



**Australian Government**

**Department of the Environment and Energy**

## **Incoming Ministerial Briefing**

***28 August 2018***



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## Portfolio Overview

Our Portfolio has diverse responsibilities ranging from policy advice on a range of critical issues such as energy, climate change and environmental approvals for major projects, through to managing minor investments with small community groups.

We have highly visible international responsibilities such as World Heritage, a range of national responsibilities such as biodiversity policy, and local government interactions in land management. We have involvement across all spheres of government activity including:

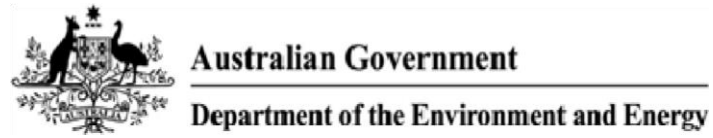
- a large set of policy responsibilities such as energy, climate change, land management, marine, meteorological services, Antarctica, pollution control and World Heritage
- significant regulatory responsibilities including for approvals under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act), energy efficiency and through the independent Clean Energy Regulator
- a mature program delivery role including delivery of the National Landcare Program under the *Natural Heritage Trust of Australia Act 1997*, the Reef Trust, the Emissions Reduction Fund, the Australian Renewable Energy Agency and the Clean Energy Finance Corporation
- a large national on-ground management presence in iconic places such as Kakadu, Uluru and Antarctica, through to environmental watering by the Commonwealth Environmental Water Holder, and through our Portfolio's agencies such as the Great Barrier Reef Marine Park Authority, Sydney Harbour Federation Trust and the Bureau of Meteorology
- a significant science effort, principally through the Australian Antarctic Division, the Bureau of Meteorology, the National Environmental Science Program and the Supervising Scientist who ensure the protection of the Alligator Rivers Region in the Northern Territory from the effects of uranium mining through environmental research and monitoring, environmental supervision, audit and inspection.

The Portfolio has experienced significant policy and structural reorientations and shifts over the past decade, with our responsibilities evolving through a series of Machinery of Government changes. Over time, our core responsibility for the environment has been accompanied by responsibilities for water, population, arts, sustainability and communities.

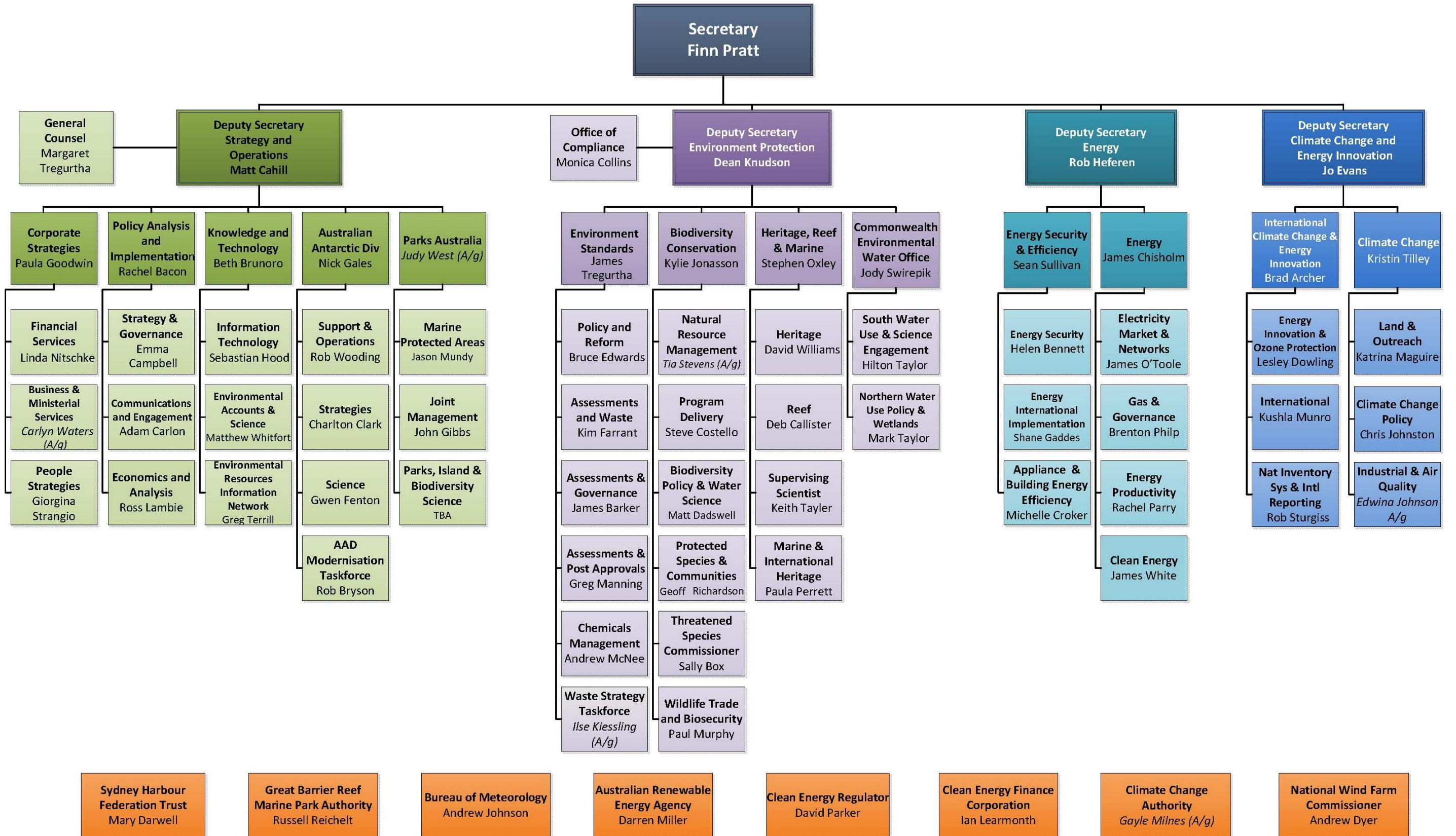
In 2013, the Portfolio was changed to include climate change responsibilities, with water policy moving to the Agriculture Portfolio. More recently in 2016, the Portfolio assumed responsibility for energy policy.

CHAPTER 1 – THE ENVIRONMENT AND ENERGY PORTFOLIO

Structure Chart



as at 21 August 2018





Functional Overview (as at 21 August 2018)

The Portfolio comprises the Department, four non-corporate Commonwealth entities\* and four Corporate Commonwealth entities\*\*

**Strategy and Operations Group**  
Matt Cahill

**Corporate Strategies Division, Paula Goodwin**  
The Division includes the Financial Services Branch, the People Strategies Branch and the Business and Ministerial Services Branch, encompassing property and security and the delivery of Ministerial services. The Division provides corporate advice, services, strategies and solutions to support our staff to undertake their roles and to ensure our leaders are able to lead their people and manage their resources effectively.

**Policy Analysis and Implementation, Rachel Bacon**  
The Division supports best practice policy development and implementation across the Department and works in close partnership with line areas to bring together the necessary skills and expertise to deliver outcomes. This includes expert advice on communications, governance, evaluation, international and domestic policy coordination, and economic analysis. The Division hosts the Chief Risk Officer, leads the Portfolio's Budget strategy, and provides independent assurance on key aspects of the Department's operations. The Division is a critical enabler of functions delivered across the entire organisation.

**Knowledge and Technology Division, Beth Brunoro**  
The Knowledge and Technology Division partners within and outside the Department to enable environment and energy outcomes through high quality science, information and technology. The Division brings together a critical mass of the Department's science, data, technical and technology expertise to drive productivity and innovation by transforming our operations and how we discharge our policy, program and regulatory responsibilities across the Department.

**Australian Antarctic Division, Nick Gales**  
Through this Division, the Department advances Australia's strategic, scientific, environmental and economic interests in Antarctica and the Southern Ocean, maximizes Australia's influence in the Antarctic Treaty System, and conducts scientific research that supports Australian Government priorities for policy and environmental management. The Department administers the Australian Antarctic Territory and the Territory of Heard Island and McDonald Islands. It maintains a permanent presence in the region through three scientific research stations in Antarctica and one on sub-Antarctic Macquarie Island.

**Parks Australia and Director of National Parks\*\*, Judy West (Acting)**  
The Director of National Parks is a Corporate Commonwealth Entity under the EPBC Act. Departmental officers in Parks Australia assist the Director to deliver on its functions and are located across Australia. The Director is responsible for six national parks (three jointly managed with their Aboriginal owners), the Australian National Botanic Gardens, and 59 marine reserves.

**General Counsel Branch, Margaret Tregurtha**  
The Branch is responsible for providing legal advice concerning the Portfolio's roles and functions and procuring external legal services where appropriate. It manages the Portfolio's legislation agenda and the Department's Freedom of Information obligations, Ombudsman and privacy matters. The Branch works with the Attorney-General's Department and other agencies on legal issues of broader significance to the Commonwealth.

**Sydney Harbour Federation Trust\*\* Mary Darwell**  
The Trust is responsible for the remediation, conservation and adaptive re-use of 145 hectares of former Defence and other Commonwealth lands on Sydney Harbour to enhance natural and cultural values and maximise public access.

**Environment Protection Group**  
Dean Knudson

**Environment Standards Division, James Tregurtha**  
The Division has regulatory functions, sets standards and develops policy. It ensures the protection of matters of national environmental significance through its assessment, approval and permitting responsibilities under the *Environment Protection and Biodiversity Conservation Act 1999*, and regulates the loading and dumping of waste at sea under the *Environment Protection (Sea Dumping) Act 1981*.  
The Division works with state and local governments and industry to improve the quality and health of the environment and reduce pollution through national frameworks, standards, regulation, management and monitoring of wastes harmful chemicals and other hazardous substances.

**Biodiversity Conservation Division, Kylie Jonasson**  
The Division provides national leadership and leads our international treaty obligations to identify, protect and conserve Australia's plants, animals and landscapes. This is achieved through regulation under the *Environmental Protection and Biodiversity Conservation Act (1999)*, funding on ground environmental works through programs such as the National Landcare Program and overseeing Australia's Wildlife Trade operations. The Threatened Species Commissioner is a key role in the Division, bringing a national focus to conservation efforts and helping to address the growing number of plants and animals fighting extinction.

**Heritage, Reef and Marine Division, Stephen Oxley**  
The Division contributes to the conservation, protection and sustainable management of Australia's biodiversity and heritage. It is responsible for Great Barrier Reef policy, the Reef 2050 Plan and programs delivered through the Reef Trust, including the Great Barrier Reef Foundation Partnership. It shapes national heritage policy, implements the Australian Heritage Strategy, supports the Australian Heritage Council, and leads engagement with the World Heritage Committee (we are a member). It leads engagement with the International Whaling Commission, coordinates marine policy and delivers development assistance programs in the Asia Pacific Region. It includes the Supervising Scientist Branch in Darwin and Jabiru which undertakes the statutory functions of the Supervising Scientist to protect the environment of the Alligator Rivers Region, including Kakadu National Park, from the effects of uranium mining.

**Commonwealth Environmental Water Office and Commonwealth Environmental Water Holder, Jody Swirepik**  
The Water Holder is a statutory position established in the Water Act 2007 to manage the Commonwealth's environmental water holdings to protect and restore environmental assets of the Murray-Darling Basin, a key indicator of the success of the Basin Plan. These holdings now amount to 1832 GL of water entitlements (on long term average yield), are worth \$3.2 billion, and represent one of the most significant intangible assets within the Department's direct responsibility. The Office supports the Water Holder to deliver its statutory functions and has administrative authority within Australia for the Ramsar Convention on Wetlands of International Importance.

**Office of Compliance, Monica Collins**  
The Office of Compliance is focused on: cases of serious non-compliance; engagement in areas of emerging risk; assurance over the integrity of the regulatory system; investment in contemporary compliance capabilities; and custodianship of the Department's compliance activities.

**Great Barrier Reef Marine Park Authority\* Russell Reichelt**  
The Authority supports the Minister in managing the Great Barrier Reef Marine Park. This includes preparation of zoning and management plans, regulation, and day-to-day management of the Marine Park. The Authority works cooperatively with the Queensland Government, the Department and Traditional Owners undertaking permitting, education and compliance activities.

**Energy Group**  
Rob Heferen

**Energy Security and Efficiency Division, Sean Sullivan**  
The Division supports the sustainability and reliability of Australia's electricity, gas and liquid fuel markets. It provides advice in relation to Australia's energy security through ongoing monitoring and assessment of energy security across electricity, gas and liquid fuels, and represents the Commonwealth in national energy supply emergency and critical energy infrastructure resilience fora. The Division is the focal point for the Australia's international energy engagement, particularly through the International Energy Agency. This includes the development and implementation of Australia's oil stockholding compliance plan and Australia's contribution to International Energy Agency reform and modernisation. The Division manages the Government's shareholding in Snowy Hydro Limited. It also works to improve energy efficiency through development and administration of effective national regulation under the *Greenhouse and Energy Minimum Standards (GEMS) Act 2012*, the *Building Energy Efficiency Disclosure Act 2010*, and the Nationwide House Energy Rating Scheme.

**Energy Division, James Chisholm**  
The Division provides advice to the Minister and the Energy Committee of Cabinet on national energy market reforms to promote affordable, secure and reliable energy supply as the economy transitions to a low emissions future. Its policy responsibilities include gas and electricity markets, energy consumers, and energy productivity. It delivers national energy market reforms by working with the COAG Energy Council. The Council's reform agenda focuses on responding to the ACCC Retail Pricing Inquiry Report, the development of the National Energy Guarantee and implementing Finkel Review and accelerating development of wholesale gas markets.

**Snowy Hydro Limited Board, Paul Broad (CEO)**  
Snowy Hydro Limited is an independent GBE with integrated energy assets including the Snowy Hydro Scheme and other electricity generating assets, and operations in the electricity retail market (it is the fourth-largest retailer in the NEM). It operates under a strict water licence for its electricity generating operations, but it uses its water storages to manage risk and increase resilience to changes in the energy market, energy demand and variable climatic conditions. s47C, s47E(d)  
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**Climate Change and Energy Innovation Group**  
Jo Evans

**International Climate Change and Energy Innovation Division, Brad Archer**  
The Division contributes to the reduction of Australia's greenhouse gas emissions through policies to promote clean energy innovation, ozone protection and the management of synthetic greenhouse gases, and through supporting the Minister and the Government in relation to the operations of the Australian Renewable Energy Agency and the Clean Energy Finance Corporation. The Division contributes to an effective global response to climate change through supporting negotiations and implementation of obligations under the Kyoto Protocol and Paris Agreement, including estimating and reporting Australia's emissions and progress towards targets, and under the Montreal Protocol. It provides assistance to other countries for emission measurement and reporting, and supports international partnerships on blue carbon and rainforest protection.

**Climate Change Division, Kristin Tilley**  
The Division designs and implements policies and programs that reduce Australia's greenhouse gas emissions and strengthen our resilience to a changing climate. It is responsible for estimating Australia's future greenhouse gas emissions and is leading the Government's 2017 review of climate change policies. Programs include the Emissions Reduction Fund, the Safeguard Mechanism and the carbon neutral program.

**Australian Renewable Energy Agency\*\* Darren Miller**  
The Agency is a commercially oriented agency. Its objective is to improve the competitiveness of renewable energy technologies and increase the supply of renewable energy in Australia. Its purpose is to accelerate Australia's shift to affordable and reliable renewable energy. The Agency shares knowledge to help the renewable energy industry and other stakeholders learn from each other. It produces an annual General Funding Strategy—approved by the Minister—and Investment Plan to establish the strategic framework for program development and to determine agency's investment priorities.

**Bureau of Meteorology\* Andrew Johnson**  
The Bureau provides trusted, reliable and responsive weather, water, and climate and ocean services for Australia – all day, every day. The Bureau's work directly informs decisions by governments, industry and the community and supports all Australians, the Australian Defence Force and key sectors such as emergency management, aviation, transport, water management, agriculture and environmental management.

**Clean Energy Finance Corporation\*\* Ian Learmonth**  
The Corporation seeks to mobilise capital investment in renewable energy, low-emissions technology and energy efficiency in Australia through commercial loans, equity investments and limited loan guarantees.

**Clean Energy Regulator\* David Parker AM**  
The Regulator administers legislated schemes for measuring, managing, reducing or offsetting Australia's carbon emissions. These include the National Greenhouse and Energy Reporting Scheme and the safeguard mechanism, Emissions Reduction Fund, the Renewable Energy Target, and the Australian National Registry of Emissions Units. The Regulator is primarily an economic regulator that has well developed processes for client education, compliance and enforcement to protect the integrity of its schemes.

**Climate Change Authority\* Gayle Milnes(A/g to 19 Oct)**  
The Authority conducts statutory reviews, other (special) reviews and research on climate change matters. It is conducting a review of the national greenhouse and energy reporting legislation.

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## **CHAPTER 4 – THE DEPARTMENT**

### **Department Overview**

The Department's role is to advise on and implement the Government's environment and energy policy. We support the Government in achieving a health environment, strong economy and thriving community now and for the future. We are stewards of Australia's unique environment and drivers of reliable and sustainable energy markets.

The Department is currently organised into four groups; the Strategy and Operations Group, the Environment Protection Group, the Energy Group, and the Climate Change and Energy Innovation Group. These groups are made up of 13 divisions and 49 branches, which includes the Office of Compliance and General Counsel Branches.

The Department's General Counsel Branch reports directly to the Deputy Secretary for the Strategy and Operations Group and the Office of Compliance Branch reports directly to the Deputy Secretary of the Environment Protection Group.

## Executive Board Profiles

### **Secretary, Finn Pratt AO PSM**



Finn Pratt has a public service career spanning 35 years and during this time he has driven many government priorities. As Secretary of the Department of the Environment and Energy, he is responsible for delivering energy market reform, environmental policy priorities such as biodiversity conservation and protecting the Great Barrier Reef, implementing a national response to climate change and building Australia's Antarctic capabilities.

Finn was appointed Secretary of the Department of the Environment and Energy in September 2017. Before this appointment, he held other senior positions including Secretary of the Department of Social Services (2013-2017), Secretary of the Department of Families, Housing, Community Services and Indigenous Affairs (2011-2013), Secretary of the Department of Human Services (2009-2011) and Chief Executive Officer of Centrelink (2008-2009).

In these roles, he has been responsible for setting the strategic and corporate directions of each Department and its portfolio and providing policy advice to the portfolio Ministers and Assistant Ministers.

He is a member of the Jawun Board and was the Chair of the Australia and New Zealand School of Government (ANZSOG) from 2014 to 2017.

Finn was awarded a Public Service Medal in 2008 and in 2015 became an Officer of the Order of Australia for distinguished service in public administration, social policy development and service delivery reform, and improving support for people with disability, their families and carers.

Finn has a Bachelor of Arts degree from the Australian National University.

### **Deputy Secretary, Dean Knudson**



Dean is the Deputy Secretary overseeing the Environment Protection Group. The group includes the Department's main regulatory, spending and policy areas focused on protecting biodiversity, heritage, water and environmental health.

Dean moved to Australia in 2012 and has led areas responsible for the environmental assessment of major development projects in Australia, national air quality, and chemicals management.

Prior to moving to Australia, Dean was with the Canadian Government for 20 years in the Prime Minister's, Treasury, Environment and Industry departments, where he worked on a range of key environmental and economic reforms. He has a master's degree in economics from Queen's University, a bachelor's degree in economics from the University of Western Ontario, and is certified in conflict resolution and financial securities.



***Deputy Secretary, Jo Evans***



Jo is the Deputy Secretary responsible for Climate Change and Energy Innovation. She also oversees the Portfolio's climate change agencies (the Clean Energy Regulator, the Australian Renewable Energy Agency (ARENA), the Clean Energy Finance Corporation and the Climate Change Authority).

Prior to joining the Department in September 2016, Jo was Deputy Secretary in the Department of Agriculture and Water Resources where she had responsibility for international trade and market access, and export certification services. Jo was also responsible for the Department's corporate functions.

Prior to joining the APS in 2000, Jo worked for management consultants McKinsey & Company. Jo has a Masters of Public Policy from the Woodrow Wilson School of Public and International Affairs, Princeton University, a Masters in Environmental Science from the University of Melbourne and a combined bachelor degree in Asian studies and economics (honours) from the Australian National University.

***Deputy Secretary, Rob Heferen***



Rob joined the Department of the Environment and Energy on 1 August 2016 with responsibilities for Energy.

Prior to this, Rob was Deputy Secretary in the Department of Industry, Innovation and Science with responsibilities for Energy, Resources and the Office of Northern Australia.

Before joining the Department of Industry, Innovation and Science, Rob was the Deputy Secretary, Revenue Group in Treasury from March 2011 – April 2016. In this role, Rob had overall responsibility for tax policy advice, tax legislation, revenue forecasting and other tax quantitative work at the Federal level.

Rob's other roles in the Australian Public Service have been in Customs, the ATO, Treasury and the Department of Families, Housing, Community Services and Indigenous Affairs.

***Deputy Secretary, Matt Cahill***



Matt is the Deputy Secretary responsible for the Strategy and Operations Group commencing in the role in July 2017. Matt joined the Department in early 2016 to lead the reform of the Department's environment protection and environmental health regulatory functions.

Prior to joining the Department, Matt was National Director of the Prime Minister and Cabinet Regional Network. He also held policy and operational leadership roles at the Department of Immigration and Border Protection, including leading the Australian-wide detention, compliance, removal and complex visa operations during the period of unprecedented boat arrivals. Prior to joining Immigration, he oversaw the finalisation of the Home Insulation Safety Program and the implementation of a suite of Energy Efficiency Programs as part of the Clean Energy Futures package. He has held senior executive positions at CrimTrac, the Australian Taxation Office and the Australian National Audit Office.

Matt has a Bachelor of Economics, Bachelor of Science (Mathematics) and a Master of Business Administration. He is an FCPA and a winner of the Chartered Accountants Australia and New Zealand leadership in government 'Outstanding Contribution to Public Administration' Award.

***Chief Operating Officer, Paula Goodwin***



Paula is the Chief Operating Officer with the Department of the Environment and Energy. She joined the Department in May 2016 and has been in the Chief Operating Officer role since August 2016.

Paula previously worked with the Australian Crime Commission and the Australian Customs and Border Protection Service, where she led the integration of the people functions following the merger with the Department of Immigration and Border Protection. She has worked in both human resource, governance and policy roles across the public and the private sector.

Paula holds a Masters in National Security Policy from the Australian National University, a Masters in Human Resource Management and a Bachelor of Arts from the University of Canberra. She is Certified Practitioner with the Australian Institute of Human Resources and volunteers as a Lifeline crisis support worker.

***First Assistant Secretary, Dr Rachel Bacon, Policy Analysis and Implementation Division***



Rachel re-joined the Department in July 2017 as First Assistant Secretary of the Policy Analysis and Implementation Division. Prior to this Rachel was Deputy Chief Executive Officer with the Northern Territory Government's Department of the Chief Minister for two and a half years.

Rachel previously led a number of taskforces based in the Department of the Environment and the Department of the Prime Minister and Cabinet (PM&C) working to deliver whole-of-government priorities in areas such as environment regulation reform and Australia's engagement with Asia. The five years she spent at the Department of the Prime Minister and Cabinet included a variety of other roles, such as leading the Implementation Division and helping to establish the Department's Strategy and Delivery Division.

Her 18 year career in the public service has included seven years in the Commonwealth Attorney-General's Department working in areas such as native title policy, international law, national security, law enforcement policy and the Department's Executive, a short time in a Ministerial office and five years working in the legal and policy areas of the Administrative Appeals Tribunal and Refugee Review Tribunal.

Rachel's PhD, awarded in 2005, focused on administrative law and organisational change.

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## CHAPTER 5 – PORTFOLIO AGENCIES AND COMPANIES

### Australian Renewable Energy Agency

**Chief Executive Officer:** Mr Darren Miller

**Enabling legislation and year established:** *Australian Renewable Energy Act 2011*.  
Established on 1 July 2012.

**Portfolio Budget Statement Outcome:** Support improvements in the competitiveness of renewable energy and related technologies and the supply of renewable energy by administering financial assistance, developing analysis and advice about, and sharing information and knowledge with regard to, renewable energy and related technologies.

**Description:** The Australian Renewable Energy Agency (ARENA) is a commercially oriented agency. Its objective is to:

- improve the competitiveness of renewable energy technologies
- increase the supply of renewable energy in Australia.

ARENA's purpose, as stated in its corporate plan, is to accelerate Australia's shift to affordable and reliable renewable energy. To achieve this, ARENA:

- shares knowledge to help the renewable energy industry and other stakeholders learn from each other's experience
- invests across the commercialisation pathway from research and development to demonstration and near-commercial deployment projects.

ARENA produces a General Funding Strategy, which the Minister approves, and Investment Plan each year to establish the strategic framework for program development and to determine ARENA's investment priorities.

§47C, s47E(d)

The agency only has two employees, the Chief Executive Officer and the Chief Financial Officer. Under section 62 of the ARENA Act, all other staff necessary to assist the agency must be persons employed under the *Public Service Act 1999* who are employed by the Department and made available to the agency by the Secretary of the Department. The above figure does not include these staff resources provided by the Department, who are included as ASL under Program 2.3 of the Department. §47C, s47E(d)

**Board of management:** Yes

**Purpose of board:** ARENA's board sets the agency's investment strategies and priorities, oversees the running of the organisation, and approves funding for projects up to \$50 million. The Minister approves funding over \$50 million. The ARENA Chief Executive Officer approves funding up to \$1 million (GST exclusive), unless additional delegation is granted to him by the Board.

**ARENA Board**

Member name	Appointed on	Appointment Expiry	s47E(d)
Mr Martijn Wilder AM (Chair)	18/04/2018	17/04/2020	
Ms Susan Jeanes	18/04/2018	17/04/2020	
Mr Dougal McOmish	18/04/2018	17/04/2020	
Ms Samatha Hogg	18/04/2018	17/04/2020	
Ms Stephanie Unwin	18/04/2018	17/04/2020	
Ms Meg McDonald	18/04/2018	17/04/2020	
Mr Finn Pratt AO PSM (alternate is Ms Jo Evans)	22/10/2015	Valid while holding office of Secretary of the Department of the Environment and Energy	

s47E(d)

## **Bureau of Meteorology**

**Director:** Dr Andrew Johnson

**Enabling legislation and year established:** *Meteorology Act 1955* and Part 7 of the *Water Act 2007*

**Portfolio Budget Statement Outcome:** 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 provides trusted, reliable and responsive weather, water, climate and ocean services for Australia—all day, every day. The Bureau's work directly informs decisions by governments, industry and the community and supports all Australians, the Australian Defence Force and key sectors such as emergency management, aviation, transport, water management, agriculture and environmental management. To achieve this across the domains of weather, water, climate and oceans, the Bureau:

- monitors and reports on current conditions
- provides forecasts, warnings and long-term outlooks
- analyses and explains trends
- fosters greater public understanding and use of information
- extends its understanding of, and ability to forecast, Australian conditions.

**Staffing:** Budgeted 2017-18 Average Staffing Level (ASL): 1,565

**Board of management:** No

## Clean Energy Finance Corporation

**Chief Executive Officer:** Mr Ian Learmonth

**Enabling legislation and year established:** *Clean Energy Finance Corporation Act 2012* (CEFC Act)

**Portfolio Budget Statement Outcome:** Facilitate increased flows of finance into Australia's clean energy sector, applying commercial rigour to investing in renewable energy, low emissions and energy efficiency technologies, building industry capacity, and disseminating information to industry stakeholders.

**Description:** The Clean Energy Finance Corporation (CEFC) invests commercially to increase the flow of funds into renewable energy, energy efficiency and low emissions technologies and related businesses. The CEFC has supported projects across the Australian economy, benefitting a diverse range of businesses, large and small.

The CEFC's mission is to accelerate Australia's transformation towards a more competitive economy in a carbon constrained world by acting as a catalyst to increase investment in emissions reduction. The CEFC does this through direct investments which attract private sector finance, as well as through its strategic co-financing partners.

On 23 March 2016, the former Prime Minister announced the intention to establish a \$1 billion Clean Energy Innovation Fund to be managed by the CEFC—under a joint working arrangement with ARENA—effective from 1 July 2016. This was later amended by the issue of the *Clean Energy Finance Corporation Investment Mandate Direction 2016 (No.2)*, which created the Sustainable Cities Investment Program and Reef Funding Program (each with \$1 billion to deploy over 10 years). s47C, s47E(d)

**Staffing:** The CEFC is not an agency for the purposes of the *Public Service Act 1999* and does not use Australian Public Service classifications. CEFC staff are employed under individual contracts in accordance with the CEFC Act. s47C, s47E(d)

Budgeted Average Staffing Level (ASL):

	2017–18 Estimated Actual	2018–19	2019–20	2020–21	2021–22
TOTAL FTE	101	112	s47C, s47E(d)		

s47C, s47E(d)

**Board of management:** Yes

**Purpose of board:** The CEFC is governed by a board consisting of a Chair and between four and six other members, each appointed by the responsible ministers to act on a part-time basis.

Member name	Appointed on	Appointment Expiry	s47E(d)
Mr Steven Skala AO (Chair)	07/08/2017	06/08/2022	
Mr Philip Coffey	01/02/2018	31/01/2023	
Ms Leeanne Bond	07/08/2017	06/08/2022	
Ms Samantha Tough	07/08/2017	06/08/2022	
Ms Nicola Wakefield Evans	07/08/2017	06/08/2022	
Ms Laura Reed	01/02/2018	31/01/2023	
Ms Andrea Slattery	01/02/2018	31/01/2023	

s47E(d)

## Clean Energy Regulator

**Chair:** Mr David Parker AM

**Enabling legislation and year established:** *Clean Energy Regulator Act 2011*. Established in 2012.

**Portfolio Budget Statement Outcome:** Contribute to a reduction in Australia's net greenhouse gas emissions, including through the administration of market-based mechanisms that incentivise reduction in emissions and the promotion of additional renewable electricity generation.

**Description:** The Regulator is a non-corporate Commonwealth entity that administers legislated schemes for measuring, managing, reducing or offsetting Australia's carbon emissions. These include:

- National Greenhouse and Energy Reporting Scheme and the safeguard mechanism, under the *National Greenhouse and Energy Reporting Act 2007*
- Emissions Reduction Fund, under the *Carbon Credits (Carbon Farming Initiative) Act 2011*
- Renewable Energy Target, under the *Renewable Energy (Electricity) Act 2000*
- Australian National Registry of Emissions Units, under the *Australian National Registry of Emissions Units Act 2011*.

The Regulator is primarily an economic regulator that has well developed processes for client education, compliance and enforcement to protect the integrity of the schemes it administers.

**Staffing:** Budgeted 2018–19 Average Staffing Level (ASL): 322

**Board of management:** Yes

**Purpose of board:** As the statutory authority, the Chair and members of the Clean Energy Regulator set the strategic direction for the agency and are accountable for its regulatory decisions. The Chair alone is the agency head and the accountable authority for the purposes of the *Public Service Act 1999* and the *Public Governance, Performance and Accountability Act 2013* (that is, for employment of staff and expenditure of public monies).

Member name	Appointed on	Appointment Expiry	s47E(d)
Chair – Mr David Parker AM	02/07/2017	01/07/2022	
Ms Anne T Brown	04/06/2017	03/06/2020	
Ms Virginia Malley	04/06/2017	03/06/2020	
Mr Michael D'Ascenzo AO	22/03/2018	21/03/2021	
Dr Peter Davis	18/01/2016	17/01/2021	

s47E(d)

**Climate Change Authority**

**Chief Executive Officer:** Ms Gayle Milnes (acting) until 19 October 2018.

**Enabling legislation and year established:** *Climate Change Authority Act 2011*. The Authority commenced operations in 2012.

**Portfolio Budget Statement Outcome:** Provide expert advice to the Australian Government on climate change mitigation initiatives, including through conducting regular and specifically commissioned reviews and undertaking climate change research.

**Description:** The Authority is a statutory agency operating under the *Climate Change Authority Act 2011*. The Authority conducts statutory reviews, other (special) reviews and research on climate change matters. It has recently completed reviews of the National Wind Farm Commissioner and the Carbon Farming Initiative legislation, which supports the Emissions Reduction Fund.

**Staffing:** Budgeted 2018-19 Average Staffing Level (ASL): 9

**Board of management:** Yes

**Purpose of board:** The Authority comprises a Chair, seven members and the Chief Scientist (ex-officio member). Four member positions are vacant.

Member name*	Appointed on	Appointment Expiry	s47E(d)
Dr Wendy Craik (Chair)	12/10/2015	11/10/2020	
Mr Stuart Allinson	12/10/2015	11/10/2020	
Ms Kate Carnell AM	12/10/2015	11/10/2020	
Hon. John Sharp	12/10/2015	11/10/2020	
Dr Alan Finkel – Ex-officio	N/A	N/A	

\* There are currently four vacancies on the Climate Change Authority Board.

s47E(d)

## 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 main object of the *Great Barrier Reef Marine Park Act 1975* is to provide for the long term protection and conservation of the environment, biodiversity and heritage values of the Great Barrier Reef Region. Other objects, which need to be consistent with the main object, are to allow for sustainable use, encourage engagement in protection and management by traditional owners and stakeholders and assist in meeting Australia's international responsibilities in relation to world heritage.

The Great Barrier Reef Marine Park Authority (the Authority) is the Australian Government agency tasked with delivering these responsibilities. In order to do this the functions of the Authority include:

- providing information, advice and recommendations to the Minister in relation to the care and development of the Marine Park
- preparing zoning plans and plans of management
- regulation, including by a system of permissions, for use of the Great Barrier Reef Marine Park in ways consistent with ecosystem-based management and the principles of ecologically sustainable use
- day-to-day management of the Marine Park, including permitting, education and compliance, being undertaken cooperatively with the Queensland Government
- partnership with the Department of the Environment and Energy and the Queensland Government to develop and deliver the *Reef 2050 Long-Term Sustainability Plan*
- partnerships with Traditional Owners in the management of marine resources
- education, advisory and information services relating to the Marine Park.

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

The Authority's work program has an emphasis on protecting, managing and restoring the Great Barrier Reef's ecosystem health and resilience, biodiversity and heritage values.

The most concerning pressures come from outside the Marine Park boundary, most significantly climate change, but also land-based runoff from Reef catchments and coastal development. In order to address these significant challenges, the Authority has increased efforts in working with key partners and decision-makers to raise awareness of the effects of activities both inside and outside the Marine Park.

Key programs undertaken by the Authority include:



*Providing expert knowledge*

- implementation and governance of the Reef 2050 Long-Term Sustainability Plan. The Authority is responsible for the delivery of 33 of the 70 actions listed in the Plan (July 2020). It works closely with the Queensland Office of the Great Barrier Reef, the Department of the Environment and Energy and other key stakeholders in its implementation
- collecting and synthesising Reef knowledge and information, including through the Reef 2050 Integrated Monitoring and Reporting Program, Marine Monitoring Program, Eye on the Reef program and working with the research partners to address knowledge gaps.
- delivery of an Outlook Report every five years on the Reef's health, pressures, management effectiveness and likely future (due in June 2019)
- developing position statements on key external threats to the Reef, such as climate change, water quality, coastal development and fishing, and working with partners to manage these threats.

*Planning, regulating and ensuring compliance*

- implementation of the *Great Barrier Reef Intergovernmental Agreement 2009* between the Australian and Queensland governments, which sets out the framework for the field management program including Marine Park operations, compliance and incident response
- implementing an efficient and effective risk based regulatory system, including developing a pre-emptive planning and management approach and assessing proposals for activities that may impact on the Marine Park, and undertaking ongoing management and compliance auditing of these permits
- assisting Traditional Owners in the management of the Marine Park through Traditional Use of Marine Resource Agreements (TUMRAs) and sea country planning.

*Educating and fostering stewardship to enhance protection of the Reef*

- engagement and stewardship programs, including the Reef Guardians program, partnerships with tourism operators, engagement with Indigenous communities, monitoring the health of the Reef, and responding to the crown-of-thorns starfish outbreak
- communication and educational activities, including through the National Reef Education Centre – Reef HQ Great Barrier Reef Aquarium, to teach visitors and the broader public about the Reef's natural, social and economic values, as well as threats to the Reef and how individuals can help protect it.

*Enhancing Reef resilience through continuous improvement and new initiatives across all aspects of management*

- enhancing Reef resilience to mitigate the risk of climate change, including through identifying priority locations for action, to establish a reef-wide 'resilience network', and developing, implementing and enabling interventions to build resilience

- reef health incident response through pre-summer risk assessment, monitoring and intelligence, environmental condition reporting throughout Summer, capability maintenance (including key partnerships and plans) and incident response as required
- conservation actions complementing the regulation of use of the Marine Park to more directly protect or restore critical habitats and ecosystems, such as action to improve turtle breeding success on Raine Island and the control of crown-of-thorns starfish.

The Authority works collaboratively with the Department of the Environment and Energy and the Queensland Government on a number of programs.

**Budget:** Budgeted 2018-19 \$77 million, including \$20 million for the Joint Field Management Program co-funded with the Queensland Government

**Staffing:** Average Staffing Level (ASL) for 2018-19: 222

**Board of management:** Yes

**Purpose of board:** The Authority comprises a Chairman and four part-time office holders. The Chairman of the Authority is currently the accountable authority for the purposes of the *Public Governance Performance and Accountability Act 2013* and the agency head under the *Public Service Act 1999*.

In 2017, the Minister for the Environment and Energy commissioned a review into the governance of the Authority. The review made 24 recommendations, which were accepted by the Minister for implementation. These changes include separating the roles of Chief Executive Officer and Chairman, and recruiting additional members to Authority.

The bill to amend the relevant sections of the *Great Barrier Reef Marine Park Act 1975* in order to legislatively implement the recommendations received Royal Assent on 5 March 2018. The amendments will commence on a day to be fixed by proclamation. s47C, s47E(d)

Recruitment for a new Chairperson is currently underway s47C, s47E(d)

Member name	Appointed on	Expiry of membership	s47E(d)
Dr Russell Reichelt (Chair)	1/11/2007	31/10/2018**	
Ms Melissa George	29/08/2008	21/11/2018	
Ms Margie McKenzie	16/05/2013	21/06/2023	
Mr Dave Stewart	23/07/2015	22/07/2023	
Prof Emma Johnston	05/05/2016	04/05/2021	

s47E(d)  
 \*\* Or until results of the Governance Review are implemented

**Sydney Harbour Federation Trust**

**Executive Director:** Ms Mary Darwell

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

**Portfolio Budget Statement 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 Trust is a corporate Commonwealth entity under the *Public Governance, Performance and Accountability Act 2013*. Key activities are the remediation, conservation and adaptive re-use of 146 hectares of former Defence and other Commonwealth lands on Sydney Harbour to enhance natural and cultural values and maximise public access. 89 per cent of the land and 74 per cent of buildings have been adaptively re-used and managed by the Trust for public use, with the principal sites experiencing visitation of 1.8 million in 2017-18. s47C, s47E(d)

[Redacted text]

s47C, s47E(d)

**Staffing:** Budgeted 2018-19 Average Staffing Level (ASL): 63

**Board of management:** Yes

Member name	Appointed on	Expiry of membership	s47E(d)
Mr Joseph Carrozzi	01/07/2018	30/06/2021	[Redacted]
Ms Jean Hay AM (Deputy Chair)	06/04/2017	05/04/2020	
Mr Garth Callender	06/04/2017	05/04/2020	
Ms Josephine Cashman	01/07/2018	30/06/2021	
Ms Sally Herman	29/04/2016	28/04/2019	
Ms Sandra Hook	29/04/2016	28/04/2019	
Ms Jessica Keen	01/07/2018	30/06/2021	
Mr Dave Sharma	01/07/2018	30/06/2021	

## Wind Farm Commissioner

Note: The Wind Farm Commissioner is not a statutory body or agency and therefore it does not have enabling legislation or an outcome statement in the Portfolio Budget Statements.

**Commissioner:** Andrew Dyer

**Year established:** 2015

**Description:** The National Wind Farm Commissioner (WFC) position was established by the Government in June 2015 as part of an agreement with cross-bench Senators to secure passage of the *Renewable Energy (Electricity) Amendment Act 2015*. Policy authority was provided by the then Prime Minister, The Hon Tony Abbott MP.

Mr Andrew Dyer was selected by the then Minister for the Environment, Hon Greg Hunt MP, for the position and the Department subsequently entered into a Contract for Services with Mr Dyer's company for him to fulfil the role for a three year period from November 2015 to November 2018.

A review of the role was undertaken by the Climate Change Authority and published on 31 May 2018. The review recommends continuing the Commissioner's role, including a modest increase in scope to include large scale solar and storage, such as large scale batteries. The Government is required to table a response to the recommendations before 30 November 2018.

The role of the Wind Farm Commissioner is to assist to resolve complaints from concerned community residents about the operation of wind turbines. The Commissioner also refers complaints about wind turbines to relevant state and territory authorities and help ensure that complaints are addressed. The Commissioner is required by the terms of reference to:

- work collaboratively with all levels of government, scientists, industry and the community to resolve complaints from communities about proposed and operational wind farms
- refer complaints about wind farms to relevant state authorities and help ensure that they are properly addressed
- work with stakeholders to identify needs and priorities for monitoring wind farms
- lead efforts to promote best practices information availability and provide a central, trusted source for dissemination of information.

The Commissioner, supported by the Department of the Environment and Energy, reports to the Minister for the Environment and Energy and provides an Annual Report to the Australian Parliament on delivery against the terms of reference. The Commissioner's work does not duplicate or override the important statutory responsibilities of other jurisdictions, such as those relating to the planning and approval of wind farms. The Commissioner draws on the work of the Independent Scientific Committee on Wind Turbines.

s47C, s47E(d)

s47C, s47E(d)

*Board of management:* No

## Snowy Hydro Limited

**Chief Executive Officer:** Mr Paul Broad

**Enabling legislation and year established:** Snowy Hydro Limited is a company limited by shares, formed under the **Corporations Act 2001**. It was incorporated on 28 June 2002.

Other enabling Commonwealth acts include:

- *Snowy Hydro Corporatisation Act 1997*
- *Snowy Mountains Engineering Corporation (Conversion into Public Company) Act 1989*
- *Snowy Mountains Engineering Corporation Limited Sale Act 1993*

Snowy Hydro Limited was prescribed as a Government Business Enterprise (GBE) from 1 July 2018 under section 5 of the *Public Governance, Performance and Accountability Rule 2014*.

**Portfolio Outcome:** Outcome 4. The Government acquired SHL to help facilitate the effective and efficient expansion of Snowy Hydro 2.0.

**Description:** Snowy Hydro Limited is a commercial energy generator and retailer with the capacity to generate more than 5,500 megawatts across multiple fuels from 16 power stations across New South Wales, Victoria and South Australia. It is the fourth largest energy retailer in the National Electricity Market, servicing over one million account holders. While it is a GBE Snowy Hydro Limited operates on a commercial basis, with flexibility and discretion in its operational and commercial decisions within the bounds of the legislative and governance framework.

SHL's Corporate Plan states that it aims to be:

- A leading industry participant in the National Electricity Market, delivering premium financial returns to the shareholder
- A best practice participant in the National Electricity Market
- Provider of a safe workplace for its people
- An employer of choice.

The Commonwealth's share in the company is jointly managed through two Shareholder Ministers: the Minister responsible for energy policy (the Responsible Minister) and the Minister responsible for the *Public Governance, Performance and Accountability Act 2013*. Shareholder Ministers exercise strategic control over the company consistent with their accountability to the Parliament and the public, and set clear objectives for the company. The directors of the company are responsible for overseeing the development of the business strategies and the development of the day-to-day management policies.

s47C, s47E(d)

**Board of management:** Yes

**Purpose of board:** The Board of SHL has ultimate responsibility for the performance of the company and is accountable to the Government as its sole shareholder.

**Snowy Hydro Limited Board**

Member name	Appointed on	Appointment Expiry	s47E(d)
Mr Paul Broad CEO	2013 SGM (June 2013)	s47C, s47E(d)	
Mr Noel Cornish AM Chair	2012 AGM (August 2012)		
Ms Leeanne Bond	2015 AGM (November 2015)		
Mr Nigel Clark	2014 AGM (May 2015)		
The Hon Helen Coonan	2013 AGM (January 2014)		
Mr Michael Ihlein	2012 SGM (August 2012)		
Ms Joycelyn Morton	2012 SGM (August 2012)		
Mr Richard Sheppard	2014 AGM (May 2015)		
vacant			

Current members were appointed in accordance with the Corporations Act requirements.  
s34(3)

## CHAPTER 6 – WORKING WITH YOUR OFFICE

The Department provides advisory and support services to the Minister. We have established systems and operating arrangements to ensure efficient and effective communication with 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.

A summary of key contacts to support the working of your office is at **Attachment 6A**. Contact details for all of the Department's Senior Executives and Portfolio Agency Heads are at **Attachment 6B**.

The Department is committed to providing you with advice that is clear, evidence-based and impartial. Our advice is intended to support you to deliver the Government's policy agenda and priorities.

Our advice will inform you on the design and delivery of policy and programs. Where appropriate we will provide you with options to ensure our advice reflects multiple perspectives or scenarios.

s47C

We will engage with your staff early in your appointment to establish working arrangements to suit your needs.

The Department continually monitors and improves its management of risk and has appointed a Chief Risk Officer. The Chief Risk Officer is an agent for change, and seeks to raise awareness about the benefits of engaging positively with risk within sensible boundaries, enabling decision makers to capitalise on the opportunities presented by risks.

You may like to familiarise yourself with the Australian Public Service Commission publication: Supporting Ministers, Upholding the Values, available at the following link:

[www.apsc.gov.au/supporting-ministers-upholding-values](http://www.apsc.gov.au/supporting-ministers-upholding-values)

### Ministerial Entitlements

Ministerial entitlements are outlined on the Department of Finance website, under Ministerial and Parliamentary Services, here:

<http://maps.finance.gov.au/Guidance>

The website provides information relating to the operation of your office such as salaries, accommodation, office facilities, travel, staff and procedural matters such as security, hospitality and gifts.

The guidance should be read in conjunction with information available from the Independent Parliamentary Expenses Authority (IPEA), and independent agency that oversees parliamentarians' work expenses. The IPEA website is at the following link:

<http://www.ipea.gov.au/>

If you have any questions regarding your entitlements you can contact the Ministerial and Parliamentary Services Helpdesk on 02 6215 3542 or email [mpshelp@finance.gov.au](mailto:mpshelp@finance.gov.au)



### **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.

The Prime Minister will usually write to you to outline your staffing profile. Until staff are appointed to your office, the Department will provide you with a number of highly regarded staff with expertise on the policy and program matters we administer.

If necessary, we can also provide officers to assist with administrative matters, including diary support and reception duties. These temporary officers are in addition to the Departmental Liaison Officers (DLOs) provided to your office. We will discuss possible temporary staffing options with you.

### **Departmental Liaison Officers**

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 assist you and your advisers by managing the flow of papers between the Department and your office.

The DLO's role is to facilitate a cooperative and professional relationship between the agency and the Minister. On a day-to-day basis, DLOs work as part of your team under the direction of your Chief of Staff. The DLO's role is not to provide policy advice themselves, but to source it from the Department as needed. A DLO must not be involved in party political activities or political advocacy.

The Director of Parliamentary Services manages DLOs, in consultation with your Chief of Staff. This includes funding, selection and employer responsibilities (for example, ensuring that duty of care and conditions of employment are met).

Contact: s22 [REDACTED], Director, Parliamentary Services, s22 [REDACTED]

### **Information, Communications and Technology**

The Department provides you and your staff with information technology and communication services, including IT support to assist in the use of IT services. The Department's IT service provider, Datacom, takes primary carriage for the delivery of IT services to your office under instruction from the Department.

Contact: Sebastian Hood, Chief Information Officer, Knowledge and Technology Division, 02 6274 1198 or s22 [REDACTED]

### **Office and other computing services**

The Department provides a network connection to your Australian Parliament House Office. The Department will also provide a network connection to your Electoral Office and Central Parliamentary Office if required. Staff at your offices will be provided with desktop computers, printers and associated IT facilities (software and services) allowing them to support the functions of your office and coordinate business activities with the Department.

A network account will be created for you and your staff to enable access to departmental email, Microsoft Office and other standard IT tools. Your staff will be provided access to Parliamentary Document Management System (PDMS) and the Protected Enclave (where

required) to allow access to information with a higher protective marking such as “Cabinet-in-confidence” documents.

The Department will work closely with your office to establish the required IT services as soon as possible.

### ***Mobile phones, laptops and mobile devices***

The Department will provide you and nominated staff with mobile phones and a laptop/tablet hybrid device where required for specific roles in your office. These devices will provide access to email, calendar appointments and departmental systems remotely as required. The Department will provide assistance with porting existing phone numbers to departmental mobile and tablet service accounts as required.

### ***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.

### ***VIP support service***

The Department supports the Minister’s office with a dedicated VIP support service through Datacom. This includes onsite assistance to Australian Parliament House, Central Parliamentary Office and Electoral Office staff. This on-call service is 24 hours 7 days a week (Contact directly on s22 or s22).

Issues not resolved promptly can be escalated to s22, the Department’s Acting VIP escalation manager on s22.

### ***Parliamentary Services***

The Parliamentary Services Section, together with the DLOs, facilitates the flow of documents between your office in Parliament House and the Department.

Contacts: Carlyn Waters, Acting Assistant Secretary, Business and Ministerial Services, 02 6274 2755 or s22 and s22 Director, Parliamentary Services, s22 or s22

### ***Parliamentary Document Management System (PDMS)***

PDMS is a whole-of-government workflow system used by all government departments. The Department runs two instances of PDMS, one in the unclassified network and one in the Protected Enclave.

The DLOs and your advisers will have access to PDMS and training for your staff is provided by Parliamentary Services as required.

### ***Ministerial Submissions and Ministerial Briefs***

Ministerial Submissions are agency-initiated documents that provide formal advice or information to you.

Ministerial Briefs are agency responses to specific requests from you for advice or information (this includes advice prior to meetings or events).

All submissions and briefs are given an identifying number and electronically cleared using PDMS. Hard copies are provided to you for consideration and signature through the DLOs.

Electronic copies of documents are available through PDMS. However, it is important your advisers know that it is not appropriate to edit departmental advice. PDMS has sophisticated auditing and version history capability and all actions taken are logged within the system.

s34(3)



### ***Question Time Briefs***

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 issues that may be raised in question time.

All QTB requests will be managed through your DLOs and the Department's QTB officer. On sitting days relevant QTBs are updated and sent to your office by 10.30am for clearance.

### ***Ministerial Correspondence***

All of the Portfolio-related ministerial correspondence will be provided to Parliamentary Services for recording in PDMS. The Department places a high priority on the development of responses to ministerial correspondence. We will brief you further on correspondence preferences and protocols.

### ***Parliamentary Questions on Notice***

The Parliamentary Services Section monitors the parliamentary notice papers for written questions asked of you. The Department drafts responses for your consideration. Following your approval of the response the section tables the response on your behalf.

### ***Reporting Services***

Contacts: Ms Emma Campbell, Chief Risk Officer and Assistant Secretary, Strategy and Governance Branch, 02 6274 2490 or s22 and s22 Acting Director, Executive Support Section, s22

### ***Reports overview***

The Department can provide you and your office with a number of regular and customised reports (including visualisations) to keep you informed of departmental business. The Department will discuss your reporting needs and can prepare reports based on your requirements. Below is an example of the reporting services that the Department can offer.

### *Fortnightly Ministerial Report*

The Fortnightly Ministerial Report incorporates a number of the Portfolio's major corporate reports, including the Portfolio Sequencing Plan and the Parliamentary Report. Further detail on each individual report is outlined below.

- The *Portfolio Sequencing Plan* is a planning tool which flags complex, controversial, priority items or items requiring early engagement and key events across the Portfolio.
- The *Parliamentary Report* monitors the flow of items between the Department and the Minister's office. The report provides: statistics on Ministerial correspondence, including campaigns and hot topics and the number of replies which are overdue; data on the volume of written advice provided to the Minister through briefs and submissions; statistics on the Department's performance in providing responses to parliamentary questions on notice and Senate Estimates questions on notice.

### *Major Projects Report*

The Major Projects Report is a planning and tracking tool showing the progress of the Portfolio's major projects, programs and election commitments. It consists of around 40 individual reports containing high level information including: a project overview; key deliverables; critical and emerging issues; and key risks associated with the project.

Timing: The Report is updated and provided to the Executive Board for endorsement, and to the Minister's Office for information, twice yearly.

### *Enterprise Risk Report*

The Enterprise Risk Report supports the planning and decision making activities of the Executive Board. The report presents high level risks that impact at the whole of Department level, trends around risk levels and tolerances, and captures emerging risks and opportunities. It provides an analysis of internal and external compliance and highlights an example of positive risk management.

Timing: The Report is provided to your office six-monthly.

### *Matters of National Environmental Significance reporting*

The Department can provide information on the matters of national environmental significance, covering activities legislated by the EPBC Act and that are the focus of the Department's interventions. Your office also has the ability to access this information independently.

Wylie is an internal geospatial information tool that displays the location of matters of national environmental significance as well as other information on departmental activities such as the location of referrals and environmental investments (biodiversity and carbon). The tool includes search by electorate. <http://apps.internal.environment.gov.au/webgis-framework/apps/wylie/wylie.jsf>

The Protected Matters Search Tool (PMST) is a publicly available tool that allows a user to generate a report that will help determine whether matters of national environmental significance or other matters protected by the EPBC Act are likely to occur in any location they define. <https://www.environment.gov.au/epbc/protected-matters-search-tool>

Timing: These tools can be run at any time. Short training on how to access the tools can be provided by the Department.

### **Office overview**

Contact: Carlyn Waters, Acting Assistant Secretary, Business and Ministerial Services, 02 6274 2755 or s22

### **Office budget, equipment, services and supplies**

The Department provides a budget for the expenses of your ministerial offices. This budget includes funding for services such as IT and communication expenses and equipment, newspapers, stationery, freight, taxi and vehicle expenses. 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).

### **Stationery**

Stationery supplies for your ministerial offices can be ordered directly from COS, the Department's supplier of office stationery and supplies. Orders can be made online through your DLOs. The ordering and purchasing of non-consumable items should be discussed with Ms Waters prior to purchase.

### **Business cards**

Business cards for you and your nominated advisers will be arranged through your DLOs and Parliamentary Services.

### **Newspapers**

Arrangements for the delivery of newspapers, periodicals, and publications to your ministerial offices and residence(s) for you and your nominated advisers will be arranged.

### **Postage services** (including courier services for ministerial documents)

A courier service for the collection and delivery of items between your ministerial office in Parliament House and the Department is provided. The departmental courier run times are 9:30am, 12:30pm and 3pm daily.

Couriers between your Parliament House, Electorate and Commonwealth Parliamentary Office can also be arranged on an as-needs basis.

### **Communications**

Contact: Adam Carlon, Assistant Secretary, Communications and Engagement Branch, 02 6274 2068 or s22

The Communications and Engagement Branch provides you and your office with services relating to public engagement activities and the development and implementation of communications strategies and information campaigns (including issues, social media and media management, market research, campaign advertising, displays, publications, opinion pieces and event advice). The branch includes a videographer who can provide filming and photographic support.

In addition to a central departmental communications section in Canberra, communication sections are located in: the Australian Antarctic Division in Hobart; the Australian Renewable Energy Agency and the Clean Energy Regulator in Canberra; the Great Barrier Reef Marine Park Authority in Townsville; the Sydney Harbour Federation Trust in Sydney; and the Bureau of Meteorology, Clean Energy Finance Corporation and Climate Change Authority in Melbourne.

The Department's central communications area—through the External Communications and Internal Communications teams—provides a range of operational services for your office. These are outlined below.

We will engage with you and your media team early in your appointment to establish working arrangements and media handling protocols to suit your needs.

### **Media Support**

#### *Media Monitoring and Transcripts*

The Department uses iSentia as its media monitoring provider. Both personal log-ins to the iSentia portal and training are available to staff in your office.

iSentia provides a media monitoring summary by email daily seven days a week – at 5.35am on weekdays and by 7am on Saturdays and Sundays. The summaries include the day's metropolitan print and online coverage and the previous evening's news coverage.

In addition to the email media summaries, an SMS text alert can be sent to identified mobile phones highlighting the top three stories for the day. This is provided to all SES in the Department at 6am on weekdays and 7am on Saturdays and Sundays.

Your office may request transcripts of electronic media coverage captured on the Department's media monitoring portal pertaining to portfolio matters.

#### *Media handling*

A media support unit is the central point of coordination for all media enquiries, media releases and ministerial communications products. Contact is through a central email address [media@environment.gov.au](mailto:media@environment.gov.au) and central phone line 02 6275 9880.

The media unit assists your office in providing factual answers to media enquiries on government programs and policies. The unit coordinates the drafting of media releases across the Department and talking points on emerging issues. The media unit is staffed from 8am to 6pm Monday to Friday. Media enquiries concerning current litigation will be handled in consultation with General Counsel Branch.

#### *Media Releases*

All ministerial media releases originating in the Department are coordinated and edited by the communications team and cleared through program areas before being forwarded to your office. This ensures a quality product is provided in a timely fashion. Associated media and social media products can also be provided on request including tweets, Facebook and LinkedIn posts including images and videos, talking points, Q&As and web content.

The communications team will work with your office on your media release template.

Your office distributes ministerial media releases and alerts. Users can subscribe to media releases through your office or through the australia.gov.au email subscription service.

Departmental media releases are provided to your office for information prior to distribution and usually outline regulatory and compliance matters, high profile appointments or major Portfolio reports.

#### *Digital media centre*

The media centre is a feature of the Department's website which, along with the traditional section for ministerial and departmental media releases, includes options to source high resolution photos for media outlets and the general public, videos and links to the Portfolio's social media channels.

#### **Ministerial websites**

Your website is hosted by the Department. It includes biographical information, links to your social media sites and sections for media releases, transcripts and speeches. We will work with you and your media team to ensure the ministerial website meets your purposes.

#### **Social Media Policy**

The Department's social media guidelines set out the principles governing the Department's engagement on social media channels. Your office may wish to view the guidelines.

#### *Social Media Platforms*

The Department and Portfolio agencies engage on a number of social media platforms:

- Department: Facebook, LinkedIn, Twitter (@envirogov) and YouTube (DeptEnvironment)
- National Landcare Program: Facebook, Twitter @AusLandcare
- Threatened Species Commissioner: Facebook, Twitter @TS Commissioner, YouTube
- Green Army: Facebook, Twitter @GreenArmyGov; Instagram GreenArmyGov
- Commonwealth Environment Water Holder: Twitter @theCEWH
- Australian Antarctic Division, Twitter @AusAntarctic, YouTube, LinkedIn
- Great Barrier Marine Park Authority: Facebook, Twitter @gbrmarinepark; YouTube, LinkedIn
- Bureau of Meteorology: Facebook, Twitter @BOM\_au, YouTube, LinkedIn
- Parks Australia: Facebook, Twitter @Parks\_Australia, YouTube
- Uluru-Kata Tjuta: Facebook
- Booderee: Facebook
- Clean Energy Finance Corporation: Twitter @CEFCAus, YouTube, LinkedIn
- Australian Renewable Energy Agency: Facebook, Twitter @ARENA\_au, YouTube, LinkedIn

### ***Issues and events***

The Communications and Engagement Branch will identify and provide your office with a weekly calendar of media and event opportunities to promote government policies and programs. We will work with you to refine this calendar and establish how best the Department can support your media team to plan and manage media issues and events.

Event briefs are provided by program and policy areas at the request of your office through PDMS. Event briefs typically outline times, contacts, speakers, key messages, media engagement, sensitivities, biographies and talking points and can be adjusted to meet your specific requirements and preferences.

### ***Communications products and services***

The communications team can provide your office with access to a range of communication production services including writing, editing, content development, graphic design, photography, video production, printing and distribution services.

We have an in-house graphic design and video production unit which offer a timely graphic design service and full video production capabilities including filming, editing and distribution on the Department's YouTube channel.

### **International Ministerial Travel**

Contact: Mr Adam Carlon, Assistant Secretary, Communications and Engagement Branch, 02 6274 2068 or s22

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

The Communications and Engagement Branch (International Policy Section) liaises with your office and other agencies to facilitate official overseas travel for you, your spouse (if travelling) and accompanying members of your staff.

Before scheduled overseas travel, the International Policy Section arranges for preparation of a request from you to the Prime Minister for formal approval of the travel.

Your Diary Secretary books overseas flights for your travel party and provides advice on your itinerary to the International Policy Section. Your office also arranges travel visas for your party and vaccinations for travel.

The International Policy Section works with the Department of Foreign Affairs and Trade (especially in-country Australian embassies) 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 provides guidance to the International Policy Section on travel allowances and costs for visits.



## CHAPTER 7 – GENERAL COUNSEL

The General Counsel is the Department's principal legal adviser. Through the Deputy Secretary, Strategy and Operations Group, the General Counsel can provide you with legal advice about your ministerial responsibilities.

**General Counsel:** Margaret Tregurtha (6274 2704 or s22 )

**Deputy General Counsel:** s22 (s22 or s22 )

### Services provided by General Counsel Branch

General Counsel Branch is responsible for:

- providing legal advice concerning the Portfolio's roles and functions and procuring external legal services where appropriate
- managing litigation and dispute resolution matters concerning Portfolio responsibilities
- working with divisions, assisting with the management of legal risks and exposures arising from the Department's activities and advising on legal policy issues
- the management of the Portfolio's legislation agenda and the Department's Freedom of Information obligations, Ombudsman and privacy matters and complaints about the Department
- working with the Attorney-General's Department and other agencies on legal issues of broader significance to the Commonwealth.

General Counsel Branch also considers whether issues raised reflect broader concerns or may be potential risks across the Department. With this in mind, the General Counsel advises the Secretary and the Executive Board on legal risks and areas of pressure across the Portfolio and the ways in which these can be managed.

General Counsel Branch works closely with the Minister's Office on legislative and Freedom of Information matters and can provide general or specific guidance, training and information about legislative and legal matters and processes.

General Counsel Branch provides legal services to the Climate Change Authority under the Department's Memorandum of Understanding with the Authority. Other Portfolio agencies, including the Director of National Parks, manage their own legal and related services, with the assistance of General Counsel Branch from time to time.

You will be briefed on legal issues as they arise.

## Freedom of Information

You and your office are a separate agency for Freedom of Information (FOI) purposes. You may want your office to handle FOI requests itself. Otherwise, the General Counsel Branch can process and manage FOI requests received by your office.

In assisting with these requests, the FOI team can assist with refining the scope of requests, the management of search and retrieval processes, consultation with relevant third parties and preparing draft decision letters for consideration by you or your Chief of Staff as the decision-maker.

General Counsel Branch otherwise handles all FOI requests to the Department. Where a request involves documents concerning you or your office, or documents you may hold, we will consult with your office about them.

Information about FOI processes and recent and upcoming decisions is provided in a weekly report to your office.

## Legislation administered by the Environment and Energy Portfolio

The Legislation Liaison Officer is the primary point of contact between the Minister's Office and the Department for all matters concerning processes for primary legislation, legislative instruments and other notifiable instruments. The Legislation Liaison Officer works closely with the Department of the Prime Minister and Cabinet on the programming of legislation in Parliament. In managing the Portfolio's legislation program, the Legislation Liaison Officer:

- provides relevant divisions with advice, guidance and templates for legislative processes and parliamentary procedure
- coordinates legislation bids including provision of bid briefs and associated correspondence
- coordinates relevant parliamentary processes for the making of legislation, including the Legislation Approval Process, printing and lodgement of bills and related materials
- works with the Department of the Prime Minister and Cabinet on proposed government amendments, changes to timing for bills or urgency of bills for debate
- monitors the progress of bills in the Parliament
- responds to legislation-related coordination requests from the Department of the Prime Minister and Cabinet (including Parliamentary Business Committee processes, public lists and debate lists) and other departments.

The Legislation Liaison Officer has oversight of processes of the making of legislative and notifiable instruments, including:

- coordination of Executive Council bid processes
- management of the making of legislative instruments (for example, certification, lodgement for registration and tabling) and notifiable instruments
- oversight of sunseting of Portfolio legislative instruments and amendment and revocation of legislative instruments.

We provide a list of disallowable instruments during sitting periods. The General Counsel and Legislation Liaison Officer meet with relevant advisors prior to each sitting week to discuss the Portfolio's legislation program if necessary.

The table at **Attachment 7A** provides a list of the Portfolio's legislative responsibilities as at 22 August 2018. Ministerial responsibilities may change with any amendments to the Administrative Arrangements Order. If Portfolio responsibilities change in the Administrative Arrangements Order, we will provide an amended list to your office.

## CHAPTER 8 – STAKEHOLDERS, MINISTERIAL BODIES AND INTERNATIONAL

## s47C

**Ministerial Councils, Boards and Advisory Committees**

This section provides a detailed list of key Ministerial councils, boards and advisory committees that fall within the Portfolio's responsibilities.

***Ministerial Councils***

1. COAG Energy Council
2. Meeting of Environment Ministers
3. National Environment Protection Council
4. Great Barrier Reef Ministerial Forum
5. Natural Heritage Ministerial Board
6. Energy Committee of Cabinet

***Boards and Advisory Bodies***

7. Alligator Rivers Region Advisory Committee
8. Alligator Rivers Region Technical Committee
9. Australia-Netherlands Committee on Old Dutch Shipwrecks
10. Australian Heritage Council
11. Australian Renewable Energy Agency
12. Australian World Heritage Advisory Committee
13. Booderee National Park Board of Management
14. Clean Energy Finance Corporation
15. Clean Energy Regulator
16. Climate Change Authority
17. Emissions Reduction Assurance Committee
18. Fuel Standards Consultative Committee
19. Great Barrier Reef Marine Park Authority Board
20. Hazardous Waste Technical Group
21. Independent Expert Scientific Committee on Coal Seam Gas and Large Coal Mining Development

22. Independent Scientific Committee on Wind Turbines
23. Indigenous Advisory Committee
24. Kakadu Board of Management
25. Land Sector Carbon and Biodiversity Board
26. National Climate Science Advisory Committee
27. National Landcare Advisory Committee
28. Oil Stewardship Advisory Council
29. Product Stewardship Advisory Group
30. Reef 2050 Advisory Committee
31. Reef 2050 Plan Independent Expert Panel
32. Rock Art Foundation Committee
33. Snowy Hydro Limited Board of Directors
34. Sydney Harbour Federation Trust
35. Threatened Species Scientific Committee
36. Uluru-Kata Tjuta Board of Management

**Attachment 8B** provides key details about each of the councils, Boards and advisory bodies listed above, along with details of appointments that are due to expire or will need to be made within the next six months.

### **International Treaties, Agreements and Engagement**

The Portfolio encompasses a number of international treaties, agreements and engagements relating to our interests including, but not limited to:

- Antarctic
- Biodiversity
- Chemicals
- Waste
- Climate Change
- Energy
- Heritage

A full list and details of these treaties, agreements and engagements is provided in **Attachment 8C**.

**ATTACHMENTS LIST**

s47C, s47E(d)

s47C, s47E(d)

s47C, s47E(d)

**s47C, s47E(d)**

s47C, s47E(d)

**Attachment 6A – Summary of key contacts who will work support your office**

**Attachment 6B – Contact details for Senior Executives and Agency Heads**

**Attachment 7A – Legislation administered by the Environment and Energy Portfolio**

s47C

**Attachment 8B – Details of ministerial councils, boards and advisory committees**

**Attachment 8C – International treaties, agreements and engagements**



**Australian Government**

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**Department of the Environment and Energy**

**Incoming Ministerial Briefing**

***August 2018***

**ATTACHMENTS**





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## KEY ADMINISTRATIVE CONTACTS

Topic	Contact
Ministerial entitlements	Department of Finance, Entitlements Branch Helpdesk (02 6215 3542 or <a href="mailto:mpshelp@finance.gov.au">mpshelp@finance.gov.au</a> )
Information Technology	<p><i>Departmental contact:</i> Mr Sebastian Hood, Chief Information Officer, Knowledge and Technology Division, 02 6274 1198 or s22</p> <p><i>VIP support service (On-call service (24 hours, 7 days a week):</i> s22</p> <p>(Issues not resolved promptly can be escalated to Adam Ambrose, the Department's Acting VIP escalation manager on s22 )</p>
Parliamentary Services, including office equipment, services and supplies	Ms Carlyn Waters, Acting Assistant Secretary, Business and Ministerial Services, s22 s22, Parliamentary Services, s22 or s22
Reporting Services	Ms Emma Campbell, Chief Risk Officer and Assistant Secretary, Strategy and Governance Branch Branch, 02 6274 2490 or s22 s22, Director, Executive Support Section, s22 or s22
Communications	Mr Adam Carlon, Communications and Engagement Branch, 02 6274 2068 or s22
International Ministerial Travel	Mr Adam Carlon, Communications and Engagement Branch, 02 6274 2068 or s22
General Counsel	Ms Margaret Tregurtha, 02 6274 2704 or s22 Please contact the Secretary in the first instance in relation to legal advice matters.



## Department of the Environment and Energy

		Phone No	Mobile No
Secretary	Finn Pratt	6274 1550	
Exec Officer	s22	s22	
Deputy Secretary	Matt Cahill	6274 1112	s22
		Phone No	Mobile No
<b>General Counsel</b>			
		Margaret Tregurtha	6274 2704
<b>Corporate Strategies Division</b>			
<b>FAS / Chief Operating Officer</b>	<b>Paula Goodwin</b>	<b>6274 1555</b>	
People Strategies	Giorgina Strangio	6274 1250	s22
Financial Services CFO	Linda Nitschke	6274 2203	
Business and Ministerial Services	Carlyn Waters (A/g)	6274 2755	
<b>Policy Analysis and Implementation</b>			
<b>FAS</b>	<b>Rachel Bacon</b>	<b>6274 1590</b>	s22
Strategic and Governance	Emma Campbell	6274 2490	
Communications and Engagement	Adam Carlon	6274 2068	
Economics and Analysis Chief Economist	Ross Lambie	6275 9941	
<b>Knowledge and Technology</b>			
<b>FAS</b>	<b>Beth Brunoro</b>	<b>6159 7504</b>	s22
Information Technology CIO	Sebastian Hood	6274 1198	
Environmental Accounts & Science	Matthew Whitfort	6274 1990	
Environmental Resources Information Network CDO	Greg Terrill	6274 2210	
<b>Australian Antarctic Division</b>			
<b>FAS / Director</b>	<b>Nick Gales</b>	<b>03 6232 3200</b>	s22
Support and Operations	Rob Wooding	03 6232 3483	
Strategies	Charlton Clark	03 6232 3506	
Science	Gwen Fenton	03 6232 3205	
AAD Modernisation Taskforce	Rob Bryson	03 6232 3275	
<b>Parks Australia</b>			
<b>Director</b>	<b>Judy West (A/g)</b>	<b>6274 2221</b>	s22
Marine Protected Areas	Jason Mundy	03 6208 2922	
Joint Management	John Gibbs	02 6274 1231	
Parks, Island & Biodiversity Science	Sebastiann Lang A/g	6250 9455	
Parks Corporate Services	Peter Byron A/g	6274 1779	
Deputy Secretary	Rob Heferen	6274 1300	s22
<b>Energy</b>			
<b>FAS</b>	<b>James Chisholm</b>	<b>6275 9004</b>	s22
Gas and Governance	Brenton Philp	6275 9026	
Electricity	James O'Toole	6275 9023	
Energy Productivity	Rachel Parry	6274 2052	
Clean Energy	James White	6159 7531	
<b>Energy Security and Efficiency</b>			
<b>FAS</b>	<b>Sean Sullivan</b>	<b>6275 9673</b>	s22
Energy Security and Efficiency	Helen Bennett	6275 9674	
Energy International Implementation	Shane Gaddes	6274 9011	
Appliance and Building Energy Efficiency	Michelle Croker	6275 9031	

<b>Deputy Secretary</b> Dean Knudson		6274 2266	s22
<b>Office of Compliance</b>			
Chief Compliance Officer	Monica Collins	6274 2760	s22
<b>Environment Standards</b>			
<b>FAS</b>	<b>James Tregurtha</b>	<b>6274 1077</b>	s22
Policy and Reform	Bruce Edwards	6274 1877	
Assessments and Governance	James Barker	6274 2694	
Assessments and Post Approvals	Greg Manning	6274 1400	
Assessments and Waste	Kim Farrant	6274 1964	
Chemicals Management	Andrew McNee	6274 1622	
Waste Strategy Taskforce	Ilse Kiessling	6274 1618	
<b>Biodiversity Conservation</b>			
<b>FAS</b>	<b>Kylie Jonasson</b>	<b>6159 7286</b>	s22
Natural Resource Management	Tia Stevens	6274 2501	
Program Delivery	Steve Costello	6159 7308	
Biodiversity Policy and water Science	Matthew Dadswell	6275 9659	
Protected Species and Communities	Geoff Richardson	6274 2531	
Office of Threatened Species Commissioner	Sally Box	6274 1646	
Wildlife Trade and Biosecurity	Paul Murphy	6274 2156	
<b>Heritage, Reef and Marine</b>			
<b>FAS</b>	<b>Stephen Oxley</b>	<b>6274 2250</b>	s22
Heritage	David Williams	6274 2015	
Reef	Deb Callister	6275 9424	
Marine and International Heritage	Paula Perrett	6274 1420	
Supervising Scientist	Keith Tayler	08 8920 1101	
<b>Commonwealth Environmental Water Office</b>			
<b>Commonwealth Environmental Water Holder</b>	<b>Jody Swirepik</b>	<b>6274 9245</b>	s22
South Water Use and Science Engagement	Hilton Taylor	6274 2906	
Northern Water Use Policy and Wetlands	Mark Taylor	6274 1904	
<b>Deputy Secretary</b> Jo Evans		<b>6274 1366</b>	s22
<b>International Climate Change &amp; Energy Innovation</b>			
<b>FAS</b>	<b>Brad Archer</b>	<b>6159 7592</b>	s22
Energy Innovation and Ozone Protection	Lesley Dowling	6159 7266	
International	Kushla Munro	6159 7260	
National Inventory Systems and International Reporting	Rob Sturgiss	6159 7388	
<b>Climate Change</b>			
<b>FAS</b>	<b>Kristin Tilley</b>	<b>6159 7601</b>	s22
Land and Outreach	Katrina Maguire	6159 7600	
Climate Change Policy	Chris Johnston	6159 7527	
Industrial and Air Quality	Edwina Johnson (A/g)	6159 7470	
<b>Portfolio Agencies</b>			
<b>Australian Renewable Energy Agency (ARENA)</b>	Darren Miller	TBA	s22
<b>Bureau of Meteorology</b>	Andrew Johnson	07 3239 8736	
<b>Clean Energy Finance Corporation</b>	Ian Learmonth	02 8039 0800	
<b>Clean Energy Regulator</b>	David Parker	02 6159 3620	
<b>Climate Change Authority</b>	Gayle Milnes A/g CEO	02 6159 7390	
<b>Great Barrier Reef Marine Park Authority Chairman</b>	Russell Reichelt	07 4750 0821	
<b>National Wind Farm Commissioner</b>	Andrew Dyer	02 6159 7739	
<b>Sydney Harbour Federation Trust</b>	Mary Darwell	02 8969 2102	

## ENVIRONMENT AND ENERGY PORTFOLIO LEGISLATION

This list is as at 27 August 2018. This list corresponds with the Administrative Arrangements Order dated 19 April 2018. It may vary according to any machinery of government changes that occur with new Administrative Arrangement Orders or the passage of new legislation.

Legislation and summary of purpose	Relevant policy divisions/ agency
<p><b><i>Aboriginal and Torres Strait Islander Heritage Protection Act 1984</i></b>  <i>(except to the extent administered by the Attorney-General)</i></p> <p>Enables Indigenous Australians to make requests and obtain declarations for protection of their traditional areas and objects from threats of injury or desecration where state or territory laws do not provide effective protection.</p> <p>The Attorney-General administers section 30 of this Act, which relates to approving legal assistance for matters arising under the Act.</p>	<p>Heritage Reef and Marine Division</p>
<p><b><i>Antarctic Marine Living Resources Conservation Act 1981</i></b></p> <p>Gives effect to Australia's obligations under the <i>Convention on the Conservation of Antarctic Marine Living Resources</i> by regulating harvesting of, or research into, all living organisms that are found in the marine environment within the Convention area.</p>	<p>Australian Antarctic Division</p>
<p><b><i>Antarctic Treaty Act 1960</i></b></p> <p>Gives effect to Australia's obligations under the <i>Antarctic Treaty of 1959</i>, the main objective of which is to ensure in the interests of all humankind that Antarctica shall continue forever to be used exclusively for peaceful purposes and shall not become the scene or object of international discord.</p>	<p>Australian Antarctic Division</p>
<p><b><i>Antarctic Treaty (Environment Protection) Act 1980</i></b></p> <p>Gives effect to Australia's obligations under the <i>Antarctic Treaty, Protocol on Environmental Protection to the Antarctic Treaty</i> (the Madrid Protocol), and the <i>Convention for the Conservation of Antarctic Seals</i> relating to environmental impact assessment, conservation of flora and fauna, waste management and protected areas.</p>	<p>Australian Antarctic Division</p>
<p><b><i>Australian Antarctic Territory Acceptance Act 1933</i></b></p> <p>Names the Australian Antarctic Territory and facilitates the acceptance by the Commonwealth of the Territory under its authority.</p>	<p>Australian Antarctic Division</p>

Legislation and summary of purpose	Relevant policy divisions/ agency
<p><b><i>Australian Antarctic Territory Act 1954</i></b></p> <p>Establishes the legal framework for governing the Australian Antarctic Territory.</p>	<p>Australian Antarctic Division</p>
<p><b><i>Australian Energy Market Act 2004</i></b></p> <p>Applies the National Electricity Law to offshore areas and other prescribed places, and allows for functions and powers to be conferred by the National Electricity Law on the Australian Energy Market Commission and the Australian Energy Regulator.</p>	<p>Energy Division</p>
<p><b><i>Australian Heritage Council Act 2003</i></b></p> <p>Establishes the Australian Heritage Council as the principal adviser to the Minister on heritage issues, including the listing and protection of heritage places.</p>	<p>Heritage Reef and Marine Division</p>
<p><b><i>Australian National Registry of Emissions Units Act 2011</i></b></p> <p>Establishes the Australian National Registry of Emissions Units and provides rules for the operation of accounts under it and tracking the location and ownership of Australian carbon credit units issued under the Emissions Reduction Fund, consistent with <i>Kyoto Protocol</i>.</p> <p>Administered by the Clean Energy Regulator.</p>	<p>International Climate Change and Energy Innovation Division</p> <p><i>Clean Energy Regulator</i></p>
<p><b><i>Australian Renewable Energy Agency Act 2011</i></b></p> <p><b><i>Australian Renewable Energy Agency (Consequential Amendments and Transitional Provisions) Act 2011</i></b></p> <p>Establishes the Australian Renewable Energy Agency, which provides financial assistance to improve the competitiveness of renewable energy technologies and increase the supply to renewable energy in Australia.</p> <p>(The Consequential Amendments and Transitional Provisions Act deals with responsibility for renewable energy projects which pre-date the establishment of the Agency.)</p>	<p>International Climate Change and Energy Innovation Division</p> <p><i>Australian Renewable Energy Agency</i></p>
<p><b><i>Building Energy Efficiency Disclosure Act 2010</i></b></p> <p>Promotes the disclosure of information about the energy efficiency of buildings.</p>	<p>Energy Security and Efficiency Division</p>

Legislation and summary of purpose	Relevant policy divisions/ agency
<p><b><i>Carbon Credits (Carbon Farming Initiative) Act 2011</i></b></p> <p>Creates incentives for people to carry on certain offsets projects under the government's Emissions Reduction Fund (ERF) to increase carbon abatement and resilience to the effects of climate change. The Act also authorises the purchase by the Commonwealth of carbon abatement units.</p> <p>The ERF is administered by the Clean Energy Regulator.</p>	<p>Climate Change Division</p> <p><i>Clean Energy Regulator</i></p>
<p><b><i>Clean Energy Finance Corporation Act 2012</i></b></p> <p>Establishes the Clean Energy Finance Corporation, which makes investments to facilitate increased flows of finance into the clean energy sector.</p>	<p>International Climate Change and Energy Innovation Division</p> <p><i>Clean Energy Finance Corporation</i></p>
<p><b><i>Clean Energy Legislation (Carbon Tax Repeal) Act 2014</i></b>  <b><i>True-up Shortfall Levy (Excise) (Carbon Tax Repeal) Act 2014</i></b>  <b><i>True-up Shortfall Levy (General) (Carbon Tax Repeal) Act 2014</i></b></p> <p>Repealed the carbon tax by repealing six Acts which established it, and made consequential amendments to other legislation. The operation of these Acts is principally residual in effect.</p>	<p>Climate Change Division</p> <p><i>Clean Energy Regulator</i></p>
<p><b><i>Clean Energy Regulator Act 2011</i></b></p> <p>Establishes the Clean Energy Regulator, which delivers the National Greenhouse and Energy Reporting scheme, Renewable Energy Target and the Emissions Reduction Fund.</p>	<p>Climate Change Division</p> <p><i>Clean Energy Regulator</i></p>
<p><b><i>Climate Change Authority Act 2011</i></b></p> <p>Establishes the Climate Change Authority, which provides independent expert advice to the Government on climate change mitigation initiatives.</p>	<p>Climate Change Division</p> <p><i>Climate Change Authority</i></p>

Legislation and summary of purpose	Relevant policy divisions/ agency
<p><b><i>Environment Protection and Biodiversity Conservation Act 1999</i></b></p> <p>Provides a legal framework for the protection and management of matters of national environmental significance, including nationally and internationally important flora, fauna, ecological communities and heritage places. The objects of the Act include to:</p> <ul style="list-style-type: none"> <li>• provide for the protection of the environment, especially those aspects of the environment that are matters of national environmental significance</li> <li>• promote ecologically sustainable development through the conservation and ecologically sustainable use of natural resources</li> <li>• promote the conservation of biodiversity</li> <li>• provide for the protection and conservation of heritage</li> <li>• promote a co-operative approach to the protection and management of the environment involving governments, the community, land-holders and Indigenous peoples</li> <li>• assist in the co-operative implementation of Australia's international environmental responsibilities</li> <li>• recognise the role of Indigenous people in the conservation and ecologically sustainable use of Australia's biodiversity, and</li> <li>• promote the use of Indigenous peoples' knowledge of biodiversity with the involvement of, and in co-operation with, the owners of the knowledge.</li> </ul>	<p>Environment Standards Division</p> <p>Heritage Reef and Marine Division</p> <p>Parks Australia Division</p> <p>Commonwealth Environmental Water Office</p> <p>Australian Antarctic Division</p> <p>Biodiversity Conservation Division</p> <p><i>Director of National Parks</i></p> <p><i>Great Barrier Reef Marine Park Authority</i></p>
<p><b><i>Environment Protection (Alligator Rivers Region) Act 1978</i></b></p> <p>Protects the environment of the Alligator Rivers Region, including Kakadu National Park, from the potential environmental impacts of mining activities, through programs of research, monitoring and supervision. The Act establishes the position of the Supervising Scientist for the Alligator Rivers Region and two scientific and stakeholder advisory committees.</p>	<p>Heritage Reef and Marine Division</p>
<p><b><i>Environment Protection (Sea Dumping) Act 1981</i></b></p> <p>Protects the environment by regulating dumping into the sea, incineration at sea and artificial reef placements, and for other related purposes in accordance with Australia's international obligations under the <i>London Convention</i> and its 1996 protocol.</p>	<p>Environment Standards Division</p> <p><i>Great Barrier Reef Marine Park Authority</i></p>

Legislation and summary of purpose	Relevant policy divisions/ agency
<p><b><i>Fuel Quality Standards Act 2000</i></b></p> <p>Provides for national fuel quality standards, which regulate the quality of fuel supplied in Australia to reduce pollutants and emissions that may cause environmental and health problems and to facilitate the adoption of better engine technology and emission control technology. The Act also provisions for fuel information standards, to impose information requirements on the sale of fuel.</p>	<p>Energy Security and Efficiency Division</p>
<p><b><i>Great Barrier Reef Marine Park Act 1975</i></b></p> <p><b><i>Great Barrier Reef Marine Park (Environmental Management Charge - Excise) Act 1993</i></b></p> <p><b><i>Great Barrier Reef Marine Park (Environmental Management Charge - General) Act 1993</i></b></p> <p>Establishes the Great Barrier Reef Marine Park and provides for its control, care and development. Establishes the Great Barrier Reef Marine Park Authority, which administers the Park.</p> <p>(The Charges Acts impose a charge on the grant or transfer of certain permissions granted under the <i>Great Barrier Reef Marine Park Regulations 1983</i>.)</p>	<p>Heritage Reef and Marine Division</p> <p>Environment Standards Division</p> <p><i>Great Barrier Reef Marine Park Authority</i></p>
<p><b><i>Greenhouse and Energy Minimum Standards Act 2012</i></b></p> <p><b><i>Greenhouse and Energy Minimum Standards (Registration Fees) Act 2012</i></b></p> <p>Promotes the development and adoption of products that use less energy and produce fewer greenhouse gases.</p>	<p>Energy Division</p>
<p><b><i>Hazardous Waste (Regulation of Exports and Imports) Act 1989</i></b></p> <p><b><i>Hazardous Waste (Regulation of Exports and Imports) Levy Act 2017</i></b></p> <p>Gives effect to the <i>Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal</i> by regulating the export, import and transit of hazardous waste to ensure that it is managed in an environmentally sound manner so that human beings and the environment are protected from harmful effects. The Levy Act imposes a levy on permit applications under the primary legislation.</p>	<p>Environment Standards Division</p>
<p><b><i>Heard Island and McDonald Islands Act 1953</i></b></p> <p>Establishes the Territory of Heard Island and McDonald Islands and the legal regime for governing the Territory.</p>	<p>Australian Antarctic Division</p>

Legislation and summary of purpose	Relevant policy divisions/ agency
<p><b><i>Historic Shipwrecks Act 1976</i></b></p> <p>Protects historic shipwrecks located in Australian waters and the articles associated with these wrecks. This Act will be repealed following the commencement of the Underwater Cultural Heritage Act 2018, which received the Royal Assent on 24 August 2018.</p>	Heritage Reef and Marine Division
<p><b><i>Liquid Fuel Emergency Act 1984</i></b></p> <p>Facilitates the management of liquid fuel that is, or is likely to be, in short supply.</p>	Energy Security and Efficiency Division
<p><b><i>Meteorology Act 1955</i></b></p> <p>Establishes the Bureau of Meteorology to carry out meteorological observation, forecasting and advice services, and related functions.</p>	International Climate Change and Energy Innovation Division <i>Bureau of Meteorology</i>
<p><b><i>Moomba-Sydney Pipeline System Sale Act 1994</i></b></p> <p>Relates to the sale of the Moomba-Sydney pipeline system.</p>	Energy Division
<p><b><i>National Environment Protection Council Act 1994</i></b></p> <p>Establishes the National Environment Protection Council to make, assess and report on national environmental measures and assessments aimed at ensuring that people enjoy the benefit of equivalent protection from air, water or soil pollution and from noise.</p>	Policy Analysis and Implementation Division
<p><b><i>National Environment Protection Measures (Implementation) Act 1998</i></b></p> <p>Provides for implementation of national environment protection measures for activities carried on by or on behalf of the Australian Government and its authorities.</p>	Policy Analysis and Implementation Division



Legislation and summary of purpose	Relevant policy divisions/ agency
<p><b><i>National Greenhouse and Energy Reporting Act 2007</i></b></p> <p>Introduces a single national reporting framework for the reporting and dissemination of information related to greenhouse gas emissions, greenhouse gas projects, energy consumption and energy production of corporations to:</p> <ul style="list-style-type: none"> <li>• inform government policy formulation and the Australian public</li> <li>• meet Australia's international reporting obligations</li> <li>• assist Commonwealth, State and Territory government programs and activities, and</li> <li>• avoid the duplication of similar reporting requirements in the States and Territories.</li> </ul>	<p>International Climate Change and Energy Innovation Division</p> <p><i>Clean Energy Regulator</i></p>
<p><b><i>Natural Heritage Trust of Australia Act 1997</i></b></p> <p>Establishes the Natural Heritage Trust of Australia Account which funds activities to conserve, repair and replenish Australia's natural capital infrastructure through expenditure on the environment, sustainable agriculture and natural resources management.</p> <p>Establishes the Natural Heritage Ministerial Board, which comprises the Minister and the Agriculture Minister.</p>	<p>Biodiversity Conservation Division</p>
<p><b><i>Natural Resources Management (Financial Assistance) Act 1992</i></b></p> <p><i>(section 25(1) only – remainder of Act is administered by Agriculture Minister)</i></p> <p>Section 25(1) is a transitional provision that relates to agreements made under earlier water and soil conservation legislation which has now been repealed.</p>	<p>Biodiversity Conservation Division</p> <p>Parks Australia Division</p> <p><i>Commonwealth Environment Water Holder</i></p>

Legislation and summary of purpose	Relevant policy divisions/ agency
<p><b><i>Ozone Protection and Synthetic Greenhouse Gas Management Act 1989</i></b></p> <p><b><i>Ozone Protection and Synthetic Greenhouse Gas (Import Levy) Act 1995</i></b></p> <p><b><i>Ozone Protection and Synthetic Greenhouse Gas (Import Levy) (Transitional Provisions) Act 2014</i></b></p> <p><b><i>Ozone Protection and Synthetic Greenhouse Gas (Manufacture Levy) Act 1995</i></b></p> <p>Implements obligations to protect and restore the ozone layer under the <i>Vienna Convention and the Montreal Protocol on Substances that Deplete the Ozone Layer</i> by imposing a system of controls on the manufacture, import and export of substances that deplete ozone in the atmosphere to encourage Australian industry to phase out the use of ozone-depleting substances.</p> <p>(The Import Levy and Manufacture Levy Acts are consequential to the Management Act.)</p>	<p>Climate Change Division</p>
<p><b><i>Petroleum and Other Fuels Reporting Act 2017</i></b></p> <p><b><i>Petroleum and Other Fuels Reporting (Consequential Amendments and Transitional Provisions) Act 2017</i></b></p> <p>Establishes a framework for reporting on petroleum and fuel stocks for businesses active in the transport fuel market to improve statistics for business and government agencies. s47C, s47C, s47E(d) s47C, s47E(d)</p> <p>(The Consequential Amendments and Transitional Provisions Act is consequential to the Petroleum and Other Fuels Reporting Act.)</p>	<p>Energy Division</p>

Legislation and summary of purpose	Relevant policy divisions/ agency
<p><b><i>Product Emissions Standards Act 2017</i></b>  <b><i>Product Emissions Standards (Customs) Charges Act 2017</i></b>  <b><i>Product Emissions Standards (Excise) Charges Act 2017</i></b>  <b><i>Product Emissions Standards (Consequential Provisions) Act 2017</i></b></p> <p>Establishes a framework for improving air quality by regulating emissions from non-road spark ignition engines and equipment. This legislation implements a key aspect of the <i>National Clean Air Agreement</i> established by Australia's Environment Ministers on 15 December 2015.</p> <p>The Product Emissions Standards (Excise) Charges Act 2017 and the Product Emissions Standards (Customs) Charges Act 2017 establish a mechanism for imposing a charge on the import or domestic manufacture of emissions-controlled products to recover the costs of implementing the product emissions standards framework where appropriate.</p> <p>(The Consequential Amendments and Transitional Provisions Act is consequential to the Product Emissions Standards Act.)</p>	Climate Change Division
<p><b><i>Product Stewardship Act 2011</i></b></p> <p>Provides a framework to effectively manage the environmental, health and safety impacts of products, particularly their disposal. The Act provides a framework for three kinds of product stewardship: <i>Voluntary product stewardship</i>; <i>Co-regulatory product stewardship</i>; and <i>Mandatory product stewardship</i>.</p>	Environment Standards Division
<p><b><i>Product Stewardship (Oil) Act 2000</i></b></p> <p>Creates a product stewardship arrangement for waste oils, to ensure their environmentally sustainable management, re-refining and reuse, and to support waste oil recycling options.</p>	Environment Standards Division
<p><b><i>Removal of Prisoners (Territories) Act 1923</i></b>  (as it relates to the Territory of Heard and McDonald Islands and the Australian Antarctic Territory – remainder of Act is administered by the Attorney General)</p> <p>Provide for the removal from the Antarctic territories of prisoners and detained persons for trial in mainland Australia.</p>	Australian Antarctic Division

Legislation and summary of purpose	Relevant policy divisions/ agency
<p><b><i>Renewable Energy (Electricity) Act 2000</i></b></p> <p><b><i>Renewable Energy (Electricity) (Large-scale Generation Shortfall Charge) Act 2000</i></b></p> <p><b><i>Renewable Energy (Electricity) (Small-scale Technology Shortfall Charge) Act 2010</i></b></p> <p>Establishes the Renewable Energy Target—a scheme to encourage additional electricity generation from renewable energy sources to reduce emission of greenhouse gases in the electricity sector and to ensure that renewable energy sources are ecologically sustainable.</p> <p>(The Large-scale and Small-scale charges acts are consequential to the Renewable Energy (Electricity) Act.)</p>	<p>Energy Division</p> <p><i>Clean Energy Regulator</i></p>
<p><b><i>Sea Installations Act 1987</i></b></p> <p>Ensures that sea installations created for an environment-related activity are operated with regard to the safety of the people using them and of the people, ships and aircraft near them.</p>	<p>Environment Standards Division</p> <p><i>Great Barrier Reef Marine Park Authority</i></p>
<p><b><i>Snowy Hydro Corporatisation Act 1997</i></b></p> <p><b><i>Snowy Mountains Engineering Corporation (Conversion into Public Company) Act 1989</i></b></p> <p><b><i>Snowy Mountains Engineering Corporation Limited Sale Act 1993</i></b></p> <p>Reforms the Snowy Mountains Hydroelectric Scheme by corporatising the Snowy Mountains Hydroelectric Authority and making related changes to the Scheme; amends the Snowy Mountains Engineering Corporation Act 1970 to convert the Snowy Mountains Engineering Corporation into a public company; and deals with the sale of the Snowy Mountains Engineering Corporation Limited.</p>	<p>Energy Security and Efficiency Division</p>
<p><b><i>Sydney Harbour Federation Trust Act 2001</i></b></p> <p>Protects and conserves environmental and heritage values of Australian Government sites around Sydney Harbour to maximise public access to the land and establish and manage suitable land as park on behalf of the Australian Government. Establishes the Sydney Harbour Federation Trust.</p>	<p>Policy Analysis and Implementation Division</p> <p><i>Sydney Harbour Federation Trust</i></p>

Legislation and summary of purpose	Relevant policy divisions/ agency
<p><b><i>Underwater Cultural Heritage Act 2018</i></b>  <b><i>Underwater Cultural Heritage (Consequential and Transitional Provisions) Act 2018</i></b></p> <p>Identifies, protects and conserves Australia’s underwater cultural heritage, including submerged aircraft and human remains; implements national and international maritime heritage responsibilities; and promotes public awareness and appropriate use of Australia’s underwater cultural heritage. These Acts are not in force and will commence on proclamation. They will replace the framework established by the <i>Historic Shipwrecks Act 1976</i>.</p>	<p>Heritage Reef and Marine Division</p>
<p><b><i>Water Act 2007</i></b>  <i>(Part 6 only – remainder of Act is administered by the Agriculture Minister)</i></p> <p>Establishes the Commonwealth Environment Water Holder, which carries out functions to protect or restore the environmental assets of the Murray-Darling Basin so as to give effect to relevant international agreements. Also establishes the Environmental Water Holdings Special Account.</p>	<p>Commonwealth Environmental Water Office</p> <p>Biodiversity Conservation Division</p> <p><i>Bureau of Meteorology</i></p>
<p><b><i>Wet Tropics of Queensland World Heritage Area Conservation Act 1994</i></b></p> <p>Gives effect to an agreement made between the Commonwealth and Queensland to facilitate the implementation of Australia’s obligations under the <i>World Heritage Convention</i> in relation to the protection, conservation, presentation, rehabilitation and transmission to future generations of the Wet Tropics of Queensland World Heritage Area.</p>	<p>Heritage Reef and Marine Division</p>

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## COAG Energy Council

<b>Chair</b>	Australian Government Minister for the Environment and Energy
<b>Secretariat</b>	Provided by the Department Departmental contact s22
<b>Role/Terms of Reference</b>	<p>The COAG Energy Council is responsible for pursuing issues of national significance and key reforms in the energy and resources sectors. Membership comprises Commonwealth, State, Territory and New Zealand Ministers responsible for energy and resources matters.</p> <p>The Council is chaired by the Commonwealth Minister for the Environment and Energy, the Hon Josh Frydenberg MP, with the Commonwealth Minister for Northern Australia and Resources overseeing resources items.</p> <p>The priority for the Council is to ensure the security, affordability and sustainability of the National Electricity Market while reducing emissions.</p> <p><b><u>Senior Committee of Officials (SCO)</u></b></p> <p>The Council is supported by a Senior Committee of Officials, comprising officials at Head of Department / Agency level or otherwise determined by each jurisdiction.</p> <p>SCO advises the Council and develops issues for its consideration in the context of the policy framework agreed by COAG and other issues as identified and agreed by Ministers.</p> <p>The SCO Chair and Commonwealth representative is Mr Rob Heferen, Deputy Secretary, Department of the Environment and Energy. Mr Mike Lawson, Deputy Secretary (A/g), Commonwealth Department of Industry, Innovation and Science, represents resources matters.</p>
<b>Meetings</b>	<p>The Council meets face-to-face a minimum of twice annually, mid and end year, with the location for each meeting rotated around Australian capital cities. Additional meetings are held by TelePresence or teleconference a minimum of four times annually. The Council last met on 10 August 2018</p> <p>SCO meets prior to each meeting of the Council with an additional meeting held each year to approve the Council's annual budget.</p>
<b>Energy Special Account</b>	<p>The Energy Special Account (ESA) provides funding for work to be conducted on behalf of the Council through its energy project teams and resources working groups. Funding for overall program management costs, including Council and SCO meetings, is also provided through the ESA.</p>



## **Meeting of Environment Ministers**

<b>Chair</b>	Australian Government Minister for the Environment
<b>Secretariat</b>	Provided by the Department Departmental contact: Adam Carlon 02 6274 2068
<b>Role/Terms of Reference</b>	<p>The Meeting of Environment Ministers comprises the Commonwealth Minister for the Environment and the Environment Minister from each Australian state and territory. The New Zealand Minister for the Environment and the President of the Australian Local Government Association are invited to participate as observers.</p> <p>Environment ministers meet on an ad hoc basis with a focus on streamlining multi-jurisdictional environmental work. These ad hoc meetings provide a forum to discuss strategic issues, as well as to agree outcomes.</p> <p>The Meeting of Environment Ministers operates concurrently with the National Environmental Protection Council, with NEPC items included on the broader Meeting of Environment Ministers agenda.</p> <p><b><u>Senior Officials Group</u></b></p> <p>The Senior Officials Group supports MEM to achieve its priorities and responsibilities by overseeing a range of policy, implementation and governance functions through the progression of items going forward to MEM and finalisation of the agenda.</p> <p>SOG meetings are chaired by the Secretary of the Commonwealth Department of the Environment. The Senior Officials Group consists of heads of agencies, with representatives of the New Zealand Department of the Environment and Australian Local Government Association attending as observers at the discretion of the Chair.</p>
<b>Meetings</b>	Meetings are held on an ad hoc basis and, on average, have been held approximately every 6 months. The most recent meeting was held in Melbourne on 27 April 2018. The next meeting is expected to be held in November 2018.

## ***National Environment Protection Council***

<b>Chair</b>	Australian Government Minister for the Environment
<b>Secretariat</b>	Provided by the Department Departmental contact: Adam Carlon 02 6274 2068
<b>Role/Terms of Reference</b>	<p>The National Environment Protection Council (NEPC) is a statutory body of ministers from the Commonwealth and all states and territories, established under the <i>National Environment Protection Council Act 1994</i> and mirror legislation in other jurisdictions.</p> <p>A key role of NEPC is to make national environment protection measures. Once adopted by NEPC, measures are implemented in each Australian jurisdiction through mirror legislation. Measures developed to date are:</p> <ul style="list-style-type: none"> <li>• National Pollutant Inventory</li> <li>• Ambient Air Quality</li> <li>• Assessment of Site Contamination</li> <li>• Used Packaging Materials</li> <li>• Movement of Controlled Waste</li> <li>• Diesel Vehicle Emissions, and</li> <li>• Air Toxics.</li> </ul> <p><b><u>NEPC Committee</u></b></p> <p>The NEPC Committee is also established under the NEPC Act (s29), and currently has numerous powers delegated to it by NEPC under an instrument of delegation. The NEPC Committee is responsible for considering issues of relevance to Measures, as well as the NEPC Annual Report, and status updates on the operations and financial position of the NEPC Special Account..</p>
<b>Meetings</b>	<p>The Meeting of Environment Ministers is now the primary multi-jurisdictional forum in which national environmental issues are considered, however it has no statutory basis and meetings occur on an ad-hoc basis. As the membership of NEPC is currently the same as that of Meeting of Environment Ministers, meetings of both are held concurrently, with Ministers sitting as the NEPC when required.</p> <p>Each meeting is preceded (6–8 weeks earlier) by a joint meeting of the senior officials group and the NEPC Committee.</p>

### **Great Barrier Reef Ministerial Forum**

<b>Chair</b>	The Commonwealth Minister responsible for administering the <i>Great Barrier Reef Marine Park Act 1975</i> .
<b>Secretariat</b>	Provided by the Department Departmental contact: Deb Callister 6275 9424
<b>Role/Terms of Reference</b>	Established by the Emerald Agreement in 1979 and reconfirmed by Great Barrier Reef Intergovernmental Agreement in 2009 and 2015. The Great Barrier Reef Intergovernmental Agreement provides the Ministerial Forum with a clear charter to progress coordinated and complementary action by the Australian and Queensland governments to ensure the long term protection and ecologically sustainable use of the Great Barrier Reef. It oversees implementation of the Reef 2050 Long-Term Sustainability Plan. The Ministerial Forum comprises two ministers each from the Australian and Queensland governments with responsibility for matters relating to the environment and marine parks, science, tourism and/or natural resource management. Ministers responsible for mining may not be members.
<b>Meetings</b>	The Ministerial Forum must meet annually and may meet more often where there is a clearly demonstrated need. Otherwise, out-of-session arrangements apply.

### **Natural Heritage Ministerial Board**

<b>Chair</b>	The board is co-chaired by the Minister for the Environment and Energy and the Minister for Agriculture and Water Resources
<b>Secretariat</b>	Provided by the Department and the agriculture portfolio Departmental contact: S22
<b>Role/Terms of Reference</b>	The Natural Heritage Ministerial Board is established under the <i>Natural Heritage Trust of Australia Act 1997</i> . The board provides the formal mechanism for liaison and cooperation between the environment and agriculture ministers on all matters relating to programs funded through the Natural Heritage Trust of Australia Account (NHT Account). The board supports the design and delivery of the National Landcare Program. It will also oversee and make decisions on related programs funded through the NHT Account, including the Reef 2050 Plan and the Indigenous Protected Areas programs.
<b>Meetings</b>	Meetings are scheduled on an ad-hoc basis.

### **Energy Committee of Cabinet**

<b>Chair</b>	The Committee is chaired by the Prime Minister.
<b>Secretariat</b>	Departmental contact: Brenton Philp 02 6275 9026
<b>Role/Terms of Reference</b>	s47C, s47E(d)  Membership includes the Prime Minister, Deputy Prime Minister, Cabinet Secretary, Minister for Finance, The Treasurer, Minister for Foreign Affairs and Trade and Minister for Environment and Energy.
<b>Meetings</b>	Meetings are scheduled as required, generally monthly.

### **Alligator Rivers Region Advisory Committee**

<b>Chair</b>	Professor Charles Webb
<b>Secretariat</b>	Provided by the Department Departmental contact: Keith Tayler 08 8920 1101
<b>Role/Terms of Reference</b>	The Alligator Rivers Region Advisory Committee is a statutory stakeholder advisory committee established under the <i>Environment Protection (Alligator Rivers Region) Act 1978</i> . The committee facilitates consultation and communication between relevant community, industry and government stakeholders in relation to the protection of the Alligator Rivers Region environment from uranium mining impacts.
<b>Meetings</b>	The committee meets twice a year.

### **Alligator Rivers Region Technical Committee**

<b>Chair</b>	Dr Jenny Stauber
<b>Secretariat</b>	Provided by the Department Departmental contact: Keith Tayler 08 8920 1101
<b>Role/Terms of Reference</b>	The Alligator Rivers Region Technical Committee is a statutory scientific advisory committee established under the <i>Environment Protection (Alligator Rivers Region) Act 1978</i> . ARRTC independently reviews and advises the Minister on the quality of scientific research, monitoring and assessment undertaken into the potential environmental impacts of uranium mining in the Alligator Rivers Region.
<b>Meetings</b>	The committee meets twice a year.

### ***Australia-Netherlands Committee on Old Dutch Shipwrecks***

<b>Chair</b>	Vacant
<b>Secretariat</b>	Provided by the Department Departmental contact: s22
<b>Role/Terms of Reference</b>	<p>The Agreement between the Netherlands and Australia concerning old Dutch shipwrecks found off the Western Australian coast was signed on 6 November 1972 and is a schedule to the Commonwealth <i>Historic Shipwrecks Act 1976</i>.</p> <p>This Committee has been inactive since 2014.</p> <p>The function of the Australia and the Netherlands Concerning Old Dutch Shipwrecks Committee is to determine the ownership and subsequent disposition between the Netherlands and Australia of the artefacts recovered from Dutch shipwrecks off the coast of Western Australia.</p> <p>A Memorandum of Understanding is due to be signed in September 2017 to modernise this function as the Historic Shipwrecks Act is being updated through the Underwater Cultural Heritage Bill (A status). The Committee will be abolished by the Bill.</p>
<b>Meetings</b>	The committee meets as required and the last meeting was held in 2009.

### ***Australian Heritage Council***

<b>Chair</b>	Dr David Kemp AC
<b>Secretariat</b>	Provided by the Department Departmental contact: David Williams 02 6274 2015
<b>Role/Terms of Reference</b>	<p>The Australian Heritage Council (AHC) is the principal adviser to the Australian Government on heritage matters. Its main responsibilities are to assess places for inclusion on the National Heritage List and the Commonwealth Heritage List; nominate places for inclusion in the National Heritage List or Commonwealth Heritage List; promote the identification, assessment, conservation and monitoring of heritage; and advise the Minister on heritage matters including the preparation and amendment of heritage strategies and management plans for Commonwealth areas and agencies.</p>
<b>Meetings</b>	The Council meets at least four times each year.

### **Australian Renewable Energy Agency**

<b>Chair</b>	Mr Martijn Wilder AM
<b>Secretariat</b>	ARENA Departmental contact: s22
<b>Role/Terms of Reference</b>	<p>The ARENA Board is established under the <i>Australian Renewable Energy Agency Act 2011</i>. The ARENA Board is a skills-based, decision making board whose role is to fulfil the functions of ARENA as set out in the ARENA Act which include providing financial assistance and providing advice to the Minister relating to renewable energy technologies. The ARENA Board also sets the agency's investment strategies and priorities, oversees the running of the organisation, and approves funding for projects up to \$50 million.</p> <p>The ARENA Act states the board has up to seven directors, one of which is Secretary of the Department responsible for the agency. Appointed members of the board must have skills in renewable energy technology, commercialisation, business investment or corporate governance (Section 30 (2)).</p>
<b>Meetings</b>	The board must convene at least six meetings each calendar year (Section 40 (3) of the <i>ARENA Act 2011</i> ).

### **Australian World Heritage Advisory Committee**

<b>Chair</b>	Ms Sue Sargent
<b>Secretariat</b>	Provided by the Department Departmental contact: David Williams 02 6274 2015
<b>Role/Terms of Reference</b>	<p>The Australian World Heritage Advisory Committee is an expert forum of Chairs of advisory committees for Australian World Heritage places. It advises Australia's Commonwealth, state and territory governments on issues that affect Australia's World Heritage properties.</p> <p>The role of this committee includes providing a forum for World Heritage site managers to share information on best-practice management of World Heritage sites, facilitating the sharing of knowledge and experience, encouraging continual improvement in the protection of World Heritage properties, advising on the development of effective national policies, and identifying and considering matters that require an agreed common approach between multiple jurisdictions.</p>
<b>Meetings</b>	The committee generally meets quarterly by teleconference with a rotating arrangement for the secretariat. The Committee most recently met on 23 August 2018.

### **Booderee National Park Board of Management**

<b>Chair</b>	Ms Beverley Ardler (Aboriginal traditional owner)
<b>Secretariat</b>	Director of National Parks Board Secretariat Officer: s22 (Booderee National Park) Director of National Parks contact: Judy West 02 6274 2221
<b>Role/Terms of Reference</b>	The Booderee National Park Board of Management is established under sections 374 – 383 of the <i>Environment Protection and Biodiversity Conservation Act 1999</i> . The functions of the board are: <ul style="list-style-type: none"> <li>• to make decisions relating to the management of the reserve that are consistent with the management plan in operation for the reserve</li> <li>• in conjunction with the Director, to: <ol style="list-style-type: none"> <li>i. prepare management plans for the reserve,</li> <li>ii. monitor the management of the reserve, and</li> <li>iii. advise the Minister on all aspects of the future development of the reserve.</li> </ol> </li> </ul>
<b>Meetings</b>	Determined by the board but generally four times per year.

### **Clean Energy Finance Corporation**

<b>Chair</b>	Steven Skala AO
<b>Secretariat</b>	Clean Energy Finance Corporation Departmental contact: s22
<b>Role/Terms of Reference</b>	The Clean Energy Finance Corporation is an independent statutory corporation established by the <i>Clean Energy Finance Corporation Act 2012</i> . The CEFC invests commercially to increase the flow of funds into renewable energy, energy efficiency and low emissions technologies. The CEFC does this through direct investments which attract private sector finance, as well as through its strategic co-financing partners.
<b>Meetings</b>	Statutory minimum of six meetings a year under the CEFC Act, but board typically meets once a month.

### **Clean Energy Regulator**

<b>Chair</b>	David Parker AM
<b>Secretariat</b>	Clean Energy Regulator Secretariat: s22
<b>Role/Terms of Reference</b>	The Clean Energy Regulator administers schemes legislated by the Australian Government for measuring, managing, reducing or offsetting Australia's carbon emissions. The Regulator administers the National Greenhouse and Energy Reporting scheme, Emissions Reduction Fund and safeguard mechanism, Renewable Energy Target and Australian National Registry of Emissions Units.  As the statutory authority, the Chair and other Members of the Regulator set the strategic direction for the agency and are accountable for its regulatory decisions.
<b>Meetings</b>	The Regulator meets on a six weekly basis.

### **Climate Change Authority**

<b>Chair</b>	Dr Wendy Craik AM
<b>Secretariat</b>	Climate Change Authority Secretariat: s22
<b>Role/Terms of Reference</b>	<p>The Climate Change Authority was established under the <i>Climate Change Authority Act 2011</i>. The Authority is an independent statutory body that provides expert advice on climate change mitigation policies.</p> <p>The Authority's functions include regular reviews of the operation of the <i>Carbon Credits (Carbon Farming Initiative) Act 2011</i> and <i>National Greenhouse and Energy Reporting Act 2007</i>. Reviews are undertaken on other matters as requested by the Minister responsible for climate change or the Australian Parliament. The Authority conducts and commissions its own independent research and analysis.</p> <p>The Authority is made up of a Chair, the Chief Scientist (ex officio), and seven other Members (currently only three other Members are in place). The Authority is supported by an independent staff led by a Chief Executive Officer.</p>
<b>Meetings</b>	The Authority meets 11 times a year.

### **Emissions Reduction Assurance Committee**

<b>Chair</b>	Associate Professor Andrew Macintosh
<b>Secretariat</b>	Provided by the Department Department contact: s22
<b>Role/Terms of Reference</b>	<p>The Emissions Reduction Assurance Committee is established under the <i>Carbon Credits (Carbon Farming Initiative) Act 2011</i>. The committee provides independent, expert advice to the Minister to ensure emissions reduction methods meet the integrity standards of the Emissions Reduction Fund and are delivering genuine emissions reductions. All Emissions Reduction Fund methods require approval by the Emissions Reduction Assurance Committee before they can be made.</p>
<b>Meetings</b>	Meet between four to six times per year.

### **Fuel Standards Consultative Committee**

<b>Chair</b>	Assistant Secretary, Energy Security Branch
<b>Secretariat</b>	Provided by the Department Departmental contact: s22
<b>Role/Terms of Reference</b>	<p>The Minister for the portfolio must consult with the Fuel Standards Consultative Committee before:</p> <ul style="list-style-type: none"> <li>• making fuel standards</li> <li>• making fuel quality information standards</li> <li>• altering guidelines for more stringent fuel standards or</li> <li>• granting, varying or revoking an approval to vary a fuel standard.</li> </ul>
<b>Meetings</b>	Business is conducted by email and teleconference.



### **Great Barrier Reef Marine Park Authority Board**

<b>Acting Chair</b>	Dr Russell Reichelt FTSE
<b>Secretariat</b>	Provided by Great Barrier Reef Marine Park Authority: Contact: Margaret Johnson 02 6274 1922
<b>Role/Terms of Reference</b>	<p>The functions of the Great Barrier Reef Marine Park Authority Board, as set out in the <i>Great Barrier Reef Marine Park Act 1975</i>, include:</p> <ul style="list-style-type: none"><li>• to provide information, advice and recommendations to the Minister in relation to the care and development of the Marine Park, including the areas that should be declared part of the Park and the regulations that should be made under the Act</li><li>• to prepare zoning plans and plans of management</li><li>• management of the Marine Park, with day-to-day management (including permitting, education and compliance) being undertaken cooperatively with the Queensland Government</li><li>• carrying out or arranging research relevant to the Marine Park, and</li><li>• provision of education, advisory and information services relating to the Marine Park.</li></ul>
<b>Meetings</b>	Meetings are held four times a year, or as required

### **Hazardous Waste Technical Group**

<b>Chair</b>	Professor Paul Greenfield
<b>Secretariat</b>	Provided by the Department Departmental contact: §22
<b>Role/Terms of Reference</b>	<p>The Hazardous Waste Technical Group is established under the <i>Hazardous Waste (Regulation of Exports and Imports) Act 1989</i>. Under the Act, the Minister must consult the group before making regulations or issuing evidentiary certificates in relation to the classification and management of hazardous wastes. The group also provides the Department with specialised technical advice on request.</p>
<b>Meetings</b>	The group has not met since 2013.

**Independent Expert Scientific Committee on Coal Seam Gas and Large Coal Mining Development**

<b>Chair</b>	Dr Chris Pigram FTSE
<b>Secretariat</b>	Provided by the Department Departmental contact: s22
<b>Role/Terms of Reference</b>	The Independent Expert Scientific Committee on Coal Seam Gas and Large Coal Mining Development was established in October 2012 under section 505D of the <i>Environment Protection and Biodiversity Conservation Act 1999</i> . The Committee provides independent, scientific advice to the Australian, Queensland, New South Wales, Victorian and South Australian governments on the potential impacts of coal seam gas and large coal mining development on water resources. In addition, the Committee provides advice to the Australian Government on bioregional assessments, and research priorities and projects to strengthen our understanding of the water-related impacts of coal seam gas and coal mining.
<b>Meetings</b>	The Committee meets around ten times a year, generally every five to six weeks.

**Independent Scientific Committee on Wind Turbines**

<b>Chair</b>	Adjunct Professor John Davy
<b>Secretariat</b>	Provided by the Department Departmental contact: Lesley Dowling 02 6159 7266
<b>Role/Terms of Reference</b>	<p>The committee is convened as an independent, multidisciplinary, expert group to improve science and monitoring of the potential impacts of sound from wind turbines (including low frequency and infrasound) on health and the environment.</p> <p>The committee will provide advice on:</p> <ul style="list-style-type: none"> <li>• the development of Australian methodologies and frameworks in sound measurement and standards for wind farms, including in the field of infrasound and low frequency sound</li> <li>• innovation in cost-effective, continuous sound monitoring of wind farms, and</li> <li>• options for wind farm operators to maximise transparency such as by providing information on wind speed, operational statistics, operating hours and sound monitoring.</li> </ul> <p>The committee will monitor and periodically review progress in understanding the potential health impacts of wind farms and comment on further possible research developments to support standards and measurement protocols.</p> <p>An important part of the committee's role is bringing together partners to inform their work, including linking to the work being undertaken through the National Health and Medical Research Council.</p> <p>The committee complements the work of the National Wind Farm Commissioner to identify needs and priorities for monitoring efforts to deliver transparency of information.</p> <p>The committee will provide an Annual Report to the Australian Parliament reporting on delivery against these Terms of Reference and other achievements.</p> <p>The committee will operate for an initial three year period, after which its progress and role will be reviewed.</p>
<b>Meetings</b>	The committee convenes around six times a year.

### **Indigenous Advisory Committee**

<b>Chair</b>	Mr Robbie Dalton
<b>Secretariat</b>	Provided by the Department Departmental contact: Adam Carlon 02 6274 2068
<b>Role/Terms of Reference</b>	Under section 505B of the <i>Environment Protection and Biodiversity Conservation Act 1999</i> , the function of the Indigenous Advisory Committee is to advise the Minister on the operation of the Act, taking into account the significance of Indigenous people's knowledge of the management of land and the conservation and sustainable use of biodiversity. The Committee was established under the EPBC Act in July 2000.  The Committee consists of ten members (including the Chair). All Committee members are Indigenous Australians and are not appointed to represent particular regions or organisations. Members are ministerially appointed based on expertise in Indigenous land and sea management, conservation and sustainable use of biodiversity, and cultural heritage management.
<b>Meetings</b>	The Committee meets at least twice a year and the meetings are generally held in Canberra. The Committee last met between 22-23 February 2018.

### **Kakadu Board of Management**

<b>Chair</b>	Mr Ryan Barrowei
<b>Secretariat</b>	Director of National Parks Board Secretariat Officer: s22 Director of National Parks contact: Judy West 02 6274 2220
<b>Role/Terms of Reference</b>	The Kakadu Board of Management is established under sections 374 – 383 of the <i>Environment Protect and Biodiversity Conservation Act 1999</i> (the EPBC Act). The functions of the board are: <ul style="list-style-type: none"> <li>• to make decisions relating to the management of the reserve that are consistent with the management plan in operation for the reserve, and</li> <li>• in conjunction with the Director, to: <ol style="list-style-type: none"> <li>i. prepare management plans for the reserve,</li> <li>ii. monitor the management of the reserve, and</li> <li>iii. advise the Minister on all aspects of the future development of the reserve.</li> </ol> </li> </ul>
<b>Meetings</b>	Determined by the board but generally four times a year.

### **Land Sector Carbon and Biodiversity Board**

<b>Chair</b>	The Land Sector Carbon and Biodiversity Board became inactive in October 2013 and has not met since.
<b>Secretariat</b>	Provided by the Department Departmental contact: Matt Dadswell 02 6275 9659
<b>Role/Terms of Reference</b>	The board's role is to: <ul style="list-style-type: none"> <li>• advise the Minister/s on implementation of, performance indicators and priorities for research in relation to the Land Sector Package</li> <li>• provide guidance on the implementation of the Land Sector Package.</li> </ul>
<b>Meetings</b>	N/A

### **National Climate Science Advisory Committee**

<b>Chair</b>	Dr Katherine Woodthorpe AO
<b>Secretariat</b>	Provided jointly by the Department and the Department of Industry, Innovation and Science Departmental contact: Edwina Johnson 6274 1022
<b>Role/Terms of Reference</b>	The purpose of the National Climate Science Advisory Committee is to advise the Australian Government on a nationally aligned and integrated approach to climate science, which will inform the direction and sustainability of Australia's climate science capability and research priorities. The National Climate Science Advisory Committee: 1) advises the Government on the development of a strategy for climate science in Australia, including: a) Australia's climate science priorities, capabilities and resources, including a stocktake of existing capabilities and options for addressing any gaps b) consolidation of commitments from key climate science delivery agents for current and future resourcing of the strategy, and c) ongoing climate science community coordination arrangements. 2) provide an ongoing forum to coordinate and drive local and international collaboration across key climate science agencies, investors and users of science. 3) promote Australia's climate science research capability with both Australian and international stakeholders.
<b>Meetings</b>	The Committee meets twice a year in Canberra.

### **Oil Stewardship Advisory Council**

<b>Chair</b>	Vacant
<b>Secretariat</b>	Provided by the Department Departmental contact: s22
<b>Role/Terms of Reference</b>	The Oil Stewardship Advisory Council was abolished in October 2014 and this is to be formalised through the <i>Statute Update (Smaller Government) Bill 2017</i> . The Oil Stewardship Advisory Council advised the Minister for the Environment on the general operation of the Product Stewardship for Oil program, benefit rates, product standards, the recovery and recycling of used oil, and the state of the oil production and oil recycling industries.
<b>Meetings</b>	Direct consultation with stakeholders is now undertaken as needed.

### **Product Stewardship Advisory Group**

<b>Chair</b>	Vacant
<b>Secretariat</b>	Provided by the Department Departmental contact: s22
<b>Role/Terms of Reference</b>	The Product Stewardship Advisory Group was abolished in October 2014 and this is to be formalised through the <i>Statute Update (Smaller Government) Bill 2017</i> . The Product Stewardship Advisory Group provided advice to the Minister for the Environment on the publication of an annual list of products the Minister proposes to consider, during the next financial year, for some form of accreditation or regulation under the <i>Product Stewardship Act 2011</i> .
<b>Meetings</b>	Direct consultation with stakeholders is now undertaken as needed.

### **Reef 2050 Advisory Committee**

<b>Chair</b>	The Hon Penelope Wensley AO
<b>Secretariat</b>	Provided by the Queensland Department of Environment and Heritage Protection through a Memorandum of Understanding with the Reef Branch within the Heritage, Reef and Marine Division of the Department. Departmental contact: Deb Callister 6275 9424
<b>Role/Terms of Reference</b>	The Reef 2050 Advisory Committee was established to advise the Australian and Queensland governments on implementation of the Reef 2050 Plan. The Committee facilitates engagement with industry and the broader community, provides strategic advice on the implementation of Reef 2050 Plan actions and stakeholder priorities, and highlights any emerging cross sectoral issues that need to be addressed.
<b>Meetings</b>	The Reef 2050 Advisory Committee will meet as required, but at least twice a year.

### **Reef 2050 Plan Independent Expert Panel**

<b>Chair</b>	Professor Ian Chubb AC
<b>Secretariat</b>	Provided by the Department Departmental contact: Deb Callister 02 6275 9424
<b>Role/Terms of Reference</b>	The Independent Expert Panel was established to advise the Australian and Queensland governments on implementation and review of the Reef 2050 Plan. The Independent Expert Panel provides scientific and expert advice related to the Great Barrier Reef, including support for the implementation and review of the Reef 2050 Plan, Reef Water Quality Protection Plan and other matters, as requested. The panel also advises the Australian Government Minister for the Environment and Energy on funding priorities for the Reef Trust.
<b>Meetings</b>	The Independent Expert Panel will meet as required, but at least twice a year.

### **Rock Art Foundation Committee**

<b>Chair</b>	Dr Mary Edmunds, Independent Chair
<b>Secretariat</b>	Provided by the Department Departmental secretariat contact: s22
<b>Role/Terms of Reference</b>	The Rock Art Foundation Committee is responsible for making funding recommendations and overseeing expenditure through the conservation agreement between the Commonwealth and Woodside Energy Ltd. The agreement sets out Woodside's commitment to provide up to \$34 million over 10 years for the benefit of the National Heritage values of the Dampier Archipelago (including Burrup Peninsula) National Heritage place. The committee has one government representative from the Department (Assistant Secretary, Heritage). Both Woodside and Rio Tinto continue to make payments under their respective Conservation Agreements, which continue in operation notwithstanding their formal expiry last year.
<b>Meetings</b>	The committee meets at least quarterly by teleconference. There is also an annual meeting held each year in July in Western Australia to develop a strategic work plan and budget for the following financial year.

### **Snowy Hydro Limited Board of Directors**

<b>Chair</b>	Mr Noel Cornish
<b>Secretariat</b>	Snowy Hydro Limited Company Secretary: Ms Praveena Karunaharan s22 Departmental contact: s22
<b>Role/Terms of Reference</b>	Snowy Hydro Limited is a wholly-owned Commonwealth company and as at 1 July 2018 is prescribed as a Government Business Entity. The Board of Snowy Hydro manages the company at arms-length from government. Its roles and responsibilities are determined by the <i>Corporations Act 2001</i> , the <i>Public Governance, Performance and Accountability Act 2013</i> and the company's constitution.
<b>Meetings</b>	The Board meets monthly.

### **Sydney Harbour Federation Trust**

<b>Chair</b>	Joseph Carrozzi
<b>Secretariat</b>	Sydney Harbour Federation Trust contact: Mary Darwell s22 Departmental contact: Emma Campbell 02 6274 2490
<b>Role/Terms of Reference</b>	A governing Board of Trustees that guides the process of planning and implementing projects for the Sydney Harbour Federation Trust sites. The trust is established under the <i>Sydney Harbour Federation Trust Act 2001</i> . The Harbour Trust board appointments are made by the Minister. The board consists of eight members (including the Chair), of which, one board member represents the interests of Indigenous people, one board member is an elected member of a council area containing a Harbour Trust site and two board members are nominated by the NSW Government. The Sydney Harbour Federation Trust's Executive Director and Executive team manage the daily affairs of the organisation.
<b>Meetings</b>	The Chair must ensure that at least four meetings are held each year.

### **Threatened Species Scientific Committee**

<b>Chair</b>	Professor Helene Marsh
<b>Secretariat</b>	Provided by the Department Departmental contact: s22
<b>Role/Terms of Reference</b>	Established under the <i>Environment Protection and Biodiversity Conservation Act 1999</i> , the Threatened Species Scientific Committee advises the Minister on the amendment and updating of the EPBC Act list of threatened species, threatened ecological communities, and key threatening processes together with making or adopting recovery plans and threat abatement plans.
<b>Meetings</b>	The TSSC meets four times a year.

### ***Uluru–Kata Tjuṯa Board of Management***

<b>Chair</b>	Mr Sammy Wilson
<b>Secretariat</b>	Director of National Parks Board Secretariat Officer: s22 (Uluru-Kata Tjuṯa National Park) Director of National Parks contact: Judy West 02 6274 2220
<b>Role/Terms of Reference</b>	The Uluru-Kata Tjuṯa Board of Management is established under sections 374–383 of the <i>Environment Protection and Biodiversity Conservation Act 1999</i> . The functions of the Board are: <ul style="list-style-type: none"> <li>• to make decisions relating to the management of the reserve that are consistent with the management plan in operation for the reserve, and</li> <li>• in conjunction with the Director, to: <ol style="list-style-type: none"> <li>i. prepare management plans for the reserve</li> <li>ii. monitor the management of the reserve, and</li> <li>iii. advise the Minister on all aspects of the future development of the reserve.</li> </ol> </li> </ul>
<b>Meetings</b>	Generally four times a year.

### ***Appointments due to expire in the next six months (as at 22 August 2018)***

<b>Committee/Board</b>	<b>Member name</b>	<b>Term expiry date</b>
Booderee National Park Board of Management	Ms Beverly Ardler	30/08/2018
	Ms Wendy Hills	3/10/2018
	Ms Julie Freeman	31/10/2018
Climate Change Authority CEO	Ms Gayle Milnes (A/g)	s47C, [REDACTED]
Great Barrier Reef Marine Park Authority	Dr Russell Reichelt	31/10/2018
	Ms Melissa George	21/11/2018
Independent Scientific Committee on Wind Turbines	ADJ Professor Jon Davy	10/12/2018
	ASSOC Professor Simon Carlile	10/12/2018
	Professor David Hillman	10/12/2018
	Dr Kym Burgemeister	10/12/2018
Indigenous Advisory Committee	Ms Cecilia Gore-Birch	31/12/2018
	Ms Leah Talbot	31/12/2018
Threatened Species Scientific Committee	Professor Helene Marsh	30/11/2018
	Ms Louise Gilfedder	30/11/2018
	Dr David Kendal	30/11/2018

**Expired Appointments (as at 22 August 2018)**

Committee/Board	Position vacant	s34(3)
Alligator Rivers Region Advisory Committee	Two statutory positions	
Australia-Netherlands Committee on Old Dutch Shipwrecks (Currently inactive)	Chair (not proposed to be filled)	
Climate Change Authority	Four members	
Emissions Reduction Assurance Committee	Three members	
s34(3)		
Threatened Species Scientific Committee	Two members	
Booderee National Park Board of Management	One member	
Uluru-Kata Tjuta Board of Management	One member	



**LIST OF THE DEPARTMENT OF THE ENVIRONMENT AND ENERGY'S INTERNATIONAL  
TREATIES, AGREEMENTS AND ENGAGEMENTS**

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## **TREATIES**

### **Antarctic**

#### ***Antarctic Treaty system, comprising:***

##### *The Antarctic Treaty*

The Antarctic Treaty applies to the area south of 60° south latitude. It ensures that Antarctica is used exclusively for peaceful purposes; promotes scientific cooperation, and guarantees freedom of scientific research and the free exchange of scientific observations and results. It also provides for inspection of all operations and advance notification of activities; and sidesteps disputes over territorial sovereignty in Antarctica. There are 53 parties to the Treaty, of which 29 are Consultative Parties.

##### *The Protocol on Environmental Protection to the Antarctic Treaty*

The Protocol on Environmental Protection to the Antarctic Treaty (the Protocol) was signed in 1991 and entered into force in 1998. There are 38 Parties to the Protocol (including all Consultative Parties and 9 Non-Consultative Parties). The Protocol designates Antarctica as a natural reserve, devoted to peace and science; establishes environmental principles for the conduct of all activities; prohibits mining indefinitely; subjects all activities to prior assessment of their environmental impacts; requires the development of contingency plans to respond to environmental emergencies; and establishes the Committee for Environmental Protection (CEP).

##### *The Convention on the Conservation of Antarctic Marine Living Resources (CCAMLR)*

The objective of the CAMLR Convention is the conservation of Antarctic marine living resources, where conservation is defined as including rationale use. The Convention requires that consideration be given to all species in the ecosystem and to conserving ecological relationships. It also defines important principles of conservation with which any harvesting activities must accord.

##### *The Convention for the Conservation of Antarctic Seals (CCAS)*

The CCAS was negotiated at a time of increasing concern about the vulnerability of Antarctic seals if commercial exploitation resumed. The convention is largely inactive, as no state has indicated any desire to recommence commercial sealing in Antarctica.

Engagement in the Antarctic Treaty system advances Australia's national Antarctic interests (including strategic, scientific, environmental and economic) in Antarctica and the Southern Ocean.

### **Biodiversity**

#### ***International Convention for the Regulation of Whaling (ICRW):***

In 1946, the International Whaling Commission was established under this convention. Australia's long term policy objectives are to uphold the global moratorium on commercial whaling, bring about a permanent end to all forms of commercial and so-called 'scientific' whaling, and transform the Commission into a modern conservation organisation.

**Convention on Migratory Species (CMS)**, also known as the **Bonn Convention**, aims to conserve terrestrial, aquatic and avian migratory species throughout their range, which includes:

- the Memorandum of Understanding (MOU) on the Conservation of Migratory Sharks,
- the MOU for the Conservation of Cetaceans and their Habitats in the Pacific Island Region,
- the MOU on the Conservation and Management of Marine Turtles and their Habitats of the Indian Ocean and South-East Asia, and
- the MOU on the Conservation and Management of Dugongs and their Habitats throughout their Range.

***Agreement on the Conservation of Albatrosses and Petrels (ACAP):***

This agreement seeks to conserve albatrosses and petrels by coordinating international activity to mitigate known threats.

s47C, s47E(d)

***The London Protocol***

Waters surrounding Australia's coastlines are protected from wastes and pollution dumped at sea by the Environment Protection (Sea Dumping) Act 1981 (the Sea Dumping Act). The Sea Dumping Act regulates the loading and dumping of waste at sea. The Act fulfils Australia's international obligations under the 1996 Protocol to the Convention on the Prevention of Marine Pollution by Dumping of Wastes and Other Matter 1972 (now known as the London Protocol) to prevent marine pollution by dumping of wastes and other matter. It is one of the first global conventions to protect the marine environment.

***Convention on Biological Diversity (CBD):***

The three main objectives of this convention are: the conservation of biological diversity; the sustainable use of the components of biological diversity; and the fair and equitable sharing of the benefits arising out of the utilisation of genetic resources.

***Nagoya Protocol on Access and Benefit Sharing:***

This global agreement implements the access and benefit sharing obligations of the Convention on Biological Diversity.

***Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES):***

This convention is an international treaty which helps to ensure that international trade does not threaten species with extinction, protecting about 5,600 species of animals and 30,000 species of plants.

***Convention on Wetlands of International Importance (Ramsar):***

Adopted in Ramsar, Iran in 1971, the Convention provides the framework for national action and international cooperation for the conservation and wise use of wetlands and their resources.

***Japan-Australia Migratory Bird Agreement (JAMBA); China-Australia Migratory Bird Agreement (CAMBA); and Republic of Korea-Australia Migratory Bird Agreement (ROKAMBA):***

Australia provides critical non-breeding habitat for millions of migratory waterbirds each year. The Australian Government has fostered international cooperation to conserve migratory waterbird populations and their habitats through a range of agreements, including the Ramsar Convention and the Convention on Migratory Species, bilateral agreements with Japan, China and the Republic of Korea, and the East Asian–Australasian Flyway Partnership.

***United Nations Convention to Combat Desertification (UNCCD):***

This convention aims to reverse and prevent desertification and land degradation and mitigate the effects of drought in affected areas in order to support poverty reduction and environmental sustainability.

**Chemicals/Waste/Pacific**

s47C, s47E(d)

***Convention for the Protection of Natural Resources and Environment of the South Pacific Region (Noumea Convention):***

This is an umbrella agreement for the protection of the marine and coastal environment of the South Pacific Region.

***Secretariat of the Pacific Regional Environment Programme (SPREP):***

SPREP is the primary intergovernmental environmental organisation in the Pacific. It has 26 member countries. Australia is a founding member. The department is the focal point and policy lead on Australia's engagement with SPREP. SPREP facilitates cooperation in the Pacific region by providing technical assistance, policy advice and training to assist its member countries with environmental protection and management.

***Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal:***

This convention places obligations on exporting countries to ensure that hazardous wastes are managed in an environmentally sound manner in the country of import. It establishes a global control system for the shipment of hazardous waste.

***Waigani Convention:***

Signed in Waigani, Papua New Guinea, this convention bans the import of all hazardous and radioactive wastes into South Pacific Forum Island countries and controls the transboundary movement and management of hazardous wastes within the South Pacific region. It allows Australia to receive hazardous wastes from South Pacific Forum Island Countries that are not parties to the Basel Convention.

***Rotterdam Convention on the Prior and Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade:***

As a party to the Convention, the Australian Government is committed to the Convention's objective to promote shared responsibility and cooperative efforts among Parties in the international trade of certain hazardous chemicals in order to protect human health and the environment from potential harm and to contribute to their environmentally sound use.

The Convention sets out a process of transparency and governance on the movement of chemicals. It provides a process for countries to decide whether they wish to receive listed chemicals and under what conditions.

### ***Stockholm Convention on Persistent Organic Pollutants:***

The Stockholm Convention is aimed at protecting human health and the environment from persistent organic pollutants (POPs) – a small set of chemicals that are extremely persistent (remain intact in the environment for long periods), bioaccumulate in the tissues of animals, undergo long range transport and have adverse impacts on human health and the environment. These characteristics make them harmful and difficult to manage. The Convention, which entered into force in 2004, requires its parties to take measures to eliminate or reduce the release of POPs into the environment. The Convention sets out requirements around import, export, use, recycling, monitoring, stockpiles and waste disposal.

### ***Vienna Convention for the Protection of the Ozone Layer and Montreal Protocol on Substances that Deplete the Ozone Layer:***

The Vienna Convention serves as a framework to protect the ozone layer. The Montreal Protocol on Substances that Deplete the Ozone Layer under the convention requires the parties to take concrete action to control and phase out production and imports of ozone depleting substances. The Montreal Protocol was amended in October 2016 to include controls and phase-down of production and imports of hydrofluorocarbons (HFCs). HFCs are potent greenhouse gases used to replace ozone depleting substances but they do not deplete the ozone layer.

### ***The Convention for the Organisation for Economic Cooperation and Development (OECD)***

The Department is the lead agency for two of the OECD's main committees, the Environment Policy Committee and the Chemicals Committee. There are 23 OECD Council Acts relevant to chemicals, nine of which are legally binding under international law. Around six other government departments lead on subsidiary bodies to the Chemicals Committee. The Department of Foreign Affairs and Trade leads Australian engagement in the OECD more broadly.

## **Climate Change**

### ***United Nations Framework Convention on Climate Change***

The Department engages with the United Nations Framework Convention on Climate Change (UNFCCC) and related agreements and protocols including the Kyoto Protocol and the Paris Agreement. The Department is responsible for the domestic implementation of these treaties.

The Department of Foreign Affairs and Trade (DFAT) has primary responsibility for international climate change negotiations. The Department works closely with DFAT to ensure its technical knowledge and understanding of potential domestic implications are incorporated into negotiating positions. The Department also supports Australia's negotiating interests by fostering relationships with other countries through cooperative activities on climate change issues. Finally, the Department leads Australia's engagement with the Intergovernmental Panel on Climate Change (IPCC), which informs UNFCCC decisions on issues including mandatory emission estimation methods.

***Convention on International Aviation (Chicago Convention)***

The Department engages with the Convention on International Aviation, under which Parties have agreed to implement the Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA). The Department of Infrastructure and Regional Development (DIRD) has primary responsibility for international aviation negotiations. The Department works closely with DIRD to ensure its technical knowledge and understanding of domestic implications are incorporated into negotiating positions.

s47C, s47E(d)

## **Heritage**

### ***The Convention concerning the Protection of the World Cultural and Natural Heritage***

The Convention aims to promote cultural cooperation among nations to protect heritage from around the world that is of such Outstanding Universal Value that its conservation is important for current and future generations. Australia has 19 World Heritage properties including the Great Barrier Reef and in November last year was elected to the World Heritage Committee for a four year term 2017-2021. Australia's Focal Point for the World Heritage Convention is in the Heritage, Reef and Marine Division.

## **Torres Strait**

Environmental Management Committee under the ***Torres Strait Protected Zone Treaty***:

The Torres Strait Protected Zone Treaty defines the border between Australia and Papua New Guinea and provides a framework for the management of the common border area. The department provides the secretariat for the Environmental Management Committee to assist in protecting the land, sea and air of the Torres Strait, including the native plant and animal life.

## **Trade**

### ***Free Trade Agreements***

Free Trade Agreements negotiated by the Department of Foreign Affairs and Trade include specific environment chapters or chapters with environment implications such as Government Procurement, Services, Technical Barriers to Trade, and Sanitary and Phytosanitary Measures. The Trans-Pacific Partnership Agreement is a pathway for realising the vision of a free trade area of the Asia-Pacific. The Department provides advice to the Department of Foreign Affairs and Trade on these negotiations.



## **NON-BINDING AGREEMENTS AND ENGAGEMENT**

### **Bilateral Engagement – Energy**

Australia-India Energy Dialogue

Australia-China Bilateral Dialogue on Energy and Resources Cooperation

Australia-Taiwan Joint Energy and Minerals, Trade and Investment Cooperation Consultations

Australia-Japan High Level Group on Energy and Minerals

Australia-Korea Joint Consultations on Energy and Minerals

Australia-Germany Energy and Resources Working Group

Arrangement between the Government of Australia and the Government of the United Kingdom concerning oil stocks contracts

Arrangement between the Government of Australia and the Government of the Kingdom of the Netherlands concerning oil stock contracts

Arrangement between the Government of Australia and the Government of the Federal Republic of Germany concerning oil stock contracts

Arrangement between the Government of Australia and the Government of the United States of America concerning petroleum stocks contracts

### **Bilateral engagement – Other**

Joint Understanding between Papua New Guinea and Australia on the Owen Stanley Ranges, Brown River Catchment and the Kokoda Track Region

Australia-Indonesia Joint Working Group on Environment and Climate Change

China Council on International Cooperation on Environment and Development

Memorandum of Understanding between Republic of Indonesia, National Center for Archaeology (ARKENAS) and Australia, Department of the Environment, and the Australian National Maritime Museum, for the purpose of collaboration in research in maritime archaeology and underwater cultural heritage management (2015)

Memorandum of Agreement between the US Department of Commerce, National Oceanic and Atmospheric Administration, National Ocean Service, Office of Marine Sanctuaries, and the Australian Department of the Environment, Heritage Branch for the purpose of collaboration in underwater cultural heritage resource management activities in the Pacific Region. (2014)

Memorandum of Understanding on Cooperation on National Greenhouse Gas Inventories between the Department and the Office of Natural Resources and Environment Policy and Planning of the Kingdom of Thailand

### **Regional engagement**

The Coral Triangle Initiative (CTI)

The Arafura and Timor Seas Ecosystem Action Program (ATSEA)

Asia Pacific Economic Cooperation Forum (APEC)

Indian Ocean Rim Association (IORA)

The East Asian-Australasian Flyway Partnership

International Partnership for Blue Carbon

Asia-Pacific Rainforest Partnership

### **Overarching multilateral engagement on environment**

United Nations Environment Programme (UNEP)

OECD Environment Policy Committee (EPOC)

International Union for Conservation of Nature (IUCN)

International Convention on Monuments and Sites (ICOMOS)

Mission Innovation (a global initiative of 22 countries and the European Union to dramatically accelerate global clean energy innovation. As part of the initiative, participating countries have committed to seek to double their governments' clean energy research and development (R&D) investments over five years, while encouraging greater levels of private sector investment in transformative clean energy technologies)

### **Biodiversity**

Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES)

UN General Assembly Regular Process (global and regional assessment of the state of the marine environment)

World Bank Global Oceans Partnership

High Level Panel on a Sustainable Ocean Economy (initiative of the Norwegian Prime Minister that was endorsed this year by Prime Minister Turnbull).

### **Chemicals/Waste/Pacific**

The Strategic Approach to International Chemicals Management (under UNEP)

### **Parks**

World Indigenous Network (WIN)

World Parks Congress (under the IUCN)

**Sustainable Development**

The United Nations High Level Political Forum – replacing the Commission on Sustainable Development

**Overarching multilateral engagement on energy**

APEC Energy Working Group

G20 Energy Sustainability Working Group

Clean Energy Ministerial

East Asia Summit, Energy Cooperation Task Force

International Solar Alliance (framework agreement ratified in December 2017)

International Energy Forum (charter signed in 2011 s47C, s47E(d) [redacted])

Energy Charter Treaty (charter signed in 1994, s47C, s47E(d) [redacted])

[redacted]