



Australian Government

**Department of Sustainability, Environment,
Water, Population and Communities**

Incoming Government Brief 2013

Volume 2



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This document reflects the structure of the department and portfolio under the existing Administrative Arrangements Order and does not take into account any Administrative Arrangements Order that may be announced by the Prime Minister on Wednesday 18 September 2013.

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CONTENTS

The environment portfolio	7
The department	9
Mission and strategic priorities	9
Functional overview	9
Organisational structure	12
Executive Board	13
Financial position	15
Staffing	15
Legislation administered by the portfolio	17
International treaties, agreements and arrangements	17
Ministerial councils, boards and advisory committees	17
Portfolio appointments	17
Working with your office	18
Parliamentary services	18
Public affairs	20
International ministerial travel	22
Ministerial entitlements	23
Other ministerial support services	24
Financial services	24
Information technology and communication services	24
Office equipment and services	25
Attachment A: Portfolio agencies	26
Bureau of Meteorology	26
Director of National Parks	27
Great Barrier Reef Marine Park Authority	29
Murray-Darling Basin Authority	31
National Water Commission	33
Sydney Harbour Federation Trust	34
Attachment B: Legislation administered by the portfolio	35
Attachment C: International treaties, agreements and arrangements	42
Attachment D: Ministerial councils, boards and advisory committees	47
COAG Ministerial Councils	49
Other Ministerial Councils	51
Advisory Bodies	53
Attachment E: Portfolio appointments	72

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THE ENVIRONMENT PORTFOLIO

The environment portfolio comprises the department, four prescribed agencies¹ and two Commonwealth authorities².

The portfolio supports you in the development and implementation of national policy, programs, legislation and research to protect and conserve Australia's environment, water, heritage and communities.

The department provides advice, regulatory and program services relating to environment, water, heritage and sustainability matters with a national focus, or matters that are the direct responsibility of the Australian Government. In addition to these roles, the department is also responsible for advancing Australia's interests in the Antarctic.

The Bureau of Meteorology (the Bureau) is an executive and prescribed agency and operates under the *Meteorology Act 1955* and the *Water Act 2007*. The Bureau is Australia's national meteorological organisation and provides Australians with the environmental intelligence they need to manage and live within their natural environment, encompassing the atmosphere, oceans, water and land.

The Director of National Parks (DNP) is a Commonwealth authority and operates under the *Environment Protection and Biodiversity Conservation Act 1999*. The DNP manages the Commonwealth's terrestrial and marine reserves and conservation zones, and provides national leadership in protected area management.

The Great Barrier Reef Marine Park Authority (GBRMPA) is a prescribed and statutory agency and operates under the *Great Barrier Reef Marine Park Act 1975*. The GBRMPA protects and conserves the World Heritage values of the Great Barrier Reef.

The Murray-Darling Basin Authority (MDBA) is a prescribed and statutory agency and operates under the *Water Act 2007*. The MDBA is responsible for developing and overseeing a planning framework for the integrated management of the Murray-Darling Basin's water and other natural resources.

The National Water Commission (NWC) is a prescribed and statutory agency and operates under the *National Water Commission Act 2004*. The NWC provides independent assurance of the Council of Australian Governments' (COAG) national water reform agenda and promotes the objectives of the National Water Initiative.

The Sydney Harbour Federation Trust (SHFT) is a Commonwealth authority and operates under the *Sydney Harbour Federation Trust Act 2001*. The SHFT is responsible for conserving and planning the future uses of former military bases and other Commonwealth land around Sydney Harbour.

Further information on the portfolio agencies is provided at Attachment A.

¹ 'prescribed agency' under the *Financial Management and Accountability Act 1997*

² 'Commonwealth authority' under the *Commonwealth Authorities and Companies Act 1997*

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THE DEPARTMENT

Mission and strategic priorities

The department's mission is to advance a sustainable Australia: our environment, water, heritage and communities.

The department's strategic priorities support delivery of this mission through:

- Improving protection, awareness and appreciation of Australia's environment and heritage;
- Improving how water resources are managed nationally, particularly in the Murray-Darling Basin;
- Conservation and protection of Australia's terrestrial, freshwater and marine biodiversity and ecosystems;
- Efficient and effective environmental regulation;
- International leadership in Antarctic science, policy and environmental management;
- Supporting sustainable communities; and
- Helping to close the gap on Indigenous disadvantage.

The department's mission and strategic priorities will be revised as necessary to reflect the Government's priorities.

Functional overview

The department is responsible for implementing the Australian Government's policies to protect our environment and heritage, and promote the conservation and sustainable use of Australia's natural resources. This includes promoting Australia's interests in Antarctica, improving how water resources are managed, supporting liveable communities and contributing to closing the gap on Indigenous disadvantage.

The department delivers a very diverse work program to support and implement policies for these important challenges facing the Australian community. This work program spans policy advice, program and grant delivery, managing protected areas, environmental regulation, and research and monitoring.

Conservation and protection of Australia's biodiversity

The conservation and protection of Australia's biodiversity is one of the key mandates of the department. The department is achieving this goal by administering legislation, and providing funding to individuals, organisations and governments to undertake conservation activities. These programs aim to achieve healthy, well-managed and resilient ecosystems. The department is also protecting and encouraging the recovery of Australia's most threatened species and protecting nationally important places.

Commonwealth protected areas – the conservation estate

Departmental staff, under the Director of National Parks, work to protect native species and habitats by establishing and managing Commonwealth protected areas. These staff manage Commonwealth parks and reserves, including six national parks (three jointly managed with their traditional owners) and two botanic gardens. The National Reserve System is Australia's network of protected areas. Through it, examples of our natural landscapes and native plants and animals are conserved. Based on a scientific framework, it is the nation's natural safety net against our biggest environmental challenges.

Environmental regulation

The department assesses large, complex and economically significant projects from all industry sectors under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act). The department progresses a 'big-picture' approach to environment and heritage protection through strategic assessments under the EPBC Act, providing greater certainty for future investment. The department also provides secretariat support and technical advice to assist the Independent Expert Scientific Committee on Coal Seam Gas and Large Coal Mining Development to meet its statutory responsibilities.

Antarctica – Advancing Australia's interests

Through the Australian Antarctic Division, the department advances Australia's strategic, scientific, environmental and economic interests in Antarctica and the Southern Ocean. The department administers the Australian Antarctic Territory and the Territory of Heard Island and McDonald Islands. It maintains a permanent presence in the Antarctic region through three permanent Antarctic continental stations and one subantarctic station on Macquarie Island. These bases are supported through dedicated facilities in Hobart and a combined sea, air and land transport capability.

Protecting Australia's marine biodiversity

Our oceans possess an abundance of marine life. The department works to help ensure our oceans, and the life in them, remain healthy, productive and resilient. This is achieved through marine bioregional planning under the EPBC Act, establishing and managing Commonwealth marine reserves, conservation and recovery of protected species, and assessing the sustainability of Australia's fisheries. In addition, the department works across a range of regulatory and program investment roles to protect the Great Barrier Reef as an iconic natural asset for the Australian people and the Australian economy.

Improving the balance of water use

The department leads water reform and implementation of water infrastructure programs to secure a healthy river system, strong regional communities and sustainable food production in the Murray Darling Basin, to better balance the water needs of communities, farmers and the environment. The department delivers Commonwealth water to the environment in the Murray-Darling Basin through the Office of the Commonwealth Environmental Water Holder. The department also engages on water matters outside the Murray-Darling Basin, including groundwater in the Great Artesian Basin and surface water in the Lake Eyre Basin.

Liveable communities

The department works with state government agencies, local government and industry to improve the quality of the environment and reduce pollution through national frameworks, standards, regulation, and monitoring of wastes, hazardous substances, air pollutants, ozone depleting substances and synthetic greenhouse gases. This has included implementation of the National Waste Policy and the management of e-waste through the National Television and Computer Recycling Scheme.

Celebrating our heritage

Australia contains a wide range of World Heritage sites and national heritage places. The department manages laws aimed at reducing or preventing impacts to the heritage values of these places. Identifying, protecting and celebrating Indigenous and other historic places of National and World Heritage significance are important activities for the department. The department plays an important role in celebrating Australia's heritage, for example through NAIDOC week, and raising awareness of our significant places. Understanding our heritage helps us realise the continuous, connected story of who we are as people.

Environmental information and research

The department has in-house environmental research capacity that supports its responsibilities associated with Antarctica, water science, conservation areas, and monitoring of uranium mining in the Northern Territory. The department also delivers public-focused environmental research programs. The department supports the collection of environmental information and the delivery of environmental reporting to support evidence-based decision making and to inform the community on the condition of the environment and its ongoing capacity to provide essential ecosystem services. This includes the national State of the Environment report that is tabled in the Parliament every five years.

International engagement

The department has responsibility for the domestic implementation of a wide range of multilateral treaties and conventions, as well as holding the Australian Government policy lead in a number of areas. International activities are delivered across six core areas of the department: biodiversity conservation (marine and terrestrial), the Antarctic, heritage, water, chemicals and wastes (including ozone) and sustainable development (sustainability and security).

Indigenous engagement

Several of the department's programs are delivered in partnership with Indigenous communities. Indigenous Protected Areas are also important components of the National Reserve System. Supporting Indigenous landholders to declare Indigenous Protected Areas is beneficial for the environment, and equally importantly, it provides jobs on country, leading to better health and social outcomes for local communities.

Organisational structure

The department's top organisational structure is set out below. The structure will be reviewed in the coming months and reconfigured as necessary to reflect the Government's priorities.

Paul Grimes – Secretary			
Malcolm Thompson Deputy Secretary	Kimberley Dripps Deputy Secretary	David Parker Deputy Secretary	Corporate Outcome: Organisational effectiveness
<i>Biodiversity Conservation Division</i> First Assistant Secretary: Sean Sullivan	<i>Environment Assessment and Compliance Division</i> First Assistant Secretary: Dean Knudson	<i>Australian Antarctic Division</i> First Assistant Secretary: Tony Fleming	<i>Corporate Strategies Division</i> First Assistant Secretary: Dianne Carlos
<i>Environment Quality Division</i> First Assistant Secretary: Diana Wright	<i>Supervising Scientist Division</i> First Assistant Secretary: Alan Hughes	<i>Commonwealth Environmental Water Office</i> Commonwealth Environmental Water Holder: David Papps	<i>Policy and Communications Division</i> First Assistant Secretary: Stephen Oxley
<i>Parks Australia Division</i> Director of National Parks: Peter Cochrane	<i>Wildlife, Heritage and Marine Division</i> First Assistant Secretary: Alex Rankin	<i>Office of Water Science</i> Acting First Assistant Secretary: Suzy Nethercott-Watson	
<i>Sustainability, Policy and Analysis Division</i> First Assistant Secretary: Mark Flanigan		<i>Water Efficiency Division</i> First Assistant Secretary: Mary Harwood	
Chief Adviser International: Donna Petrachenko		<i>Water Reform Division</i> First Assistant Secretary: Tony Slatyer	

Executive Board

The Secretary of the department is Dr Paul Grimes. The Secretary is supported by the Executive Board of three Deputy Secretaries; Dr Kimberley Dripps, Mr David Parker and Mr Malcolm Thompson; and the Chief Operating Officer, Ms Dianne Carlos.

Secretary, Dr Paul Grimes



Dr Paul Grimes was appointed Acting Secretary of the department on 20 September 2010 and as Secretary on 19 June 2011. Dr Grimes is assisted in the management of the department by an executive team of three deputy secretaries and 15 first assistant secretaries.

Dr Grimes joined the department from the Department of the Prime Minister and Cabinet, where he had been Associate Secretary (Domestic Policy). Before this, Dr Grimes was General Manager (Deputy Secretary) of the Budget Group in the Department of Finance and Deregulation from January 2007 to May 2009.

Dr Grimes also served as the Chief Executive of the ACT Department of Treasury and, earlier, as Deputy Under Treasurer (Deputy Secretary) in the South Australian Department of Treasury and Finance. Prior to moving to South Australia in late 2002, Dr Grimes was General Manager, Budget Policy Division in the Department of the Treasury, which included responsibility for the preparation of the first Intergenerational Report in May 2002. Dr Grimes previously worked as an economics advisor to Treasurer Ralph Willis and Shadow Treasurer, Gareth Evans. Before joining the APS, Dr Grimes was a lecturer in economics in the Graduate School of Public Policy at the Australian National University. Dr Grimes holds a PhD in Economics from the Australian National University.

Deputy Secretary, Dr Kimberley Dripps



Dr Dripps joined the department as Deputy Secretary on 10 January 2011. Dr Dripps is responsible for the Environment Assessment and Compliance, Wildlife Heritage and Marine, and Supervising Scientist Divisions. Dr Dripps was previously the Executive Director, Biodiversity and Ecosystem Services in Victoria's Department of Sustainability. During this time she undertook an industry-based secondment with the Regional Rail Link Authority where she was responsible for land acquisition and planning approvals for a \$4.3 billion Nation Building Project. Between 1999 and 2007, Dr Dripps had various roles within Victorian Government departments including sustainable agriculture policy and investment, drought response and recovery, the National Action Plan for Salinity and Water Quality and a stint in the Premier's Department. Dr Dripps has a Bachelor of Veterinary Science (Hons) and a Master of Business Administration.

Deputy Secretary, Mr David Parker



Mr Parker joined the department as the Deputy Secretary on 21 February 2011. Mr Parker is responsible for the Australian Antarctic, Water Efficiency and Water Reform Divisions, the Commonwealth Environmental Water Office and the Office of Water Science. Mr Parker has qualifications in economics and law and is former Deputy Secretary of the Treasury. With a career spanning over 25 years with the Treasury, Mr Parker has worked on financial sector liberalisation, tax reform, macroeconomic forecasting and policy, competition policy, energy policy and international economic issues. From 1997 to 2002, Mr Parker worked at the Organisation for Economic Cooperation and Development in Paris.

Deputy Secretary, Mr Malcolm Thompson



Mr Thompson joined the department in 2007 and was appointed Deputy Secretary in September 2009. Mr Thompson is responsible for the Biodiversity Conservation, Parks Australia, Environment Quality and Sustainability Policy and Analysis Divisions and the International Executive. After studying economics at the University of Queensland, Mr Thompson began his career in the Department of the Prime Minister and Cabinet. He has also worked in the Treasury, the Assistant Treasurer's office (1995-96), and the Department of Transport and Regional Services. From 2003 to 2007, Mr Thompson concentrated on water policy, including helping to develop the National Water Initiative, and the establishment of the National Water Commission.

Chief Operating Officer, Ms Dianne Carlos



Ms Carlos is the Chief Operating Officer for the department and First Assistant Secretary for Corporate Strategies Division. Ms Carlos joined the department in 2011 from the Australian Communications and Media Authority (ACMA), where she was General Manager of the Corporate Services and Coordination Division. Ms Carlos has a very strong background in finance, for which this position has responsibility, and also has carriage of an array of corporate functions including information and technology, human resources, finance, governance and accommodation. Prior to ACMA, Ms Carlos was the Chief Finance Officer of the Australian Federal Police and has also held positions in the Family Court of Australia, Medibank Private, and the Department of Employment, Education and Training, the Treasury and the Audit Office.

Financial position

The following table shows the department's current funding:

Current Funding	2013-14 (\$ '000)
Departmental Operating ¹	431,314
Departmental Own Source Income	91,343
Departmental Capital	27,373
Administered	852,840
Total Funding	1,402,870

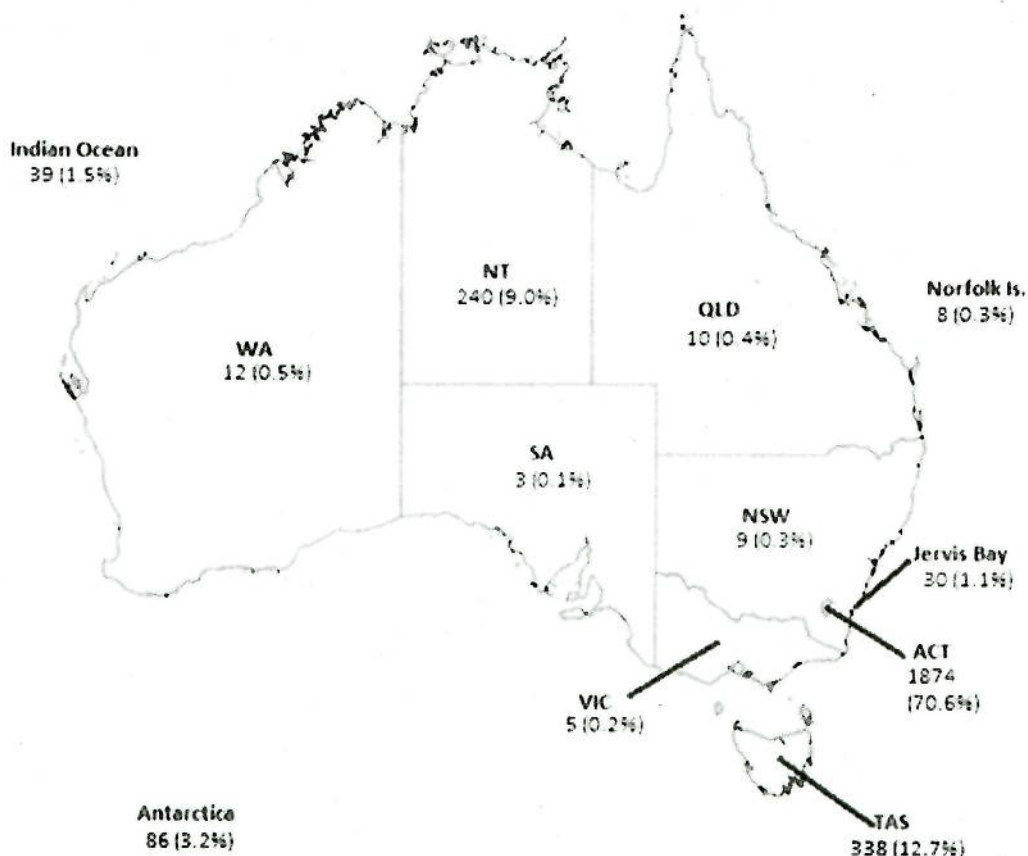
¹ Figures as at PEFO and includes funding transferred to the Director of National Parks.

Staffing

The department has a total headcount of 2,654 employees as at 31 August 2013 (inclusive of Antarctic expeditioners and staff working in National Parks). This equates to a paid full time equivalent (FTE) staffing level of 2,281 and a year to date average staff level (ASL) of 2,284.

The following table summarises the department's internal budget and staffing allocation by division. This will be reviewed to reflect the department's revised financial position and to redistribute resources as necessary to address the Government's priorities.

Approximately seventy per cent of the department's workforce is located in Canberra. The following map shows all employees by location as of 31 August 2013.



Departmental staffing numbers and Government Appropriation

Division	2012-13 ASL¹	2013-14 ASL²	Govt Approp³ (\$ '000)	Other revenue⁴ (\$ '000)
Australian Antarctic Division	403	398	104,732	5,339
Biodiversity Conservation Division	235	228	13,721	18,476
Commonwealth Environmental Water Office	52	51	7,224	0
Corporate Strategies Division ⁵	311	281	30,813	3,581
Environment Quality Division	183	177	23,926	16,874
Environment Assessment and Compliance	225	240	33,057	200
Executive Division	15	15	4,876	0
Office of Water Science	40	49	28,252	0
Parks Australia ⁶	78	17	9,238	3,212
Policy and Communications Division	168	150	21,101	1,822
Supervising Scientist Division	48	45	4,960	2,860
Sustainability Policy and Analysis Division	95	85	10,553	915
Water Efficiency Division	105	96	13,644	0
Water Reform Division	98	93	14,186	0
Wildlife, Heritage and Marine Division	215	189	23,421	10,383
Department-wide infrastructure and support costs			43,364	0
Transfer funding and other		0	44,246	0
	2,271	2,114	431,314	63,661

¹ ASL is the average full time equivalent over the last financial year i.e. 2012-13. Source: HR Metrics

² Estimated ASL as indicated in the Annual Operational Plan - July 2013

³ Government Appropriation includes PEFO Adjustments

⁴ This is other revenue estimated as at 31 August 2013, includes net aviation revenue for Australian Antarctic Division

⁵ Includes graduate intake for the department. .

⁶ Staffing level for Parks Australia excludes Director of National Parks (DNP). Commonwealth Marine Reserves Branch is also excluded (42 FTE). This will be allocated under a memorandum of understanding to DNP.

LEGISLATION ADMINISTERED BY THE PORTFOLIO

As at 6 September 2013, the portfolio was responsible for the administration of 38 pieces of legislation, with shared responsibility for an additional piece of legislation ([Attachment B](#)). If portfolio responsibilities are changed as part of the Administrative Arrangements Order, an amended list will be provided separately to your office to reflect the Prime Minister's announcement.

INTERNATIONAL TREATIES, AGREEMENTS AND ARRANGEMENTS

The department has responsibility for the domestic implementation of a wide range of multilateral treaties and conventions, as well as holding the Australian Government policy lead in a number of areas. These agreements provide the foundation for a large proportion of the legislation administered by the department, including the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) and the Acts dealing with chemicals and other hazardous materials. A list of international treaties, agreements and arrangements is at [Attachment C](#).

MINISTERIAL COUNCILS, BOARDS AND ADVISORY COMMITTEES

There are a range of fora of which you are, or may be, a member, including intergovernmental ministerial councils and ministerial boards. In addition, the portfolio has a wide range of advisory bodies responsible for providing you, the department and portfolio agencies with information and recommendations in relation to specific portfolio issues. [Attachment D](#) provides details on these ministerial councils, boards and advisory bodies.

PORTFOLIO APPOINTMENTS

As Minister, you are responsible for the appointment of members to a number of portfolio boards and advisory committees. Some appointments have a statutory basis, and legislative requirements apply. The current practice is that all significant appointments need to be approved by Cabinet.

A list of portfolio appointments due to expire in the next six months or that have expired is provided at [Attachment E](#). The department will brief you separately over the coming weeks on each instance of outstanding and upcoming appointments with suggestions for your consideration.

WORKING WITH YOUR OFFICE

Contact: Stephen Oxley, First Assistant Secretary, Policy and Communications Division,
02 6274 1401

The department provides a range of advisory and support services to you as Minister. In addition, there are a number of systems and operating arrangements in place to ensure efficient and effective communication between you and your office. We will discuss these arrangements with you in your first weeks of office to ensure they are targeted to meet your needs.

Communication tools

The primary means of formal communication from the department to you is through ministerial submissions. Submissions may seek your agreement or views on a particular policy issue, approval of a particular course of action (such as grant payments, appointments), statutory decisions or ask you to note information on issues within your portfolio.

Parliamentary services

Contact: Howard Conkey, Acting Assistant Secretary, Communication and Ministerial Services, 02 6274 1072

Current arrangements for the flow of papers between your office in Parliament House and the department are as follows. We will discuss and review these proposed arrangements with your office.

All papers between the department and your office are coordinated through the Parliamentary Services Section in the Policy and Communications Division, together with the Departmental Liaison Officers (DLOs) provided to your office. The system used to record and track ministerial workflow is called the Parliamentary Document Management System (PDMS). The system holds the content of the workflow electronic copies of the documents e.g. correspondence, briefing, Question Time Briefs (QTBs) and Parliamentary Questions on Notice. The DLOs will have a working knowledge of the system and you may also wish your advisers to have access. Training for your staff will be provided by Parliamentary Services as required.

Cabinet documents

Your Cabinet papers are received electronically via a CABNET terminal in your office. This terminal and service is provided and supported by the Cabinet Secretariat in the Department of the Prime Minister and Cabinet. The program of Cabinet and Cabinet Committee meetings is available through CABNET. The department will provide briefing to you on Cabinet matters originating in your portfolio and other matters on which the department has been consulted.

Parliamentary questions

Prior to each parliamentary sitting, a folder or electronic package of Question Time Briefs (QTBs) is prepared, providing suggested talking points and background information in relation to questions that may be raised in the Parliament.

The department has a QTB process which is managed by the QTB officer working alongside the DLOs. On sitting days, QTBs are updated as required and sent to your office by no later than 11.00am for clearance.

The department monitors Question Time in both houses and takes action in preparing responses to any questions taken on notice.

The department also monitors the parliamentary notice papers for written Questions on Notice, develops responses for your consideration and, once finalised, ensures a response is tabled and incorporated into the Hansard.

Senate Estimates

For each of the three hearings held each year, the department coordinates the preparation of briefings and answers to questions taken on notice.

Departmental briefing

All submissions originating in the department are given an identifying number and the original hard copy plus two additional copies that are sent by courier to your office. Electronic copies of documents are available through the PDMS system. There are three courier runs per day between the department and your office.

Ministerial correspondence

Ministerial correspondence received in your office to which you wish the department to draft a response will be delivered by the courier to Parliamentary Services for allocation of an identifying number and referral to action officers in the department.

It has been the practice for ministerial advisers and DLOs to allocate a priority and the level of response to correspondence (i.e. reply by Minister, ministerial adviser, department, etc).

The department places a high priority on the development of responses to ministerial correspondence. We seek to send draft responses to routine correspondence to your office within 21 days. Turnaround for VIP and urgent responses is 14 days. It is your prerogative to decide whether any correspondence should receive a departmental reply signed by a Senior Executive Service officer on your behalf.

Speeches and briefings for public engagements

Parliamentary Services records requests and deadlines for the preparation of speeches and briefing for public engagements or meetings which you plan to attend. It allocates the task to action officers in department line areas.

Public affairs

Contact: Howard Conkey, Acting Assistant Secretary, Communication and Ministerial Services, 02 6274 1072

Public Affairs provides you and your office with services relating to public relations activities and the development and implementation of communications strategies and information campaigns (including issues and media management, market research, advertising, displays, publications and event advice).

In addition to a central departmental public affairs section located in Canberra, public affairs officers for the Australian Antarctic Division are based in Hobart. Separate public affairs sections are located in Parks Australia in Canberra, the Great Barrier Reef Marine Park Authority in Townsville, the Sydney Harbour Federation Trust in Sydney, and the Bureau of Meteorology in Melbourne.

Public Affairs also provides a range of operational services for your office. These are outlined below.

Media monitoring

A media monitoring summary service is provided three times a day Monday to Thursday and twice a day on Fridays. In parliamentary sitting weeks the first media summary is provided by 7am and in non-sitting weeks by 7.30am. Mid-morning media summaries are sent by 10.30am and afternoon media summaries by 2.30pm. A weekend media summary is sent out on Sunday evening. The department currently uses AAP as its media monitoring provider. Personalised log in to the AAP portal is available to specific staff of your office.

Ministerial access to media transcripts

Your office may request transcripts of electronic media coverage captured on the department's media monitoring site. A limited number of transcripts each month are free under an arrangement negotiated as part of the department's contract with the service provider.

Media releases

All ministerial media releases originating in the department are drafted and edited by Public Affairs and cleared through program areas before being forwarded to your office to ensure that a quality product is provided in a timely fashion. Associated media products are also provided include talking points, Q&As and background information (e.g. program funding breakdowns).

Your office is responsible for distributing ministerial media releases and alerts. Your office can be provided with direct access to the web based system the department uses to distribute media releases. Distribution is via two lists, one capturing journalists' contacts (that your office can revise) and the other a public subscription list.

Media centre

The media centre is a feature of the department's web site which, along with the traditional sections for media releases etc, includes a resources link where video and high resolution photos can be made available for downloading by media outlets.

Minister websites

Your website is hosted on the department's website. This includes biographical information, links to your social media sites and a media centre for media releases, transcripts and speeches. Journalists can subscribe to these media centres to receive new content on these pages when they are uploaded. This process is managed by the department's web team.

We are able to provide a demonstration of the website for your office, should you require it.

Media support unit

The department has a media support unit that is the central point of coordination for all media queries, media releases and talking points via the central email address media@environment.gov.au and central phone line 02 6275 9880. The media unit assists your office in providing factual answers to media queries on government programs and policies. It also coordinates the drafting of media releases and talking points across the department. The media unit is staffed from 9am to 6pm Monday to Friday.

Media guidelines

The department's media guidelines set out the principles governing the department's dealings with the media and arrangements for drafting and distributing media releases. Your office may wish to view the guidelines.

Issues and events

Public Affairs identifies and provides your office with media and event opportunities to promote government policies and programs. A weekly calendar of forthcoming portfolio and ministerial events is provided ahead of a weekly meeting held between your media advisor/s and the Assistant Secretary, Communications and Ministerial Services, to discuss forward planning and strategic issues.

Social media

The department manages its own Twitter, YouTube and Flickr accounts. These accounts are used to support key portfolio announcements.

The department also has an app – MyEnvironment. MyEnvironment is a free iPhone/iPad application that links GPS coordinates with departmental data to provide users with detailed descriptions and photographs of nearby heritage sites, threatened species and ecological communities and protected areas, including National Parks and marine reserves.

Publications

Public Affairs manages a clearance process for all departmental publications to ensure they are consistent with government policy and that your office is aware of them and can clear relevant forewords. We will discuss this process with your office. All departmental non-commercial publications are made available online.

The department also uses panel and multi-user list arrangements to procure print production and other creative services such as editing, writing, and contracting public relations companies if required.

International ministerial travel

Contact: Chris Schweizer, Assistant Secretary, International Branch,
02 6275 9424

The arrangements for Ministerial travel are set out below. We can review these arrangements with your office.

The International Branch (Sustainable Development and Governance Section) liaises with your office and other agencies to facilitate official overseas travel for you, your spouse (if travelling) and an accompanying member of your staff.

All Ministers generally seek in-principle approval twice a year from the Prime Minister for overseas travel. Your travel bid is prepared by the International Branch in consultation with you and your office, supported by advice from the department.

Shortly before scheduled overseas travel, the International Branch prepares a request from you to the Prime Minister for formal approval of specific travel.

Your Diary Secretary books overseas flights for your travel party and provides advice on your itinerary to the International Branch. Your office is also responsible for arranging travel visas for your party and vaccinations for travel.

The International Branch works with the Department of Foreign Affairs and Trade (especially in-country posts) to set up bilateral meetings with foreign counterparts, book hotel rooms, facilitate airport transfer arrangements when in transit, make appropriate arrangements for your arrival/departure, and arrange your on-ground transport.

The Department of Finance and Deregulation provides guidance to the International Branch on travel allowances and costs for visits.

MINISTERIAL ENTITLEMENTS

Your Ministerial entitlements are outlined in a handbook which will be provided to all Ministers by the Department of Finance and Deregulation. This handbook will cover all matters concerning the operation of your office from salary, accommodation and office facilities to travel, staff matters and procedural matters such as security, hospitality and gifts. An electronic copy can be located at the following link:

http://maps.finance.gov.au/entitlements_handbooks/index.html

Office staff

The Prime Minister determines the number and level of personal employee positions allocated to your office. These positions are in addition to the allocation of electorate officer positions.

Departmental Liaison Officers (DLOs)

The Prime Minister determines the number of DLOs your office is entitled to as part of your Ministerial entitlements. The department is responsible for providing you with DLOs. These experienced staff are able to assist you and your advisers by requesting information from the department and managing the flow of papers between the department and your office. We will discuss suitable arrangements with you and propose officers for your consideration.

OTHER MINISTERIAL SUPPORT SERVICES

Contact Dianne Carlos, Chief Operating Officer, Corporate Strategies Division,
02 6274 1555

Financial services

Contact: Lily Viertmann, Chief Finance Officer, Finance Services Branch,
02 6274 1812

The department provides a budget for the expenses of your office. This budget includes funding for services such as information technology and communication expenses and equipment, newspapers, stationery, freight, taxi and vehicle expenses, etc. The department will provide assistance with expenditure approvals, monitoring and reporting of office expenses and would be happy to discuss these with an appropriate member of your staff. The department will process payments for these services (i.e. services that are not funded through parliamentary entitlements managed by the Department of Finance and Deregulation).

The department can assist with purchasing and procurement of services and has a range of existing contracts in place that can be used for this purpose. All expenditure for your office is subject to the Commonwealth procurement framework and rules.

Information technology and communication services

Contact: Al Blake, Chief Information Officer, Corporate Strategies Division,
02 6274 1198

The department provides you and nominated staff with a range of information technology (IT) and communication services, including IT support to assist in minimising IT and communication downtime. Delivery of the department's IT services is undertaken by our outsourced provider, Datacom.

Office and other computing services

The department will provide your office with a departmental network connection as well as desktop computers, printers and associated IT facilities. The department provides you and nominated staff with mobile facilities including laptops and iPads. These devices provide access to email and electronic appointments remotely. The department will provide you and your staff with iPhones and will provide assistance with porting existing phone numbers if required.

The department will provide an IT VIP support service through Datacom to deliver onsite assistance. This service can be contacted directly on _____ or 1800 457 828. Issues not resolved promptly can be escalated to Michelle Semmler, the department's VIP Escalation manager on _____

Home computing

The department will provide you with a home computing service that can securely access the departmental network and email system using a broadband internet connection. A printer, scanner and fax machine can also be provided as required. An official residential telephone service can be installed at your home.

Office equipment and services

Contact: Robyn Kemp, Assistant Secretary, Business Services Branch,
 02 6274 2755

Provision of additional fixed phone lines and video conferencing equipment for your ministerial and electorate offices can also be arranged by the department.

The department can provide additional furniture or office equipment for your offices within the constraints of the available budget. Other equipment that is supplied includes such items as stationery, office requisites, business cards, secure storage containers, postage and courier services.

Travel and transport

In accordance with your requirements and outside of the services provided by the Department of Finance and Deregulation, the department will also pay for expenses associated with the costs of car services. The department will also cover expenses associated with portfolio related business when travelling overseas.

ATTACHMENT A: PORTFOLIO AGENCIES

Bureau of Meteorology

Director: Dr Rob Vertessy

Enabling legislation and year established: *Meteorology Act 1955 and Water Act 2007*

Portfolio Budget Statement Outcome: Outcome 1. Informed safety, security and economic decisions by governments, industry and the community through the provision of information, forecasts, services and research relating to weather, climate and water.

Description: The Bureau of Meteorology provides Australians with the environmental intelligence they need to manage and live within their natural environment, encompassing the atmosphere, oceans, water and land. To achieve this, the Bureau:

- provides forecasts, warnings and long-term outlooks on weather, climate, water and other environmental phenomena;
- monitors and reports on current environmental conditions;
- analyses and explains trends in environmental data; and
- fosters greater public understanding and use of environmental intelligence.

The Bureau is a *Financial Management and Accountability Act 1997* agency.

Staffing:

Budgeted 2013-14 Average Staffing Level (ASL): 1,536

Board of management: No

Director of National Parks

Director: Mr Peter Cochrane

Enabling legislation and year established: Environment Protection and Biodiversity Conservation Act 1999.

Portfolio Budget Statement Outcome: Conservation and appreciation of Commonwealth reserves through the provision of safe visitor access, the control of invasive species and working with stakeholders and neighbours.

Description: The Director of National Parks is continuing to:

- systematically repair and replace essential infrastructure and assets;
- control priority feral animal and weed species;
- provide for safe, inspirational and rewarding visitor experiences;
- train, develop and employ directly or indirectly local Indigenous staff;
- provide safe workplaces;
- value and develop staff;
- manage resources efficiently and transparently; and
- work closely with key stakeholders, neighbours and partners to achieve shared objectives.

Staffing:

Budgeted 2013-14 Average Staffing Level (ASL): 275

Board of management:

Kakadu Board of Management

Member name	Appointed on	Expiry of membership	Significant appointment *
Maria Lee	22/01/2013	07/09/2015	No
Violet Lawson	08/09/2010	07/09/2015	No
Yvonne Margarula	08/09/2010	07/09/2015	No
Alfred Nayinggul	08/09/2010	07/09/2015	No
Graham Kenyon	08/09/2010	07/09/2015	No
Jeffery Lee	08/09/2010	07/09/2015	No
Jonathan Nadji	08/09/2010	07/09/2015	No
Michael Bangalang	08/09/2010	07/09/2015	No
Peter Cochrane	08/09/2010	07/09/2015	No
Rick Murray	08/09/2010	07/09/2015	No
Joshua Hunger	03/10/2011	02/10/2016	No
Anna Morgan	01/012/2011	30/11/2016	No
Vacant position			No

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Uluru-Kata Tjuta Board of Management

Member name	Appointed on	Expiry of membership	Significant appointment *
Alison Hunt	10/11/2008	09/11/2013	No
Judy Trigger	30/01/2008	09/11/2013	No
Bruce Breaden	10/11/2008	09/11/2013	No
Harry Wilson	10/11/2008	09/11/2013	No
Malya Teamay	10/11/2008	09/11/2013	No
Sammy Wilson	10/11/2008	09/11/2013	No
Pantjiti Windlass	28/08/2009	10/11/2013	No
John King	10/05/2010	11/05/2015	No
Grant Hunt	05/08/2013	04/08/2018	No
Peter Cochrane	07/07/2010	06/07/2015	No

Booderee National Park Board of Management

Member name	Appointed on	Expiry of membership	Significant appointment *
Tony Carter	01/09/2013	30/08/2018	No
Leon Brown	01/09/2013	30/08/2018	No
Craig Ardler	12/01/2009	11/01/2014	No
Beverly Ardler	01/09/2013	30/08/2018	No
Todd Minchinton	12/01/2009	11/01/2014	No
Sheryl Klaffer	10/02/2013	09/02/2015	No
Annette Brown	15/07/2011	14/07/2016	No
Brett Chandler	01/09/2011	31/08/2016	No
Vacant position			No
Vacant position			No
Vacant position			No

* Significant appointments require approval from the Cabinet

Great Barrier Reef Marine Park Authority

Chair and Chief Executive: Dr Russell Reichelt

Enabling legislation and year established: *Great Barrier Reef Marine Park Act 1975*. The Authority was constituted in July 1976.

Portfolio Budget Statement Outcome: The long term protection, ecologically sustainable use, understanding and enjoyment of the Great Barrier Reef for all Australians and the international community through the care and development of the Marine Park.

Description: The functions of the Authority, as set out in the *Great Barrier Reef Marine Park Act 1975*, include:

- to provide information, advice, and recommendations to the Minister in relation to the care and development of the Marine Park;
- to prepare zoning plans and plans of management;
- management of the Marine Park, with day-to-day management (including permitting, education and compliance) being undertaken cooperatively with the Queensland Government;
- carrying out or arranging research relevant to the Marine Park; and
- provision of education, advisory and information services relating to the Marine Park.

In performing its functions the Authority must have regard for the World Heritage values of the Great Barrier Reef World Heritage Area.

Other key programs undertaken by the Authority include:

- engagement and stewardship programs, including Reef Guardians which recognises good environmental work undertaken by communities and industries to protect the Great Barrier Reef. The program involves schools, councils, fishers and farmers;
- assessing proposals for major and minor projects that may impact on the Marine Park, and undertaking ongoing management and auditing of these developments. This includes the provision of expert advice to the department in relation to referrals and approval decisions under the *Environment Protection and Biodiversity Conservation Act 1999*;
- partnering with tourism operators to improve stewardship (e.g. high standard tourism operators), monitoring the health of the reef (for example Eyes on the Reef and the Sightings Network) and responding to the crown-of-thorns starfish outbreak;
- assist in the delivery of Reef Water Quality Protection Plan including the establishment of the Great Barrier Reef Water Quality Guidelines which specify healthy standards for water quality;
- engaging with Indigenous communities in the management and sustainability of the Reef's marine resources (for example through Land and Sea Country Indigenous Partnerships Program, Traditional Use of Marine Resources Agreements, Indigenous Land Use Agreements); and

- Interactive educational experiences through the Reef HQ Aquarium to teach visitors about the reef's natural, social and economic values as well as threats to the Reef and how individuals can help protect it.

The Authority works collaboratively with the department and the Queensland Government on a number of programs.

The Authority is a prescribed agency under the *Financial Management and Accountability Act 1997* (FMA Act).

Staffing:

Budgeted 2013-14 Average Staffing Level (ASL): 205

Board of management: Yes

Purpose of board: The Authority comprises a Chairman and four part-time office holders (see below) supported by a staff of approximately 200 people. The Chairman performs the role of the Chief Executive for the purposes of the FMA Act and the *Public Service Act 1999*.

Board member title	Member name	Appointed on	Expiry of membership	Significant appointment *
Chair	Russell Reichelt	1/11/2007	31/10/2017	Yes
Member	Melissa George	29/08/2008	21/11/2017	Yes
Member	Tony Mooney	07/12/2011	06/12/2016	Yes
Member	Jon Grayson	22/11/2012	22/11/2015	Yes
Member	Margie McKenzie	16/05/2013	15/05/2018	Yes

* Significant appointments require approval from the Cabinet.

Murray-Darling Basin Authority

Chief Executive Officer: Dr Rhondda Dickson

Enabling legislation and year established: The Murray-Darling Basin Authority (MDBA) is a prescribed and statutory agency, established by the *Water Act 2007* (the Act).

Portfolio Budget Statement Outcome: Equitable and sustainable use of the Murray-Darling Basin by governments and the community including through development and implementation of a Murray-Darling Basin Plan, operation of the River Murray system, shared natural resource management programs, research, information and advice.

Description: The MDBA, a FMA Act Agency, is responsible for developing and overseeing a planning framework for the integrated management of the Murray-Darling Basin's water and other natural resources in a way that optimises economic, social and environmental outcomes in the national interest. This responsibility includes but is not limited to:

- protecting, restoring and providing for the ecological values and ecosystem services of the Murray-Darling Basin (the Basin);
- ensuring the return to environmentally sustainable levels of extraction of water resources that are over allocated or overused;
- promoting the use and management of the Basin resources in a way that optimises economic, social and environmental outcomes;
- giving effect to relevant international agreements.

In addition to its functions under the Act, the MDBA has functions under the Murray-Darling Basin Agreement (the Agreement), which forms Schedule 1 to the Act. These include giving effect to decisions of the Ministerial Council and the Basin Officials Committee in relation to natural resource management programs and River Murray operations, advising these bodies and providing them with administrative support. The MDBA delivers its functions under the Agreement in conjunction with and on behalf of the contracting governments.

The MDBA outcome has synergies with the department's current Outcome 4: Water Reform, where the key strategic priorities for the department are to support the implementation of the Murray-Darling Basin Plan; helping communities and industries to use water resources sustainably and efficiently; implementing reforms that deliver more efficient use of water resources; and ensuring community access to transparent, objective scientific evidence on coal seam gas and coal mining developments, which potentially impact on water resources.

Staffing:

Budgeted 2013-14 Average Staffing Level (ASL): 295

Board of management: Yes

Purpose of board: The Murray-Darling Basin Authority (the Authority) consists of the Chief Executive, the Chair (part-time) and four part-time members. Authority members are appointed by the Governor-General and each must have substantial expertise in one or more fields relevant to the activities of the agency.

The primary roles of the Authority as outlined in the Act include:

- preparing and reviewing the Basin Plan;
- measuring, monitoring and recording the quality and quantity of the Basin's Water resources;
- supporting, encouraging and conducting research and investigations about the Basin's Water Resources;
- developing equitable and sustainable use of Basin water resources;
- disseminating information about the Basin's water resources; and
- engaging and educating the Australian community about the Basin's water resources.

Board member title	Board member name	Appointed on	Expiry of membership	Significant appointment *
Chair	The Hon Craig Knowles	01/02/2011	31/01/2015	Yes
Member	Dr Rhondda Dickson	02/06/2011	30/09/2015	Yes
Member	Ms Dianne Davidson	14/05/2009	27/06/2017	Yes
Member	Professor Barry Hart	14/05/2009	27/06/2017	Yes
Member	Ms Diana Gibbs	03/11/2011	02/11/2015	Yes
Member	Vacant	Advertised on 3 August 2013	N/A	Yes

* Significant appointments require approval from the Cabinet

National Water Commission

Chair: The Hon Karlene Maywald

Chief Executive Officer: Ms Kerry Olsson (acting)

Enabling legislation and year established: *National Water Commission Act 2004*, enacted 17 December 2004.

Portfolio Budget Statement Outcome: Informed decisions by governments on national water issues, and improved management of Australia's water resources, through advocacy, facilitation and independent advice.

Description: The National Water Commission is an independent statutory authority which provides independent assurance of the Council of Australian Governments (COAG) national water reform agenda and promotes the objectives agreed to by all governments in Australia under the 2004 Intergovernmental Agreement on a National Water Initiative (NWI). Functions include:

- Assessing, monitoring and providing advice and recommendations on priority national issues related to water management in Australia and on progress in implementing the National Water Initiative;
- Independently assessing and reporting on the effectiveness of the implementation of the Murray–Darling Basin Plan and associated water resource plans; and
- Working with COAG and other stakeholders to facilitate improvements in water management throughout Australia.

The Commission is an FMA Act agency.

Staffing:

Budgeted 2013-14 Average Staffing Level (ASL): 37

Board of management: Yes

Purpose of board: The primary role of the Commissioners is to determine the National Water Commission's strategic direction; with the support of Commission staff, to prepare major reports and other advice to the minister or to COAG; and to promote national water reform and the role of the National Water Commission.

Board member title	Board member name	Appointed on	Expiry of membership	Significant appointment *
Chair	The Hon Karlene Maywald	01/07/2012	30/06/2015	Yes
Member	Robert Freeman	12/07/2011	30/06/2015	Yes
Member	Leith Bouilly	01/01/2013	30/06/2015	Yes
Member	Desmond Lord	01/01/2013	30/06/2015	Yes
Member	Vacant	For state nomination	N/A	Yes

* Significant appointments require approval from the Cabinet

Sydney Harbour Federation Trust

Executive Director: Mr Geoff Bailey

Enabling legislation and year established: *Sydney Harbour Federation Trust Act 2001.*
Sydney Harbour Federation Trust was established in 2001.

PBS Outcome: Enhanced appreciation and understanding of the natural and cultural values of Sydney for all visitors, through the remediation, conservation and adaptive re-use of, and access to, Trust lands on Sydney Harbour.

Description: The Sydney Harbour Federation Trust is a self funding *Commonwealth Authorities and Companies Act 1997* Agency. Key activities are the remediation, conservation and refurbishment of former defence and other Commonwealth lands around the harbour, and encouraging visitation to Sydney Harbour Federation Trust sites.

Staffing:

Budgeted 2013-14 Average Staffing Level (ASL): 57

Board of management: Yes

Purpose of board: The board of management is a governing Board of Trustees that guides the process of planning and implementing projects for the Sydney Harbour Federation Trust.

Board member title	Board member name	Appointed on	Expiry of membership	Significant appointment *
Chair	Anthea Tinney	24/05/2011	05/12/2014	Yes
Member	Leo McLeay	24/05/2011	23/05/2016	Yes
Member	Rohan Jeffs	24/05/2011	23/05/2016	Yes
Member	Sandra Hook	06/12/2011	16/06/2015	Yes
Member	Peter Lowry	27/09/2001	16/06/2015	Yes
Member	Elsie Heiss	24/05/2011	11/02/2015	Yes
Member	Paula Braxton-Smith	12/02/2013	11/02/2016	Yes
Member	Jean Hay	25/06/2013	24/06/2015	Yes

* Significant appointments require approval from the Cabinet