,120
Total recruitment advertising		349,235
Total media advertising organisations		618,481
Total advertising		886,468

a Where payments did not reach the \$10,900 reporting threshold for 2008–09, those payments have been included under the category 'Other'.

b The Department of Industry, Innovation and Regional Development, Victoria (RDV) placed and paid for the cost of advertisements seeking Expressions of Interest to be appointed to a Victorian RDA Committee, in various regional newspapers. The Department reimbursed RDV for 50 per cent of this cost.

APPENDIX D—REPORT UNDER THE COMMONWEALTH DISABILITY STRATEGY

The Department is required to report on its performance against the *Commonwealth Disability Strategy* (CDS) framework. The Department's progress in implementing the CDS in 2008–09 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. It was the product of consultation with people with disabilities, their supporters, representatives of the wider community and Australian Government organisations.

More information about the strategy and the reporting framework is available from the website of the Department of Families, Housing, Community Services and Indigenous Affairs, at <www.facsia.gov.au/disability/cds/index.htm>.

The tables in this appendix describe the Department's performance in 2008–09 in relation to the performance indicators set out in the strategy for the roles of policy adviser, regulator, purchaser and provider.

Table D.1 Commonwealth Disability Strategy policy adviser role

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 2008–09 and goals and actions for 2009–10
<p><i>New or revised policy/program proposals assess impact on the lives of people with disabilities prior to decision.</i></p>	<p>Results</p> <p>The Department seeks to consult directly with clients, their representatives and other stakeholders when developing its policies and programs.</p> <p>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.</p> <p>During 2008–09, the Minister for Infrastructure, Transport, Regional Development and Local Government, in cooperation with the Parliamentary Secretary for Disabilities and Children's Services, established the Aviation Access Working Group to provide advice to government on disability access policy, the relevant legislative framework and practical measures that can be taken to improve the access to air services for people with a disability.</p>

Table D.1 continued.

Performance indicator	Results for 2008–09 and goals and actions for 2009–10
	<p>The first five-year review of the efficiency and effectiveness of the Disability Standards for Accessible Public Transport 2002 progressed in 2008–09. Following consultations with people with disabilities, their representatives and other stakeholders, a draft final report was provided to the Department by the independent consultant in June 2009. The consultant also maintained a dedicated, accessible website, at <www.ddatransportreview.com.au>.</p> <p>Goals and actions</p> <p>The Aviation Access Working Group will contribute positively to the Aviation Policy White Paper process. This will include implementing a scheme asking airlines that offer regular passenger transport services to submit 'disability access facilitation plans' detailing their efforts to improve access to air travel. Information on the AAWG's individual projects and terms of reference is available from the Department's website, at <www.infrastructure.gov.au/aviation/aawg>.</p> <p>The Department expects to finalise the review of the Disability Standards for Accessible Public Transport 2002 in early 2009–10, and to implement any actions arising from the government's response to the review.</p>
<p><i>People with disabilities are included in consultation about new or revised policy/program proposals</i></p>	<p>Results</p> <p>The Department supports consultation forums through which the impact of proposals on the specific needs of people with disabilities are considered, such as:</p> <ul style="list-style-type: none"> • the Accessible Public Transport National Advisory Committee (APTNAC); • the Accessible Public Transport Jurisdictional Committee, which coordinates government positions on issues raised by the Disability Standards for Accessible Public Transport 2002 and APTNAC; and • the Aviation Access Working Group, which provides advice to government on disability access policy, the relevant legislative framework and practical measures that can be taken to improve access to air services for people with disabilities. <p>The Aviation Access Working Group comprises representatives from the aviation industry, Australian Government agencies (including the Department of Families, Housing, Community Services and Indigenous Affairs) and a number of disability advocacy groups, including:</p> <ul style="list-style-type: none"> • the Australian Federation of Disability Organisations; • the Deafness Forum of Australia; • National Disability Services; and • Physical Disability Australia. <p>Goals and actions</p> <p>Disability advocates will continue to make a valuable contribution as members of the Aviation Access Working Group, particularly in their provision of ongoing feedback and advice to government and the aviation industry. The working group will also consult with other disability advocacy groups as necessary.</p> <p>The Department will continue to consult widely with interested groups in formulating or revising policy and programs.</p>

Table D.1 continued.

Performance indicator	Results for 2008–09 and goals and actions for 2009–10
<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>Results</p> <p>In 2008–09, the Department communicated the progress of the Aviation Access Working Group through a page on the Department’s website, with all documents in accessible formats.</p> <p>The Department also communicated new government policies and programs, including those that addressed disability issues, 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 250 Australian Government grants programs and received more than 9 million hits during 2008–09; • answering more than 19,000 enquiries from people seeking information about government services through 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; • providing information about regional government programs and services through the Regional Entry Point website, which received more than 2.5 million hits, at <www.regionalaustralia.gov.au>; and • using plain English in its guidance materials. <p>Goals and actions</p> <p>The progress of the Aviation Access Working Group will continue to be conveyed through the Department’s website, and email contact is also available online, at <aawg-secretariat@infrastructure.gov.au>. Airlines that submit a disability access facilitation plan will be encouraged to provide the plan in a range of accessible formats, in addition to website publication.</p> <p>The Department will maintain and improve access to accurate and timely program information, through its websites and documentation.</p>

Table D.2 Commonwealth Disability Strategy regulator role

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 2008–09, 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.
Performance indicators	Results for 2008–09 and goals and actions for 2009–10
<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 hard copy upon request and through the departmental website. <p>During 2008–09, the Department continued making improvements to its main website that will enhance accessibility for a range of users, including clients with disabilities. The improvements include 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 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.</p>

Table D.3 Commonwealth Disability Strategy purchaser role

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 2008–09, on behalf of the Australian Government, the Department administered grants, subsidies and other payments totalling \$8.7 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 \$106.5 million in supplier expenses.</p>
Performance indicator	Results for 2008–09 and goals and actions for 2009–10
<p><i>Publicly available information on agreed purchasing specifications is available in accessible formats for people with disabilities</i></p>	<p>Results</p> <p>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</p>
<p><i>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.</i></p>	<p>Results</p> <p>The Department consulted with stakeholders, including, where applicable, people with disabilities, when managing tenders, contracts and grants.</p> <p>Goals and actions</p> <p>The Department will continue to adopt a consultative approach when purchasing goods and services that have a direct impact on the lives of people with disabilities.</p>
<p><i>Purchasing specifications and contract requirements for the purchase of goods and services are consistent with the requirements of the Disability Discrimination Act 1992.</i></p>	<p>Results</p> <p>All departmental contracts issued in 2008–09 were based on templates which included standard clauses relating to people with disabilities.</p> <p>All suppliers who received payments from the Department were required to comply with relevant state and Commonwealth laws, including the <i>Disability Discrimination Act 1992</i>, the <i>Racial Discrimination Act 1975</i> and the <i>Sex Discrimination Act 1984</i>.</p> <p>Goals and actions</p> <p>The Department will continue to ensure that the requirements of the <i>Disability Discrimination Act 1992</i> are reflected in its purchasing specifications and contracts.</p>

Table D.3 continued.

Performance indicator	Results for 2008–09 and goals and actions for 2009–10
<p><i>Publicly available performance reporting against the purchase contract specifications requested in accessible formats for people with disabilities is provided.</i></p>	<p>Results</p> <p>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.</p> <p>The Department's annual report, which includes information on purchasing and the use of contracts, was made available for download from the website and provided in hard copy on request.</p> <p>Goals and actions</p> <p>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 the online information more accessible by allowing the use of assistive technologies.</p>
<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 its 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 and Reporting Branch, 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 2008–09.</p> <p>Goals and actions</p> <p>The Department will continue to uphold its client charter and seek to resolve concerns about its performance quickly and responsively.</p>

Table D.4 Commonwealth Disability Strategy provider role

Description	Departmental perspective
<p><i>Providers deliver the services they have been contracted to provide under specified conditions.</i></p>	<p>During 2008–09, 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.</p> <p>During 2008–09, the Regional Partnerships program had seven projects under management that were specifically targeted to people with disabilities. Many of these involved projects designed to improve employment and recreational opportunities. An additional 18 projects had various provisions to assist people with disabilities—for example, improved physical access to community facilities. Also during the period, the Better Regions program had three projects under management that sought to provide assistance to people with disabilities.</p>
Performance indicator	Results for 2008–09 and goals and actions for 2009–10
<p><i>Providers have established mechanisms for quality improvement and assurance.</i></p>	<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 pass key milestones. <p>Goals and actions</p> <p>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.</p>
<p><i>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.</i></p>	<p>Results</p> <p>During 2008–09, the Department's client service charter was available in printed format and available online through the Department's website, at www.infrastructure.gov.au/departments/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.</p> <p>Goals and actions</p> <p>The client service charter will be reviewed in 2009–10 to ensure that it remains current and effective.</p>

Table D.4 continued.

Performance indicator	Results for 2008–09 and goals and actions for 2009–10
<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 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 and Reporting Branch, 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 Australian Human Rights Commission or the Administrative Appeals Tribunal, if they are not satisfied with the Department's handling of a matter.</p> <p>During 2008–09, there were no complaints about the Department made to the Australian Human Rights Commission. The downward trend in complaints to the Commonwealth Ombudsman continued, with a 37 per cent decrease from 35 in 2007–08 to 22 in 2008–09.</p> <p>Goals and actions</p> <p>The client service charter will be reviewed in 2009–10 to ensure that it remains current and directs people with concerns about the work of the Department, or the level of service the Department has provided, to the most appropriate area for a quick response.</p>

APPENDIX E—REPORT ON ECOLOGICALLY SUSTAINABLE DEVELOPMENT

This appendix reports on the Department's 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 its activities accord with the five principles of ESD identified in the Act (the integration, precautionary, intergenerational, biodiversity and valuation principles);
- how it administers legislation in accordance with the ESD principles;
- how the outcomes the Department works towards, and is appropriated resources against, contribute to ESD;
- how the Department's activities affect the environment; and
- how the Department minimises harm to the environment, and reviews and increases the effectiveness of measures to minimise harm.

How the Department's activities accord with ESD principles

The Department undertakes all its activities, from corporate initiatives to departmental policies, programs and procedures, in accordance with five principles set out in the EPBC Act.

The integration principle

The Department worked in partnership with state and territory transport agencies to implement the Australian Government's Nation Building— Economic Stimulus Plan. State and territory project proponents were required to prepare project proposals that considered environmental, congestion, safety and amenity issues, as well as economic, market and infrastructure considerations.

The Department assessed the environmental, social, and economic impacts of all master plans, major development plans and airport environment strategies which airport lessee companies were required, by the *Airports Act 1996*, to prepare and submit to the Minister for Infrastructure, Transport, Regional Development and Local Government for approval. The Department provided advice to the Minister on the extent to which these documents met the requirements of legislation, including assessments of environmental impacts and plans for dealing with them.

The Department continued to review the Airports (Environment Protection) Regulations 1997 to enhance their focus on ESD. The Department also continued to develop software to assist airports and communities to monitor and manage the environmental impacts of aircraft noise and emissions. The Transparent Noise Information Package software is available for free download via the Department's website.

As part of its work to ensure the sustainability of the Australian maritime industry, the Department:

- led the development of six pieces of Australian legislation enacted during 2008–09 to protect the marine environment and 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; and
- 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,
 - » the adoption of the Hong Kong International Convention on the Safe and Environmentally Sound Recycling of Ships,

- » the implementation of the International Convention on Civil Liability for Bunker Oil Pollution Damage, which came into force for Australia on 16 June 2009, and
- » the adoption 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.

The Department administered funding for programs to benefit the Australian environment at the local level, including:

- commencing administration of the National Bike Path Program, which is expected to have positive impacts on the environment through reduced reliance on cars and improved urban amenity; and
- ongoing delivery of community infrastructure and regional development programs that deliver positive environmental impacts through improved infrastructure and street scaping.

The Department provided substantial secretariat, financial and other support to the Northern Australia Land and Water Taskforce. The taskforce is preparing a report on the sustainable development of the north and the potential impact of development on water quality, the environment, existing water users and the broader community. The report, which is due to be presented to the government in December 2009, will take account of water and soil resources, infrastructure, economic, social, cultural and ecological considerations.

The Department also assisted the Parliamentary Secretary for Western and Northern Australia, the Hon Gary Gray AO MP, in framing the East Kimberley Development Package, a major investment in social infrastructure in the East Kimberley region. In tandem with Western Australian Government investments, the package will promote the sustainable and integrated development of the East Kimberley region.

The precautionary principle

The Department applies the precautionary principle in its role as a regulator: for example, the Department ensured that the precautionary principle was embodied in the Airport Environmental Strategy for each of the leased federal airports; and participated in International Maritime Organization discussions of regulatory principles to address greenhouse gas emissions from international shipping.

The Department also participates in Australian and international efforts to improve understanding of how activities in the portfolio's areas of responsibility may affect the environment. For example, in 2008–09, the Department continued to represent Australia 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 October 2009.

In its role as a policy adviser, the Department:

- undertook research and provided policy advice on the regional implications of environmental issues such as the efficient use of water resources, the effects of drought and the adoption of alternative energy sources;
- 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; and
- participated in the development of the Carbon Pollution Reduction Scheme and related legislative packages, creating opportunities for the portfolio to strongly contribute to the climate change policy debate.

The intergenerational principle

The Department played a key role in protecting the marine environment for future generations, by administering the annual Australian contribution to the International Maritime Organization and the International Oil Pollution Compensation Funds, as well as contributing to the development of international standards and instruments in the areas of marine pollution and air quality.

The Department updated and expanded the information on the popular Green Vehicle Guide website, at <www.greenvehicleguide.gov.au>, which provides environmental performance ratings on all new light vehicle models. The ratings include information on the models' fuel consumption, greenhouse gas emissions and air pollution emissions. Together with the website's fuel consumption calculator, this information enables consumers to better estimate their annual fuel consumption and carbon dioxide equivalent emissions and make informed decisions about their personal impacts on the environment.

The Department's approval processes for funding for regional development projects included environment and heritage considerations that significantly reduced the risk that approved projects may threaten or damage the environment for future generations.

The Department also supported constructive debate on the immediate and long-term health, diversity and productivity of the environment through the work of the Bureau of Infrastructure Transport and Regional Economics (incorporating the Climate Change Task Force). The bureau continued to publish 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.

The biodiversity principle

The Department includes the conservation of biodiversity and ecological integrity issues as fundamental considerations in its decision-making and the way it approaches its work. For example:

- The Australian Transport Safety Bureau (ATSB) requires investigators to make the relevant authorities aware of any hazards (including known environmental hazards) identified during the on-site phase of an accident 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.
- In its oversight of the leased federal airports, the Department assesses the extent to which master plans, major development plans and environmental strategies take into account biodiversity and ecological integrity issues, and works with airports to ensure that the biodiversity principle is respected.

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.

How the Department administers legislation in accordance with ESD principles

While administering legislation in 2008–09, the Department:

- required states and territories to minimise negative environmental impacts and implement mitigation measures, in instances where the environmental impacts of the Nation Building—Economic Stimulus Plan and Nation Building Program projects were subject to both national and state/territory environmental legislation;
- was involved in developing international instruments to protect the marine environment from any potential negative environmental effects resulting from domestic and international sea transport activities, and developed and implemented corresponding Australian legislation; and
- 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.

How the Department's outcomes contribute to ESD

ESD was integral to the Department's three outcomes—infrastructure, transport and regional development and local government—and to the Department's work throughout 2008–09.

- 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 2008–09, 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 2008–09, 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 2008–09, see Chapter 5.

How the Department minimises harm to the environment

During 2008–09, the Department continued to seek ways to minimise the environmental impact of its day-to-day activities, including by:

- maintaining staff environmental awareness, through information sessions held as part of the Department's induction program;
- contributing to the Online System for Comprehensive Reporting, a tool designed to report energy use under the Energy Efficiency in Government Operations policy;
- 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 2009, by shutting down power for an hour in the Canberra and interstate offices.

No breaches of environmental laws or licences by the Department were reported during 2008–09.

How the Department ensures 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>). Because of a difference between reporting timeframes for the energy use data and the Department's annual report, energy consumption data for the Department for 2008–09 will be provided in the annual report for 2009–10. Data for 2007–08 and previous years appear in this year's report, in Table E1.

In 2007–08:

- There was a 3 per cent decrease in overall staff numbers and a 4 per cent increase in floor area. Despite this, the energy consumption in office buildings decreased by 5 per cent to 13,857 gigajoules. The energy usage intensity (EUI) decreased by 2 per cent to 8,253 megajoules per person.
- Departmental passenger vehicle energy consumption decreased by 8 per cent to 3,418 gigajoules, with distance travelled decreasing by 14 per cent to 840,820 kilometres. This reduction was, in part, due to the Department using vehicles with greater fuel efficiencies and increasing the proportion of pool vehicles which meet the Green Vehicle Guide rating of 10.5 or greater.

The Department's environmental management system is compliant with ISO14001:2004, the international standard for environmental management systems. The system is focused on the Department's office-based activities in Canberra; initiatives are applied at territory and state premises where appropriate.

Table E.1 Trends in departmental energy consumption, 2003–04 to 2007–08

	2003–04	2004–05	2005–06	2006–07	2007–08
Buildings and electricity					
Office buildings					
Area occupied (m ²)	25,864	28,235	30,080	34,273	35,515
Occupants ^a	1,114	1,326	1,531	1,734	1,679
Area per person (m ²)	23.2	21.3	19.7	18.9	21.15
Electricity used (GJ)	11,041	12,259	14,887 ^b	14,662	13,857
Electricity used per person (MJ) ^c	9,911	9,254	9,723	8,455	8,253
Electricity used by area (MJ/m ²)	427	434	495	428	390
Electricity sourced from renewable sources (%)	not reported	3.50	3.00	8.00	6.13
Other buildings					
Area occupied (m ²)	1,306	1,306	1,306	1,306	1,306
Electricity used (GJ)	91	118	68	72.5	96
Electricity used by area (MJ/m ²)	69.7	90	51.8	55.23	73
Transport					
Passenger vehicles^d					
Total petrol used (L)	135,269	124,425	126,999	109,191	81,691
Average fuel economy (L/100 km)	8.8	11.1	11.0 ^e	11.0	10.36
Total fuel used (GJ)	4,657	4,267	4,598	3,710	3,418
Vehicle fleet compliance with green vehicle guide (%)	n/a	35	20	18.5	58
Total of the above					
Direct energy consumed (GJ)	15,789	16,644	19,553	20,018	17,371
Greenhouse gas emissions (tonnes of carbon dioxide equivalent)	not reported	3,777	4,736	5,000	4,700

a Occupants may include contractors and employees of contracted service providers as well as staff.

b Includes green power.

c The Australian Government's energy consumption target is no more than 10,000 megajoules per person per year.

d Transport statistics include senior executive and other departmental vehicles, but do not include vehicles that staff receive in lieu of remuneration under salary packaging.

e Diesel and petrol.

APPENDIX F—REPORT UNDER THE *FREEDOM OF INFORMATION ACT 1982*

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 Australian 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 engaging 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 the Department has in place for outside participation.

Detailed information about the FOI Act is available via the website of the Department of the Prime Minister and Cabinet, at <www.pmc.gov.au/foi/annual_reports.cfm>.

Table F.1 gives trend information for FOI Act requests received and handled by the Department.

Table F.1 Trends in freedom of information requests, 2004–05 to 2008–09

	2004–05	2005–06	2006–07	2007–08	2008–09
Volume of requests handled					
Requests on hand at 1 July (A)	15	13	11	12	5
New requests received (B)	69	74	39	34	45
Requests withdrawn or transferred in full (C)	21	38	11	15	15
Requests on hand at 30 June (D)	13	11	12	5	12
Total requests resolved (A+B–C–D)	50	38	27	26	23
Timeliness of responses to requests^a					
Resolved in < 30 days	10	15	10	15	12
Resolved in 31–60 days	27	13	6	4	8
Resolved in 61–90 days	8	5	5	4	2
Resolved in > 90 days	5	5	6	3	1

^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 request for information

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 Schedule of Fees and Charges to the FOI Regulations sets out rates for the time spent searching for and retrieving relevant documents, decision-making time, photocopying and other costs. Where charges are imposed, the Department provides an estimate of the processing charges to the applicant and seeks their agreement before continuing to process the request.

Records the Department holds

The Department holds records such as:

- briefing papers and submissions prepared for ministers, parliamentary secretaries, the Cabinet and the Executive Council (most of these are classified documents);
- business papers, briefing notes and meeting records for committees and conferences which the Department services or takes part in;
- codes of practice;
- documents prepared by international agencies;
- documents relating to the development of legislation;
- environmental impact statements;
- internal administration documents;
- international treaties, memorandums 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 the Department holds is available via the Office of the Privacy Commissioner's website, at www.privacy.gov.au/government/digests. This information is updated annually.

Functions and decision-making powers

The Department's functions are described throughout this report.

Certain officers exercise decision-making powers and advise the ministers on the exercise of their powers under portfolio legislation and other matters. These responsibilities are as set out in the Administrative Arrangements Orders (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>.

To assist departmental employees in exercising their powers appropriately and enabling 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 the Department uses 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

The Department consults widely to gain the views of its 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. For particular policy issues, the Department may also contact a very broad range of stakeholders.

APPENDIX G — LIST OF GRANTS PROGRAMS

This appendix addresses the requirement for the Department to report details of the grants programs it administers.

Discretionary grants 1 July 2008 – 31 December 2008

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 1—Infrastructure		
Nil		
Outcome 2—Transport		
Road Safety Research Grants	page 74	For information about grants recipients, see < www.infrastructure.gov.au/roads/safety/road_research_analysis.aspx >
ATSB Aviation Safety Research Grants		For information about grants recipients, see < www.infrastructure.gov.au/transport/programs/aviation/rasp/index.aspx >
Remote Aerodrome Safety	page 142	
Seatbelts on Regional School Buses	page 75	
Outcome 3—Regional Development and Local Government		
Regional Partnerships	page 93	For information about grants recipients, see < www.regionalpartnerships.gov.au/partnerships/index.aspx >
Sustainable Regions	page 93	For information about grants recipients, see < www.sustainableregions.gov.au/index.aspx >
Regional and Rural Research and Development Grants	page 93	

All grants programs¹ 1 January 2009 – 30 June 2009

Table G.2 Grants programs

Program name	More information
Outcome 1—Infrastructure	
<i>Nation Building Program</i>	For information about grants recipients, see < www.nationbuildingprogram.gov.au >
<i>Nation Building Program Investment</i>	page 20
<i>Nation Building Black Spot Projects</i>	page 19
<i>Nation Building boom gates for rail crossings</i>	page 19
<i>Nation Building Heavy Vehicle Safety</i>	page 19
<i>Nation Building Roads to Recovery</i>	page 29
<i>Nation Building Strategic Regional</i>	page 20
<i>Nation Building Funding for road projects other than under the AusLink (National Land Transport) Act 2005</i>	page 30
Management of residual issues of former Australian National Railways Commission	page 30
Outcome 2—Transport	
International Civil Aviation Organization – contribution	page 80
International Maritime Organization – contribution	page 62
National Road Safety Council – contribution	page 74
National Transport Commission	page 66–67
OECD Road Transport – contribution	page 60
Remote Aerodrome Safety	page 142
Seatbelts on Regional School Buses	page 75
Outcome 3—Regional Development and Local Government	
Better Regions	page 92
East Kimberley Development Package	page 94 and 155
Establishment of a local government centre of excellence	page 97
Foundation for Rural and Regional Renewal	page 93
Regional Partnerships	page 93
Regional and Rural Research and Development Grants	page 93–94
Regional Development Australia Committees	page 94
Regional and Local Community Infrastructure Program -Strategic Projects	page 93
Sustainable Regions	page 93

Note: Information on grants awarded by the Department of Infrastructure, Transport, Regional Development and Local Government since 1 January 2009 is available online, at <www.infrastructure.gov.au>

1 As per the Commonwealth Grant Guidelines published by the Department of Finance and Deregulation which are available online, at <www.finance.gov.au/financial-framework/financial-management-policy-guidance/grants.html>

APPENDIX H—ADDITIONAL HUMAN RESOURCE STATISTICS

This appendix addresses the requirement for the Department to publish a range of human resource statistics. It includes details of the Department's:

- workforce profile by classification and location;
- workforce profile by gender, tenure and hours of work;
- salary scales available, by classification; and
- extra salary payments made to non-Senior Executive Service staff on Australian Workplace Agreements in 2008–09.

These statistics include non-ongoing staff as at 30 June 2008 and 2009, 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	
	07-08	08-09	07-08	08-09	07-08	08-09	07-08	08-09	07-08	08-09	07-08	08-09	07-08	08-09
Employees and public office holders														
ACT	177	174	337	366	291	292	175	181	40	46	3	1	1023	1060
NSW	6	10	38	32	10	11	1	4	–	4	–	1	55	62
Vic.	3	1	32	16	8	4	2	1	–	–	–	–	45	22
Qld	3	1	35	23	12	8	6	4	–	–	–	–	56	36
SA	–	–	14	12	6	6	4	5	–	–	–	–	24	23
WA	3	2	17	16	10	8	3	3	–	–	–	–	33	29
Tas.	–	–	3	1	1	1	–	–	–	–	–	–	4	2
NT	–	–	5	8	2	2	–	–	–	–	–	–	7	10
Total	192	188	481	474	340	332	191	198	40	50	3	2	1247	1244

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.

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

	Female		Male		Total	
	2007-08	2008-09	2007-08	2008-09	2007-08	2008-09
Employees						
Holder of public office	1	–	2	2	3	2
Ongoing full-time	471	477	651	644	1122	1121
Ongoing part-time	60	66	14	16	74	82
Non-ongoing full-time	18	22	18	11	36	33
Non-ongoing part-time	5	1	7	5	12	6
Total	555	566	692	678	1247	1244

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

	30 June 2006 (\$)	30 June 2007 (\$)	30 June 2008 (\$)	30 June 2009 (\$)
APS1	33,748-37,174	33,748-37,174	35,098-38,661	36,502-40,207
APS2	38,221-42,197	38,221-42,197	39,750-43,885	41,340-45,640
Graduate	43,608-43,608	43,608-43,608	45,353-45,353	47,167-47,167
APS3	43,608-63,257	43,608-47,086	45,353-48,969	47,167-50,928
APS4	48,316-54,996	48,316-52,502	50,249-54,602	52,259-56,787
APS5	53,941-64,337	53,941-64,099	56,098-59,850	58,342-61,863
APS6	58,484-89,052	58,484-80,902	60,824-84,138	63,257-84,138
EL1	74,920-97,746	74,920-112,975	77,916-117,494	81,033-122,194
EL2	86,064-150,000	86,064-156,000	89,507-162,240	93,087-168,730
SES1	130,977-175,000	130,000-175,500	135,200-182,520	152,941-205,096
SES2	152,246-185,000	170,000-200,000	156,000-208,000	211,218-231,000
SES3	182,471-195,000	186,000-210,000	187,200-218,400	240,000-266,400
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, see the Department of Transport and Regional Services Collective Agreement 2006-2009 <www.infrastructure.gov.au/department/about/agreement.aspx>

Table H.4 Details of performance pay for non-SES staff on AWAs in 2008-09

Classification	Number of people paid	Total cost of payments (\$)	Average payment (\$)	Range of payments (\$)
EL2 and equivalent	1	\$4,041	\$4,041	\$4,041

Notes: The table shows the actual performance pay paid in the 2008-09 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.

Airport lease review meetings

The Department conducts annual lease reviews of the 21 leased federal airports to ensure compliance with the terms of their leases.

Table I.1 Airport lease review meetings, 2005 to 2009

Airport	2005 lease review meeting held	2006 lease review meeting held	2007 lease review meeting held	2008 lease review meeting held	2009 lease review meeting held
Adelaide	1-Jun-05	22-Jun-06	25-May-07	21-May-08	23-Apr-09
Alice Springs	29-Jul-05	24-Aug-06	20-Jul-07	23-Jul-08	5-May-09
Archerfield	30-Jun-05	19-Jul-06	27-Jun-07	30-May-08	15-Jun-09
Bankstown	12-May-05	29-Mar-06	9-May-07	21-May-08	11-Jun-09
Brisbane	11-Jul-05	23-May-06	31-May-07	28-May-08	16-Jun-09
Camden	12-May-05	29-Mar-06	9-May-07	21-May-08	11-Jun-09
Canberra	28-Jun-05	16-Jun-06	1-Jun-07	13-May-08	7-May-09
Darwin	29-Jul-05	24-Aug-06	20-Jul-07	23-Jul-08	5-May-09
Essendon	9-Jun-05	5-May-06	17-May-07	29-May-08	3-May-09
Gold Coast	27-Jul-05	18-Jul-06	1-Jun-07	8-May-08	20-May-09
Hobart	16-Mar-05	5-Apr-06	4-Jul-07	12-Jun-08	30-Apr-09
Hoxton Park	12-May-05	29-Mar-06	9-May-07	21-May-08	n/a
Jandakot	21-Apr-05	26-Sep-06	9-Jul-07	19-May-08	13-May-09
Launceston	5-Apr-05	28-Jun-06	16-May-07	26-May-08	29-Apr-09
Melbourne	23-Aug-05	22-Aug-06	15-Jun-07	27-May-08	28-May-09
Moorabbin	8-Jun-05	4-May-06	18-May-07	24-Apr-08	2-May-09
Mount Isa	1-Nov-05	18-Jul-06	1-Jun-07	8-May-08	20-May-09
Parafield	1-Jun-05	22-Jun-06	25-May-07	21-May-08	23-Apr-09
Perth	22-Apr-05	25-Sep-06	10-Jun-07	20-May-08	14-May-09
Sydney	11-May-05	29-Mar-06	25-Jun-07	16-May-08	5-Jun-09
Tennant Creek	29-Jul-05	24-Aug-06	20-Jul-07	23-Jul-08	5-May-09
Townsville	27-Jul-05	18-Jul-06	1-Jun-07	8-May-08	20-May-09

Airport insurance reviews

Through the airport lease and sale agreements, airport lessee companies have obligations to the Commonwealth in relation to maintaining a range of insurances. With a view to establishing more effective and appropriate insurance arrangements, the Department has appointed an insurance consultant to advise it on matters relating to the insurance requirements of the airport leases and the levels of cover held by airport lessee companies.

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	10-Mar-09	n/a	13-Jan-09	10-Mar-09
Archerfield	23-Oct-08	n/a	15-Sep-08	30-Oct-08
Bankstown/Camden	21-Oct-08	n/a	18-Mar-09	22-Oct-08
Brisbane	2-Jan-09	10-Mar-09	8-Apr-09	14-Apr-09
Canberra	12-Dec-08	16-Dec-08	21-Jan-09	13-Feb-09
Darwin/Alice Springs/Tennant Creek	12-Dec-08	15-Dec-08	12-Jan-09	28-Jan-09
Essendon	7-Oct-08	8-Oct-08	9-Oct-08	21-Oct-08
Gold Coast/Townsville/Mt Isa	4-Mar-09	5-Mar-09	6-Mar-09	16-Mar-09
Hobart	4-Sep-08	4-Sep-08	10-Nov-08	24-Nov-08
Jandakot	17-Sep-08	22-Sep-08	22-Sep-08	29-Sep-08
Melbourne/Launceston	3-Dec-08	5-Dec-08	10-Dec-08	16-Dec-08
Moorabbin	17-Sep-08	n/a	4-Aug-08	2-Oct-08
Perth	2-Jan-09	5-Jan-09	6-Jan-09	8-Jan-09
Sydney	11-Mar-09	13-Mar-09	20-May-09	25-Jun-09

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

For the purpose of this table, the period under review is July 2008–June 2009.

Environmental authorisations

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

Table I.3 Environmental authorisations

Airport	AEO	Authorisation holder	Date approved	Period of validity	Nature of authorisation	Gazetted? (date/issue)
No authorisations were issued during 2008–09						

Timeliness of airport expenditure plans and audit reports

The sale agreements for 10 of the leased federal airports (Adelaide, Alice Springs, Brisbane, Canberra, Gold Coast, Darwin, Hobart, Launceston, Melbourne and Perth airports) included binding obligations for aeronautical infrastructure development to be completed during the first 10 years of privatised operation. This period has expired, with all the airports having discharged their obligations.

Approved major development plans

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

Table I.4 Approved major development plans

Airport	Development	Approval date
2009		
Darwin	Home and Lifestyle Super Centre	18-May-09
Darwin	Expansion of domestic terminal	5-Feb-09
Brisbane	Domestic terminal extension	5-Feb-09
Brisbane	Roadwork upgrades to Airport Drive/Gateway Motorway	7-Jan-09
2008		
Adelaide	Hotel complex	15-Oct-08
Brisbane	Domestic terminal multi-level carpark	14-Oct-08
Sydney	Runway End Safety Area Project (RESA)	15-Aug-08
Canberra	15 Lancaster Place Office Development	18-Apr-08
2007		
Hobart	Outlet centre and bulky goods/homemaker centre	8-Oct-07
Brisbane	Federal Office building	28-Sep-07
Brisbane	Hotel Precinct—No.1 Airport Drive	28-Sep-08
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

Table I.4 continued.

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

Notes: Major development plans currently under development or consideration by the Minister:

Melbourne – Distribution Centre

Melbourne – Restricted retail and warehouse office facility

Melbourne – Investor Office Park, Melrose Drive

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

The Infrastructure, Transport, Regional Development and Local Government portfolio includes the bodies listed in Table J.1, in addition to the Department and the portfolio agencies described in Chapter 2.

Table J.1 Infrastructure, Transport, Regional Development and Local Government portfolio bodies

Type	Name	Website
<i>Ministerial councils</i>	Australian Transport Council	www.atcouncil.gov.au
	Local Government and Planning Ministers' Council	www.lgpmcouncil.gov.au
	Regional Development Council	www.rdcouncil.gov.au
	Standing Committee on Regional Development	
<i>Joint Commonwealth –state bodies</i>	National Marine Safety Committee	www.nmsc.gov.au
<i>International bodies</i>	Australian Motor Vehicle Certification Board	
<i>Advisory bodies</i>	Area Consultative Committees/Regional Development Australia Committees ^a	www.rda.gov.au
	Australian Bicycle Council	www.austroroads.com.au/abc/
	Regional Women's Advisory Council	www.infrastructure.gov.au/regional/councils/rwac/index.aspx
	Tasmanian Freight Equalisation Scheme Review Authority	
	Technical Liaison Group	
<i>Statutory authorities, statutory committees and royal commissions</i>	Australian Transport Safety Bureau ^b	www.atsb.gov.au
	Infrastructure Australia	www.infrastructureaustralia.gov.au
	International Air Services Commission	www.iasc.gov.au
	Marine Council	
	Motor Vehicle Standards Review Panel	

Table J.1 continued.

Type	Name	Website
<i>Statutory office holders</i>	Administrator of Vehicle Standards	
	Associate Administrators of Vehicle Standards	
	Infrastructure Coordinator	www.infrastructureaustralia.gov.au
	Inspector of Transport Security	
	Registrar of Liner Shipping	
<i>Commonwealth authorities under the CAC Act</i>	Airservices Australia	www.airservicesaustralia.com
	Australian Maritime Safety Authority	www.amsa.gov.au
	Civil Aviation Safety Authority	www.casa.gov.au
<i>Statutory corporations that are not CAC Act bodies</i>	National Transport Commission	www.ntc.gov.au
<i>Commonwealth companies under the CAC Act (limited by shares)</i>	Australian Rail Track Corporation	www.artc.com.au
<i>Other companies (limited by guarantee)</i>	Australian Road Research Board (ARRB) Group Ltd	www.arrb.org.au
	Transport Certification Australia Ltd	www.tca.gov.au
<i>Incorporated associations</i>	Austrroads Incorporated (New South Wales)	www.austrroads.com.au

CAC Act = *Commonwealth Authorities and Companies Act 1997*

- a On 20 March 2008, the Minister for Infrastructure, Transport, Regional Development and Local Government announced that Area Consultative Committees would transition to become Regional Development Australia committees from 1 January 2009.
- b The Australian Transport Safety Bureau was established as an independent statutory authority on 1 July 2009, following amendment of the *Transport Safety Investigation Act 2003*.

APPENDIX K—CHANGES TO KEY PERFORMANCE INDICATORS SINCE THE 2008–09 PORTFOLIO BUDGET STATEMENTS

The following key performance indicators, originally published in the 2008–09 Portfolio Budget Statements (PBS), were slightly modified in the 2008–09 Portfolio Additional Estimates Statements (PAES). No new Key Performance Indicators were published subsequent to the 2008–09 PBS.

Table K.1 Key performance indicators modified in PAES 2008–09

Output	Key performance indicators	2008–09 Targets
2.3.1	Provide a suite of vehicle fuel efficiency measures to ATC and Environment Protection and Heritage Council (EPHC) for consideration.	By early 2009
2.3.1	ATC is assisted to develop National Transport Policy arrangements by the end of 2008–09.	Papers for ATC meetings in 2008–09: <ul style="list-style-type: none"> • reflect the views of jurisdictions accurately; • reflect relevant COAG decisions; and • facilitate decision making by ATC Ministers.

Table K.2 Key performance indicators as originally published in PBS 2008–09

Output	Key performance indicators	2008–09 Targets
2.3.1	Provide suite of vehicle fuel efficiency measures to ATC and Environment Protection and Heritage Council (EPHC) for consideration.	By end 2008
2.3.1	ATC is assisted to develop a National Transport Policy by the end of 2008.	Papers for ATC meetings in 2008 provide for a National Transport Policy which: <ul style="list-style-type: none"> • reflects the views of jurisdictions accurately; • reflects relevant COAG decisions; and • facilitates decision making by ATC Ministers.

APPENDIX L— AUDIT OFFICE AND PARLIAMENTARY SCRUTINY

Reports on matters relating to the Department are released by the Australian National Audit Office (ANAO), parliamentary committees or other public bodies from time to time.

The Department formally responds to ANAO reports in writing, and the ANAO includes the Department's responses in its reports. The ANAO makes its reports available online, at <www.anao.gov.au>.

Details of the reports of parliamentary committee inquiries are available online, at <www.aph.gov.au/committee/index.htm>. The Australian Government tables its responses to parliamentary inquiries and other reports in the parliament.

This appendix lists reports relating to the Department released in 2008–09.

Table L.1 External reports relating to the Department in 2008–09

Inquiry type	Title	Tabled
Australian National Audit Office		
Performance audits	Delivery of Projects on the AusLink National Network	23 April 2009
Cross-portfolio audits	Audit of the Financial Statements of Australian Government Entities for the Period Ended 30 June 2008	17 December 2008
	Green Office Procurement and Sustainable Office Management	11 March 2009
	Online Availability of Government Entities' Documents Tabled in the Australian Parliament	25 May 2009
	Interim Phase of the Audit Statements of General Government Sector Agencies for the Year ending 30 June 2009	22 June 2009
	Construction of the Christmas Island Immigration Detention Centre	23 June 2009
Parliamentary committees		
House of Representatives Standing Committee on Infrastructure, Transport, Regional Development and Local Government	Inquiry into Coastal Shipping Policy and Regulation	20 October 2008
	Inquiry into a New Regional Development Funding Program—Interim Report	5 November 2008
	Inquiry into a New Regional Development Funding Program—Final Report	1 June 2009
Senate Standing Committee on Rural and Regional Affairs and Transport	Inquiry into the Administration of the Civil Aviation Safety Authority (CASA) and related matters	18 September 2008

Table L.1 continued.

Inquiry type	Title	Tabled
Parliamentary committees		
	Inquiry into the Nation Building Program (National Land Transport) Amendment Bill 2009	15 June 2009
	Budget Estimates 2009–10 (May 2009)	23 June 2009
Senate Standing Committee on Foreign Affairs, Defence and Trade	Inquiry into the economic and security challenges facing Papua New Guinea and the island states of the southwest Pacific—interim report	29 May 2009
Senate Select Committee on Regional and Remote Indigenous Communities	Second report 2009	25 June 2009